

# REGISTRY GENERAL



MINISTRY OF HOME AFFAIRS

## VITAL & GENERAL REGISTRATION



# MISSION STATEMENT

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The Mission of the Registry General is to provide and maintain a reliable system for the storage of public records, access services to these records and an efficient registry service which supports the registration of **every birth, death, adoption and marriage in Bermuda** and the performance of civil marriages as well as facilitating the registration of land and other property transactions; registering of professionals and organizations. To provide a timely and efficient service for the granting of Intellectual Property rights, such as trade and service marks, patents, and designs, and advising on copyrights and related rights; to assume all the administrative responsibilities with regards to .BM (Country Code Top Level) domain name registrations



# Registry General Operation Unit

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- The vital registration system is managed by the Registrar General who has oversight of the Department's duties and operation
- 22 Full-time permanent posts
- Office open during regular working hours
- Office located on the 1<sup>st</sup> Floor of the Government Administration Building:
  - Easily accessible location and we
  - Current location has limited filing storage and in need of a larger office space



## Registry General Operation Unit - Continued

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- Secondary registration units:
  - \* Hospitals
  - \* Funeral Homes and Coroner's Office
  - \* Local churches/religious establishments



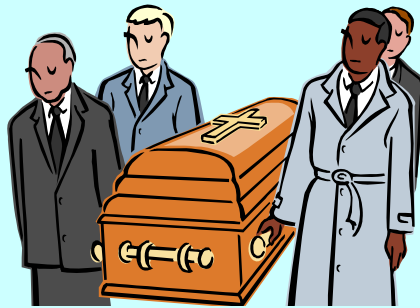
# Special Consideration

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- The Registry General Dept. has a vital role within the Government of Bermuda and is highly recognized in the community for its services
- The Dept. is the frontline for addressing public concerns and is responsible for developing best practices for the recording of vital events
- Maintains relationships with personnel at the hospital, funeral institutions, Coroner's Office, religious establishments and Supreme Court

# VITAL REGISTRATION

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DEATHS



BIRTHS



MARRIAGES



# Registrar General's Duties

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- Recording specific information regarding vital events
- Ensuring compliance with relevant legislations
- Ensuring the accuracy and completeness of each record
- Ensuring the confidentiality of each record
- Taking custody of the records
- Ensuring the completion of the 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 document



## Registrar General's Duties - continued

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- Publicity
- Understanding the process of producing vital statistics
- Ability to explain the registration process and its importance and consequence in an informal manner
- Maintaining easily accessible office and regular work hours
- Ensuring 100% registration of accurate data for all vital events excluding divorces



## Registry General's Duties - Continued

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- ❑ Within the provision of 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 relevant legislation
  - \* Fails to compile and submit statistical documentation



# Birth and Death Registration- Services

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- Register births and deaths
- Issue Birth and Death Certificates to meet legal and administrative requirements, examples include:
  - Passport Applications
  - School Registration
  - Inheritance and Insurance purposes
- Amend Birth and Death Records as permitted by legislation:
  - Addition/removal of Father's names
  - Changes of Name by Deeds Poll or Baptism
  - Re-registration of births on marriage of natural parents
- Provide facility for genealogical research

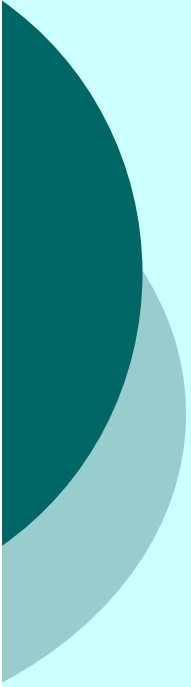
# Birth and Death Registration

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## Governed mainly by:

- Registration (Births and Deaths) Act 1949 as amended
- Registration (Births and Deaths) Amendment Act 2003
- Merchant Shipping Act 2002
- Merchant Shipping (Returns of Birth and Deaths) Regulations 1980





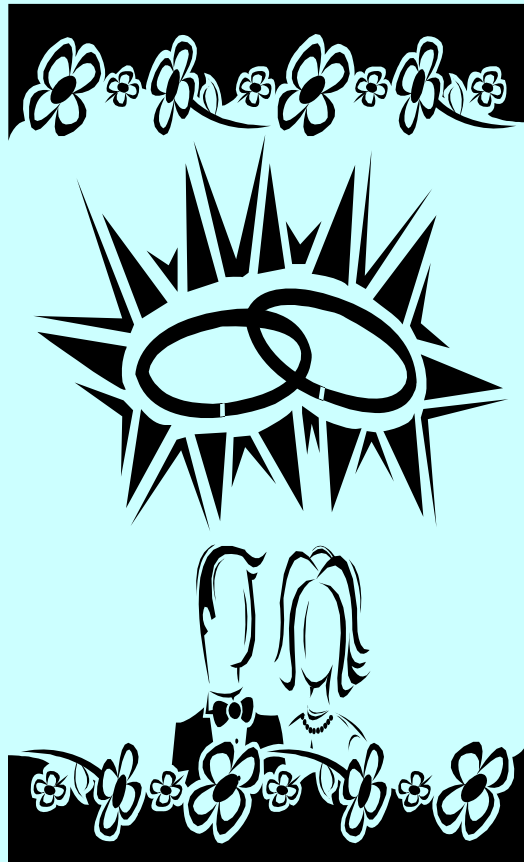
# Marriage - Services

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- Ensure that persons intending to be married meet the legal requirements of the respective legislation, which generally include:
  - Notice of Intended Marriage posted in a conspicuous place for 14 days
  - Ensure that parties are free to marry
  - Pay marriage application fee of \$376 (includes 2 newspaper publications, marriage license and 1 marriage certificate)
- Perform civil marriage ceremonies
- Issue marriage licenses and certificates
- Register the civil, religious and maritime marriages

# Marriage

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## **Governed primarily by:**

- Marriage Act 1944
- Marriage Amendment Act 2002
- Maritime Marriage Act 1999
- Maritime Amendment Act 2004
- Muslim Marriage Act 1984
- Jewish Marriage Act 1946
- Baha'i Marriage Act 1970
- Merchant Shipping Act 202

# GENERAL REGISTRATIONS

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- Ancillary Registrations

# Ancillary Registration

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- **Adoption** - the Adoption of Children Act 2006 and Adoption of Children Regulations 2013
- **Re-registration of Births** - the Registration (Births and Deaths) Act 1949
- **Deeds Poll (Changes of Name)** - the Registrar-General (Recording of Documents) Act 1955



# REGISTRY GENERAL

## Summary

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### ○ **Vital Registration**

- Civil servant (Government)
- Managed by one registrar
- Registration unit – efficient and easily identifiable
- Staff are trained and equipped
- High standard of responsibility
- Statistical data for social and economic governance (Annual Report of the Registry General produced)



# REGISTRY GENERAL

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It has been a pleasure presenting the  
Vital registration services of the  
Registry General

**ANY QUESTIONS?**

