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
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**
  - Live births: Up to one month
  - Deaths/foetal deaths: Three days
  - Marriage: Same day
  - 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