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# Designation of responsibilities for the local registrar



## Introduction

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### **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*

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## Local registrar

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- ❑ **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

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### **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

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- ❑ 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