MISSION STATEMENT

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

- 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 1st 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
Secondary registration units:

* Hospitals

* Funeral Homes and Coroner’s Office

* Local churches/religious establishments
Special Consideration

- 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.
Registrar General’s Duties

- 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

- 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

- 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

- 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

**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

- 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

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

- Ancillary Registrations
Ancillary Registration

- **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

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

ANY QUESTIONS?