



HANDBOOK FOR BIRTH REGISTRATION IN UGANDA

OCTOBER 2019



FOREWORD

This handbook is a practical guide for implementers of Birth Notification, Registration and Certification processes in Uganda. It outlines the roles and responsibilities of the various duty bearers that NIRA continues to leverage within both the Community and the Health sector, in addition to its own staff, thus making the Birth Registration process easier and more accessible to everyone.

The focus of this handbook is to ensure that all births occurring within the boundaries of Uganda and those of Ugandan citizens born outside the boundaries of Uganda are registered immediately after birth.

This document can be freely used for educational and non-commercial purposes only.

For any other information on the publication, please contact:

National Identification and Registration Authority,

Kololo Ceremonial Grounds,

Tel: +256 312 119 605,

Email: info@nira.go.ug

P.O Box 26529,

Kampala, Uganda.

Website: www.nira.go.ug

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Disclaimer

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In a bid to scale up Birth Registration, the handbook focuses on a step by step guidance of the processes of Birth Notification, Birth Registration and Birth Certification.

The main authors of this Handbook were Col. Moses Mwesigwa, Brenda Agaba Keezabu, Chris Kantinti, Edwin Tukamuhebwa, Fortunate Babigamba, Shalom Kasigaire, Paul Kasawuli, Lynda Kigera and Patrick Adupa. The handbook development benefited greatly from the detailed review and inputs by the Top Management team of NIRA led by the Executive Director Ms. Judy Obitre-Gama, Director Registration and Operations Brig. Stephen Kwiringira, and inputs from their Plan International colleagues including Annina Wersun and Greg Lavender. The design of the handbook is made with support from Humphrey Anjoga, Lisanne de Bakker and Thomas Schuurmans from the human-centered design agency ProPortion, with illustrations made by Lodovico Marchesini.

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LAWS APPLICABLE TO BIRTH REGISTRATION

The Registration of Persons Act (2015) created the National Identification and Registration Authority (NIRA), an autonomous statutory body with the mandate to register persons in Uganda. Birth Registration is FREE & MANDATORY and must happen immediately after the birth occurs.

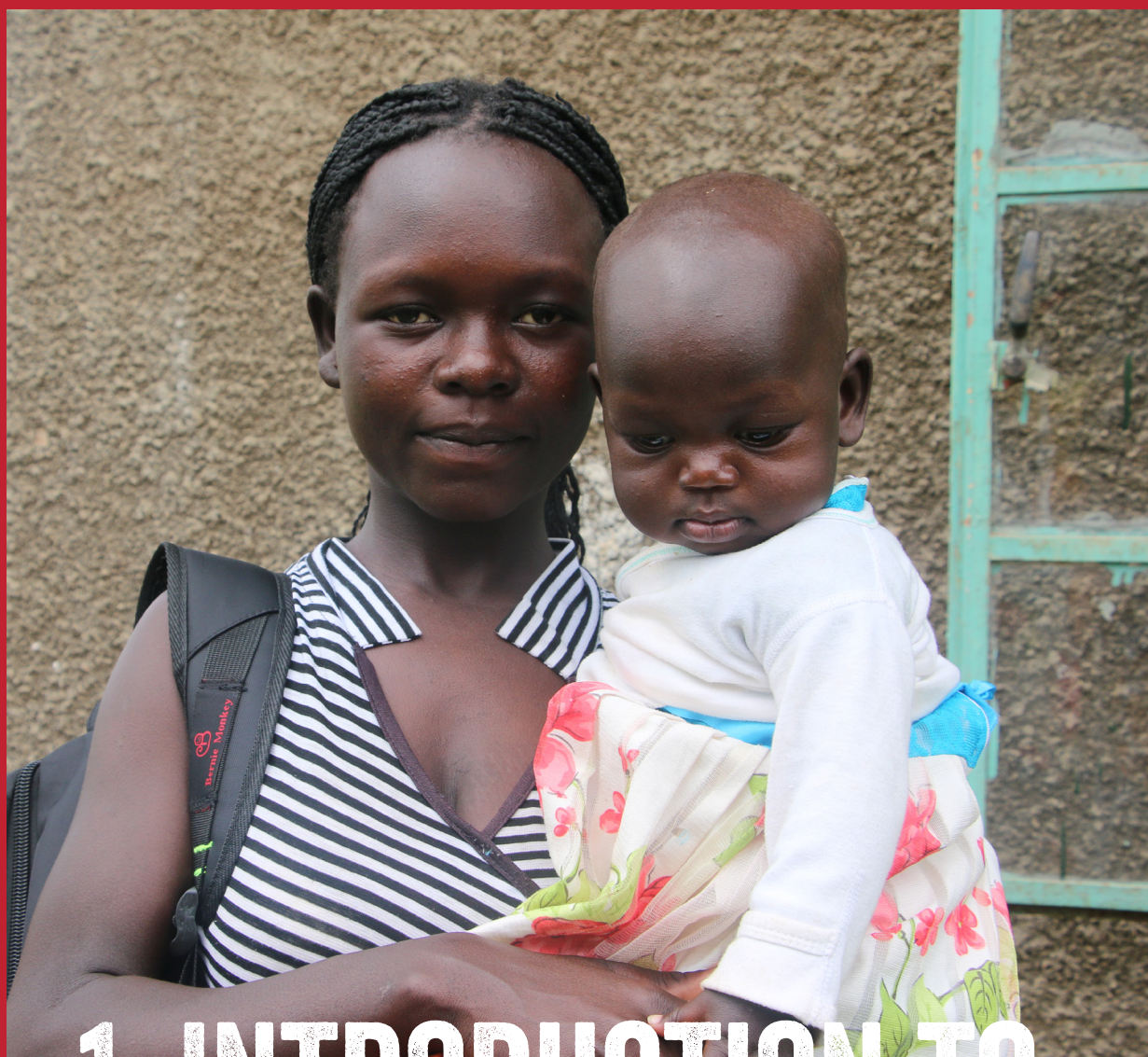
NIRA's legal mandate is further supported by;

- Article 18 of The (1995) constitution of Uganda (as amended)
- The Registration of Persons Act (2015)
- Section 4 (1), (d) of The Children's Act (2016) as amended
- The Registration of Persons (Births and Deaths) Regulations (2015)
- Article 7 of the UNCRC (1989)



The legal mandate of National Identification and Registration Authority (NIRA) is:

- to create, manage, maintain and operate the National Identification Register
- to Register citizens
- to Register non-citizens of Uganda who are lawfully resident in Uganda
- to Register all births, deaths and adoption orders in the country and issue appropriate certificates
- to assign a unique National/Alien Identification Number to every person Registered in the Register;
- to issue National Identification cards and Alien Identification cards;
- to facilitate access and use of the information in the Register by other MDAs and Private Institutions.



1. INTRODUCTION TO BIRTH REGISTRATION

1. INTRODUCTION TO BIRTH REGISTRATION

“The State Shall Register every birth, marriage and death that occurs in Uganda”

- Constitution of the Republic of Uganda, Article 18

The Registration of Person Act 2015 created the National Identification and Registration Authority (NIRA) an autonomous statutory body with among others the mandate to Register persons in Uganda. NIRA recognizes a child's existence through the recording of their birth in the Civil Register. Birth Registration is FREE & MANDATORY and must happen immediately after a birth occurs.

To achieve this mandate, NIRA works with various stakeholders such as Medical Facility Administrators, Medical Facility In-Charges, Town Clerks and Sub County Chiefs who notify occurrence of births within their respective areas of jurisdiction. NIRA Registration Officers then review these notifications for accuracy, correctness, and completeness before they are entered into the Civil Register.

This Handbook provides an elaborate explanation of the Birth Registration process, what the requirements are, what tools are used and the respective roles of the various stakeholders.

1.1 WHAT IS BIRTH REGISTRATION?

Birth Registration is a process to recognize a child's existence through the recording of their birth in the Civil Register by the respective government authority. It is a fundamental right of all children, no matter who they are, or where they are from.

Birth Registration helps children to secure their legal identity, family relationships, nationality, and gives them access to public services including school enrolment and private services such as health insurance or opening bank accounts.

Birth Registration is the continuous, permanent and universal recording within the civil registry of the occurrence and characteristics of births in accordance with legal requirements of a country. (Unicef)

After a child is born, the details of their birth and the child's parents or guardians are captured and officially recorded into the government's Civil Registry. The Civil Registry keeps a permanent record of all births and deaths occurring in Uganda. This data helps to inform the government of Uganda on its current population and is used to make social and economic decisions for the development of the country.

When a child's birth is notified, a formal record of the birth shall be issued to the declarant in form of a Birth Notification Record. The Notification of Birth Record is used to Register the birth in MVRs; the digital Birth Registration System. The Birth Notification Record is also used to apply for a Birth Certificate. A Birth Certificate is the first proof of legal identity for the child and is recognized by the law, both nationally and internationally.

1.2 WHY IS BIRTH REGISTRATION IMPORTANT?

For people to count, they must first be counted.

Birth Registration is the first step in securing legal identity for a child and supports access to human rights, entitlements and service provision for the child. Birth Registration is a great source of vital statistics for the country. Birth Registration is important for;



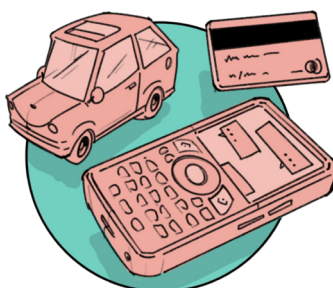
1. HUMAN RIGHTS

Birth Registration supports access to:

- Health
- Education
- Social Protection

Birth Registration supports protection from:

- Child Marriage
- Child Labour
- Trafficking
- Illegal Detention of Children
- Forceful recruitment into the armed forces



2. VITAL STATISTICS

Birth records in the Civil Registry are used to produce Vital Statistics as part of a CRVS system. Vital statistics provide data to:

- Understand population dynamics
- Allocate resources efficiently
- Assess levels of inequality
- Plan and monitor development programmes
- Measure progress against the Sustainable Development Goals
- Formulate new policies across multiple sectors
- Improve the targeting and delivery of government services



3. SERVICE PROVISION AND ACCESS

Birth Registration facilitates the provision of public and private services, allowing individuals to:

- Vote
- Get a driver's license
- Get a passport / travel
- Register land / inherit property
- Gain formal employment
- Open a Bank Account
- Register a mobile phone number

1.3 WHY IS A BIRTH CERTIFICATE IMPORTANT?

A few examples of when a Birth Certificate is important:

- Proof of identity and age
- Proof of parentage and nationality
- Access to enrolment at different levels of education
- When applying for a National ID
- Used to prove age of a child in suspected cases of child abuse or criminal prosecution.
- Access to financial services such as opening a bank account.
- Access to health insurance.
- In case of divorce of the parents, a Birth Certificate can be used when trying to acquire continued child support for the children.
- In case of death of parents, a Birth Certificate supports access to inheritance rights.
- In case of dispute over the custody of a child, a Birth Certificate can be used in court to prove parentage

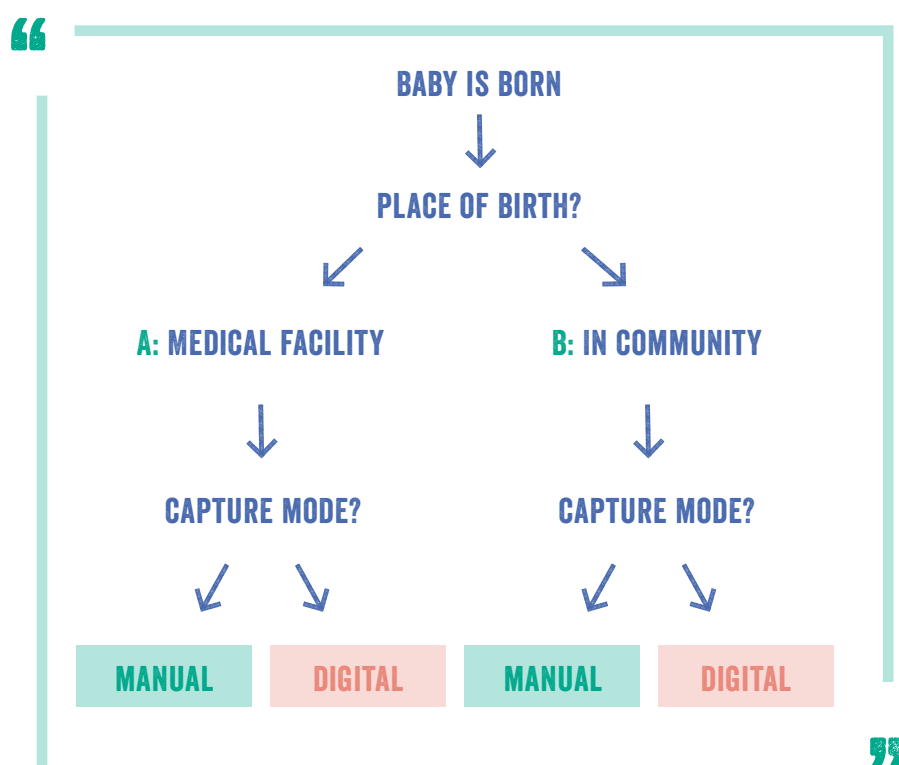
1.4 THE BIRTH REGISTRATION PROCESS

As a first proof of registration, the declarant receives a Birth Notification Record **free of charge**. However, for a child the Birth Registration process does not end there. Children require a Birth Certificate to have **full** access to their rights and entitlements and have proof of their existence i.e. legal identity, that is recognized before the law, nationally and internationally.

The Birth Registration process consists of three key phases as below;

- i. **Birth Notification** – this is issuance by an appropriate authority – such as a Sub County Chief – of a form confirming that a birth or death has occurred within their respective areas of jurisdiction. The Birth Notification Record issued can be used as evidence when reporting to the Civil Registration Office. Notification Records do not have the legal status of a Birth Certificate.
- ii. **Birth Registration** – this is the act of formal registration of an event at a Civil Registration Office. Details of the event are entered into the official Civil Register by the Registrar. Registration is an essential step to obtain a Birth Certificate. Registration records are archived, thus enabling copies of certificates to be obtained when needed.
- iii. **Birth Certification** – this is the issuance by the civil Registrar of a legal document certifying a birth of a child and associated characteristics.

A birth can be notified either manually or digitally. The process used depends on where the birth occurs and if a manual or Digital System is available. The following diagram explains the options:



1.5 WHAT IS THE DIFFERENCE BETWEEN A BIRTH NOTIFICATION RECORD AND A BIRTH CERTIFICATE?

In the Birth Registration process two different documents are issued to the Declarant:

A BIRTH NOTIFICATION RECORD



A BIRTH CERTIFICATE



A Birth Notification Record is issued to the Declarant **free of charge** immediately after a birth has occurred. Afterwards, the Birth Notification Record is used by the Declarant to apply for a Birth Certificate, at a fee. The difference between these documents can be confusing for people. As an actor in the Birth Registration process, it is important to understand the difference, so you can provide correct information to the people in your community.

BIRTH NOTIFICATION

BIRTH CERTIFICATE

	RECORD COMPULSORY AND FREE OF CHARGE	RECOMMENDED AND AT A FEE
WHAT IS IT?	A formal record that a birth has occurred, allowing the declarant to use it to apply for a Birth Certificate.	The first proof of legal identity for the child and proof of their existence by law, both nationally and internationally.
WHAT IS IT NOT?	It is not a proof of existence recognized by law It is not a National ID	It is not a National ID In case of immigrant / refugee parents: it does not give the child Ugandan nationality.
WHAT CAN IT BE USED FOR?	Several public and private services require a proof of registration of birth. It is up to the service provider to decide which document is required, but currently most accept a Birth Notification Record. These services include for example: enrolment in nursery, primary school, secondary school, university or sitting for national exams.	The Birth Certificate is required when applying for a passport and for official use in legal issues, e.g. court, embassies, insurance or applying for asylum. In the future it is likely that more public and private services will start requesting for a Birth Certificate instead of a Birth Notification Record.
WHEN SHOULD YOU APPLY FOR IT?	Immediately after birth occurs	As soon as possible after receiving the Birth Notification Record
WHERE CAN A DECLARANT APPLY FOR IT?	With the VHT in the in case of birth in the community. At the Maternity Ward in case of birth in the Medical Facility.	At any NIRA Office at District level or Headquarters in Kololo, Kampala.
WHO ISSUES IT?	Sub-County Chief for birth in the community or In-charge at Health Facility for birth in health facility	NIRA officer at district level, regional level or Headquarters in Kololo, Kampala.
WHAT DOES IT COST?	Free of charge	Ugandan nationals: UGX 5000 plus bank charge Non-citizens: 40 USD Refugees: free of charge
SUPPORTING DOCUMENTS ARE NEEDED BY THE DECLARANT TO APPLY FOR IT?	If available show the following at the moment of notification of birth: <ul style="list-style-type: none"> National ID Card/ Passport or Refugee ID/ Attestation Card Child's Immunization card or baptism card 	Ugandan nationals need to provide the following when applying for a Birth Certificate: <ul style="list-style-type: none"> Birth Notification Record Photocopy of National ID of one or both parents NIRA form 3 Proof of payment of UGX 5000 to URA as Birth Certificate fees The requirements for foreigners and refugees are described in chapter 4.2



2. BIRTH NOTIFICATION

2.1 WHO CAN DECLARE AND NOTIFY A BIRTH?

The law requires that the person(s) below declare the occurrence of a birth;

- Mother and father of the child.
- Occupier of the house in which the child was born.
- In the absence of the above, guardian / person taking charge of the child shall give notice of the birth.



The declaration of the occurrence of birth is made to the authorised government official in charge of the area or facility where the birth occurred. This could be;

PLACE OF BIRTH		AUTHORITY
A. Medical Facility		Medical Facility Administrator / In - Charge
B. Community	Home	Sub County Chief / Town Clerk
	Prisons	Officer In Charge
	Police	Officer In Charge
	Barracks	Officer In Charge
	Orphanage	Officer In Charge

Any birth that occurs outside a Medical Facility is considered to be a community birth.

After this declaration has been made to the respective authority, it is their duty to review and validate the information provided and thereafter, notify NIRA of the occurrence of the birth.

Birth Notification is the process followed by Medical Facility Administrators, In-Charges, Town Clerks, Sub County Chiefs or any other authorised government official gives notice to NIRA of the occurrence of births within their areas of jurisdiction.

2.2 BIRTH NOTIFICATION IN THE COMMUNITY

In Uganda, 47% of births occur outside Medical Facilities and are therefore not registered through the Medical Facility immediately after birth. To ensure that Birth accessibility to every Ugandan, Birth Registration is offered at village level through existing community structures. By introducing the Village Health Team (VHT) as the first contact point for Birth Registration, it becomes possible for declarants to notify a birth and receive a Birth Notification Record for free and without leaving their homes/villages.

“

“Getting the birth of my child registered with the VHT was an easy process for me, because they just came to my home.”

Mercy, mother of a 1 year old girl from Kwapa Sub County, Tororo District.

”

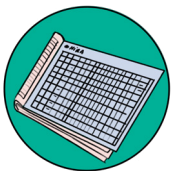


WHEN SHOULD THIS PROCESS BE USED?

When a child is born outside a Medical Facility, also known as a Community Birth. All children have the right to be Registered.

This process is supported by Village Health Team Members who conduct data collection, LC1 Chairpersons, Parish Chiefs and GISO's as and when needed.

WHICH TOOLS ARE NEEDED TO NOTIFY A BIRTH?



1. Notice of Birth of a Child Register

- Used to capture birth details from the Declarant
- Each page provides space to capture 5 birth details
- Each page is made in triplicate, including a blue and pink carbonated copy
 - White – Collected by NIRA Registration Officer
 - Blue – Retained and safely stored at the Sub County or Division
 - Pink – Maintained in the Register
- Has to be validated, signed and stamped by the Sub-County Chief / Town Clerk



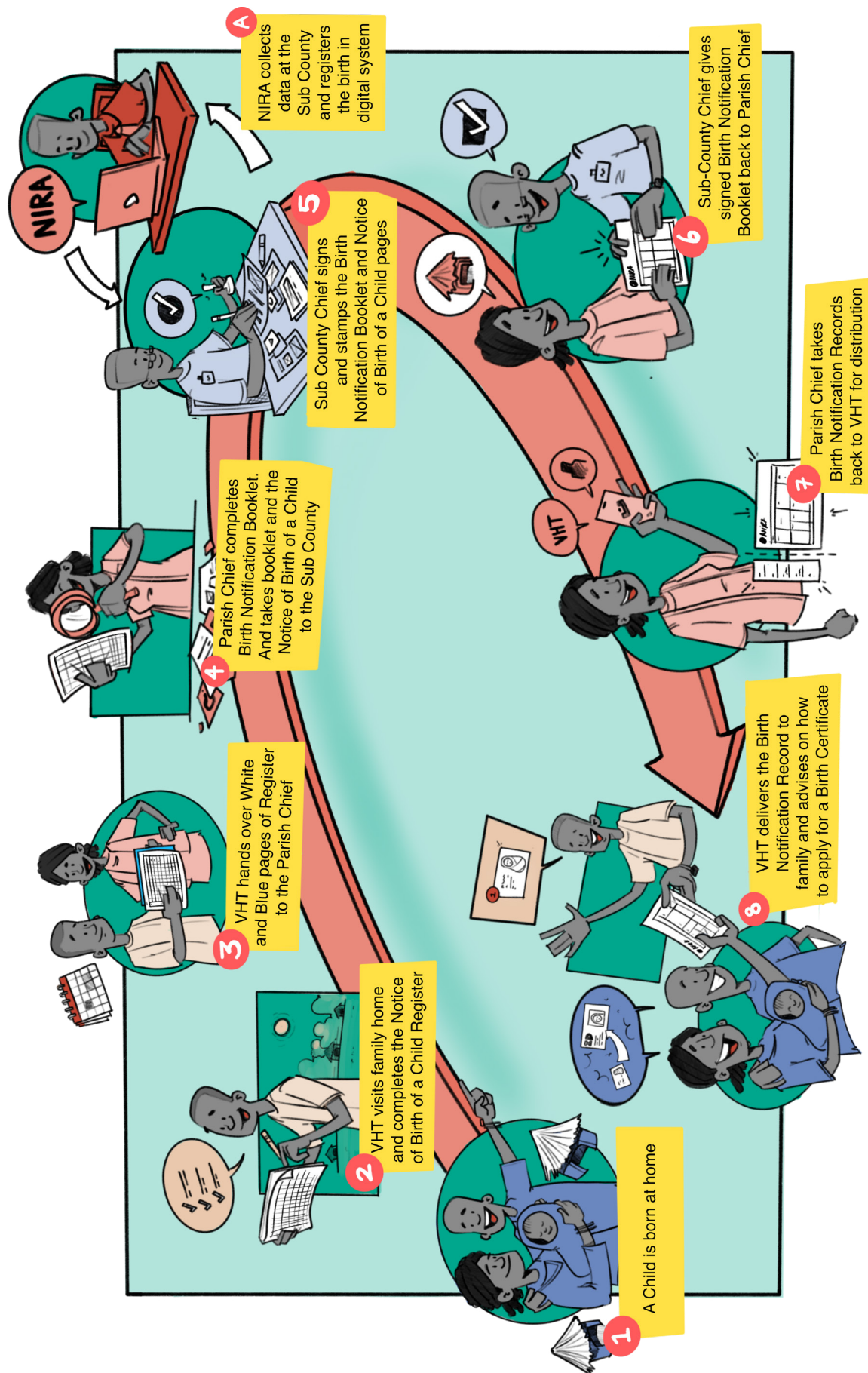
2. Birth Notification Booklet

- Contains blank Birth Notification Records
- The **Serial No** from the Notice of Birth of a Child Register should correspond to the field labelled **Notif. No** in the Birth Notification Register for each child's record
- Has to be validated, signed and stamped by the Sub County Chief / Town Clerk
- A Birth Notification Record is torn out from the booklet and issued to the declarant.

WHAT ARE THE OUTCOMES OF THIS PROCESS?

1. Declarant receives a Birth Notification Record.
2. Declarant is informed of the requirements for obtaining a NIRA Birth Certificate.
3. NIRA Registration Officer collects the White copy of the Notice of Birth of a Child Register from the Sub County Chief or Town Clerk. This should be done on a weekly basis.
4. NIRA Registration Officer validates and Registers the birth in the Digital System.

2.2.1 BIRTH REGISTRATION IN THE COMMUNITY



2.2.2 WHO IS INVOLVED IN THE PROCESS?



DECLARANT

(for instance mother, father, guardian, or occupier of the house in which the child was born)

Role:

- Declare the birth of a child
- Provides required details of the occurrence of a birth.
- Receives the Birth Notification Record of the Child.



VILLAGE HEALTH TEAM MEMBER

Role:

- Point of contact for declarant
- Completes the Notice of Birth of a Child Register.
- Delivers issued Birth Notification Record(s) to declarant(s).



PARISH CHIEF

Role:

- Facilitates movement of documentation between the Parish and Sub-County Office
- Fills in Birth Notification Booklet



SUB-COUNTY CHIEF

Role:

- Official Notifier
- Validates Birth Registration details
- Signs and stamps the Notice of Birth of a Child Register and Birth Notification Record



NIRA REGISTRATION OFFICER

Role:

- Facilitates movement of documentation from Sub-County Office to NIRA Registration Office
- Official registration of birth in the Digital System.

2.2.3 DESCRIPTION OF THE PROCESS

STEP 1. A BIRTH OCCURS IN THE COMMUNITY

STEP 2. DECLARATION OF BIRTH BY VHT

- The VHT visits the household immediately after birth and completes the Notice of Birth of a Child Register on behalf of the declarant. *The VHT informs the declarant of the Birth Registration process and why it is important. They inform the declarant that through this process they will receive a Birth Notification Record for **free** and can later apply for a Birth Certificate at a fee.*

Tip: Make sure the entire form is filled in CAPITAL letters to avoid errors.

Tip: Pay attention that the name of the child is captured in the correct order, with the names in the right field. The Register has fields for 'family name' and 'other names'.

- Ask to see the National ID card of the declarant(s) if available, to ensure the correct information is captured.

Tip: In case both parents do not have a National ID, a NIN of one of the parents is sufficient. In case that is also not available, the birth can be notified without.

Tip: In case the parent does not have an ID, do NOT use the NIN of another person such as a relative like grandfather or grandmother.

- Ask to see the immunization card or baptism card of the child., if available, to ensure the correct information is captured.
- After completing all the fields, go through it together with the declarant to check correctness. If the declarant is illiterate, read out each field to confirm they are correct.
- The VHT writes the Serial Number of the application on the immunization card or baptism card of the child, to ensure that the declarant has a record of the application for follow-up.
- Ask the declarant to sign the Register to acknowledge that the details are correct.
- Inform the declarant that:



“This Serial Number is your proof that you have notified the birth. In case of delay in receiving the Birth Notification Record, the Serial Number can be used to check on the progress of the Birth Registration at the Sub-County or a respective NIRA Offices.”



STEP 3. SUBMISSION OF RETURNS TO PARISH CHIEF BY VHT

- The VHT takes the Notice of Birth of a Child Register to the Parish Chief. This should be done weekly.

STEP 4. NOTIFICATION OF BIRTH WRITTEN BY PARISH CHIEF

- The Parish Chief reviews the Notice of Birth of a Child Register for completeness.
- The Parish Chief extracts the details from the Notice of Birth of a Child pages and copies it into the Birth Notification Booklet.
- The Parish Chief brings the Notice of Birth of a Child pages and the Birth Notification Booklet to the Sub County Chief. *It is important that these documents are stored in a cool, dry and safe place.*

STEP 5. VERIFICATION AND VALIDATION OF BIRTH BY SUB COUNTY CHIEF

- As the official notifier, the Sub County Chief or Town Clerk verifies the documents for completeness, and signs and stamps both the Notice of Birth of a Child pages and the Birth Notification Booklet.
- Tear out the white and blue pages of the Notice of Birth of a Child Register. *These should be stored in 2 separate containers for easy identification and safe storage.*
 - White – Collected by NIRA Registration Officer
 - Blue – Retained and safely stored at the Sub County
 - Pink – Maintained in the Register

STEP 6. HAND OVER FROM SUB-COUNTY CHIEF TO PARISH CHIEF

- The Sub-County Chief returns the Birth Notification Booklet to the Parish Chief.

STEP 7. BIRTH NOTIFICATION RECORDS ARE GIVEN TO VHT

- The Parish Chief tears out the validated Birth Notification Records from the booklet.
- The Parish Chief informs the VHTs to come and collect the Birth Notifications Records at the Parish level.

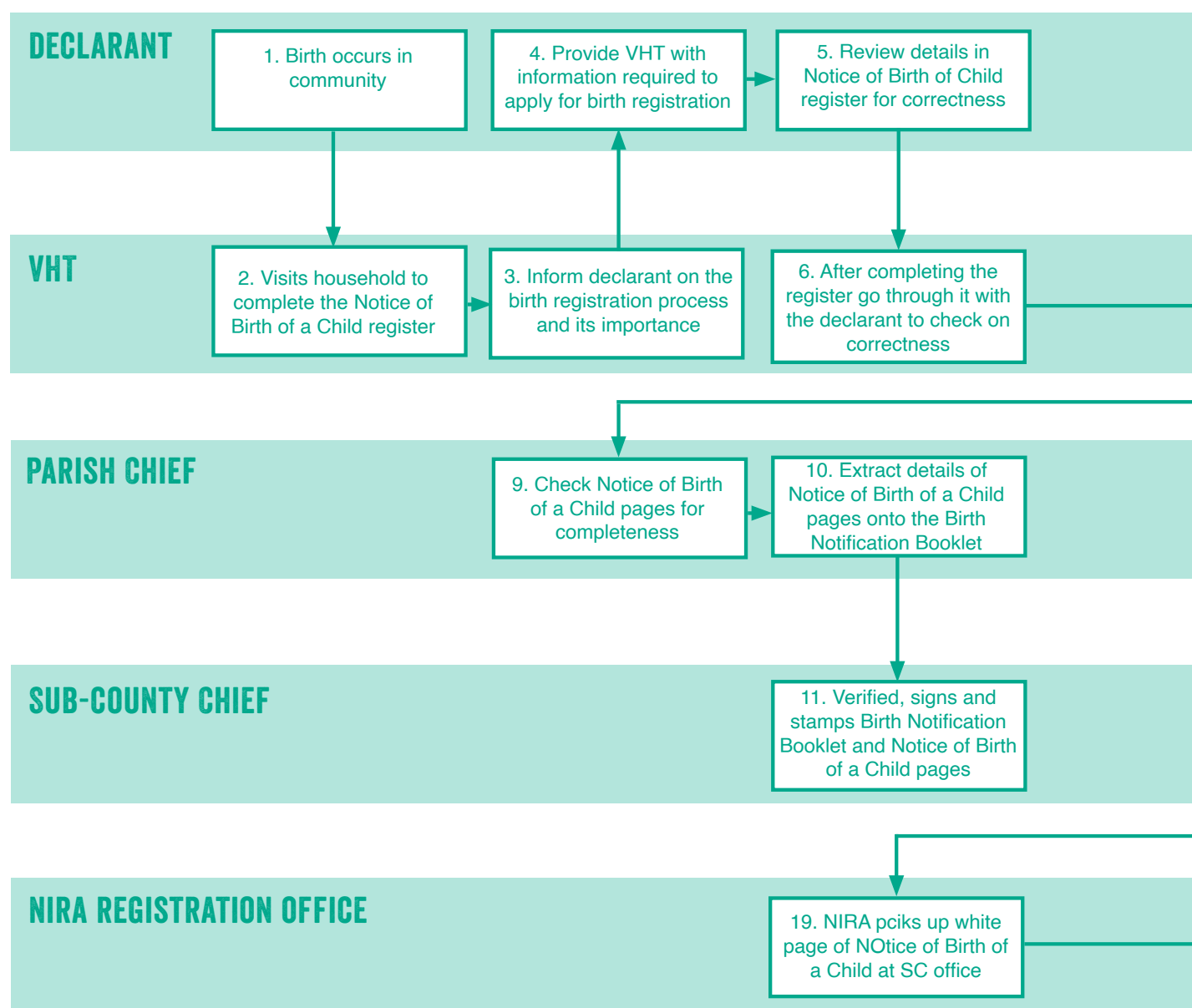
STEP 8. DELIVERY OF BIRTH NOTIFICATION RECORD TO DECLARANT

- The VHT visits the household of the declarant to hand over the Birth Notification Record. *During the visit the VHT sensitizes the declarant of the difference between a Birth Notification Record and a Birth Certificate. They also sensitize them of the importance and application process for a Birth Certificate.*
- The declarant receives and stores the Birth Notification Record in a safe space.
- The declarant applies for a Birth Certificate

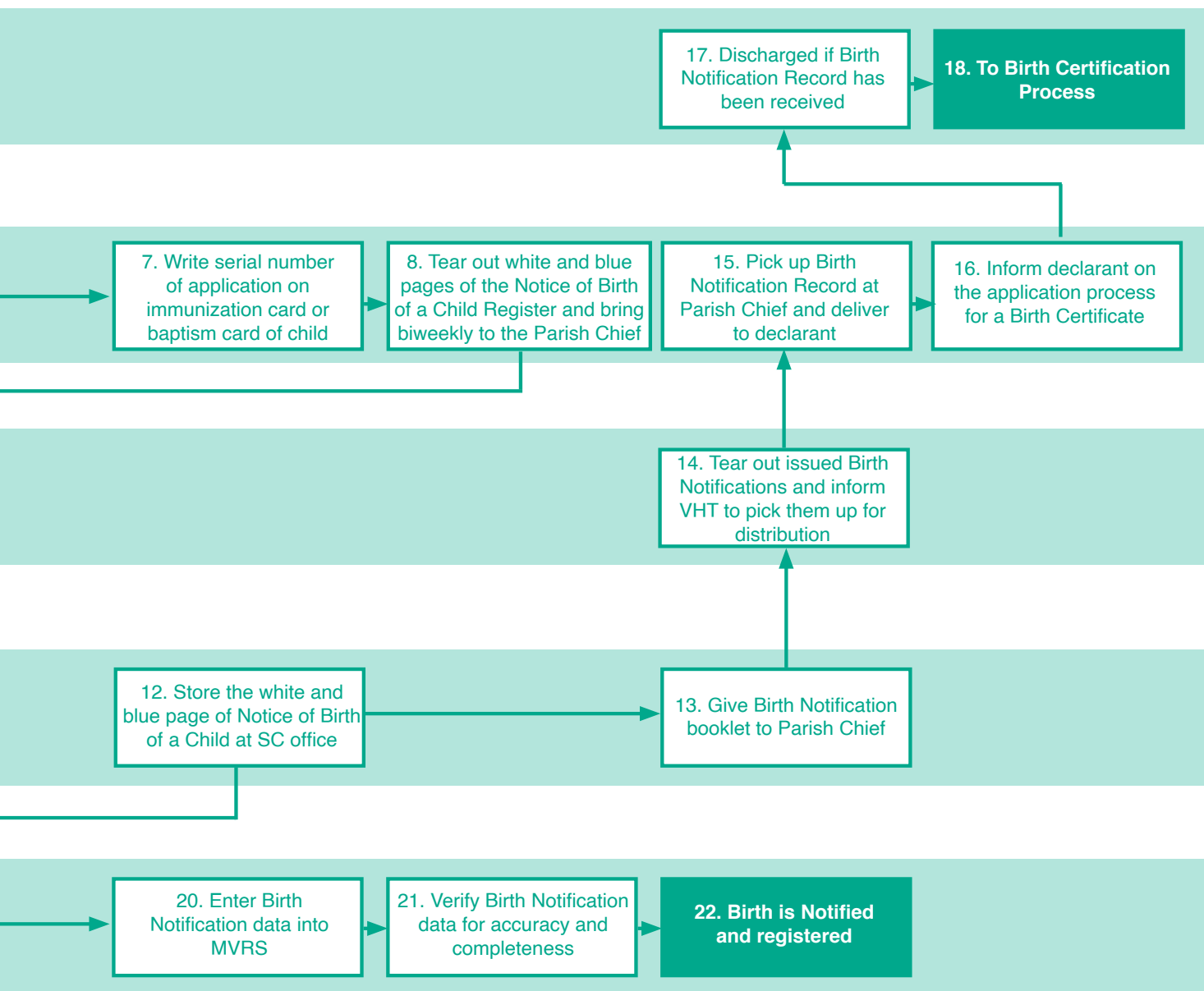
STEP A. BIRTH REGISTRATION BY NIRA (PARALLEL PROCESS)

- A NIRA Registration Officer picks up the white page of the Notice of Birth of a Child Register at the Sub County Office or Division Office.
- At NIRA District Offices, the details are entered manually into the digital MVRs system.
- The information is verified for accuracy and completeness.
- The birth is Registered.

2.2.4 PROCESS FLOW CHART



Note: A more graphic presentation of this flow chart can be found on page 18.



2.2.5 PROCESS GUIDANCE PER ACTOR

ACTOR: VILLAGE HEALTH TEAM MEMBER

This section describes the role of the VHT in the Birth Registration process.

WHAT DO I NEED?

- A Notice of Birth of a Child Register for the village
- Safe custody for Notice of Birth of a Child Register

WHAT AM I RESPONSIBLE FOR?

Declaration of Birth

- Visit household immediately after birth and inform the parents/guardians that:



*“Birth Registration is the first step in securing a legal identity for your child and accessing other basic rights like education, healthcare and social protection. After notifying the birth, the Sub County will issue a Birth Notification Record, which I will deliver back to you. This first stage of the process is **compulsory and free**. You can use the Birth Notification Record to apply for a Birth Certificate at a fee.”*



- Confirm whether the birth(s) of other children in the household have been notified.

Tip: When confirming the status of Birth Registration for other children, ask to see proof of notification i.e. Birth Notification Record, “short” Birth Certificate OR “long” Birth Certificate.

Tip: If the birth has not been notified, advise the parents to visit the Sub County or Medical Facility where the birth occurred and declare the birth.

- Inform the parents/ guardians that to apply for a Birth Certificate, the declarant has to go to any NIRA Office at the District level, Headquarters in Kololo or any other place designated by NIRA with the following supporting documents:
 1. A Birth Notification Record issued by the Medical Facility / Subcounty Chief / Town Clerk or any other authorised person.
 2. A completed NIRA form 3
(available at NIRA Offices and can also be downloaded off the NIRA website)
 3. A photocopy of the National ID of at least one of the parents.
 4. A proof of payment of the Birth Certificate fee of five thousand shillings (UGX 5000) plus an additional bank charge.

WHAT TO DO IN CASE ...

... both parents or guardians do not have a NIN/ National ID card?

In that case the birth can be notified without filling in the NIN. But the parents/guardians have to be informed that a National ID of at least one parent/guardian is mandatory for the birth to be fully Registered. Inform them on how and where to apply for a National ID.

... the child has not been named at the time of your visit?

Fill in all other details of the Notice of Birth of a Child Register and leave the field for the name empty. Agree on a later date for a second visit to complete the name. Make sure that the notification of birth is completed as soon as possible after birth.

... there is only one known parent of the child? E.g. the mother is known but the father is unknown.

Both mother and father's details are required, so encourage that both real parents' names should be used for the notification. In case the father is unknown, in the field labelled **Name of Father** write '**unknown**'. Please note that *the details of other relatives e.g. the grandfather or grandmother CANNOT be used in the place of the actual parents' name and NIN.*

... a baby is born in a Medical Facility but has not been Registered?

Birth Registration is offered at the Medical Facility, inform the parent/guardian to demand for a Birth Notification Record from Medical Facility Administrator/In-Charge during the next growth monitoring or immunization visit for the child.

ACTOR: PARISH CHIEF



This section describes the roles of the Parish Chief in the Birth Registration process.

WHAT DO I NEED?

- A Birth Notification Booklet for the Parish
- Safe custody for the Notification of Birth of a Child pages
- Safe custody to store the Issued Birth Notification Records

WHAT AM I RESPONSIBLE FOR?

Facilitation of movement of forms between the Village and the Sub County

- Receive the Notice of Birth of a Child Register from the responsible VHT for each village in your Parish. This can be done weekly.
- Review the data submitted by the VHT, check if the available fields of the forms are completed correctly and that the pages are filled.

Tip: In case data is not correctly entered copy the correct information to a new empty page and cross out the incorrect entry.

- Tear out the white and blue pages of the Notice of Birth of a Child Register. Leave the pink pages in the Register. Staple the corresponding white and blue pages together, to avoid mix up.
- Store the Notice of Birth of a Child pages in a secure place.
- Bring the Notice of Birth of a Child pages and the Birth Notification Booklet to the Sub County Chief for signing and stamping.
- Receive the signed Birth Notification Booklet from the Sub-County Chief. Return, together with the Birth Notification Booklet to the Parish.

ACTOR: SUB-COUNTY CHIEF

This section describes the roles of the Sub County Chief in the Birth Registration process.

WHAT DO I NEED?

- Your official stamp.
- Secure storage for the white pages of the Notification of Birth of a Child register for pick up by NIRA.
- Secure storage for the blue pages of the Notification of Birth of a Child register for record keeping at the Sub County or Division Office.



WHAT AM I RESPONSIBLE FOR?

Verification and Validation of Births

- On a weekly basis, ensure that a NIRA Registration Officer picks up the white pages of the Notice of Birth of a Child Register from the Sub County Office.
- Obtain a statistical Birth Registration report from the NIRA Registration Officer for record keeping and use.

WHAT TO DO IN CASE...

... you are not present for a substantial period at the Sub County Office, Town Council or Division Office?

Make sure there is a clear delegation of authority to notify births to someone else at the Sub County Office.

2.3 BIRTH NOTIFICATION IN A MEDICAL FACILITY

In Uganda 53% of births occur at Medical Facilities and the number is increasing. Therefore, it is an ideal place for providing Birth Registration services. To ensure that Birth Registration is accessible for every child that is born, this process focuses on Birth Registration all in Medical Facilities.

Introducing the Midwife as the first point of contact for Birth Registration, makes it easier for a parent(s) to walk out of Medical Facility with a Birth Notification Record upon discharge.

The Midwife **must** inform expectant parents about Birth Registration; its importance, processes and procedures and requirements during antenatal clinics so that once the baby is born, the parents can demand for a Birth Notification Record from the Midwife before they are discharged.

*Tip: Birth Notification Records are issued **Free of Charge***

Antenatal classes should have visual aids of the Birth Registration process which may include: specimen NIRA Birth Notification Records, specimen NIRA Birth Certificates, A3 Posters that details the process of registering the birth etc.

“

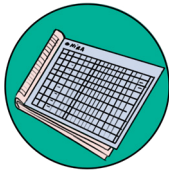
Informing parents during antenatal clinics on Birth Registration works well. We have seen an increase in mothers that come prepared with their ID cards when they come to deliver.

- Judith, Midwife at Mungula Health Center IV in Adjumani District



”

WHICH TOOLS ARE NEEDED TO NOTIFY A BIRTH?



1. Notice of Birth of a Child Register

- Used to capture birth details from the Declarant
- Each page provides space to capture 5 birth details
- Each page is made in triplicate, including a blue and pink carbonated copy
 - White – Collected by NIRA Registration Officer
 - Blue – Retained and safely stored by the Records Officer at the facility
 - Pink – Maintained in the Register
- Has to be validated, signed and stamped by the Medical Facility Administrator / In – Charge.



2. Birth Notification Booklet

- Contains blank Birth Notification Records
- The **Serial No** from the Notice of Birth of a Child Register should correspond to the field labelled **Notif. No** in the Birth Notification Register for each child's record
- Has to be validated, signed and stamped by the Medical Facility Administrator / In – Charge.
- A Birth Notification Record is torn out from the booklet and issued to the declarant



3. Birth Notification in the Digital System – MVRS

- Is used to print and issue a Birth Notification Record.
- The Record to be validated, signed and stamped by the Medical Facility Administrator / In – Charge.
- A Birth Notification Record is printed out from the Digital System and issued to the declarant.

Tip! Even in circumstances where a Medical Facility has access to the Digital System (MVRS) from which a Birth Notification Record can be printed, copies of the Birth Notification Booklet should be available for use in case the Digital System is unavailable.

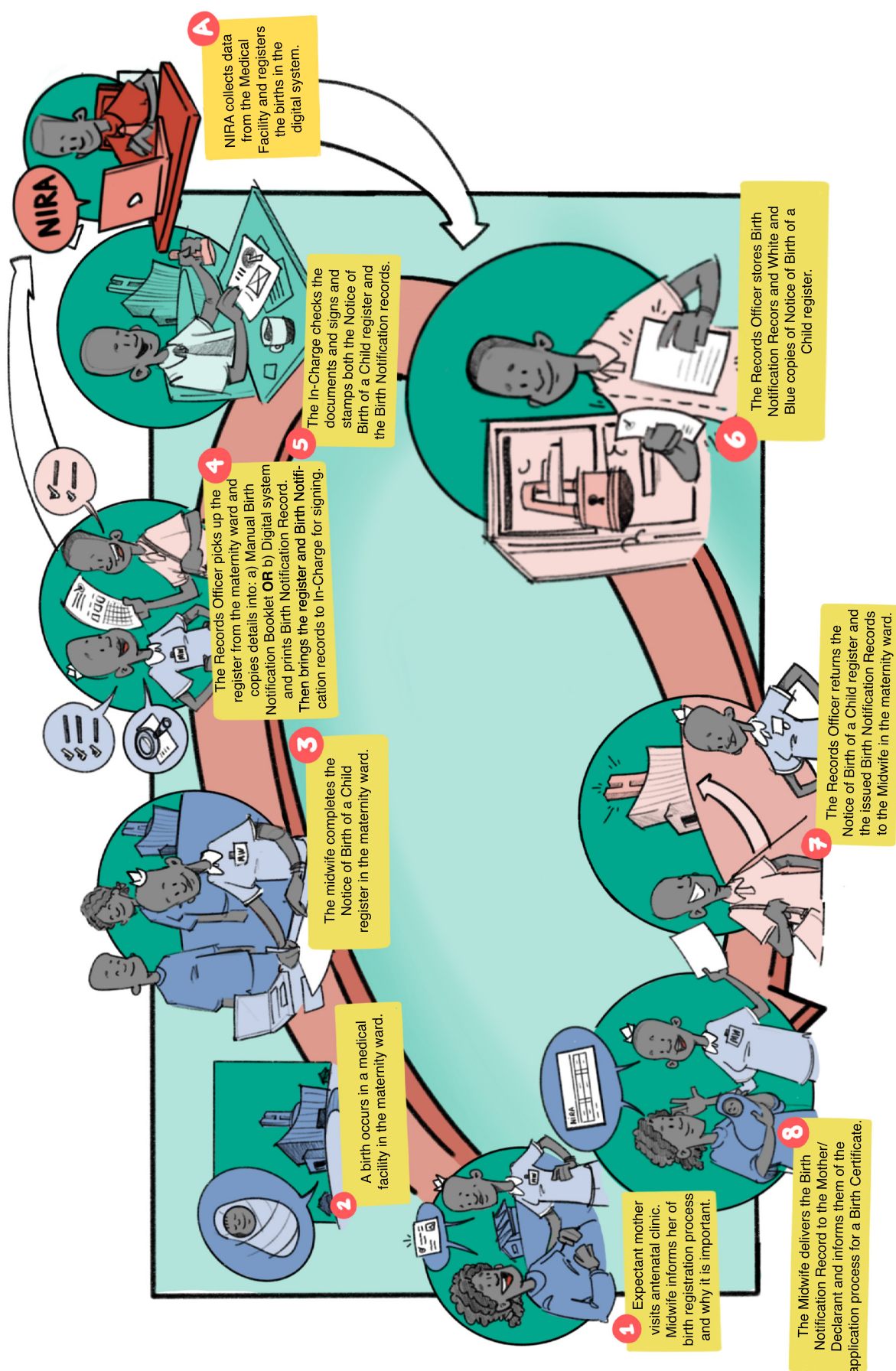
The Birth Notification Record is validated, signed and stamped then issued to the declarant upon discharge.

WHAT ARE THE OUTCOMES OF THIS PROCESS?

1. Declarant receives a Birth Notification Record
2. Declarant is informed of the requirements for obtaining a NIRA Birth Certificate
3. NIRA Registration Officer collects the white pages of the Notice of Birth of a Child Register from the Records Office of the Medical Facility. This should be done on a weekly basis
4. NIRA Registration Officer validates and Registers the birth in the Digital System

*Tip: It is advised that **Two Notice of Birth of a Child Registers** are provided to the Maternity Ward. This is to ensure that a Register is always available for ongoing declaration of births in the Maternity Ward, while the other is used by the Records Office to process Birth Notification Records.*

2.3.1 BIRTH REGISTRATION IN A MEDICAL FACILITY



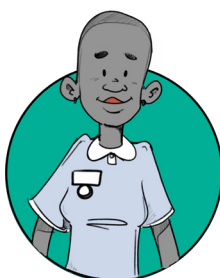
2.3.2 WHO IS INVOLVED IN THE PROCESS?



DECLARANT

Role:

- Declare the birth of a child
- Provides required details of the occurrence of a birth.
- Receives the Birth Notification Record of the Child.



MIDWIFE *(supported by VHT)*

Role:

- Point of contact for declarant
- Completes the Notice of Birth of a Child Register.
- Delivers issued Birth Notification Record to declarant.



RECORDS ASSISTANT / OFFICER *(if available)*

Role:

- Facilitates movement of documentation between the Maternity Ward and In-charge / Hospital Administrator.
- Fills in Manual Birth Notification Booklet / Fills in Birth Notification Record in the Digital System.



MEDICAL FACILITY ADMINISTRATOR / IN-CHARGE

Role:

- Official Notifier
- Validates Birth Registration details
- Signs and stamps the Notice of Birth of a Child Register and Birth Notification Record



NIRA REGISTRATION OFFICER

Role:

- Facilitates movement of documentation from the Medical Facility to NIRA District Office.
- Converts Birth Notifications to Birth Registrations in the Digital System.

2.3.3 DESCRIPTION OF THE PROCESS

STEP 1. EXPECTANT MOTHER VISITS ANTENATAL CLINIC

- Before the birth, the expectant mother visits the Medical Facility to attend antenatal clinics.
- At the antenatal clinic, the Midwife informs the expectant mother of the Birth Registration process, why it is important and informs her to bring the National ID of either one or both parents at time of birth.

Tip: In case both parents do not yet have a National ID, advise them to get a NIN or National ID before the birth occurs.

STEP 2. A BIRTH OCCURS IN A MEDICAL FACILITY

- If a baby is born at a Medical Facility; the birth has to be notified at that facility.

STEP 3. DECLARATION OF BIRTH BY THE MIDWIFE

- At the Maternity Ward, the Midwife completes the Notice of Birth of a Child Register on behalf of the declarant after completing the Child Health Register.
 - **Note:** *In future, the Child Health Register and the Notice of Birth of a Child Register may be integrated. But for now both Registers have to be filled at the same time.*
- Whilst filling the form the Midwife asks to see the National ID card of the declarant(s) if available, to ensure the correct information is captured.
- In case both parents do not have a National ID, a NIN of one of the parents is sufficient. In case that is also not available the birth can be notified without.

Tip: In the event that a child has not been named at birth, capturing the NIN of the parent(s) makes it easy to update the names of the child in future.

Tip: Make sure the entire form is filled in CAPITAL letters to avoid errors.

Tip: Pay attention that the name of the child is captured in the correct order, with the names in the right field. The Register has fields for 'family name' and 'other names'.

Tip: In case the parent does not have an ID, do NOT use the NIN of another person such as a relative e.g. grandfather, grandmother

- After the Midwife completes the Register, the Midwife goes through it together with the declarant to check correctness.
- The Midwife writes the Serial Number of the Notice of Birth of a Child Register on the immunization card of the child, to ensure that the declarant has a record for follow-up.
- The Midwife informs the declarant that the Birth Notification will be processed at the Records Office of the Medical Facility and further reminds the mother NOT to leave the Medical Facility before receiving the Birth Notification Record.

STEP 4. NOTIFICATION OF BIRTH WRITTEN BY RECORDS OFFICER:

- The Records Officer picks up the Notice of Birth of a Child Register from the Maternity Ward. *When and how often this occurs depends on a time and frequency that is mutually agreed on by the concerned Medical Facility parties.*
- The Records Officer reviews the Notice of Birth of a Child Register for completeness.
- The Records Officer extracts the details from the Notice of Birth of a Child Register and copies it into the Birth Notification Booklet or enters them in the digital Mobile Vital Records System (MVRS)
- The Records Officer brings the Notice of Birth of a Child Register and the Birth Notification Booklet or printed Birth Notification Records (off MVRS) to the Hospital Administrator / In-Charge of the Medical Facility for signing and stamping

STEP 5. VERIFICATION AND VALIDATION OF BIRTH

- As the official notifier, the Hospital Administrator / In-Charge verifies the documents for accuracy and completeness, signs and stamps both the Notice of Birth of a Child Register and the Birth Notification Records for each birth.
- The Notice of Birth of a Child Register and the Birth Notification Booklet are brought back to the Records Office by the Records Officer/Assistant.

STEP 6. HAND OVER FROM RECORDS OFFICER TO MIDWIFE

- The Records Officer tears out the validated Birth Notification Records from the booklet.
- The Records Officer tears out the white and blue pages of the Notice of Birth of a Child Register that have been filled completely (meaning 5 births Registered per page).
- The Notice of Birth of a Child pages are stored at the Records Office at the Medical Facility. *These should be stored in 2 separate containers for easy identification and safe storage.*
 - White – Collected by NIRA Registration Officer
 - Blue – Retained and safely stored by the Records Officer at the facility
 - Pink – Maintained in the Register

STEP 7. RECORDS ARE RETURNED TO THE MATERNITY WARD

- The Records Officer returns both the Notice of Birth of a Child Register and the Birth Notifications Records that are ready for issuance to the Midwife

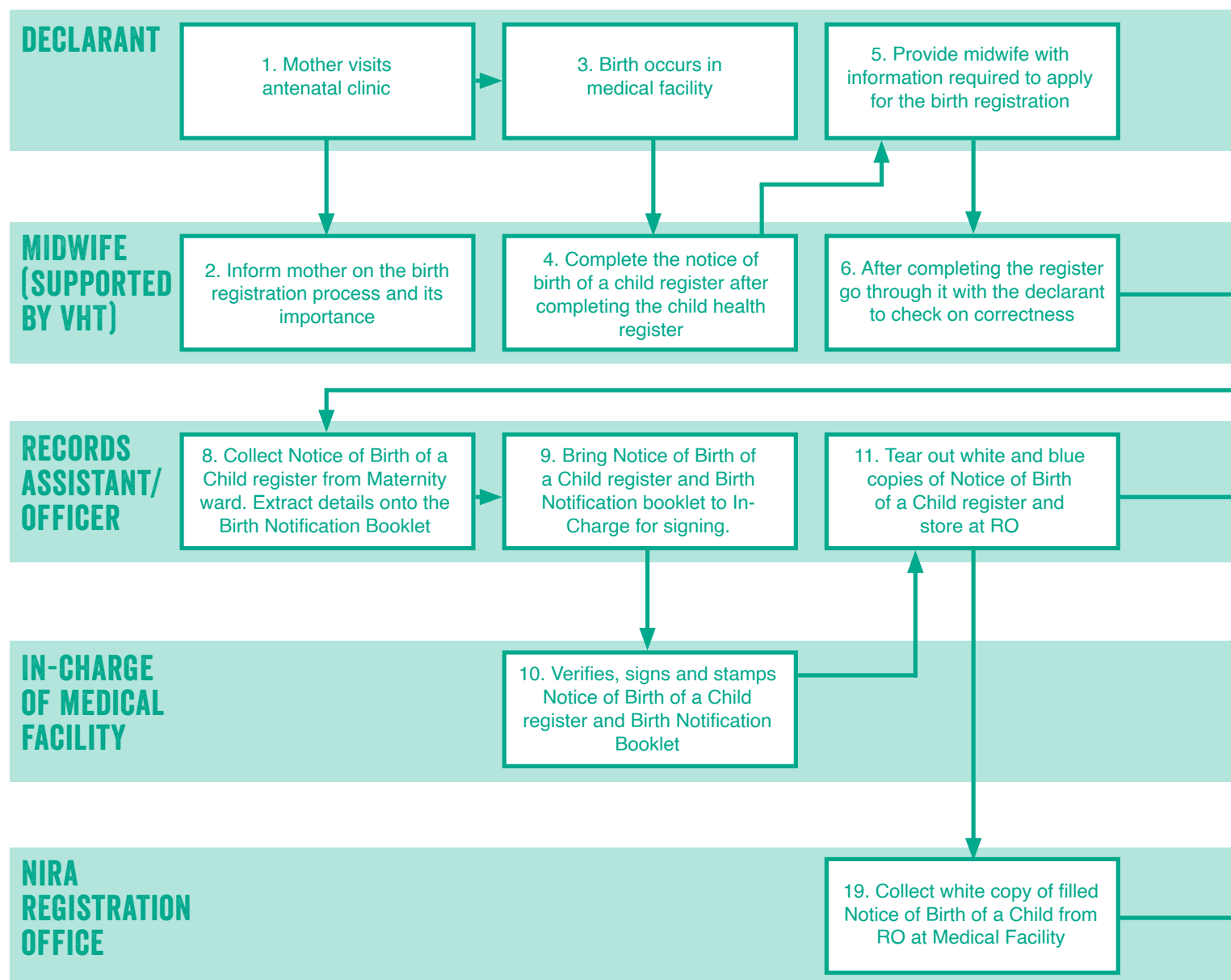
STEP 8. DELIVERING OF BIRTH NOTIFICATION RECORD TO DECLARANT

- The Midwife informs the declarant on the difference between a Birth Notification Record and a Birth Certificate. And further informs them of the application procedures and requirements for a Birth Certificate.

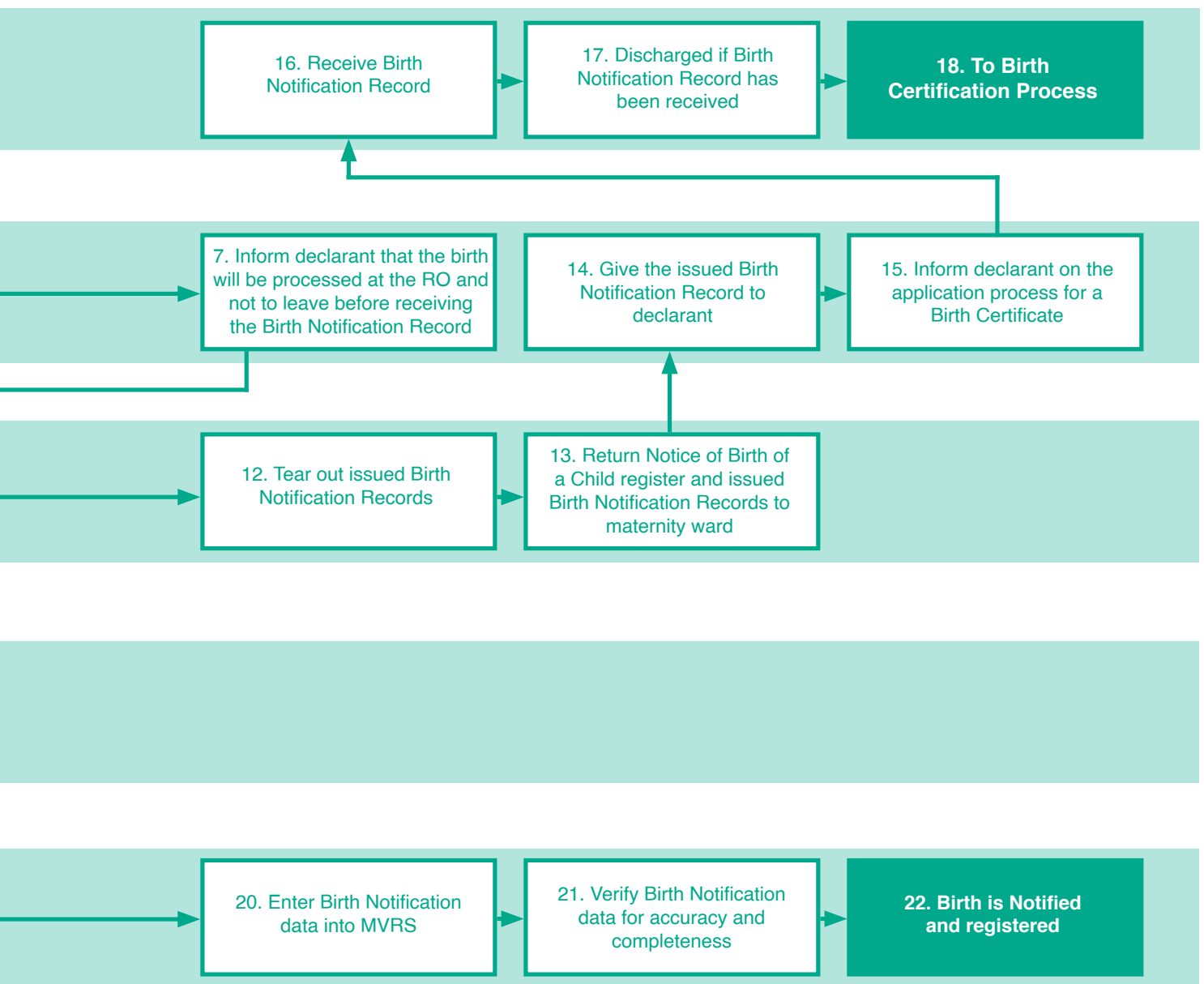
STEP A. BIRTH REGISTRATION BY NIRA (PARALLEL PROCESS)

- A NIRA Registration Officer picks up the white page of the Notice of Birth of a Child Register at the records Office of the Medical Facility. This should happen on a weekly basis.
- At NIRA District Office the details are entered into the digital MVRS system – *this applies only to records obtained from a Medical Facility that does not have access to MVRS.*
- The information is verified for accuracy and completeness.
- The birth is Registered.

2.3.4 PROCESS FLOW CHART



Note: A more graphic presentation of this flow chart can be found on page 30

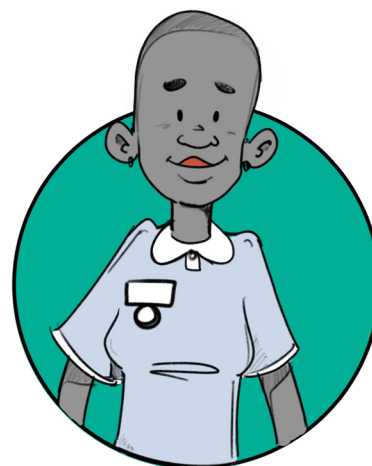


2.3.5 PROCESS GUIDANCE PER ACTOR

ACTOR: MIDWIFE (SUPPORTED BY VHT)

This section describes the roles of the Midwife in the Birth Registration process.

Tip: It is recommended that where possible the Village Health Team members attached to the Medical Facility assist the midwives in this process. Discuss with your team what is possible at your Medical Facility.



WHAT DO I NEED?

- Two copies of Notice of Birth of a Child Registers to be used interchangeably
- Safe custody for the Registers at the Maternity Ward

WHAT AM I RESPONSIBLE FOR?

Creating awareness for Birth Registration during antenatal clinics

- At the antenatal clinic, inform the expectant mother on the Birth Registration process, why it is important and what to bring at time of birth. Inform parents that:

“

*“Birth Registration is the first step in securing legal identity for your child and accessing other basic rights like education, healthcare and social protection among others. When you give birth in the Medical Facility you will receive a Birth Notification Record for **free**. At the time of birth bring photocopies of your National ID card and for the father of the child, if available. After receiving the Birth Notification Record, you will need to apply for a Birth Certificate at a fee of five thousand shillings (UGX 5,000) payable to any bank in Uganda.”*

”

- In case the parents do not have a National ID, advise the parents to obtain a National ID from NIRA before the birth occurs.

- **Note: In future, Child Health Register and Notice of Birth of a Child Register may be integrated. But for now both Registers have to be filled at the same time.**

Tip: Make sure that the names written on the National ID of the parent match the names written on the Notice of Birth of a Child Register.

- Write the Serial Number of the Notice of Birth of a Child Register on the immunization card of the child, to ensure that the declarant has a record for follow-up.



“This Serial Number is your proof that you have notified the birth of your child and can be used to track the progress of the birth notification.”



- Inform the parents/ guardians that to apply for a Birth Certificate, the declarant has to go to any NIRA Office at the District level, Headquarters in Kololo or any other place designated by NIRA with the following supporting documents:
 1. A Birth Notification Record issued by the Medical Facility.
 2. A completed NIRA form 3
(available at NIRA Offices and can also be downloaded off the NIRA website)
 3. A photocopy of the National ID of at least one of the parents.
 4. A proof of payment of the Birth Certificate fee of five thousand shillings (UGX 5000) plus an additional bank charge.

WHAT TO DO IN CASE ...

... both parents or guardians do not have a NIN/ National ID card?

In that case the birth can be notified without filling in the NIN. But the parents/guardians have to be informed that a National ID of at least one parent/guardian is mandatory for the birth to be completely Registered. Inform them on how and where to apply for a National ID.

... the child has not been named at the time of birth?

Fill in all other details of the Notice of Birth of a Child Register. Issue a Birth Notification Record with a temporary name for the child as “Baby of (Indicate Mother’s Name).”

... there is only one known parent of the child? E.g. the mother is known but the father is unknown.

Both mother and father’s details are required, so encourage that both real parents’ names should be used for the notification. In case the father is unknown, in the field labelled **Name of Father** write ‘unknown’. Please note that *the details of other relatives e.g. the grandfather or grandmother CANNOT be used in the place of the actual parents’ name and NIN.*

ACTOR: RECORD ASSISTANT / OFFICER

This section describes the roles of the Records Officer in the Birth Registration process, supported by the Records Assistant where present.



WHAT DO I NEED?

- A Birth Notification Booklet, and/or a computer with access to MVRS together with a printer and other accessories.
- Filled entries of Notice of Birth of a Child Register
- Secure storage for the white pages of the Notification of Birth of a Child Register for pick up by NIRA
- Secure storage for the blue pages (this is the copy torn off from the Register and retained at the Records Office)
- Secure storage for the signed and stamped Birth Notification Records

WHAT AM I RESPONSIBLE FOR?

Processing of the Birth Notification Record for the child

- On a daily basis, submit all Notice of Birth of a Child Register and Birth Notification records to the In-Charge/ Hospital Administrator for processing. The goal is to ensure that a mother receives the Birth Notification Record of her child before discharge.
- Ensure that the In-Charge/ Hospital Administrator signs and stamps both the Notice of Birth of a Child Register and the Birth Notification Record as the official notifier.
- Return the Notice of Birth of a Child Register and the Birth Notification Records to the Records Office.
 - Tear out the white and blue pages of the Notice of Birth of a Child Register that have been filled completely
 - Store the blue and white pages of Notice of Birth of a Child pages at the Records Office at the Medical Facility.
 - Hand over the white pages of the Notice of Birth of a Child Register to the NIRA Registration Officer. NIRA Registration Officer will collect these filled forms at least once a week.
- Return the Notice of Birth of a Child Register and the signed and stamped Birth Notifications Records to the Maternity Ward for registration of the next birth event



3. BIRTH REGISTRATION

3.1 WHAT IS BIRTH REGISTRATION?

Birth Registration is the CONTINUOUS, PERMANENT and UNIVERSAL recording, within the Civil Registry, of the occurrence and characteristics of births in accordance with the legal requirements of a country (UNICEF). It is a fundamental right of all children, no matter who they are or where they are from. Children's right to Birth Registration has been enshrined in the Constitution of Uganda (1995) and UNCRC (1989). Article 18 of the constitution states that;

“

“The State Shall Register every birth, marriage and death that occurs in Uganda”

”

Article 7 of the UNCRC (1989) states that;

“

“1. The child shall be Registered immediately after birth and shall have the right from birth to a name, the right to acquire a nationality and as far as possible, the right to know and be cared for by his or her parents. 2. States Parties shall ensure the implementation of these rights in accordance with their national law and their obligations under the relevant international instruments in this field, in particular where the child would otherwise be stateless.”

”

NIRA is mandated under ROPA (2015) to Register all birth and death events occurring in the country among other duties. Section 60 of ROPA (2015) requires that: Registration Officers keep an accurate record of information of an applicant, exercise control over the registration process at the registration centre and at the close of each of each week, forward personally to the supervising Officer a return of all registrations made in the week in the prescribed form.

Section 4 of the Regulations of ROPA (2015) empowers NIRA to designate any person to assist the Registration Officer in an area to perform his/her functions. NIRA therefore, works with the different existing government structures to have events of births and deaths notified as by law prescribed.

3.2 ACTORS INVOLVED IN THE PROCESS



NIRA ASSISTANT REGISTRATION OFFICER (OPERATOR)

Role:

- Data entry from the Notice of Birth of a Child Register (White Page) to the Digital System
- Filing and storage of the White pages of the Notice of Birth of a Child Register
- Maintain updated electronic and manual records of the birth events notified
- Forward received notifications to the Registration Officer after entry in the Digital System
- Perform any other duties as may be assigned from time to time by the District Registration Officer



NIRA REGISTRATION OFFICER

Role:

- Implement the Birth Registration regulations and ensure compliance with the legal requirements by all notifications of births
- Collects birth returns from the Sub Counties, Divisions and Medical Facilities
- Supply the Sub Counties, Divisions and Medical Facilities with Notice of Birth of a Child Registers and Birth Notification Booklets.
- Provide technical support to Sub Counties, Divisions and Medical Facilities
- Conduct public awareness campaigns on the legal requirements, obligations and benefits of Birth Registration
- Communicate to actors in the Birth Registration process in case of changes in policy or process
- Coordinate with stakeholders such as government institutions and private entities authorised to notify births
- Verifies, validates Birth Notification entries for correctness and completeness
- Updates Birth Notification entries where necessary
- Maintain updated electronic and manual records of the birth events Registered
- Convert Birth Notifications to Birth Registrations
- Supervises and coordinates Birth Registration activities in the District

3.3 DESCRIPTION OF THE PROCESS

STEP 1: COLLECTION OF RETURNS BY A NIRA REGISTRATION OFFICER

- The Registration Officers picks up the white pages of the Notice of Birth of a Child Register from each Sub County, Division and Medical Facility in the District. This should be done on a weekly basis.
- The Assistant Registration Officer captures the data from each entry in the Notice of Birth of a Child Register (White Page) to the Digital System (MVRs).

Tip! This applies only to the records that were not earlier entered into the Digital System (MVRs).

STEP 2: VERIFICATION AND VALIDATION OF RECORDS

- The Registration Officer verifies the details entered into the digital MVRs system against the physical copy for each entry;
 - Verify information for correctness and completeness. Make sure there is consistency between each physical copy and the subsequent entry in the Digital System for each field.
 - For incomplete birth information, contact the parents to avail the missing data. Additionally, confirm from other NIRA systems the validity of the information provided.
- If satisfied that all requirements are met, the Registration Officer completes the registration process by converting the Birth Notification to a Birth Registration in the Digital System (MVRs).
- On a weekly basis, the Registration Officer shall extract a system generated report of birth returns (detail and statistics) and submit (both hard and soft copies) to the Senior Registration Officer and the District Technical Planning Committee (DTPC).
 - For privacy and confidentiality purposes, the DTPC shall be provided with only statistical data.
 - Print hard copies of the system generated report and file them in box files that are clearly labelled.

3.4 REGISTRATION OF BIRTHS OF UGANDAN CITIZENS OCCURRING OUTSIDE UGANDAN BORDERS

STEP 1. DECLARATION OF A BIRTH

For a birth of a child whose parent or guardian is a citizen of Uganda;

1. The person giving notice of the birth of this child to the NIRA Registration Officer is mandated to produce the following evidence of the birth;
 - A certificate of birth issued by the appropriate authority in the country where the birth occurred, with an English translation of the certificate if it is not in English or,
 - If the certificate of birth was not issued in the country where the birth occurred, a certificate of birth given by the Doctor, Midwife or other persons who attended to the birth with an English translation of the certificate if it is not in English or,
 - If there is a Uganda Mission in the country abroad, a certificate from an Officer of the Mission that the Officer is satisfied from the evidence produced that the particulars of birth given are correct.
2. The person giving notice of the birth shall certify in writing to the Registration Officer the correctness and authenticity of the evidence which he/she has submitted.

STEP 2. REGISTRATION OF BIRTH

Upon receiving evidence, from (1,2) above, the NIRA Registration Officer, shall enter the prescribed particulars of the birth in the Register of births occurring outside of Uganda and issue a letter or note to the applicant confirming the entry of this birth in the Register.

■ *Note: For Births occurring outside Uganda, NIRA **does not** issue Birth Certificates.*



4. BIRTH CERTIFICATION

4.1 WHAT IS BIRTH CERTIFICATION?



As a first proof of notification, the declarant receives the Birth Notification Record for free. However, for a child, the Birth Registration process does not end there.

Children require a Birth Certificate to have full access to their rights and entitlements and have legal proof of their existence i.e. legal identity, that is recognized before the law; nationally and internationally.

4.2 REQUIREMENTS FOR APPLYING FOR A BIRTH CERTIFICATE

To apply for a Birth Certificate, the declarant has to go to any NIRA Office at the District level, Headquarters in Kololo, Kampala or any other place designated by NIRA with the following supporting documents:

FOR UGANDAN NATIONALS;

1. A Birth Notification Record issued by the Medical Facility, Sub County, Town Council or Division where the birth event occurred.
2. A duly filled NIRA form 3 (available at NIRA Offices and can also be downloaded off the NIRA website).
3. A photocopy of the National ID of at least one of the parents.
4. A proof of payment of the Birth Certificate fee of five thousand shillings (UGX 5000) plus an additional bank charge.
5. Any other information as may be required

FOR FOREIGNERS;

1. A Birth Notification Record issued by the Medical Facility, or Sub County, Town Council or Division where the birth event occurred.
2. A completed NIRA form 3 (available at NIRA Offices and can also be downloaded off the NIRA website).
3. A photocopy of the Passport of at least one of the parents
4. A proof of payment of the Birth Certificate fee of forty dollars (USD 40) plus an additional bank charge
5. Any other information as may be required

FOR REFUGEES;

1. A Birth Notification Record issued by the Medical Facility, or Sub County or Division where the birth event occurred
2. A completed NIRA form 3 (available at NIRA Offices and can also be downloaded from the NIRA website).
3. A photocopy of a Valid Attestation Card or Refugee ID Card of at least one of the parents.
4. **No Payment:** A Birth Certificate is **Free** for Refugees born in Uganda.
5. Any other information as may be required.

Submission of all the above documents constitutes a complete application for a Birth Certificate.

4.3 DESCRIPTION OF THE PROCESS

STEP 1. APPLICATION TRACKING

- The Assistant Registration Officer receives the application above from the applicant. The Assistant Registration Officer does a check for completeness, accuracy and validity of the documents submitted by:
 - Verifying the validity of the submitted Birth Notification Record by performing an electronic search against MVRs.
 - Verifying the validity of the submitted National ID details by performing a search against the National Identification Register.
- If all requirements specified are met; the Assistant Registration Officer issues an application receipt containing a “tracking number” that can be used by the applicant to view the progress of the application.

STEP 2. FINANCIAL APPROVAL

- The Assistant Registration Officer verifies payment for the Birth Certificate via the URA web portal.

STEP 3. DETAILED DATA CAPTURE

- Upon successful financial approval, the Assistant Registration Officer captures the application into the digital Birth Certification system.

STEP 4. QUALITY ASSURANCE

- At this stage, the Assistant Registration Officer forwards the submitted physical copies of the application to the Registration Officer who undertakes quality assurance by comparing the physical copies of the application against the digital entry.

Tip. The Registration Officer should further go ahead and verify validity of the National ID details and the Birth Notification Record submitted by the applicant.

- In the event that he/she is not satisfied with the application, he/she shall refer the application back to the Assistant Registration Officer with clear reasons for rejection. The rejection referral is made via both the system and manually by writing at the back of the attached NIRA form 3.

STEP 5. PRODUCTION

- Once the Registration Officer is satisfied that all requirements have been met by the applicant, he/she prints out a Birth Certificate for that particular application.

STEP 6. SIGNING, STAMPING AND SEALING

- The Registration Officer reviews the printed certificate for errors or inconsistencies that may arise during the printing.
 - If satisfied with the contents of the printed certificate, he/she shall sign, stamp and seal the Birth Certificate.
 - If not satisfied with the contents of the printed certificate, he/she shall correct the identified error or inconsistency, invalidate the printed certificate **as shown below (illustration)** and reprint the rectified Birth Certificate.

STEP 7. CERTIFICATE ISSUANCE

- After the Registration Officer signs, stamps and seals the certificate, he/she shall change the status of the application to read “Issuance” in the digital Birth Certification System. At this stage, the applicant shall receive an instant “SMS Notification” informing them that their Certificate is ready for collection. These certificates are handed over to the Assistant Registration Officer for issuance to the respective applicants.

Tip! Upon the receipt of the Birth Certificate, the applicant must register his/her name and the Certificate Number in the Birth Certificate Issuance book as confirmation of receipt.

ANNEX 1: THE ROLE OF DEVELOPMENT

PARTNERS IN BIRTH REGISTRATION

Partners can provide support at several levels to reduce the barriers and increase access to Birth Registration services. NIRA has identified the following as priority areas where partners can support;

- Support NIRA in resource mobilisation for scaling up Birth Registration services in all districts in Uganda.
- Support NIRA in scaling up community awareness and behaviour change campaigns targeted at increasing demand for Birth Registration and Certification services.
- Support NIRA to build the capacity of Birth Registration Officers to improve service delivery.
- Support NIRA to invest in infrastructural development to enhance decentralisation of Birth Registration services at National, District and Sub County levels.
- Support NIRA's efforts in coordinating National, Regional and Global CRVS strengthening initiatives.
- Support NIRA in Development of relevant IEC materials for promotion of Birth Registration awareness among the public.
- Support NIRA to equip and adequately facilitate all Birth Notification, Registration and Certification service points in Uganda.

