

General Requirements for **Change of Particulars**



NIRA

National Identification and Registration Authority
Uganda- My Country My Identity


GENERAL REQUIREMENTS FOR CHANGE OF PARTICULARS

All Applicants must follow the following steps:

- a.** Pick/download and fill the NIRA Notification of change/correction of error (Form 1) attached
- b.** Attach a copy of the National ID
- c.** Present the original National ID to the Registration Officer (To be surrendered at the time of picking the card)
- d.** Appear in person for new photo image and biometric capture
- e.** Pay the prescribed fees of 50,000 shs payable in any bank where the error is was not caused by NIRA.
- f.** Attached required documentation

Note:

1. All legal documentation involved in the process e.g statutory declarations and deed polls, shall be drafted and registered by the applicant at their own cost.
2. Applicants shall be required to obtain the above mentioned documents through their own lawyers of choice.



Your personal details

Mr

Mrs

First name
(IN FULL)

NOTIFICATION OF CHANGE IN NAMES

1. **Change of name by omitting or adopting a new name other than by marriage or divorce**

A person who wishes to omit or adopt a new name in the register for any reason i.e change in religion shall present the following documents:

- i. Cope of Notice of intention to change published in the Uganda Gazette;
- ii. Original copy of Deed poll duly registered with URSB;

2. Change in name by virtue of marriage or divorce

A person who wishes to change his or her name in the register by reason of marriage or divorce shall present the following documents:

- i. A Copy of Notice of intention to change the name published in Uganda Gazette;
- ii. Original copy of Deed poll duly registered with URSB;
- iii. Certified copy of marriage certificate or Certified copy of decree absolute.

3. Update of names by adding names appearing on the passport, birth certificate and academic documents

A person who wishes to update his names in the register by adding names appearing on his or her birth certificate issued before 1st January 2016, passport or academic documents issued before 2014 must present the following documentation:

- i. A statutory declaration duly registered with URSB and any one of the following documentation;
 - a. A birth certificate issues before 1st January 2016;
 - b. Academic documents issued before 2014;
 - c. Passport issued before 2014

4. Complete change of name of all names

A person who wishes to completely change, delete or renounce the combination of all their names i.e from John Bosco Musoke to Micheal Miles Semanda shall present the following documents:

- i.** Notice of intention to change name published in the Government Gazette;
- ii.** Deed poll dully registered with URSB
- iii.** Certificate of Good Conduct from Interpol
- iv.** Police Clearance (CID Report)
- v.** In case of UPDF officers clearance from Joint Chief of Staff(in lieu of police clearance and certificate of Good conduct from Interpol)
- vi.** Any one of the following documents:
 - a.** Academic Documents
 - b.** birth certificate
 - c.** driving permit
 - d.** Baptism card
 - e.** Immunization card
 - f.** Voters card

5.

Change in name by deletion of nick names, pet names and titles

A person who wishes to change his or her particulars in the register by removing titles such as Dr.Prof,Mr/Mrs, Nalongo, Salongo, sheik, Hajat, Owobusobozi, Omulangira or pet/nick names such as small, Rasta, Fat, Friday, Boss, Amooti, Akiiki, Kadogo shall present the following documentation to the Authority:

- i. Statutory Declaration duly registered with URSB
- ii. Any one of the following documents:
 - a. Academic Documents
 - b. birth certificate
 - c. driving permit
 - d. Voters Card
 - e. Driving Permit
 - f. Immunization Card

6.

Inclusion or deletion of the maiden name

A person who wishes to change his or her names in the register by including or deleting their maiden names from the face of the National Identification Card shall present a statutory declaration registered by URSB.



7. Clarification of Initials

In general, there shall be no use of initials in the registration of the National Identification Register.

However, a person who wishes to clarify the initials appearing on the register (enrolment form) or to add any name represented by an initial on the register (enrolment form) shall present the following:

- i.** A statutory declaration duly registered with URSB and any one of the following documentation;
- i.** A birth certificate;
- ii.** Academic documents;
- iii.** Passport
- iv.** Driving permit
- v.** Voters Card
- vi.** Immunization Card

8. Change in the order of names

A person who wishes to change the order of names already on the register shall present the following documentation:

- i. A statutory declaration duly registered with URSB and any one of the following documentation;
 - a. A birth certificate;
 - b. Academic documents;
 - c. Passport.
 - d. Immunization Card
 - e. Voters Card

9. Correction in spelling errors names, name variation, vernacular versions of names, short names

A person who wishes to change his or her names in the register by correcting spelling errors or name variation, vernacular versions of names, short names such as mary-maria, john-yohana, Joseph-Yosep, Jacob-Yacob, Edison-Eddy, Kenneth-Ken, Benard-Ben, Elizabeth-Beth, Peterson-Peter or vice versa shall present the following documentation:

A statutory declaration duly registered with URSB and any one of the following documentation;

- a. A birth certificate;

- b. Academic documents;
- c. Passport.
- d. Immunization Card
- e. Voters Card
- f. Baptism card
- g. Notification Record

The above mentioned documents must have been issued before your registered for the National ID.

10. Change of name for Children

In general a change of name of a child (Below 18 Years of Age), shall not required a statutory declaration, Notice of intention to change the name published in the Uganda Gazette or a Deep poll.

Applicants for change of name of a child shall include the following:

1. Biological / Adoptive Parent.
2. Guardian
3. Person responsible for the supervision or welfare of the child.

The above indicated persons shall provide any of the followings supporting documents:

1. Certified Copy of Birth Certificate
2. Adoption/Guardianship Order
3. Any document proving relationship with the child



NOTIFICATION OF CHANGE IN RESIDENCE

A person who wishes to update his or particulars in the register to reflect a change in their residence shall present letter from the Local Council 1 of the new residence.

CORRECTION OF ERROR REGARDING PLACE OF ORIGIN

A person who wishes to correct the place of origin shall present the following:

- i. A statutory declaration duly registered
- ii. Birth Certificate
- iii. CID report district of Origin



CORRECTION OF ERROR REGARDING PARENTAGE

A person who wishes to correct the parentage shall present any two of the following documentation:

- i. Certified copy of Birth certificate issued before registration;
- ii. In the absence of the above(i), Appearance of both parents (those indicated and the actual) at the NIRA CID office
- iii. In the absence of (ii) above, production of DNA test results from Department of Government Analytical Lab (DGAL);
- iv. In the absence of all the above Court Order establishing parentage

Note: At the moment These cases are handled by the Legal departmet

CORRECTION OF ERROR IN THE SPELLING OF PARENTS

A person who wishes to correct the spelling of persons indicated as parents shall present any one of the following documentation:

- i. National ID of Parents
- ii. Birth Certificate
- iii. Statutory Declaration

CORRECTION OF PLACE OF BIRTH

A person who wishes to correct the spelling of persons indicated as parents shall present any one of the following documentation:

- i. Statutory Declaration
- ii. Birth Certificate
- iii. Notification Record

SUPPORTING DOCUMENTS

DOCUMENT	DEFINITION	JUSTIFICATION
Statutory Declaration	A statement made under oath by a person affirming that something is true to the best knowledge of the person making the declaration.	Holds the person who has sworn the statutory declaration accountable for the information provided i.e in Courts of Law
Birth Certificate	This is a vital record Issued before 1st January 2016 and certified by URSB or	This supports the claims of the date of birth and name change requests among others
Letter from church/ mosque	Letter from relevant religious leaders	Letter confirming a baptism or change of name on the basis of change in religion
LCI Letter	A letter from the Local Authority introduces the applicant as a resident of the area	This confirms the change of residence
Marriage Certificate	This is a copy of a record of a legal marriage with details of names, date. It states the surnames of the parties prior to their marriage	Evidence of a request by a wife to adopt the husband's name indicated

DOCUMENT	DEFINITION	JUSTIFICATION
Passport	Passports issued before 2014 prove that applicants name/s requested are names that were already in issue even before the current legal regime	This is meant to provide clarity on names used before marriage
Certificate of good conduct	Document issued by Uganda Police Force (directorate of Interpol and international relations) confirming one's criminal record history.	It confirms that a person is not seeking a complete change of name to evade the law
Deed poll	Is a legal document that proves a change of name. In addition, a deed poll needs to be registered with URSB	It is a legal requirement under Sect.36 of ROPA.
Notice of intention to change name	This is an announcement of the intention to change the name as prescribed in the format in the Birth and Death Regulations 11 (1) of the ROPA. It should be published in the Uganda Gazette,	This puts the public on notice and complaint to NIRA from a member of public could lead to a rejection of the request to change the name if name change is for fraudulent purposes
Certificate copy of Decree Absolute	a court of law's final order officially ending a marriage.	This document supports the request to remove the name of the divorced husband



NIRA HEADQUARTERS

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