



**MINISTRY OF STATE FOR IMMIGRATION & REGISTRATION OF
PERSONS**

**DISTRICT CIVIL REGISTRATION OFFICE KANGEMA
P.O. BOX 5 – 10202 KANGEMA**

BIRTH REGISTRATION IS EVERY CHILD'S FIRST RIGHT DO NOT DENY IT

WHO WE ARE

Civil Registration is one of the Departments under the Ministry of Immigration and Registration of Persons and is mandated to undertake the following Functions:

- Registration of Births and Deaths
- Preservation of Births and Death Records
- Issuance of Births and Death Certificates
- Production of Births and Deaths Statistics

The Law governing this mandate is known as The Births and Deaths Registration Act Chapter 149 of the Laws of Kenya.

LOCATION

We are located within the Kangema District Headquarters compound.

VISION

To be a comprehensive and reliable source of Civil Registration Records and Vital Statistics

MISSION

To create, maintain and preserve records of all Births and Deaths occurring in Kenya and those of Kenyans occurring abroad for Planning, research and enhancement of National Security.

CORE VALUES

In discharging its Duties the Department is guided by the following core Values:

- Professional integrity and excellence
- Transparency and accountability
- Zero tolerance to corruption
- Discipline and courage
- Teamwork
- A strong commitment to quality customer service
- Respect for human rights
- Fairness and Impartiality

Below are the Services offered at our Department and the requisite Documents needed to accompany your Application.

SERVICES	REQUIREMENTS	CHARGES In Kshs.	TIMELINES
Registration of Current births(Registration within 6 Months) This is done by Registration Agents namely Assistant Chief for Home birth and Health Institution for Hospital Cases.	Particulars of birth as below: <ul style="list-style-type: none">• Name of newly born baby(optional)• Date and Place of birth• Sex of Child• Name, Age and Marital Status of Mother• Name of Father if Mother Married• Nature of births(live/dead)	Free	On the spot
Registration of Kenyan births occurring abroad	<ul style="list-style-type: none">• Foreign birth/medical Certificate in English version• Passports of the Parent(s)	130	Offered at our HQS

	<ul style="list-style-type: none"> • Marriage Certificate where applicable • Completed Application Form BDA 1 		
Issuance of Birth Certificates	<ul style="list-style-type: none"> • Acknowledgement of Notification of birth or Particulars of birth • Form B4 duly completed 	50 – 130	1 Days
Issuance of Death Certificate	<ul style="list-style-type: none"> • Burial Permit or Particulars of death • ID card of the Deceased • Form D4 duly completed 	50	1 Day
Re – registration/Legitimization (Inserting the Father’s name)	<ul style="list-style-type: none"> • Parents ID/entry permits/passports • Birth Certificates without the Father’s names • Marriage Certificates/joint affidavit by both parents(Form L02) • Application for re-registration sworn jointly by both parents (Form L01) • Application form duly completed • Physical presentation by both parents 	90	1 Day
Late registration of births of children born of Kenyan parents in Kenya (after 6 months)	<ul style="list-style-type: none"> • Identity cards for both parents • Clinic card/antenatal card or • Religious Certificate or • School Leaving Certificate/Letter from School • Witness ID card 	150	1 Day
Late registration of births of adults born of non – Kenyan Parents in Kenya	<ul style="list-style-type: none"> • Parents entry Permits/ Passports • Clinic card or • Religious Certificate/Letter from School or • Employer’s Letter if employed or • NSSF card if contributor 	150	1 Day
Registration of current deaths (registration within 3 months) This is	<ul style="list-style-type: none"> • Particulars of death as below: • Name, Sex and Age of 	Free	1 Day

done by the Registration Agents namely Assistant Chiefs for Home death and Health Institution for Hospital Cases.	<p>Deceased</p> <ul style="list-style-type: none"> • Date and Place of death • Cause of death 		
Late registration of deaths occurring in Health Institutions (after 3 Months)	<ul style="list-style-type: none"> • Police report/Letter from the Chief/ Medical Certificate from Health Institution confirming the death • Sworn Affidavit by Applicant confirming death • ID card of the Deceased in case of an Adult • Form D4/A3 duly completed • FormDP139A duly completed 	150	1 Day
Late registration of deaths occurring at home	<ul style="list-style-type: none"> • ID card of the Deceased • A police report in case of unnatural death • Affidavit sworn by Applicant confirming death • Form D4 and A3 duly completed and stamped by Chief/Assistant Chief 	150	1 Day
Registration of deaths of Kenyans occurring abroad (available only in Nairobi)	<ul style="list-style-type: none"> • Medical Certificate obtained from Medical Practitioner or • Death Certificate issued abroad and English version of the same certified by the Kenya Mission abroad • Particulars of the Deceased: Passport or Identification card • Application form BDA2 duly completed 	150	Offered at our HQS
Replacement of lost/mutilated Certificates	<ul style="list-style-type: none"> • Copy of the lost/mutilated Certificate • Acknowledgement of birth Notification / Burial Permit or • Particulars of the Event (where birth/ death occurred, Date) 	150	1 Day
Authentication / Confirmation of Certificates	<ul style="list-style-type: none"> • Copies of birth or death Certificates • Letter from Organization requesting for Service or • Register entry number, Date and Exact Place of birth/Death 	Free	1 Day

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