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GOVERNMENT NOTICE NO. 00

NATIONAL REGISTRATION REGULATIONS, 2015

(ACT NO. 13 OF 2010)

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IN EXERCISE of the Powers conferred by section 47 of the National Registration Act, 2010, I, ATUPELE MULUZI, Minister of Home Affairs and Internal Security, make the following Regulations—

## PART I—PRELIMINARY

1. These Regulations may be cited as the National Registration Regulations, 2015. Citation
2. In these regulations unless the context otherwise requires— Interpretation
  - “authorized person” means a person or class of persons appointed by the Minister by notice published in the *Gazette*, to perform the functions of a district registrar;
  - “birth report” means a report of birth, made pursuant to regulation 20, containing prescribed particulars;
  - “cleric” means a recognized cleric, Minister of a religion, religious body, denomination or sect, of a place of worship of a registered religious body;
  - “death report” means a report of death made pursuant to regulation 34 containing prescribed particulars;

“district register” means the register maintained by each district registrar;

“Director” means the Director of National Registration appointed under Section 4 of the Act;

“identity card” means an identity card issued in accordance with section 13 of the Act;

“marriage report” means a report of marriage, made pursuant to Regulation 42, containing the prescribed particulars;

“national register” means the register maintained by the Director under Section 7 of the Act;

“prescribed particulars” means—

(a) with regard to a birth, the sex, name, date and place of birth, the names, residence, occupations and nationality of the parents and such other particulars as the Minister may prescribe;

(b) with regard to a marriage, the names, nationality, conditions, occupations, ages, dwelling or place of abode of the bride-groom and bride and such other particulars as the Minister may prescribe; and

(c) with regard to a death, the name, age, sex, place of residence, length of residence in Malawi, occupation and nationality of the deceased, the date, place and cause of death, and such other particulars as the Minister may prescribe.

#### PART II—REGISTRATION IN THE NATIONAL REGISTER

Application for  
registration in  
the national  
register

3.—(1) A person seeking to be registered in the national register shall submit an application to the district registrar.

(2) Where the Applicant is a non-Malawian Citizen or is a Malawian Citizen by naturalization or registration, he shall send the application to the district registrar.

(3) An application for national registration shall be in Form NR1 in the Schedule hereto for Malawian Citizens and Form NR2 in the Schedule hereto for non- Malawian citizens.

(4) An application for registration in the national register shall be submitted to the district registrar within thirty days of the applicant attaining the age of sixteen.

(5) An application made a month after an applicant attains the relevant qualifications for registration, without a valid excuse for the delay in application, shall be considered a late application and shall be accompanied by a late application penalty prescribed in the Schedule hereto.

Particulars  
accompanying  
application

4.—(1) Every application for registration in the national register shall contain all the particulars required by the Act and these regulations.

(2) Every application for registration in the national register shall be accompanied by prescribed particulars.

5. The application form and the particulars referred to in regulations 3 and 4 shall be signed by the applicant, be witnessed and verified by— Verification of particulars

(a) in the case of a Malawian Citizen, the village headman and one senior member of the village where the applicant hails from;

(b) in the case of an applicant who was an abandoned child before attaining the age of 16, the social welfare officer of the District in which the abandoned child was found and a letter from that social welfare officer supporting the application;

(c) in the case of an adopted child where one or both adopting parents are Malawian Citizens, a certified copy of an adoption order issued by a court shall accompany the application;

(d) in the case of an adopted child whose adopting parents are non-Malawian Citizens, certified copies of the adoption order issued by a court and the relevant immigration permit of the adopting parents authorizing their stay in Malawi shall accompany the application;

(e) in the case of non-Malawian Citizens, certified copies of the relevant Permanent Residence Permit, Business Residence Permit or Temporary Employment Permit shall accompany the application:

Provided that dependents of the holder of a Business Resident Permit, Permanent Residence Permit or Temporary Employment Permits shall use the said permits in their application but shall provide certified proof of their dependency to the said holder of those permits such as marriage certificate or birth certificate or adoption order and copies of passports;

(f) in the case of Malawian citizens who are naturalized citizens or citizens by registration in accordance with the Malawi Citizenship Act, certified copies of their passports and Malawi Citizenship Registration Certificate shall accompany the application:

Provided that dependents of such citizen shall use the said passport and certificate in their application but shall provide proof of dependency to the said holder such as marriage a certificate or birth certificate or adoption order and certified copies of passports, if any; and

(g) where the dependent referred to in regulation 5(f) is a holder of a foreign passport, he shall be treated as a non-Malawian citizen and shall comply with regulation 5(e).

6—Every person who has attained the age of sixteen years shall present himself to the district registrar or any authorized person to have his photograph taken when— Photographs

(a) he applies for registration into the national register in terms of the Act; or

(b) his identity card is required to be replaced in terms of the Act.

- Fingerprints 7. Every person who has attained the age of sixteen years shall, when he applies for registration into the national register, have his fingerprints taken.
8. The Director may—
- Investigations by the Director (a) request any person furnishing any particulars in terms of the Act or these Regulations, to furnish documentary evidence or other proof of the correctness of the particulars as is within the power of that person to furnish such documentary or other proof of the correctness of such particulars; and
- (b) investigate or cause to be investigated, any matter in respect of which particulars are required to be recorded in the national register.
- Proof of identity 9.—(1) The district registrar or an authorized person, may request any person reasonably presumed to have attained the age of sixteen years to prove his registration under the Act within one month, to that officer.
- (2) If it comes to the attention of the district registrar or authorized person that a person referred to in regulation 9(1) who has attained the age of sixteen years has failed to apply for an identity card in terms of the Act, that officer shall take such steps as may be necessary under this Act to ensure that such person applies for registration into the national register.
- Late application for registration in the national register 10.—(1) An applicant who applies for registration in the national register after the expiry of the prescribed period shall, in addition to applying in Form NR1 or NR2 in the Schedule hereto, for Malawi citizens and non-Malawian citizens respectively, submit an affidavit in Form NR3 in the Schedule hereto, giving reasons why he did not apply for registration into the national register within the prescribed period.
- (2) If the district registrar or the authorized person is satisfied with the reasons given, he may allow the registration to be made without payment of a penalty fee for late registration.
- (3) If the district registrar or the authorized person is not satisfied with the reasons given for the late application, he shall require the applicant to pay the penalty fees for late registration prescribed in Schedule hereto.
- Assignment of identification number on an identity card 11.—(1) The Director shall, upon issuing an identity card, assign to the person to whom such card is issued an identification number consisting of such numbers or figures or letters as the Director shall determine.
- (2) The identification numbers for the identity cards issued to a Malawi citizen shall have numbers different from those of non-Malawian citizens.
- (3) In addition to the distinctive numbers as in sub Regulation (2), the background colour for the identity card for Malawi citizens shall be different from that of non - Malawian citizens.
- Particulars on an identity card 12. The Director shall, upon receipt of an application for registration in the national register, in the prescribed form and manner, register that applicant and issue an identity card Form NR4 in the Schedule hereto, for Malawian citizens or Form NR5 in the Schedule hereto, for non-Malawian citizens.

13.—(1) An identity card shall contain the following particulars in relation to the person to whom it is issued, namely—

- (a) identification number;
- (b) full name and for married women, only the maiden name shall be registered;
- (c) sex;
- (d) date of birth;
- (e) nationality;
- (f) a photograph of the applicant; and
- (g) such other particulars as the Minister may by notice published in the *Gazette*, authorize to be included in an identity card but subject to such conditions, exceptions or exemptions as may be prescribed in the notice.

Particulars on an identity card

(2) The size of an identity card shall be 55mm by 90mm.

14.—(1) If an identity card—

- (a) does not reflect correctly the particulars of the person to whom it was issued;
- (b) contains a photograph which is no longer a recognizable image of that person; or
- (c) has expired;

Correction, cancellation and replacement of an identity card

the person concerned shall, within six weeks, hand over the identity card to the district registrar, and apply for a replacement of the identity card in Form NR1, in the case of Malawian citizens and Form NR2 in the case of non-Malawian citizens, accompanied by an affidavit in Form NR6 in the Schedule hereto.

(2) If the identity card referred to in sub-regulation (1) is not handed over in accordance with this Regulation, the Director may order the person concerned to restore it to him or cause it to be confiscated.

(3) If, pursuant to this Regulation, the Director obtains possession of an identity card, he shall destroy the identity card and replace it with a new identity card upon payment of the fee prescribed in the Schedule hereto.

(4) If the name of the person by which he was registered has changed and that person wants the particulars on the identity card to be changed or corrected, if it is a material change as per section 20 of the Act, such change of name shall not be registered until there is proof that the change of name has been authorized by the Minister under the Change of Name (Restriction) Act, or that such change is exempt under the said Act and the applicant has paid the fee prescribed in the Schedule hereto.

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(5) When it comes to the attention of the Director that an identity card has been issued to a person whose name is not required in terms of the Act to be included in the national register, the Director shall direct that person to return the identity card to him for cancellation.

Loss and  
replacement of  
an identity card

15.—(1) A person whose identity card has been lost, defaced or destroyed shall report the loss of the identity card to the district registrar.

(2) Upon receipt of notice of the loss of an identity card the district registrar shall in writing, inform the Director, the Malawi Police Service, the Malawi Electoral Commission, the Immigration Department, and other officials as the Minister shall specify by notice published in the *Gazette*.

(3) The district registrar shall issue the person with temporary identification documents in the case of the loss of an identity card.

(4) The person shall apply to the district registrar for replacement of the identity card in Form NR1 or NR2 in the Schedule hereto as the case may be, which shall be accompanied by an affidavit in Form NR6, in the Schedule hereto, showing how the identity card was lost defaced or destroyed, and proof that he was the owner of the lost identity card.

(5) If the district registrar is satisfied that the identity card was lost, defaced or destroyed due to the negligence or fault of the owner, he shall order him to pay the penalty fee prescribed in the Schedule hereto.

(6) The district registrar, after satisfaction that the applicant was indeed the holder of the lost, defaced or destroyed identity card shall recommend to the Director for issuance of a new identity card.

Surrender or  
seizure of  
identity card  
of deceased  
person

16.—(1) Any person who has in his possession an identity card, without any lawful excuse, of a person who has died shall-

(a) if such identity card came into his possession before such person's death, within three months after such death has come to his knowledge; or

(b) if such identity card came into his possession after such person's death, within three months after the identity card came into his possession, hand over such identity card for cancellation to the district registrar or authorized person or the Director.

(2) If a holder of an identity card has changed citizenship from Malawi to another country for any reason whatsoever, he shall immediately surrender the identity card to the district registrar, authorized person or the Director, for cancellation and if he does not surrender the identity card, the district registrar, authorized person or Director, as the case may be, shall seize the identity card from him and any such holder of the identity card shall then apply for a new identity card for non- Malawian citizens.

(3) An identity card handed over pursuant to sub-Regulations (1) and 2, shall upon receipt thereof, be destroyed by the Director.

(4) When it comes to the attention of the Director, district registrar or authorized person, that any person is in possession of a document being or purporting to be a cancelled identity card of a person who has died, the Director shall, without delay, cause the identity card to be seized, and thereafter cancel and destroy that identity card.

Secrecy

17.—(1) A person shall not disclose any information recorded in the



national register or on an identity card or proof of registration which he acquired by virtue of his functions under this Act and pursuant to any law, except for the purposes of this Act, any judicial proceedings or the performance of his functions in terms of any other law.

(2) A person to whom any such information has, to his knowledge, been disclosed in contravention of the provisions of this regulation, shall disclose such information to the Director.

(3) Notwithstanding the provisions of sub regulation (1), the Director may—

(a) upon written application, furnish any information in relation to a person whose name is included in the national register to any ministry, local authority, statutory institution or body established by or under any law, for any purposes of that ministry local authority, institution or body; or

(b) where the registered person consents in writing to his particulars being disclosed to any other specified body or organization or person.

18.—(1) If, in any legal proceedings, a question arises with regard to an identity of a person whose identity card is purported to have been issued under the Act, the fingerprints on the card shall be used as proof of ownership of the identity card. Fingerprints to be proof of ownership

(2) In such proceedings under subsection (1), evidence confirming that the fingerprints on the identity card are those of the holder of that card shall be tendered by an authorized person with regard to taking of fingerprints or identification thereof, under the Act and these regulations, and the Fingerprints Act.

19. The national register referred to in Section 7 of the Act shall be in Form NR7. National register

PART III—REGISTRATION OF BIRTH AND ADOPTED CHILDREN

20.—(1) Every application for registration of birth under the Act shall be in Form NR8 in the Schedule hereto, (hereinafter referred to as a “birth report”). Reporting of birth

(2) Every birth report shall be made by the parents, guardian social welfare officer or foster parents to the district registrar or an authorized person, and contain prescribed particulars.

21.—(1) Every birth report shall be submitted within six weeks of the birth of a child or adoption, as the case may be. Particulars accompanying birth report

(2) Any application submitted after six weeks from date of birth of a child shall be treated as late application and shall, where no valid reason for the delay in application is given, be accompanied by a fee for late application as prescribed in the Schedule hereto.

22.—(1) A birth report shall be signed and verified as follows— Signing of a birth report

(a) where a child was born in wedlock, both father and mother shall sign the birth report form:

Provided that any one of the parents may sign the form where the other is not available;

(b) where the child was born out of wedlock, the form may be signed by the mother only:

Provided that where the father does not deny paternity both mother and father shall sign;

(b) in the case of a child found to have been abandoned, the birth report shall be signed by the social welfare officer of the district in which the child was found to be abandoned subject to providing proof of the particulars required herein; and

(d) a relative or guardian of the child in (a) or (b) herein, may sign the form subject to providing verified proof of the particulars required herein.

(2) A social welfare officer who gives a notice of birth in terms of subsection (1), will provide a name and surname to an abandoned child if the name and surname of the child is not known.

Verification  
of particulars  
of birth

23.—(1) The particulars in regulations 21 and 22 shall be verified by any of the following—

(a) in the case of a birth occurring outside a hospital, or late registration, the village headman and a senior member of the village where the parents hail from, or a cleric of the religious institution in which the parents or one of them is a member;

(b) in the case of an abandoned child, the Social Welfare Officer of the District in which the child was found exposed and a letter from such Social Welfare Officer supporting the application shall accompany the birth report;

(c) in the case of an adopted child, a certified copy of an adoption order issued by a court, shall accompany the birth report;

(d) in the case of an adopted child whose adopting parents are non-Malawian citizens, certified copies of an adoption order issued by a court, and the relevant immigration permit of the adopting parents authorizing their stay in Malawi, shall accompany the birth report;

(e) in the case of non-Malawian citizens, certified copies of the relevant Permanent Residence Permit, or Business Residence Permit or Temporary Employment Permit shall accompany the application; and

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(f) in the case of Malawian Citizens who are naturalized citizens or citizens by registration in accordance with the Malawi Citizenship Act, certified copies of their passports and Malawi Citizenship Registration Certificate shall accompany the application.

(2) Where birth occurs in a hospital or health facility, the health personnel responsible shall assist in filling a birth report in Form NR8 in the Schedule hereto.

Birth reports to  
be forwarded  
to Director

24. A district registrar, shall, after registration of a birth, forward a birth report to the Director.

25. Births on board ships or aircrafts within the territorial waters or airspace of Malawi shall be registered with the district registrar of the district of the next port of call within thirty days after arrival of the ship or aircraft. Registration of births on board ships and aircrafts
- 26.—(1) A certificate of birth shall be in Form NR9 in the Schedule hereto. Birth certificate
- (2) Where the birth certificate is issued for an adopted child, the Director shall enter the name and surname indicated in an adoption order in the Adopted Children Register.
- 27.—(1) Every district registrar shall forward to the Director, a monthly return of births occurring within his district. Monthly returns of birth
- (2) A monthly return shall be made in such manner as the Director may require.
- 28.—(1) Where a woman gives birth to more than one child in one delivery, the information of each child shall be recorded in a separate birth report. Birth of more than one child
- (2) Separate birth certificates shall be issued for each child.
29. The Director shall keep a register to be called the Adopted Children Register, in which shall be made such entries as may be directed to be made therein, by an adoption order issued by a court. Adopted Children Register
- 30.—(1) Where notice of birth is given in terms of regulation 22, the person who acknowledges that he is the father of a child whose birth is to be registered, shall enter his particulars as set out in Form NR8 in the Schedule hereto. Notice of birth of child born out of wedlock
- (2) A person's name shall not be entered in the birth register as the father of the child except either at the joint request of the father and mother, or upon production of a court order confirming paternity of the person.
- (3) The social welfare officer who gives a notice of birth in terms of regulation 22 (c), shall allocate a name and surname to a child who was abandoned if a name and a surname has not already been given to the child.
- 31.—(1) Where the name by which a child was registered has been altered, the parent or guardian of such child shall, within two years of the birth, on payment of the fee specified in the Schedule hereto, and upon providing such evidence as the district registrar may require, register the new name that has been given to the child and surrender the child's birth certificate. Alteration of name of a child
- (2) Where a child is registered with the maiden name of the mother, the name of the father may be added on payment of the fee specified in the Schedule hereto and upon submitting the required proof of paternity and surrender of the child's birth certificate.
- (3) The Director shall issue a new birth certificate after receipt of a surrendered birth certificate pursuant to sub regulations (1) and (2).

Form of birth certificate 32. Upon being satisfied with the particulars of a birth report and evidence accompanying it, the Director shall issue a birth certificate to the applicant in Form NR9 in the Schedule hereto.

PART IV—REGISTRATION OF DEATHS

Death registration 33.—(1) Every application for registration of death shall be in Form NR10, in the Schedule hereto (hereinafter referred to as a “death report”).

(2) Every application for registration of death shall be made by—

(a) close relatives of a deceased person who were present at the time of his death or present during his last illness; or

(b) an authorized person.

(3) The application for registration of a death shall be submitted within six weeks of the occurrence of a death and signed by the person reporting the death.

(4) An application submitted after six weeks from date of an occurrence of a death, without a valid reason, shall be treated as late application and shall be accompanied by a fee for late application specified in the Schedule hereto.

Particulars accompanying death report 34. Every death report shall be accompanied by prescribed particulars.

Verification of death particulars 35.—(1) Every report of a death shall be accompanied by a burial report in Form NR11 in the Schedule hereto.

(2) In the case where death occurred in a hospital or health facility, a Hospital Death Report in Form NR12 in the Schedule hereto, shall be issued by a medical personnel of the said hospital or health facility as the case may be.

(3) The person reporting the death to the district registrar shall attach Form NR11 and Form NR12, to Form NR10.

(4) In the case where the death occurred as a result of a road accident, violent physical act or any other unnatural cause, the report shall be accompanied by a Police Report.

Return of identity card of a deceased person 36. Every person reporting the death of a person shall, together with death report, surrender the identity card of the deceased person, to the district registrar.

Hospital Death Report 37. A Hospital death report shall be in Form NR12 in the Schedule hereto.

Death report to be forwarded to Director 38. After registration of a death, the district registrar effecting the registration shall forward the death report to the Director.

Death certificate 39. Upon receipt of the death report pursuant to regulation 37, the Director shall issue a death certificate which shall be in Form NR13 in the Schedule hereto.

- 40.—(1) Every district registrar shall forward to the Director, monthly returns of deaths occurring within his District. Monthly returns of deaths
- (2) Monthly returns shall be made in such manner as the Director may require.

#### PART V—REGISTRATION OF MARRIAGES

- 41.—(1) All marriages celebrated by Malawian citizens or in Malawi shall be registered pursuant to the Act. Registration of marriages
- (2) Every application for registration of marriage shall be made to the district registrar in Form NR14 in the Schedule hereto (hereinafter referred to as a “report of marriage”) and be made within three months of the marriage taking place.
- (3) Every application for registration of marriage shall—
- (a) be made jointly by a husband and wife;
  - (b) contain the prescribed particulars required by the Act;
  - (c) be signed by both husband and wife; and
  - (d) be witnessed by the respective marriage advocates.
- (4) An application made three months after the date of celebration of a marriage, without a valid reason for the delay in application, shall be treated as late application and shall be accompanied by a penalty fee for late application specified in the Schedule hereto.
42. Every report of marriage shall be shall be in Form NR14 in the Schedule hereto. Particulars accompanying report of marriage
- 43.—(1) The particulars in regulation 41 and 42 shall be verified in accordance with this regulation before a marriage is registered. Verification of particulars and supporting documents
- (2) In the case of a customary marriage which was not celebrated at a religious institution, the prescribed particulars shall be verified by the village headmen of the villages where the couple hail from, and their respective marriage advocates.
- (3) Where the marriage was celebrated at a religious institution, a certified copy of the marriage certificate issued and signed by the cleric of that institution shall accompany the application.
- (4) Where the marriage was officiated by the Registrar of marriages or authorized official, a certified copy of the marriage certificate signed by Registrar of marriages or authorized official, shall accompany the application.
44. After registration of a marriage, the district registrar effecting registration shall forward the marriage report to the Director in such manner as the Director may require. Marriage report to be forwarded to Director

- Certificate of registration of marriage 45. Upon being satisfied with a marriage report and after verifying particulars therein, the Director shall issue a certificate of registration of marriage which shall be in Form NR15 in the Schedule hereto.
- Monthly returns of marriage registration 46.—(1) Every district registrar shall forward to the Director, monthly returns of marriages occurring within his district.  
(2) Monthly returns shall be made in such manner as the Director may require.
- Cancellation of marriage registration 47.—(1) The Director shall cancel a certificate of registration of marriage where—  
(a) a couple divorces; or  
(b) one of the spouses of the registered marriage dies.  
(2) Where a couple that registered their marriage divorces, cancellation shall be effected on production of a certified copy of a court judgment.  
(3) For purposes of sub regulation (2), documentary evidence of a divorce signed by marriage advocates who witnessed the registration and the respective village headmen of the spouses shall be submitted to the district registrar on application for cancellation of the certificate of marriage registration.  
(4) In the case of death of one of the spouses, the cancellation shall be effected on production of a death certificate by the surviving spouse.  
(5) A certificate of registration shall be surrendered to the district registrar who shall forward it to the Director for cancellation.

## PART VI—REGISTRATION ABROAD

- Registration abroad 48.—(1) A Malawian citizen resident abroad shall apply to the district registrar or authorized person abroad for registration in the national register in the Form NR1 in the Schedule hereto.
- Verification of particulars and supporting documents 49.—(1) The application made under Regulation 48 shall be accompanied by prescribed particulars.  
(2) The particulars of the application made pursuant to regulation 48 shall be verified by the district registrar and have the following supporting documents—  
(a) two passport sized photographs of the applicant, certified by the district registrar or authorized person abroad by signing and stamping at the back of the photographs;  
(b) a certified copy of a document with all ten fingerprints of the applicant taken and certified by an authorized security official in the country of residence of the applicant; and  
(c) a certified copy of the passport of the applicant certified by a commissioner for oaths, Notary Public or the district registrar in the area of residence of the applicant.

50.—(1) The district registrar or authorized person outside Malawi shall maintain registers of births, deaths and marriages in which shall be recorded births, deaths or marriages within his area of jurisdiction.

Registration of births, deaths and marriages abroad

(2) The birth of a person may be registered in a register maintained under sub regulation (1) if that persons' father or his mother is a Malawian citizen.

(3) A death or marriage may be registered if the deceased person or in the case of marriage, one of the spouses is a Malawian citizen.

(4) An application for registration shall be accompanied by—

(a) in the case of birth,—

(i) a certified copy of the birth report or certificate;

(ii) certified copies of the parents' Malawi passports, and where applicable;

(iii) marriage certificates certified by a Notary Public or district registrar in the country of residence of the applicant;

(b) in the case of death,—

(i) a certified copy of the death report or certificate, or police report in respect of a road accident or death by violent physical act;

(ii) a copy of the passport of the deceased certified by a commissioner for oaths, Notary Public or district registrar of the country of residence of the deceased; and

(iii) a burial certificate or authorization, where this is mandatory, in the country of burial of the deceased; and

(c) in the case of registration of marriage,—

(i) a certified copy of marriage certificate confirming the celebration of marriage; and

(ii) certified copies of the couples' passports certified by a commissioner for oaths, Notary Public or district registrar of the country of residence of the couple.

#### PART VII—ROLES AND RESPONSIBILITIES OF THE TRADITIONAL LEADERS, DISTRICT REGISTRARS, THE DIRECTOR

51.—(1) The Director shall perform the following functions—

Functions of the Director

(a) ensure the efficient and effective implementation of the Act and these Regulations;

(b) ensure that all district registrars or authorized persons and traditional leaders are provided with adequate materials including registers, forms, equipment and facilities for them to carry out their respective functions;

(c) to carry out monitoring and evaluation of the National Registration System and take corrective measures where necessary;

(d) make proposals to the Minister for changes in administrative and legal framework of the National Registration System;

(d) to receive, analyze and vet applications from district registrars or authorized persons;

(e) issue identity cards or certificates of births, deaths or registration of marriages, and send these to the district registrars and authorized persons for onward delivery to the applicants;

(h) establish, maintain and update the national register;

(f) keep and update the Adopted Children Register;

(j) receive from, and ensure all district registrars submit monthly returns of registration of births, adults, deaths, and marriages;

(g) subject to payment of the prescribed fee, issue to any person certified copies of certificates or extracts of registered particulars from the national register or allow inspection thereof but only in accordance with the provisions of the Act and these regulations; and

(h) ensure that capacity building activities are undertaken at regular intervals for all registration officials and stakeholders.

Functions of  
district r  
egistrars or  
authorized  
persons

52.—(1) District registrars or authorized persons shall perform the following functions—

(a) mobilize Traditional Authorities, Group village headmen and all people within their jurisdiction and all relevant stakeholders to actively participate in the National Registration System;

(b) carry out civic education and training programs on the National Registration System;

(c) distribute all necessary materials for national registration including registers, forms and equipment for the smooth implementation of the National Registration System to Traditional Authorities, Group Village Headmen, village headmen, hospitals and health facilities and registered religious institutions within their jurisdiction;

(g) receive applications for registration in the national register for births, adults, deaths and marriages;

(h) vet the adequacy and propriety of the information and particulars in applications, and acknowledge receipt of the applications;

(e) take photographs and fingerprints of applicants where these are required, before processing applications;

(f) forward applications to the Director and once the Director issues the relevant identification documents, facilitate delivery of the same to the applicants;

(g) receive from the Traditional Authorities, monthly reports of all registrations required by the Act and these regulations;

(h) determine whether an application has been submitted outside the prescribed period and if so, determine whether reasons given in an accompanying affidavit are convincing enough to waive payment of a penalty fee by an applicant and if not, to collect the penalty fee from the applicant before processing the application;

(i) maintain and update the district register;



(j) submit monthly reports to the Director;

(k) receive applications for replacement or correction of identity cards;

(l) receive identification documents and forward them to the Director for destruction;

(m) seize all identification documents in possession of people who are not the owners of the said documents and forward them to the Director for destruction;

(n) receive from hospitals all birth and death reports, and forward them to the Director for processing of relevant certificates; and

(o) receive certificates of divorce and certificates of registration of marriage and forward them to the Director for cancellation.

53. Traditional authorities shall perform the following functions—

Functions of  
Traditional  
Authorities

(a) civic educate and mobilize all village headmen and group village headmen together with their subjects within their jurisdiction to ensure they register all births, adults, deaths and marriages occurring in their jurisdiction in accordance with the Act; and

(b) monitor the effective and efficient implementation by the village headmen and group village headmen of their functions as spelt out under regulation 55.

54.—(1) Village headmen and group village headmen shall perform the following functions—

Functions of  
village  
headmen and  
Group Village  
Headmen

(a) civic educate and mobilize their subjects to ensure registration of all births, adults, deaths and marriages occurring in their villages in accordance with the Act;

(b) assist their subjects to complete the forms prescribed herein;

(c) keep and issue registration forms on behalf of the district registrar to facilitate registration;

(d) facilitate the submission of application forms completed by their subjects to the district registrar of their District, through the office of their traditional authority and, obtain and keep confirmation of delivery of the forms;

(e) record the identity number of each registered person after issuance of the identity cards, in the village register;

(f) record registration number of births, marriage, and deaths in the village register;

(g) witness the execution of forms and verify the particulars on the forms for their subjects;

(h) send monthly reports of births, adults, deaths and marriages to the district registrar through the office of their respective traditional authorities;

(i) ensure that on death of a subject, the family members of the deceased are issued with a death report and deliver the completed forms

to the district registrar through the office of their respective traditional authorities;

(j) complete and issue burial report to close relative of the deceased or a person who acts as informant for purposes of registration of a death;

(k) ensure that when sending a death report to the district registrar, the identity card or birth certificate of the deceased person is surrendered, through their respective traditional authorities, to the district registrar;

(l) record the death of a deceased person in the village register;

(m) obtain acknowledgement of delivery of a death report and a identity card of a deceased person from the office of the traditional authority;

(n) record the prescribed particulars of all births in the village register and issue a birth report to the father and mother of a new born baby and shall—

(i) witness the execution thereof;

(ii) certify the particulars thereon;

(iii) deliver the completed forms to their respective Traditional Authorities; and

(iv) record in the village register, a confirmation of receipt of the forms;

(o) record the prescribed particulars of all marriages in the village register and to issue registration of marriage forms to the spouses and shall—

(i) witness the completion of the forms; and

(ii) verify the particulars thereon.

(2) A group village headman shall perform the following functions—

(a) civic educate and mobilize village headmen and their subjects in his area to participate in national registration; and

(b) supervise all village headmen and ensure that the village headmen are performing their functions under this Act and the Regulations effectively and efficiently.

#### PART VIII—MISCELLANEOUS PROVISIONS

Acknowledgem  
ent of  
applications

55. All district registrars and authorized persons shall, on receipt of an application for registration of a person in the national register, or registration of a birth, death or marriage, issue an acknowledgement of receipt of the application pending the processing of the application.

Inspection of  
registers

56. Subject to the restrictions in Section 44 of the Act, and these regulations, all inspections of the national register or district register or applications for extracts of certified copies of entries shall take place on working days between the hours of 8:00 am and 12:00 noon and between 1:30 p.m. and 4:00 pm at the Director's offices or district registrars' offices.

57. Applications for registration under the Act shall be delivered at the district registrars' offices within the times specified in regulation 56. Place and times for delivery of applications
- 58.—(1) The Officer-in-Charge of a hospital, health facility, clinic or other place where medical services are provided and where birth or death occurs, shall submit monthly reports to the district registrar of the District in which the hospital, health facility or clinic is situated. Monthly reports by hospitals and health facilities
- (2) The monthly reports referred to in sub Regulation (1) shall be in form NR 17 in the Schedule hereto in respect of births, and Form NR18 in the Schedule hereto, in respect of deaths.
- 59.—(1) Non-Malawian citizens shall pay the application fees prescribed in the Schedule hereto in respect of registration in the national register or registration of birth, death or marriage. Application fees for non - Malawian citizens
- (2) All applications in Forms NR2, NR8, NR10 and NR14 in the Schedule hereto by non-Malawian citizens shall be accompanied by the application fees prescribed in the Schedule hereto.
- 60.—(1) All Malawian citizens shall, within thirty six (36) months of coming into force of these regulations, submit applications for registration in the national register, and register all births, marriages and deaths as the case may be, to their respective district registrars. Transitional arrangements
- (2) A person who, without good cause, submits an application for registration after the prescribed time frame, shall be liable to pay a late application fee prescribed in the Schedule hereto.
- (3) The Minister, may extend the period for registration by notice published in the *Gazette*.

SCHEDULE (regs. 3(2), 6(3), 10, 12,14,  
15, 23, 26, 33, 34, 36, 37,  
39, 43, 46, 59, 60 and 61)

APPLICATION FEES FOR NON MALAWIAN CITIZENS

Application for registration in the National Register	K50,000.00
Application for registration of birth	K30,000.00
Application for registration of death	K30,000.00
Application for registration of marriage	K30,000.00

PENALTY FEES FOR ALL APPLICANTS

1. For late application for Identity Card	K 2,000.00
2. For replacement of Identity Card	K 2,500.00
3. For change of name on Identity Card	K 5,000.00
4. For lost, defaced or destroyed Identity Card	K 2,500.00

00

00th April, 2015

5. For late birth report	K 2,000.00
6. For Inspection of register	K 5,000.00
7. For verified extracts of particulars	K 5,000.00
8. For alteration of name of child within 2 years	K 1,000.00
9. For late reporting of death	K 2,000.00
10. For late registration of marriage	K 2,000.00

### NATIONAL REGISTRATION ACT

#### APPLICATION FOR NATIONAL REGISTRATION FOR MALAWIAN CITIZENS NR1

*WARNING*-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

1. Surname ..... First Name ..... Other names :.....
2. Previous Registered Names (if any):.....
3. Home Address:  
Village.....T/A.....District :.....
4. Physical Address  
Village.....T/A.....District: .....
5. Nationality :.....
6. Date of birth:.....7. Sex:.....
8. Place of birth:.....9. Marital Status:.....
10. Full Names of Father :.....11. ID No. ....
12. Full Names of Mother :.....13. ID No. ....
14. Height (in cms):.....15. Colour of eyes :.....
16. Birth Certificate No(if available) :.....
17. Passport No. (if available):.....
18. Driver's Licence No (if available):.....
19. Voter ID No. (if available):.....
20. In the case of an exposed child who is now 16 years or above
  - I attach hereto a letter from the Social Welfare Officer of the District in which I was found exposed.
21. In the case of an adopted child when one or both of the adopting parents are Malawian Citizens
  - I attach hereto a certified copy of my Adoption Order
22. In the case of Naturalised citizen of Malawi or citizen by registration

- I attach hereto a certified copy of my passport and certificate of Malawi citizenship Registration
23. In the case of a dependant of a naturalized citizen of Malawi or citizen by registration
- I attach hereto certified copies of evidence of dependency to the naturalized citizen of Malawi or citizen by registration e.g marriage certificate, birth certificate or Adoption Order and confirmation letter from the naturalized citizen plus passport and certificate of Malawi Citizenship Registration  
*(delete where not applicable)*

*WOMEN SHOULD USE ONLY MAIDEN SURNAME*

I certify that the above information is correct and I am aware that I could face criminal prosecution if this information is incorrect in material respect.

Signed/Thumb impression:.....

Name : ..... Date : .....

I, Village Headman ..... hereby confirm that the information given above is correct. *(delete for naturalized citizen)*

Signed : .....

Date:.....

Village Headman

Witness Name

(Senior Member of the Village)

*(Recommendation by District Registrar)*

I, .....District Registrar for ..... District hereby state that I have checked this Application and certify that the same has been duly completed and the particulars attached hereto are in accordance with the National Registration Act and the Regulations to the best of my knowledge and information

Signed : .....

District Registrar

Date : .....

Official stamp

**ACKNOWLEDGMENT OF RECEIPT**

I, .....District Registrar for ..... District acknowledge receipt of the application for registration in the National Register by .....

Signed : .....

District Registrar

Date : .....

Official stamp

## NATIONAL REGISTRATION ACT

APPLICATION FOR NATIONAL REGISTRATION FOR MALAWIAN CITIZENS  
NR1

*WARNING*-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

1. Surname ..... First Name ..... Other names :.....
2. Malawi Physical Residential Address  
Village.....T/A.....District :.....
3. Home Country Physical Address :.....
4. Date of birth:..... 5. Sex:.....
6. Country of birth: ..... 7. Marital Status :.....
8. Full Names of Father :.....
9. Full Names of Mother :.....
10. Height (in cms):..... 11. Colour of eyes :.....
12. Malawi Birth Certificate No(if any) :.....
13. Passport No. ....
14. Driver's Licence No (if available):.....
15. Voter ID No. (if available):.....
16. Nationality :.....
17. I certify that I am legally resident in Malawi as I was granted Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit (delete where not applicable) which expires on .....
18. I attach hereto a certified copy of my passport and Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit (delete where not applicable)
19. In the case of a dependent of a holder of Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit
  - I certify that I am wife/husband/child of .....who holds Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit issued by the Malawian Department of Immigration and which expires on .....
  - I attach hereto certified copies of my husband/wife's/father's passport and Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit and my passport/my Adoption Order/my birth certificate

I certify that the above information is correct and I am aware that I could face criminal prosecution if this information is incorrect in material respect.

Signed/Thumbimpression :.....

Name :..... Date :.....

I, ..... District Registrar for .....  
hereby state that I have checked this Application and certify that the same has been duly  
completed and the particulars attached hereto are in accordance with the National  
Registration Act and the Regulations to the best of my knowledge and information.

Signed : ..... Date : .....  
District Registrar Official stamp

ACKNOWLEDGMENT OF RECEIPT

I, ..... District Registrar for .....  
District acknowledge receipt of the application for registration in the National Register by  
.....

Signed : ..... Date : .....  
District Registrar Official stamp

NATIONAL REGISTRATION ACT

APPLICATION FOR NATIONAL REGISTRATION FOR MALAWIAN CITIZENS  
NR1

*WARNING*;-In terms of Section 43 of the ACT, any person, who furnishes false informa-  
tion or forges any document for the purpose of obtaining registration shall be guilty of  
committing an offence.

I,..... resident of .....  
declare and make oath as follows:

1. That I wish to apply for registration in the National Register and issuance of an  
identity Card to me, the time for such registration having expired.
2. That I wish to apply for registration of birth/death of .....  
the time for such registration having expired.
3. That we wish to apply for registration of marriage of ..... and  
..... the time for such registration having expired\*
4. That we wish to apply for change of name of child .....  
registered vide birth entry number .....\*\*  
*(Delete whichever is not applicable)*
4. That the reasons for not applying within the prescribed period are (not ignorance of  
the law):
  - (a) .....
  - (b) .....
  - (c) .....

00

00th April, 2015

And I make this Oath conscientiously believing the same to be true and by virtue of the provisions of the Oaths Affirmation and Declarations Act 1967.

Signed/Thumb Impression .....

Date:.....

\* To be signed by both wife and husband

\*\* To be signed by both parents

Before me

.....  
COMMISSIONER FOR OATHS  
NATIONAL REGISTRATION ACT  
FORM NR4  
NATIONAL IDENTITY CARD FOR MALAWIAN CITIZEN  
FRONT  
BACK

90mm  
NATIONAL REGISTRATION ACT

FORM NR5

IDENTITY CARD FOR NON MALAWIAN CITIZEN

FRONT  
BACK



NATIONAL REGISTRATION ACT

APPLICATION FOR NATIONAL REGISTRATION FOR MALAWIAN CITIZENS  
NR1

*WARNING*:-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

I,..... resident of .....  
declare and make oath as follows:

1. That my Identity Card No. .... Issued on  
.....
2. That my said Identity Card was lost/destroyed/defaced/does not reflect correctly my particulars/contain a photograph which is no longer a recognizable image of me and I need a replacement Identity card.
3. That the circumstances in paragraph (2) above arose as a result of the following:
  - (a) .....
  - (b) .....
  - (c) .....
4. That the circumstances in paragraph (2) and (3) herein were not due to any fault or negligence on my part.

And I make this Oath conscientiously believing the same to be true and by virtue of the provisions of the Oaths Affirmation and Declaration Act 1967.

Signed :.....

Date :.....

Before me

.....  
COMMISSIONER FOR OATHS

00

00th April, 2015

NATIONAL REGISTRATION ACT

FORM NR7

NATIONAL REGISTER

PART I - MALAWIAN CITIZENS

FULL NAMES NATIONAL IDENTITY NUMBER

HOME ADDRESS

PHYSICAL

RESIDENTIAL

ADDRESS

SEX M/F

PLACE OF BIRTH

DATE OF

BIRTH

VILLAGE/ TOWN

TA

DISTRICT

VILLAGE/

TOWN TA

DISTRICT

MARITAL

STATUS FULL NAMES AND NATIONALITY OF FATHER AND ID

FULL NAMES AND NATIONALITY OF MOTHER AND ID

HEIGHT

COLOUR OF EYES

PASSPORT NO., BIRTH CERTIFICATE NO.,

DRIVER'S

LICENCE NO., & VOTER ID NO. SPECIAL OBSERVATIONS

PHOTO-

GRAPH FINGER-PRINT DATE OF DEATH

NAME NATIONALITY ID

NAME NATIONALITY ID

PASSPORT NO. B/CERTIFICATE NO.

D/LICENCE NO VOTER ID

PART II - NON MALAWIAN CITIZENS

FULL

NAMES NATIONAL IDENTITY NUMBER

COUNTRY OF PERMANENT

RESIDENCE PHYSICAL

RESIDENTIAL

ADDRESS IN MALAWI SEX M/F

PLACE OF BIRTH

DATE OF

BIRTH MARITAL STATUS

VILLAGE/ TOWN

TA

DISTRICT

FULL NAMES OF FATHER

FULL NAMES OF MOTHER

HEIGHT

COLOUR OF EYES

PASSPORT NO., BIRTH CERTIFICATE NO.,

DRIVER'S

LICENCE NO., & VOTER ID NO. SPECIAL OBSERVATIONS

PHOTO-

GRAPH FINGER-PRINT DATE OF DEATH

PASSPORT NO B/CERTIFICATE NO.

D/LICENCE NO. VOTER ID NO.

Part 1

DETAILS OF CHILD

## NATIONAL REGISTRATION ACT

## BIRTH REPORT

*WARNING*:—In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of birth of a person shall be guilty of committing an offence.

	1 Surname	First name	Other names	
	2 Date of Birth	3	Sex	
OF			Male	Female
CHILD	4 Place of birth (Tick the appropriate option and give details):			
	a) Hospital Name :.....			
	b) Home Address:.....			
		District	TA	Village
	c) Others Give details :.....			
	5 Birth weight (in Kilogrammes).....			
	6 Type of Birth: a) Single b) Twin c) Triplet d) Other (specify) :.....			
	( Tick the appropriate option and for Twins write 1st of 2, 2nd of 2, 1st of 3 etc.)			
	7 Are the parents of the Child Married to each other? YES NO			
	If yes, date of marriage DD.....MM.....YYYY.....			
PART 2	1 Maiden surname	First name	Other name	2 ID No.
DETAILS	3 Date of birth DD	MM	YYYY	4 Nationality
OF	5 Physical residential address:.....			
MOTHER		District	TA	Village
	6 Home address:.....			
		District	TA	Village
	7 Gestational Age at birth In weeks			
	8 Number of prenatal visits	9	Month of pregnancy prenatal care begun	
	10 Mode of delivery: a) SVD b) Vacuum Extraction c) Breech			
	d) Forceps d)Caesarean Section			
	11 Number of children born alive to the mother, including this child			
	12 Number of children born alive to the mother, and still living			
	13 Level of education: a) none b) Primary c)Secondary d) higher education			
	(Enter completed level of education)			
PART 3	1 Surname	First name	Other name	2 ID No.
DETAILS	3 Date of birth DD	MM	YYYY	4 Nationality
OF	5 Physical residential address:.....			
FATHER		District	TA	Village
(if known)	6 Home address:.....			
		District	TA	Village
PART 4	Court Order attached	YES	NO	
ACKNO	OR			
WLEDG	I hereby declare that I am the natural	Mother's permission to the		
MENT OF	father of the above child	(Acknowledgement) of Paternity		
PATER				
NITY:				
A CHILD	Initials & Surname	Signature	Initials & Surname	Signature
BORN	ID No.		ID NO.	
OUT OF	Date :.....		Date :.....	



ACKNOWLEDGMENT OF RECEIPT

Acknowledge the receipt of Birth Report of:

-----, on -----  
 Surname First name Other names Date  
 as reported by -----  
 Signature ----- Date.....Official stamp

Form NR9

MALAWI LOGO

LINE BAR CODE  
 Serial No.

ACKNOWLEDGMENT OF RECEIPT

REPUBLIC OF MALAWI  
 NATIONAL REGISTRATION ACT, 2010  
 CERTIFICATE OF BIRTH  
 (Regulation 26)

- |    |                      |                           |
|----|----------------------|---------------------------|
| 1. | Birth Entry Number   | 01/2341002/2013           |
| 2. | Registration Number  | 00132176523               |
| 3. | Name                 | Aisha Bello               |
| 4. | Date of Birth        | 09th April, 2013          |
| 5. | Sex                  | Female                    |
| 6. | Place of Birth       | Bwaila Hospital, Lilongwe |
| 7. | Name of Mother       | Mary Banda                |
| 8. | Name of Father       | Juma Bello                |
| 9. | Date of Registration | 24th April, 2013          |

I hereby certify the above to be a true and correct extract from the Birth Register kept at NRB.

Dated this 15th day of May, 2013

Emboss seal

-----  
 Signature of the designated person of NRB

NATIONAL REGISTRATION ACT

BIRTH REPORT

**WARNING:—**In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of birth of a person shall be guilty of committing an offence.

	1 Surname	First name	Other names	
	2 ID No.	3 Nationality	4 Sex	
			Male	Female
PERSONAL	5 Date	6 Birth Certificate No.	7 Date of death	
DETAILS	Of birth DD MM YY	.....		
OF	8 Place of death (Tick the appropriate box and give details)			
DECEASED	<input type="checkbox"/> Hospital/Institution	Name .....		
	<input type="checkbox"/> Home (Place of residence)	Address .....		
		District	TA	Village/Town
	<input type="checkbox"/> Others	.....		

9 Cause of death(For Hospital death only)

IMMEDIATE CAUSE

a).....  
(Final disease or condition resulting to death) Due to(or as a consequence of)  
Sequentially list conditions, if any, leading to

b).....  
immediate cause. Enter UNDERLYING CAUSE last. Due to(or as a conse-  
quence of)

c).....  
Due to(or as a consequence of)

10 Home address of the deceased

11 In case this is a female death, did the death occur while pregnant, at the time of  
delivery or within 6 weeks after the end of pregnancy? a) Yes b) No

PART 2  
DETAILS OF  
PARENTS

1 Mother's name.....  
Surname First name Other names 2 ID No. ....  
3 Father's name 4 ID No. ....

PART 3

INFORMANTS  
DETAILS

1 Name 2 ID No. ....  
3 Relationship to the deceased  
4 Address District TA Village/Town

Postal address Telephone Number

5 I certify that the above information is correct and I am aware that I could face  
criminal prosecution if this information is incorrect material respect.

Date Signature/Thumb mark of Informant

VERIFICATION BY VILLAGE HEADMAN AND A SENIOR MEMBER OF THE VILLAGE

We, Village Headman ..... and ..... Senior  
Member, of the Village .....T/A .....

.....District hereby certify that the information given above in relation  
to the Informant and the Deceased in question is correct to the best of my knowledge and  
belief.

Signed: .....or Thumb print: .....Date: .....  
Village Headman

Signed:.....or Thumb print: .....Date: .....  
Senior Member of the Village

VERIFICATION BY A RELIGIOUS INSTITUTION

I .....Cleric of ..... (Institution)  
hereby certify that the information given above in relation to the death of the deceased in  
question is correct to the best of my knowledge and belief.

Signed: ..... Date: .....  
Name: ..... Title..... Specify Religious Body: .....

FOR OFFICIAL USE ONLY

RECOMMENDATION BY THE DISTRICT REGISTRAR

I hereby state that I have checked this application and certify that the same has been duly completed in accordance with the National Registration Act and the Regulations thereof to the best of my knowledge and information.

Signature with Stamp

Date of Registration: Day.....Month.....20.....

Birth Register entry number.....

ACKNOWLEDGMENT OF RECEIPT

Acknowledge the receipt of Birth Report of:

-----, on -----

Surname First name Other names Date

as reported by -----

Signature ----- Date.....Official stamp

It is hereby certified that ..... name.....with ID No.....

date of birth.....sex..... has died

on.....at

Home ..... name of village.....TA ..... district, whose death details

have been entered in the Village Death Register vide entry No.....

Date .....

Signature VHM

I, the undersigned Headman of

Village.....TA.....

District....., hereby certify that the body of ..... name of person.....,

with ID No.....date of birth.....sex..... who died on.....at Home/Hospital

.....Name of

village/Hospital,.....TA.....district was interred

at..... name of the cemetery or exact place of burial

..... on...../.....20..... vide Death Register entry No.

Date .....

Signature VHM

NATIONAL REGISTRATION ACT  
HOSPITAL DEATH REPORT  
NR12

*WARNING*:-In terms of section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of Death of a person shall be guilty of committing an offence

1. Name of Deceased :.....  

	Surname	First name	Other name
--	---------	------------	------------
2. ID No. :.....
3. Date of Birth of Deceased DD ..... MM..... YYYY.....
4. Age (in years) :.....
5. Sex (Male/female) :.....
6. Details of Death :.....  
 :.....  
 :.....  
 a) Date DD ..... MM..... YYYY.....  
 b) Place:.....
7. Cause of Death
8. Name and title of attending Doctor/Medical Official
9. Detail of Medical Officer/Hospital Official Registering the Death  
 Name and Title  
 Signature  
 Hospital date and Stamp

REPUBLIC OF MALAWI  
NATIONAL REGISTRATION ACT, 2010  
CERTIFICATE OF DEATH  
(Regulation 39)

- |                         |                        |
|-------------------------|------------------------|
| 1. Death Entry Number   | 02/234023/2012         |
| 2. Registration Number  | 0121623                |
| 3. Name of Deceased     | Tom Banda              |
| 4. Date of Birth        | 29th March, 1963       |
| 5. Sex                  | Male                   |
| 6. Date of Death        | 21th June, 2012        |
| 7. Place of Death       | K C Hospital, Lilongwe |
| 7. Name of Mother       | Patricia Banda         |
| 8. Name of Father       | Gift Banda             |
| 9. Date of Registration | 24th July, 2013        |

I hereby certify the above to be a true and correct extract from the Death Register kept at NRB.



00th April, 2015

00

Dated this 29th day of July, 2013

It is an offence to falsify to satisfy or alter a certificate and using or possessing a false certificate

Part A  
(Particulars of Parties to the Marriage)

1. Full Names of Husband .....  
.....  
Surname First Name Other Names
2. Full Names of Wife .....  
.....  
Maiden name First Name Other  
Names
3. Home or Physical address of  
Husband .....  
.....  
Village Traditional Authority District
4. Home or Physical address of  
Wife.....  
.....  
Village Traditional Authority District

00

00th April, 2015

5. Identity Card No. ....  
.....  
Husband Wife

6. Date of Birth.....  
.....  
Husband Wife

7. Nationality.....  
.....  
Husband Wife

8. Passport No (If available).....  
.....  
Husband Wife

9. Citizenship No. for naturalized Citizen or citizen by registration  
.....  
Husband Wife

10. Type of marriage .....  
.....  
Christian Marriage Act Customary  
.....  
Asiatic Other specify

11. In the case of marriage other than under Marriage Act  
" We declare that our marriage is not within the prohibited degrees of consanguinity  
under the Laws of Malawi

12. In the case of Marriage other than under Customary Law  
" We attach hereto certified copy of our marriage certificate

We certify that the above information is correct and we are aware that we could face  
criminal prosecution if this information is incorrect in material respect.

Signed .....  
.....  
Husband Wife

Date

Witnesses and verified by.....  
.....

Name.....

00th April, 2015

00

Name.....  
Advocate for wife Marriage Advocate for husband Marriage

Part B  
(Verification Certification by the Village Headman)

We, Village Headmen ..... and  
..... hereby certify that the information or particulars given  
above is correct in respect of the Applicants.

Signed/Thumb impression: ..... Signed/Thumb impres-  
sion: .....  
Date:.....  
Date:.....

Village Headman of Husband ..... And Village Headman of Wife  
.....

Part C  
(Verification by Representative of Religious Institution)

I..... being  
..... of registered religious Institution named  
..... Certify that the information above is correct.

Signed .....  
Name .....  
Official stamp.....  
Title.....  
Date:.....

Part D  
(Recommendation by District Registrar)

I, ..... District Registrar for  
..... District, hereby state that I have checked this  
Application and certify that the same has been duly completed and the particulars  
attached hereto are in accordance with the National Registration Act and the Regulations  
to the best of my knowledge and information

Signed :..... Date  
.....  
.....District Registrar Official stamp

00

00th April, 2015

Part E

Acknowledgement of Receipt

I ..... District Registrar for .....  
District acknowledge receipt of the application for registration of marriage of  
..... and .....

Signed:.....

Date:.....

Stamp ..... District Registrar

Official

REPUBLIC OF MALAWI  
NATIONAL REGISTRATION ACT, 2010  
CERTIFICATE OF REGISTRATION OF MARRIAGE  
(Regulation 46)

Husband	Wife	Husband	Wife
1. Name		John Mataya	Lilian Manda
2. Date of Birth		09th April, 1973	09th April, 1985
3. Nationality		Malawian	Malawian
4. Date of Marriage		20th June, 2013	
5. Place of Marriage		CCAP Church, Lilongwe	
6. Marriage Entry Number		01/2341002/2013	
7. Marriage Registration Number		001217623	

I hereby certify the above to be a true and correct extract from the Marriage Register kept at NRB.

Dated this 15th day of July, 2013

NATIONAL REGISTRATION ACT  
FORM NR16

VILLAGE REGISTER - NATIONAL REGISTRATION (KALEMBERA WA DZIKO)

00th April, 2015

00

Village :.....  
Traditional Authority:.....  
District:.....

Village Code.....  
Traditional Authority Code..... District  
Code:.....

Mayina Onse  
(Full Names) Mwamuna/ Mkazi  
(Sex) Tsiku Lobadwa  
(Date of Birth) Malo obadwira  
(Place of Birth) Mayina a makolo ndi nambala ya ziphaso za dziko  
(Names of Parents and Number of National identity Cards) Malo okhala  
(Principal place of Residence) Nambala ya satifiketi ya kubadwa/Chiphaso chadziko  
(Birth Certificate/ID Number) Tsiku lomwalira  
(Date of Death) Zina  
(others)

Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):
Mai (Mother) :	Bambo (Father):

NATIONAL REGISTRATION ACT

FORM NR17

HOSPITAL MONTHLY REPORT OF BIRTHS

DISTRICT: .....

FOR THE MONTH OF ....., 20\_\_

00

00th April, 2015

Name of Health Facility

Number of Births Name and Title of Reporting Officer  
Males Females Total

Signed.....

Date:.....

Name.....

Hospital

Stamp.....

Position.....

NATIONAL REGISTRATION ACT

FORM NR18

HOSPITAL MONTHLY REPORT OF DEATHS

DISTRICT: .....

FOR THE MONTH OF ....., 20\_\_

Name of Health Facility

Number of Deaths

Name and Title of Reporting Officer

**00th April, 2015**

**00**

Males Females Total

Signed.....

Date:.....

Name..... Hospital

Stamp.....

Position.....

Made this            day of            , 2015.

A.            Muluzi  
Minister of Home Affairs and Internal Security

(File No. NRB/21)