



Ministry of Interior & National Administration
State Department for Immigration and Citizen Services
Civil Registration Services
SERVICES DELIVERY CHARTER

Our Vision: “To be a comprehensive and reliable source of civil registration records and vital statistics”

Our Mission: “To promote and enhance the security of Kenya by creating a comprehensive population database for personal legal records and generation of timely and reliable vital statistics through registration of births and deaths.”

Core Values: Efficiency and Effectiveness, Patriotism, Teamwork, Integrity, Customer-focused.

No	SERVICES RENDERED	REQUIREMENTS	USER CHARGES	TIMELINE
1.	Notification of Births and Deaths events	<ul style="list-style-type: none"> ▪ Parents Identification Documents ▪ Informant identification documents or any other identification document as required by the registrar 	Nil	1 working day
2.	Issuance of Birth/Death certificates for the current events(below 6 months after occurrence)	<ul style="list-style-type: none"> • Knowledge of date of Birth/Death, Parents names, Name of Deceased, place of birth/death by applicant • Acknowledgement of the Birth Notification (ABN)/Burial Permit • Tangible evidence of ABN/Burial permit No. from place of birth/death where ABN/Burial Permit is missing • Identification Documents for Parents/Deceased 	<ul style="list-style-type: none"> • Birth/Death Certificate- Kshs. 200 • Amendments to the record- Kshs,1000 	1 working day
3.	Birth Re-registration upon legitimacy /Recognition/Adoption	<ul style="list-style-type: none"> • Parents Identification documents • Birth Certificate without the father’s name • Marriage certificate/joint affidavit by both the parents (LO2) • Application for re-registration sworn jointly by the parents (LO1) • Physical presentation by both parents 	<ul style="list-style-type: none"> • Reregistration -Kshs. 1000 • Birth Certificate- Kshs200 	1 working day
4.	Birth Re-registration upon Adoption	<ul style="list-style-type: none"> • Adoption order issued by the court <ul style="list-style-type: none"> • Adoption certificate • Letter from the Registrar General confirming the particulars of the adoption certificate • Identification documents (Id or passport) of adopting parents • Original pre-adoption Birth Certificate • Certificate declaring a child free for adoption • Report from the Ministry of Labour and Social Protection • Completed form B4 	<ul style="list-style-type: none"> • Adoption Kshs . 1,000.00 • Birth Certificate Kshs 200 	1 working day
5.	Late registration of Birth Certificate/ Death Certificate(Not registered within six Months)	<ul style="list-style-type: none"> • Clinic/Antenatal Register • Religious certificate • Parents’ Identification documents • Tangible evidence that the parent has never been married(affidavit/letter from chief) • School leaving certificate/letter from school/Identity cards for adult applicants • Burial Permit, Original Deceased ID, Medical records from hospital, Sworn affidavit by the relatives of the deceased, letter from assistant chief from where the death occurred, police report for unnatural death, autopsy report • Any other document/proof of death as may be requested by the registrar 	<ul style="list-style-type: none"> • Late Registration- Kshs. 500 • Birth/Death Certificate- Kshs. 200 	1 working day
6.	Registration of Birth/Death of a Kenyan Citizen occurring abroad	<ul style="list-style-type: none"> • Original and copy of Birth/Death certificate from the country of Birth/Death (With English translation). • Original and copy of Passport of child/Deceased (Kenyan or otherwise). • Original and copy of Kenyan ID and Valid Passport of the Kenyan parent/Applicant • If child is over 18 years of age, they are required to have a certified Kenyan passport or certified declaration or a certified letter of regaining Kenyan citizenship. • In case one parent does not have identification documents, they should swear an affidavit or present divorce decree. • All documents must be originals and photocopies, or have the copies certified by the Embassy. • Fully filled BDA 1/BDA 2 form (Application for registration of Birth/Death of a citizen of Kenya occurring abroad). 	<ul style="list-style-type: none"> • Application made abroad- USD. 50 • Applications made in Kenya- Kshs 1000 • Birth/Death Certificate- Kshs. 200 	1 working day
7.	Authentication of Birth/Death Certificate	<ul style="list-style-type: none"> • An original and copy of the certificate which requires authentication. • Applicant's Identification Document • Letter from the agency requesting verification 	<ul style="list-style-type: none"> • Private agencies- Kshs 1000 • Government agencies – Ksh. 500 • Individuals- Ksh.500 • Foreign Mission – USD. 100 	1 working day
8.	Preparing copies of documents, reports or any other information by means of manual or electronic process on request	<ul style="list-style-type: none"> • Cover Letter from agency requesting for documents, reports or any information • Specification of data request in compliance to Data Protection Act 	<ul style="list-style-type: none"> • Private agencies- Ksh. 2,000 • Government agencies- Ksh. 1,000 	14 working days



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9.	Presumed Death Certificate	<ul style="list-style-type: none">• Court order declaration on presumption of death• Court proceeding documents• Police report of the missing person• Assistant chief report of the missing person• Gazette advertisement of the missing person• Any other evidence of the missing person as may be required by the registrar	<ul style="list-style-type: none">• Registration- Kshs 1,500• Death Certificate- Kshs 200	1 working day
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**Complaints, Compliments and Suggestions should be forwarded:
The Secretary, Civil Registration Services, Hass Plaza, 4th Floor,
P. O Box 49179 – 00100 GPO, Nairobi, Kenya. Tel: +254 0202691109**