



MINISTRY OF STATE FOR IMMIGRATION & REGISTRATION OF PERSONS

DEPARTMENT OF NATIONAL REGISTRATION BUREAU

1. INTRODUCTION

National Registration Bureau (NRB) was established in 1978. It enforces the Registration of Persons Act (Cap 107), Laws of Kenya, which provides for the compulsory registration and issuance of Identity Cards to all Kenyans who have attained the age of 18 years and above. The department has established six hundred registration centres countrywide and as it deems appropriate mounts Mobile registration units in areas without established offices from time to time.

2. HISTORICAL BACKGROUND

Personal identification in Kenya and subsequent legislation can be traced back to 1915 during the colonial period when the Native Registration Ordinance was passed. This Ordinance made it compulsory for all male natives who attained the age of sixteen years and above to at all times wear on their necks, a metal container that was generally referred to as the 'KIPANDE'. This copper plated metal contained the registration certificate of the applicant and his particulars including his fingerprint impressions. The legislation was used by the colonial authorities to supervise and control the movement and recruitment of male indigenous Africans into colonial labour. While the colonial authorities used this legislation to distinguish one African native from the other, the natives viewed it as a way of curtailing their freedom of movement and means to achieving their basic economic needs. This led to discontentment with the Kipande System but thereafter, a popular Registration of Persons Ordinance Cap 50 was passed in 1947 in which all male persons (of all races, tribes and nationality) of 16 years and above was carried out. The system involved issuance of an identity card in a booklet form containing the particulars and fingerprint impressions of the holder.

On attainment of independence in 1963, the Registration of Persons Ordinance became the Registration of Persons Act Cap 107 of the Laws of Kenya with the booklet form being retained and the colonial crown replaced with the present Coat of Arms.

In 1978, Cap 107 was amended to provide for the registration of all Kenyan citizens both male and female who had attained sixteen (16) years and above. A full – fledged Department of National Registration Bureau was created and the book form of the identity card was replaced with what has become known as the 1st Generation Identity card. In 1980, the act was amended again and the age of qualification for registration was raised to eighteen (18) years. In 1995 a second Generation Identity card project was launched which is still in use to date.

3. VISION

To be a leading provider of secure Identification Services in the Region.

4. MISSION

To contribute to National security, Social – economic and Political Development of the Country by identifying, registering and issuing Identity Cards to Kenyan citizens of age 18 years and above, and to maintain a Comprehensive register for use by stakeholders and other authorized agencies.

5. CORE VALUES

- Committed to Customer Satisfaction.
- Act ethically and with high integrity.
- Be fair, impartial and accountable.
- Be a model of excellence.
- Committed to teamwork.
- To be pro-active, responsible, discerning and result oriented.
- Respect for Human rights and adherence to rule of Law
- Value for Money.

6. CORE FUNCTIONS

- Identification and Registration of Kenyan Citizens above the Age of 18 Years.
- Production and Issuance of Secure Identification Documents
- Management of a comprehensive Database of all Registered Persons.
- Detection and Prevention of illegal Registration

7. SERVICCES OFFERED

A. INITIAL REGISTRATION :

-For persons not previously registered (NPR).

Persons who qualify for this Service

Kenyan Citizens who have never been issued with an identity card

Requirements

Proof in support of Age, Names and Place of Birth (any of the following):

- Birth Certificate
- Religious Certificate
- School Leaving Certificate
- Medical Age Assessment Certificate
- Child Health Card
- Notification of Birth
- Letter from Administrative Office – Chief/Assistant Chief.

Proof in support of Citizenship:

- Parents' ID cards(For Kenyans by Birth)
- Certificate of registration as a Kenyan Citizen (Kenyan by Registration or Naturalization)

Time line is 18 Days for Residents in Nairobi, 38 Days for ASAL/Border Districts and 28 Days for Residents living in other areas of the Country.

This Service is Free.

B. REPLACEMENT OF 1ST GENERATION ID CARDS

Persons who qualify for this Service:

Kenyans that are still holding the 1st Generation ID Card

Requirements

- 1st Generation ID Cards
- In case of loss of the 1st Generation ID Card, the Applicant shall produce a Police Abstract or a letter from an administrative Officer certifying the loss.
- Copy of ID Card or tangible evidence of the same
- If ID Card number is unknown, the Department resorts to search using Fingerprints

Time line is 18 Days for residents in Nairobi, 38 Days for ASAL/Border Districts and 28 Days for residents living in other areas of the Country.

FEE Kshs 100

C. ISSUANCE OF DUPLICATE ID CARDS

(a) Persons who qualify for this Service:

- Persons who have lost 2nd Generation ID Card
- Persons in possession of Mutilated 2nd Generation ID Cards

Requirements

- In case of loss of an ID card, the Applicant shall produce a Police Abstract or a letter from an Administration Officer certifying the loss.
- ID Card Number/photocopy if available
- If ID card number is unknown, the Department resorts to search using Fingerprints.

Time line is 18 Days for Residents in Nairobi, 38 Days for ASAL/Border Districts and 28 Days for Residents living in other areas of the Country.

Fee Kshs 100.00

D. CHANGES OF PARTICULARS IN ID CARDS

(a) Persons who qualify for this service:

A person holding an ID card can change from one Civil Status to another e.g. change of name upon marriage, change of location, additional name etc

Requirements

A combination of any of the following Documents depending on the type of change:

- Marriage Certificate
- Deed Poll
- School Leaving Certificate
- Religious Certificate
- Sworn Affidavit
- Confirmation Letters from Administrative Office
- Birth Certificate
- Copy of Parents ID Card
- Parental Consent to marriage (Customary Marriage)

- Divorce Certificate

Time line is 18 Days for Residents in Nairobi, 38 Days for ASAL/Border Districts and 28 Days for Residents living in other areas of the Country.

Fee: Kshs. 300

E. ISSUANCE OF CIVIL SERVANTS ID CARDS

(a) Requirements

- For new Employees – Letter of Appointment, National ID Card, Letter of introduction from Applicant’s Ministry and Current Payslip
- For Change of Status – the Old Card, current Payslip and Letter of Promotion (Original and Copy)
- For replacement of Mutilated or Lost ID Card – a letter from Employer. In addition a Police abstract for Lost Card.
- For all Cases, present yourself for a photo.

(b) Fee

- Initial Civil Servant ID Card – Kshs. 50
- Replacement – Kshs 70
- Change of Status – Kshs. 70

Upon application and payment of the required fee, a card will be issued as you wait.

All Services and Forms are available from the National Registration Bureau Office at the District and Divisions except those for Registration of Civil Servants ID Cards which are available only at Nyayo House 7th Floor, Room 6

8. QUERIES AND COMPLAINTS

Customer Care

In case the services do not conform to the standards stated, please direct your complaints or queries to the Customer Care help Desks within the Service Centres, District Registrar of Persons, District Commissioner, Provincial Co-ordinator and the Director of National Registration at NSSF Block B(8th Floor) through E-mail at Customer.care@identity. go. Ke

Compiled by District Registrar of Persons

KANGEMA DISTRICT.