

HOW TO REGISTER BIRTHS AND DEATHS

How to obtain a birth certificate

- 1** Where a child is born in a medical facility, the administrator of the medical facility records the birth, and issues a birth notification record.
- 2** Where a birth occurs in the community, the sub county chief/town clerks records the birth, notifies the Registration Officer and issues a birth notification record.

Mother/father/declarant visits NIRA offices of the area, and presents the following:

- I. Notification Record from medical facility or from sub county chief/ town clerk.
- II. Duly filled NIRA notice of Birth form 3.
- III. National Identification card/ NINs of parents.
- IV. Payment receipt from a bank of UGX 5000/= for a citizen or \$ 40 for non-citizens. It's free for refugees.

Mother/ father /declarant is issued with a birth certificate.



How do I register a death and receive a death certificate?

Death occurring in medical facilities

Where a death occurs in a medical facility the administrator of the medical facility records the death, notifies the registration officer, and issues a death notification record evidencing the occurrence of the death in the Health facility.

Death in a Community

Where a death occurs in the community the sub county chief/town clerk records the death, notifies the registration officer and issues a death notification record evidencing the occurrence of the death in the community.

What does one need to process a death certificate?

1. A Death Notification Record from a medical facility or from sub county/Division
2. Medical cause of death from hospital issued by the medical doctor who attended to the deceased or a postmortem report from a pathologist who conducted the postmortem
3. Attach Photocopy of the national Identification card of the applicant and present the National ID card of the deceased.
4. Payment receipt in the names of the deceased from the bank of UGX5000/= for citizens and USD 40 for non-citizens
5. A death certificate is free for a refugee that dies in Uganda on presentation of proof of Refugee status