REPUBLIC OF ZAMBIA

THE NATIONAL REGISTRATION ACT

CHAPTER 126 OF THE LAWS OF ZAMBIA

CHAPTER 126 THE NATIONAL REGISTRATION ACT

THE NATIONAL REGISTRATION ACT

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CHAPTER 126

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NATIONAL REGISTRATION

19 *of* 1964
38 *of* 1965
44 *of* 1966
13 *of* 1994
Government Notice
497 *of* 1964

An Act to provide for the registration of persons; and to provide for matters incidental thereto.

[3*rd July*, 1964]

Short title

1. This Act may be cited as the National Registration Act.

Interpretation

2. In this Act, unless the context otherwise requires-

"Chief Registrar" means the person appointed as such in pursuance of the provisions of section *four*;

"registered person" means a person registered under the provisions of section *six*;

"specified area" means an area declared as such by the Chief Registrar in accordance with the provisions of section *six*.

Application

3. This Act shall apply to all persons who at the commencement have attained, or thereafter attain, the age of sixteen years, or who at such commencement or thereafter are of an apparent age of sixteen years or more and who are within a specified area:

Provided that this Act shall not apply to-

(i) serving members of the armed forces of any friendly power;

(ii) persons duly accredited to Zambia by or under the authority of the Government of any sovereign state; or

(iii) such persons or class of persons being *bona fide* passengers in transit through Zambia or such *(1)temporary visitors to or such residents in Zambia as may be prescribed by Gazette notice.

* Visitors to Zambia for periods not in excess of three months prescribed by G.N. No. 939 of 1966.

(*As amended by No.* 44 *of* 1966)

Appointment of Chief Registrar and staff

4. There shall be a Chief Registrar and such registrars and other public officers as may be necessary for the carrying out of the provisions of this Act.

Register

5. (1) The Chief Registrar shall cause to be kept and maintained a register of all persons in Zambia to whom this Act applies in which there shall be recorded, in so far as they can be ascertained, the following particulars in respect of each such person:

(*a*) registration number;

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(*b*) name in full;

(*c*) sex;

(*d*) race and declared national status;

(*e*) date or apparent year of birth and place of birth; and

(*f*) such other particulars as may be prescribed.

(2) The Chief Registrar, or any person authorised by him, may provide extracts from the register-

(*a*) to any public officer acting in the exercise of his official duties;

(*b*) to a person authorised by the Minister in writing on payment of such fee as may be prescribed.

(*As amended by No.* 38 *of* 1965)

Registration

6. (1) The Chief Registrar may, by Gazette notice and in such other manner as he may consider best fitted to bring the contents thereof to the notice of the persons affected thereby, declare any area of Zambia to be a specified area and require all persons within such specified area to whom this Act applies to attend before a registrar at such place and between such dates as he may specify in such notice.

(2) Every person so required shall attend before the registrar and shall register himself by providing the particulars described in section *five* and shall permit his photograph to be taken in such manner as may be prescribed.

(3) Every unregistered person who-

(*a*) being a person to whom this Act applies, enters any specified area; or

(*b*) being within any specified area becomes a person to whom this Act applies;

shall, within fourteen days, attend before the nearest registrar and register himself in the manner prescribed in subsection (2).

Power to require proof of information

7. A registrar may require any person giving any information in pursuance of this Act to furnish such documentary or other evidence of the truth of such information as is within the power of such person to furnish.

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Issue of national registration cards

8. (1) Upon the registration of a person under this Act, the registrar shall issue to such person a national registration card in the prescribed form.

(2) Every person to whom a national registration card has been issued shall keep such card in safe custody.

(3) Any person who finds or unlawfully comes into possession of a national registration card which was not issued to him shall, without undue delay, return it to the person to whom it was issued or forward it to the nearest registrar.

Replacement of national registration cards

9. (1) In any case where a national registration card is lost, destroyed or materially damaged, the person to whom it was issued shall, without undue delay, report such loss, destruction or damage to the nearest registrar who, on payment of any fee and subject to any conditions which may be prescribed, shall issue to such person a new national registration card:

Provided that if the registrar is satisfied that the loss or destruction of or damage to a national registration card occurred through no fault or neglect of the person to whom the card was issued, no fee shall be payable for the issue of a new national registration card.

(2) In any case where a national registration card issued to a registered person ceases in any material particular to accurately represent his identity, such person shall, without undue delay, produce his national registration card and give such particulars as shall be necessary for the issue of a new national registration card to a registrar who, on payment of any fee and subject to any conditions which may be prescribed, shall issue to such person a new national registration card.

Production and inspection of national registration cards

10. (1) Any authority specified by the *(2)Minister, by statutory notice, to which a person applies for the grant of any licence, permit or other document may, in its discretion, request any person to produce his national registration card for inspection.

* All municipal councils, township councils and rural councils specified by S.I. No. 175 of 1967.

(2) When any person requested under subsection (1) to produce his national registration card fails to do so or to satisfy the authority by other proof that he is a registered person, the authority may, notwithstanding any other written law for the time being in force, in its discretion defer consideration of any such application until such person produces either his national registration card or such other proof.

(3) The Chief Registrar and any registrar may, in the lawful exercise of his duties or functions under this Act, request any person to produce his national registration card for inspection and, if such person fails to produce his national registration card when requested to do so, may require him to produce it within such time, to such person and at such place as he may in writing reasonably specify.

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(4) The *(3)Minister may specify an authority for the purpose of subsection (1) by specifying the class to which the authority belongs.

* All municipal councils, township councils and rural councils specified by S.I. No. 175 of 1967.

Proof of exemption

11. Where any person claims that this Act does not apply to him, the burden of proving the same shall lie upon such person.

Evidence

12. Any document purporting to be a certificate signed by the Chief Registrar, or any officer authorised by him in writing, certifying a copy or extract of any record kept by the Chief Registrar under this Act shall, in any proceedings for an offence under this Act, be *prima facie* evidence of the facts stated therein, and, if stated to be signed by an officer authorised by the Chief Registrar shall, unless the contrary be proved, be deemed to be signed by the officer so authorised without production or proof of such authorisation.

Offences and penalties

13. (1) Notwithstanding the provisions of section *three*, any person who-

(*a*) when required in accordance with the provisions of section *six* to register himself, fails to do so;

(*b*) wilfully obstructs the Chief Registrar or a registrar in the due execution of his duties;

(*c*) in giving any information for the purposes of this Act, knowingly or recklessly makes any statement which is false in any material particular;

(*d*) falsely denies that he has previously registered or by any false representation or any act or omission attempts to deceive or deceives a registrar as to any circumstance concerning such previous registration or particulars given on such previous registration;

(*e*) wilfully destroys or mutilates any national registration card;

(*f*) unlawfully issues any national registration card or makes any entry, alteration or erasure on any national registration card;

(*g*) unlawfully deprives any person of a national registration card issued to him under this Act;

(*h*) is in unlawful possession of or makes use of a national registration card issued to any other person under this Act;

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(*i*) is knowingly in possession of a national registration card on which any unlawful entry, alteration or erasure has been made or of a document so closely resembling a national registration card as to be calculated to deceive;

(*j*) is in possession of more than one national registration card purporting to show his identity; or

(*k*) hands over the national registration card issued to him under this Act to any other person to be used by such other person;

shall be guilty of an offence and be liable to a fine not exceeding three thousand penalty units or to imprisonment for a term not exceeding six months, or to both.

(2) If any person contravenes any of the provisions of this Act or any regulations made thereunder, or, without lawful cause, fails to comply with any lawful demand or requirement made under this Act or such regulations, he shall be guilty of an offence and, where no other penalty is specified, liable to a fine not exceeding seven hundred and fifty penalty units or to imprisonment for a term not exceeding three months, or to both.

(*As amended by Act No.* 13 *of* 1994)

Regulations

14. The Minister may, by statutory instrument, make regulations-

(*a*) prescribing anything to be prescribed or which may be prescribed under this Act;

(*b*) prescribing the form or different forms of national registration card which may be issued and the persons or classes of persons to whom such form or different forms of national registration card shall be issued;

(*c*) providing for the insertion in, or removal from, the register of particulars to be recorded or recorded therein;

(*d*) providing for returns to be made by registrars to the Chief Registrar of particulars recorded by such registrars;

(*e*) providing for the reissue, replacement, surrender, cancellation or amendment of national registration cards and the procedure to be followed on the issue of such cards and such reissue, replacement, surrender, cancellation or amendment;

(*f*) providing for the procedure to be followed where the particulars recorded in relation to any registered person suffer change and where any such person leaves Zambia, or dies;

(*g*) prescribing the fees which may be charged for the reissue or replacement of national registration cards, including different fees in different circumstances, and the circumstances in which such fees may be charged;

(*h*) prescribing the fees which may be charged for extracts from the register;

(*i*) generally for the better carrying out of the provisions of this Act.

SUBSIDIARY LEGISLATION

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THE NATIONAL REGISTRATION REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

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2. Prescribed forms
3. National registration cards for Zambians, Commonwealth citizens, etc.
4. National registration cards for aliens
5. Procedure on registration
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8. Registered person to use name appearing on his card
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13. Surrender of national registration card
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18. Extra particulars of aliens to be registered

FIRST SCHEDULE-Prescribed forms of national registration cards

SECOND SCHEDULE-Prescribed forms

THIRD SCHEDULE-Prescribed fees

SECTION 14-THE NATIONAL REGISTRATION REGULATIONS

Regulations by the Minister

Statutory Instruments
257 *of* 1965
346 *of* 1966
6 *of* 1982
181 *of* 1987
2 *of* 1990
65 *of* 1994
99 *of* 1996
Act No.
13 *of* 1994

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Title and commencement

1. These Regulations may be cited as the National Registration Regulations and shall be deemed to have come into operation on the 14th March, 1965.

Prescribed forms

2. The forms set out in the First and Second Schedules shall be used in all cases to which they are respectively applicable.

National registration cards for Zambians, Common-wealth citizens, etc.

3. (1) This regulation applies to national registration cards issued to-

(*a*) citizens of Zambia; and

(*b*) Commonwealth citizens or citizens of the Republic of Ireland or citizens of such African countries as are declared by the Minister in accordance with the Constitution to be countries which permit citizens of Zambia to become citizens of those countries by registration. Cap. 1

(2) Every national registration card to which this regulation applies shall be in the Form 1 set out in the First Schedule and-

(*a*) when issued to a citizen of Zambia, shall be green in colour; and

(*b*) when issued to a person described in paragraph (*b*) of sub-regulation (1), shall be pink in colour.

(*No.* 346 *of* 1966)

National registration cards for aliens

4. (1) This regulation applies to national registration cards issued to all persons to whom the Act applies other than persons described in sub-regulation (1) of regulation 3.

(2) Every national registration card to which this regulation applies shall be in the Form 2 set out in the First Schedule and shall be blue in colour.

(*No.* 346 *of* 1966)

Procedure on registration

5. (1) Every person who attends before a registrar for the purpose of being registered shall-

(*a*) permit his photograph to be taken by the registrar and such photograph shall show the full face and both ears of such person without headgear:

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Provided that the registrar may in his discretion take such photograph showing such person wearing headgear if he is satisfied that such person habitually wears headgear in accordance with his religious or racial custom and such headgear does not obscure his features;

(*b*) complete Form 1 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 1 on his behalf, and he shall make and sign the declaration thereon, but if he is unable to write or is able only to print his name, he shall affix his right thumbprint.

(2) The registrar shall forward the said Form 1 duly completed to the Chief Registrar.

Index letters and serial numbers

6. The Chief Registrar may allot such index letters and serial numbers to be inserted on a national registration card as he may think fit.

Cards to be signed

7. Every person to whom a national registration card is issued shall sign his name in the space provided thereon, but if he is unable to write or is able only to print his name, he shall affix his right thumbprint.

Registered person to use name appearing on his card

8. Subject to the provisions of regulation 9, no registered person may use or adopt a surname other than the surname appearing on his national registration card.

Change of name or names

9. (1) When any registered person changes his name or names, he shall forthwith inform the registrar and shall at the same time-

(*a*) deliver to the registrar a statutory declaration made before a Commissioner for Oaths stating that he absolutely renounces the use of his former name or names and assumes a new name or names, details of which shall be included in such statutory declaration, and the registrar shall retain such statutory declaration;

(*b*) surrender to the registrar his national registration card;

(*c*) complete Form 4 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 4 on his behalf in the new name or names, and he shall make and sign the declaration thereon, but if he is unable to write or is able only to print his name, he shall affix his right thumbprint.

(2) The registrar shall forward the said Form 4 duly completed, together with the statutory declaration and the national registration card, to the Chief Registrar.

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(3) On receipt of the said Form 4, the Chief Registrar shall amend the register in such manner as he may deem fit.

(4) The Chief Registrar shall cancel the national registration card forwarded to him by the registrar as aforesaid and shall cause the registered person to be issued with a new national registration card upon payment of the appropriate fee.

(5) The Chief Registrar shall cause to be kept and maintained a separate register of all registered persons who change their names and there shall be recorded in such separate register such particulars as the Chief Registrar may deem fit.

Change of national status

10. (1) When any registered person changes his national status, he shall forthwith attend before a registrar and shall-

(*a*) surrender to the registrar his national registration card;

(*b*) complete Form 2 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 2 on his behalf.

(2) The registrar shall forward the said Form 2 duly completed, together with the national registration card, to the Chief Registrar.

(3) On receipt of the said Form 2, the Chief Registrar shall amend the register in such manner as he may deem fit.

(4) The Chief Registrar shall cancel the national registration card forwarded to him by the registrar as aforesaid and shall cause the registered person to be issued with a new national registration card upon payment of the appropriate fee.

Procedure on change of residence of aliens

11. (1) If the holder of a blue national registration card issued under regulation 4 ceases to be resident at the address set out on that national registration card, he shall forthwith attend before a registrar and shall-

(*a*) surrender to the registrar his national registration card; and

(*b*) complete Form 4 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 4 on his behalf

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(2) The registrar shall forward the said Form 4 duly completed, together with the national registration card, to the Chief Registrar who shall cause to be made such amendments to the register as may be required.

(3) The Chief Registrar shall cancel the national registration card forwarded to him by the registrar as aforesaid and shall cause the registered person to be issued with a new national registration card.

(*No.* 346 *of* 1966)

Procedure in case of loss, etc., of national registration card

12. (1) When any registered person reports the loss or destruction of or damage to his national registration card, he shall complete Form 4 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 4 on his behalf.

(2) The registrar shall forward the said Form 4 duly completed to the Chief Registrar who shall cause the particulars contained therein to be verified in the register and shall inform the registrar of their accuracy or of any inconsistency therein.

(3) If any registered person who had reported the loss of his national registration card, subsequently recovers it, he shall immediately notify the registrar of such recovery and-

(*a*) if a new national registration card has not already been issued to him, he shall retain it;

(*b*) if a new national registration card has already been issued to him, he shall surrender the national registration card so recovered to the registrar who shall cause it to be cancelled.

Surrender of national registration card

13. (1) Any registered person to whom the provisions of the Act cease to apply shall surrender his national registration card to a registrar who shall issue him with a receipt therefor in Form 3 set out in the Second Schedule.

(2) The registrar shall forward the national registration card to the Chief Registrar who shall cause it to be cancelled.

Surrender of national registration card on leaving the country

14. Any registered person intending to leave the country permanently shall, at the place of his departure therefrom, surrender his national registration card to a registrar, immigration officer, police officer or customs officer.

Death of registered person

15. Within thirty days of the death of a registered person, his national registration card shall be delivered by the person in possession thereof to a registrar who shall forward it to the Chief Registrar.

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Alteration to register

16. (1) No person may insert, delete, alter or cause to be altered any material particular in the register relating to any registered person unless authorised in writing to do so by the Chief Registrar.

(2) Any person duly authorised by the Chief Registrar to insert, delete or alter any particular in the register shall notify the Chief Registrar in writing when such insertion, deletion or alteration has been completed.

Prescribed fees

17. The fees specified in the Third Schedule shall be charged in respect of the matters set out therein and shall be payable to the Chief Registrar.

Extra particulars of aliens to be registered

18. The residential and postal addresses of every person to whom the Act applies, other than persons described in sub-regulation (1) of regulation 3, are prescribed in accordance with the provisions of section *five* of the Act for inclusion in the register maintained by the Chief Registrar under that section.

(*No.* 346 *of* 1966)

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FIRST SCHEDULE

PRESCRIBED FORMS OF NATIONAL REGISTRATION CARDS

Form 1
(*Regulation* 3)

Form of Green and Pink-Registration Cards

[Front]

<table>
<tr><td rowspan="2">PHOTO</td><td colspan="2">REGISTRATION NUMBER</td></tr>
<tr><td rowspan="2">REPUBLIC OF ZAMBIA</td><td></td></tr>
<tr><td></td><td rowspan="3">RIGHT
THUMB PRINT</td></tr>
<tr><td colspan="2">SIGNATURE OF REGISTRATION OFFICER</td></tr>
<tr><td colspan="2">SIGNATURE OF HOLDER</td></tr>
</table>

[Reverse]

<table>
<tr><td colspan="2">REPUBLIC OF ZAMBIA</td><td>CARD NO.</td></tr>
<tr><td colspan="3">FULL NAME</td></tr>
<tr><td>DATE OF BIRTH</td><td>PLACE OF BIRTH</td><td>SEX</td></tr>
<tr><td colspan="3">VILLAGE</td></tr>
<tr><td colspan="2">CHIEF</td><td>DISTRICT</td></tr>
<tr><td colspan="2">SPECIAL MARKS</td><td>REGISTRATION DATE</td></tr>
<tr><td colspan="3">IF THIS CARD IS FOUND, PLEASE RETURN TO NEAREST
REGISTRATION OFFICE OR POLICE STATION</td></tr>
</table>

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Form 2
(*Regulation* 4)

Form of Blue Registration Card

PHOTO	**REGISTRATION NUMBER**	
	REPUBLIC OF ZAMBIA	
		RIGHT THUMB PRINT
SIGNATURE OF REGISTRATION OFFICER		
SIGNATURE OF HOLDER		

[Reverse]

REPUBLIC OF ZAMBIA	CARD NO.	
FULL NAME		
DATE OF BIRTH	PLACE OF BIRTH	SEX
VILLAGE		
CHIEF	DISTRICT	
SPECIAL MARKS	REGISTRATION DATE	
IF THIS CARD IS FOUND, PLEASE RETURN TO NEAREST REGISTRATION OFFICE OR POLICE STATION		

(*As amended by S.I. No*. 181 *of* 1987)

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SECOND SCHEDULE

PRESCRIBED FORMS

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FORM 1
(*Regulation* 5)

REPUBLIC OF ZAMBIA

APPLICATION FOR NATIONAL REGISTRATION

National Registration .....

1. Name in full: Surname .....

Given names .....

2. Sex (*tick box*)

Male	Female
1	2

3. Date of Birth ..... Day ..... Month ..... Year.
4. Country of birth (*tick box*)

Zambia	Commonwealth and Ireland	Other
1	2	3

5. Education (*tick highest standard reached*)

Never been to school	Primary	Secondary	Post Secondary
1	2	3	4

6. Race (*tick box*)

African	Asian	European	Other
1	2	3	4

7. Place of birth. If Zambian born enter: village, chief and district or town and district.

If born outside Zambia enter town and country .....

8. National Status .....
9. Residential Address .....
10. Postal Address .....
11. DECLARATION: The above information has been read to me in a language which I understand and I do solemnly and sincerely affirm that to the best of my knowledge and belief the said information is true and correct.

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.....

(*Signature of registered person*)

Registrar's Signature .....

Registration Stamp

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FORM 2
(*Regulation* 10)

NOTIFICATION OF CHANGE OF NATIONAL STATUS

PART I:

I, the undersigned ..... (*Name in* BLOCK CAPITALS) holder of a National Registration Card No. ..... issued to me on ..... at ..... do hereby state that I have changed my declared National Status from ..... to ..... and do hereby attach my *Certificate of Naturalisation/Passport in proof thereof, and I do hereby surrender my National Registration Card and make application for a new National Registration Card in the appropriate form.

Dated this ..... day of ..... 19.....

Delete whichever is inapplicable.

.....
(*Signature*)

PART II: (*For official use only*)

1. Number of Certificate of Naturalisation .....
2. Date and place of issue .....
3. Number of Passport..... 4. Date and place of issue .....
5. New National Registration number .....
6. Previous National Registration number .....

.....
(*Signature of Registrar*)

National Registration Office ..... Date .....

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FORM 3
(*Regulation* 13)

RECEIPT FOR SURRENDERED NATIONAL REGISTRATION CARD

National Registration Card No. ..... surrendered by .....
..... (*full name*) of .....
.....(*last residential and postal address*) on ....., 19.....

DATE STAMP

Signature of Registrar, Customs/Immigration/Police Officer

.....

.....

Office of Issue .....

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FORM 4

(*Regulations* 9, 11 *and* 12)

REPUBLIC OF ZAMBIA

APPLICATION FOR A REPLACEMENT NATIONAL REGISTRATION CARD

PART I:

I, the undermentioned holder of National Registration Card No. ...../ ...../..... do hereby apply for a replacement National Registration Card for the following reason:

Original Card lost/destroyed/damaged; Change of name(s); Change of material particulars.

1. Name in full: Surname .....
Given names .....

2. Sex (*tick box*)

Male	Female
1	2

3. Date of Birth ..... Day ..... Month ..... Year.

4. Country of birth (*tick box*)

Zambia	Commonwealth and Ireland	Other
1	2	3

5. Education (*tick highest standard reached*)

Never been to school	Primary	Secondary	Post Secondary
1	2	3	4

6. Race (*tick box*)

African	Asian	European	Other
1	2	3	4

7. Place of birth. If Zambian born enter: village, chief and district or town and district.

If born outside Zambia enter town and country .....

8. National Status .....

9. Residential Address .....

10. Postal Address .....

11. DECLARATION: The above information has been read to me in a language which I understand and I do solemnly and sincerely affirm that to the best of my knowledge and belief the said information is true and correct.

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.....
(*Signature of registered person*)

Registrar's Signature .....

Registration Stamp

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PART II:

1. Other names by which the Applicant may be known to the Department of National Registration:

Surnames .....

Given Names .....

2. To be completed at time of application: Fee Paid K

General Receipt No. ..... *Signature of Registrar* .....

3. The issue of a replacement card No. ...../...../..... is hereby authorised.

.....

Chief Registrar

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THIRD SCHEDULE

(*Regulation* 17)

PRESCRIBED FEES

	Fee units
First registration for national registration card	17
Replacement of lost card	12
Replacement of damaged card.	12
Replacement of destroyed card.	12
Change of name	56
Change of national status	112
Change of an old card to a new one	6
Non-Zambians obtaining first registration for a national registration card	278

(*As amended by S.I. No*. 99 *of* 1996)

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Endnotes

1 (Popup - Popup)

Visitors to Zambia for periods not in excess of three months prescribed by G.N. No. 939 of 1966.

2 (Popup - Popup)

All municipal councils, township councils and rural councils specified by S.I. No. 175 of 1967.

3 (Popup - Popup)

All municipal councils, township councils and rural councils specified by S.I. No. 175 of 1967.

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