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



## Recommended reading

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### **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

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- 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
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## Time allowed for registration

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### **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**

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| <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

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- ❑ **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

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- 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
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## Proofs for registration

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- ❑ **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

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- 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