

**United Nations Workshop on
Improving Statistics on Fertility and Mortality in ESCWA Region
Cairo, Egypt
3 – 6 December 2007**

Pre-workshop assignment 1

Review and assessment of the national civil registration system

The purpose of this questionnaire is to collect information on the organizational and technical aspects of the national civil registration system. The questionnaire also assesses the state of the development and methods of evaluation in the civil registration system. Please return the completed questionnaire before **20 November** at the following address by email if possible or by fax:

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Please provide detailed answers to the questions. When necessary, please attach additional sheets of paper.

Name, title, address and country of official completing this questionnaire:

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PART I: LEGAL AND ORGANISATIONAL ASPECTS OF THE CIVIL REGISTRATION SYSTEM

1. Is there a legal framework providing guidelines concerning how the civil registration system works?

Yes No

a. If Yes, please provide us with a copy of the law.

2. Which of the following best describe the type of civil registration organization currently in operation in your country?

- a national system with a central office to administer the system
- a national system with different governmental departments to administer the registration of vital events
- The country has separate systems of registration in each major administrative division (e.g., province or state level) with a central office at those levels to administer the system)
- Other arrangements (specify) _____

3. At national level, which agency has the primary responsibility for the registration of the vital events:

Vital events	Agency primarily responsible for registration
Live births	
Foetal deaths	
Deaths	
Marriages	
Divorces	

4. If the country has separate systems of registration in each major administrative division (e.g., province or state level), provide the most common name of the sub-national agency responsible for its administration.

Vital events	Sub-national agency primarily responsible for registration
Live births	
Foetal deaths	
Deaths	

Marriages	
Divorces	

5. Is there a coordination agency or inter-agency coordination committee at national level, for needs and services among different agencies dealing with civil registration?

Yes No

If Yes, provide the name and main responsibility.

6. What is the common name given to these local registration offices? (example: Civil Registration Office, Registry of Births and Deaths, Registry of Marriages, Births and Deaths, and so on.). If different offices, give all names.

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7. Location of the primary registration units? (Check applicable items)

	Births	Foetal deaths	Deaths	Marriages	Divorces
a) Municipal offices					
b) Health offices					
c) Revenue offices					
d) Court offices					
e) Parishes/temples					
f) Population registers					
g) Other, specify					

8. Are there secondary registration units in certain hospitals, clinics, or religious places (e.g., churches, temples) or other public places to supplement the registration network?. Include subsidiary registration places for marriages and divorces.

Yes No

9. Which of the following perform the functions of the local civil registrars in your country? (Local civil registrars are the persons authorized by law to record vital events and civil status). Check applicable items:

	Births	Foetal deaths	Deaths	Marriages	Divorces
a) Appointed civil registrars					
b) Priests, ministers					
c) Court clerks					
d) Notaries					
e) Justices of peace					
f) Teachers					
g) Other, specify					

10. Main duties and responsibilities of the local civil registrars as specified by civil registration law and regulations. Check applicable items.

a. With respect to registration:

- Recording vital and civil status events and safekeeping of the records
- Issuing certified copies of civil registration records
- Celebrating marriages
- Issuing burial permits
- Promotion of registration completeness
- Other, specify:

b. With respect to vital statistics collection and reporting:

- Reporting civil registration data to higher level offices
- Other, specify:

11. Do local civil registrars receive guidance for their work? Check applicable items.

- Copies of current laws and regulations on civil registration
- Updated handbooks or instructions on civil registration
- Handbooks on vital statistics reporting
- In service training
- Direct advice by higher level civil registration authorities through field visits
- Periodical bulletin of information concerning civil registration and vital statistics
- Circulars regarding procedures for civil registration
- Other, specify:

12. Technical supervision to local civil registrars work is provided by: (Check applicable items)

- Registration authorities from the National Agency (field visits from central office staff)
- Regional Registration authorities
- Judicial authorities vested with responsibility for the custody of the records
- The Mayor
- The Priest or Minister
- The local government authority

Other, specify:

13. Administrative supervision to local civil registrars work is provided by: (Check applicable items)

- Registration authorities from the National Agency (field visits from central office staff)
- Regional Registration authorities
- Judicial authorities vested with responsibility for the custody of the records
- The Mayor
- The Priest or Minister
- The local government authority
- Other, specify

PART II: TECHNICAL ASPECTS OF THE CIVIL REGISTRATION SYSTEM

1. Please specify the definitions of vital events adopted in your country.

Live birth

Foetal death

Death

Marriage

Divorce

2. Who are the informants for the vital events? Informant is the individual designated by law with responsibility for reporting the vital event to the local civil registrar (e.g., for live births: the mother, the father; for deaths: nearest relative; for marriages: the bride, the groom; etc.)

	Informant
Live births	
Foetal deaths	
Deaths	
Marriages	
Divorces	

3. Are vital events registered by place of occurrence and/or place of registration?

	Place of occurrence	Place of registration
Live births		
Foetal deaths		
Deaths		
Marriages		
Divorces		

4. Which of the following are required for registration (Check applicable items):

Live births:

- Medical certification
- Witness(es)
- Verbal or written declaration of the main informant
- Presence of the child at the local civil registry
- Fee, amount _____
- Identity card of parent(s)
- Other, specify:

Foetal deaths:

- Medical certification
- Witness(es)
- Verbal or written declaration of the main informant
- Fee, amount _____
- Other, specify:
- No provisions for registration

Deaths:

- Medical certification
- Witnesses
- Verbal or written declaration of the appropriate informant
- Coroner certification
- Fee, amount _____
- Other, specify:
- Verification by municipal authority

Marriages:

- Certification of notice of intended marriage
- Health certificate for bride and groom
- Birth certificate for bride and groom
- Identification card for bride and groom
- Religious marriage record
- Witness(es)
- Verbal declaration of the parties
- Fee, amount _____
- Other(specify)-----
- No provisions for registration

Divorces:

- Notification of the court or institution granting the divorce decree
- Routinely registered by religious or judicial authorities once divorce decree has been issued
- Birth certificates of the parties
- Marriage certificate
- Fee, amount _____
- Other (specify)-----
- Divorce does not exist in the country

5. Provide the legally stipulated time periods to register vital events in the country.
FOR INDEPENDENTLY ADMINISTERED CIVIL REGISTRATION SYSTEMS AT THE SUB-NATIONAL LEVEL, INDICATE THE CORRESPONDENT TIME ALLOWANCES IN A SEPARATE PAGE.

	Period of time allowed (specify whether hours, days or months)
Live births	
Foetal deaths	
Deaths	
Marriages	
Divorces	

6. What are the legal provisions for late registration of each type of vital event in the country?

	Legal provisions for late registration
Live births	
Foetal deaths	
Deaths	
Marriages	
Divorces	

7. Are penalties for late registration being enforced?

- Yes No

8. Which of the following social services and benefits are linked to registration of vital events?

Birth certificate:

- Birth allowances
- Maternity allowances
- Maternity leave with pay
- Child care family allowances
- Bonuses per child
- Food rationing programmes
- Allocation of Government housing
- Education allowances up to certain age
- Some allowances and also social security benefits
- Other(specify)-----

Death certificate:

- Insurance claims
- Inheritance claims
- Requisite for remarriage of the survivor partner
- Pension benefits claims of his/ her survivors
- Others

Marriage certificate:

- Provision and allocation of government housing for newly married couples
- Participation in guaranteed minimum monthly family income programmes
- Participation in government programmes of interest-free loans for purchasing a house to promote family formation
- Marriage allowances
- Income tax allowance
- Other(specify)-----

9. Type of forms currently being used for registration of vital events:

Births Foetal Deaths Marriages Divorces
 deaths

	Births	Foetal deaths	Deaths	Marriages	Divorces
a) Book register for recording one vital event per page					
b) Book register for recording of a number of vital events per page					
c) Loose-leaf forms that combine information for registration and statistical purposes					
d) Cards					
e) Directly keyed and stored into a computer media					

g) Other, specify					
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10. Please provide a complete set of forms used for legal recording of all types of vital events.

11. What are the legal provisions taken to preserve confidentiality of civil registration data?

PART III: EVALUATION OF COMPLETENESS AND QUALITY OF THE CIVIL REGISTRATION SYSTEM

1. Does the civil registration system cover all segments of the population in the entire country?

Yes No

If NO, please give a brief description of the coverage:

a) Which geographic areas are not covered? Why?

b) Which population groups (ethnic or national groups) are not covered? Why?

c) Any other categories that are not covered? Why?

2. Indicate if the registration coverage of vital events has been estimated in your country in the past ten years?

	Live births	Foetal deaths	Deaths	Marriages	Divorces
Yes					
No					

3. If YES for at least one event, indicate the most recent estimate of coverage for each event, the year to which this estimate refers and the method of evaluation used.

a. Level of coverage and year of reference

	Percentage of coverage	Year to which this estimate refers
Live births		
Foetal Deaths		
Deaths		
Marriages		
Divorces		

b. Method of assessment

	Live births	Foetal deaths	Deaths	Marriages	Divorces
Through retrospective questions in population census(es)		Not applicable			
Through a follow up survey					
Through retrospective questions in a single round retrospective survey					
Through a maternity history in a single round retrospective survey				Not applicable	Not applicable
Through a dual-records system					
Other (specify)					