



Civil Registration Process: Place, Time, Cost, Late Registration



Recommended reading

Place, time, cost, late registration and registration proofs

a) *Principles and Recommendations, para 356-373*

b) *Handbook on Civil Registration and Vital Statistics System: Preparation of a Legal Framework, paras. 44, 111-135 and 403*

c) *Handbook on Civil Registration and Vital Statistics System: Management, Operations and Maintenance, para. 292-318 and 333-336*



Place of registration

- Place of occurrence**
 - Usually straight-forward
 - Place of usual residence**
 - In certain circumstances more complicated
 - Law has to specify which one applies for which specific event**
 - The two options are not mutually exclusive
 - In many cases the law requires both
 - International guidelines**
 - Live births Place of usual residence of the mother
 - Foetal deaths Place of usual residence of the mother
 - Infant deaths Place of usual residence of the mother or the infant (if different)
 - Death Place of usual residence of the deceased
 - Marriage Place of occurrence – previous place of residence not relevant
-



Time allowed for registration

The period of time within which the informant must report the occurrence of vital event and its characteristics to the registrar

- This time should be clearly specified in the Registration Law for each vital event
- Shorter period is preferable to longer period – passage of time may lead to miss-reporting, underreporting and factual errors in reporting
- The shorter period is also necessary for public health reason – in cases of deaths
- The time period has to be identical throughout the country
- In some cases, such as for deaths, for example, there may be more than one deadline for registration – one for the death itself and another for the cause of death, given the time needed for certification of the cause of death in certain circumstances
- Grace period – usually up to one year

Examples

- | | |
|---|--|
| <input type="checkbox"/> Live births | Up to one month |
| <input type="checkbox"/> Deaths/foetal deaths | Three days |
| <input type="checkbox"/> Marriage | Same day |
| <input type="checkbox"/> Divorce | Seven days from the date the court granted the divorce |



Late and delayed registration

- ❑ **Late registration is a registration of the vital event after the legally specified period but within the grace period**
- ❑ **Delayed registration is a registration of the vital event after the grace period has expired**
 - ❑ The Registration Law has to contain specific provisions
 - ❑ Additional documentation and proof
 - ❑ Fees, but not penalties
- ❑ **Causes for late and delayed registration**
 - ❑ Within the registration system
 - ❑ Proceedings too demanding in terms of time and complexity
 - ❑ Cost of registration high
 - ❑ Registration offices not easily accessible
 - ❑ Within the community
 - ❑ Lack of awareness
 - ❑ Lack of interest



Proofs for registration

- The registration process starts when the registrar is presented with a proof of the occurrence of the vital event by the informant**
 - Legal document
 - Medical certificate
 - Personal declaration
 - Witness

 - Documentary proofs, in general, more reliable**
 - Not always available
 - In some cases irreplaceable
 - Divorce
 - Annulments of marriage
 - Judicial separation
 - Recognitions
 - Legitimations
 - Adoptions
 - Marriage
-



Proofs for registration

- ❑ **Documentary evidence presented to the registrar originates in many different institutions**
 - ❑ Registrar needs to be familiar with these forms and formats
 - ❑ Registration system has to be consulted when forms change
 - ❑ Regular updates and training
 - ❑ Particular importance in terms of content of the documentation related to statistical requirements



Concluding remarks

- Place of registration
 - Place of occurrence
 - Place of usual residence
- Time of registration
 - Different deadlines
 - Short period of time
 - Grace period
- Late and delayed registration
 - Fees, not penalties
 - Additional documentation
 - Causes and remedies
- Proofs
 - Preferably documents
 - Content