



Designation of responsibilities for the local registrar



Introduction

❑ **Designation of responsibilities for local registrar**

a) *Principles and Recommendations, para 325-339*

b) *Handbook on Civil Registration and Vital Statistics System: Preparation of a Legal Framework, para 360-361 and 403, Model Law articles 28-36*

❑ **Local registration units**

a) *Principles and Recommendations, para 340-348*

b) *Handbook on Civil Registration and Vital Statistics System: Preparation of a Legal Framework, para 403 and Model Law articles 67, 68, 83, 84, 101-102 and 107-108*



Local registrar

- An official authorized by law to**
 - Register the occurrence of vital events
 - Represent the legal authority of the government
 - Responsible for maintaining relationship with the community

- Conditions**
 - Employed full-time
 - Civil service status and benefits
 - Appropriate remuneration

- Special consideration**
 - Enjoy recognition and standing in the communities they serve
 - Remain informed on the community's concerns and developments
 - Establish continuous relationship with personnel in hospitals, clinics, health centers, funeral institutions, religious establishments, court clerks ...



Local registrar's responsibilities

- Recording specific information regarding vital events
- Ensuring compliance with registration laws and regulations
- Ensuring the accuracy and completeness of each record
- Ensuring the confidentiality of each record
- Taking custody of the records
- Ensuring the completion of statistical report
- Issuing certificates or copies of vital records
- Providing customer service
- In the case of death registration, ensuring that the certification of the cause of death is part of the documentation
- Informing the public of the importance of civil registration and vital statistics



Local registrar's responsibilities - continued

- Depending on the geographical features and size of the area covered, making regular rounds within the jurisdiction
- Publicity
- Knowledge of local customs and languages
- Active role
- Understanding of the process of producing vital statistics
- Ability to explain the registration process and its importance and consequence in a colloquial manner
- Maintaining easily accessible office and regular working hours



Local registrar's responsibilities - continued

- Within the provision of the law, the registrar is subjected to penalties if he/she**
 - Fails to register a vital event or its characteristics, as reported by the informant
 - Loses, damages or alters any registered records or permits such loss, damage or alteration to occur
 - Fails to provide registrants with adequate protection of privacy and confidentiality
 - Has been found guilty of violating the provisions of the civil registration law or its rules and regulations
 - Fails to fill out and submit statistical documentation



Local registration unit

- ❑ **Primary registration unit is a well-delineated part of territory of a country that is entrusted to a local civil registrar for the recording of vital events occurring therein**
 - ❑ Jurisdictional territory of one registrar
 - ❑ Adequate size
 - ❑ Managed by one registrar
 - ❑ Boundaries should coincide with those of a minor civil division
 - ❑ Adjustment might be needed
 - ❑ Easily accessible and well-marked
 - ❑ Open during regular working hours



Local registration unit - continued

- Therefore, determination on the number and location of local registration unit needs to take into account**
 - Population size
 - Staff resources
 - Material resources
 - Accessibility, including transportation facilities, climate
 - Literacy of the population
 - Complexity of the registration procedure



Local registration unit - continued

- ❑ **Secondary registration unit**
 - ❑ At selected locations with frequent vital events within the primary registration unit
 - ❑ Hospitals, health centers
 - ❑ Clear delineation of boundaries



Local registration unit - continued

Mobile registration unit

- In areas where the population density is too low to establish a permanent unit
- Or not accessible year –round
- Mobile unit
- Publicized and regular schedules
- Staying long enough



Concluding remarks on local registrars and units

- ❑ Local registrar – a building block of the whole system
- ❑ Civil servant
- ❑ Well versed in registration law and procedures
- ❑ Trained and equipped
- ❑ High standards of responsibility
- ❑ Well versed in local circumstances, customs and language
- ❑ Registration unit – must be easily recognizable and efficient