

Guidelines for the Notification & Registration of Births and Deaths
(Composed for the use of Health and Family Welfare Assistants involved in Birth and Death Registration)

CRVS Secretariat Cabinet Division.	Office of the Registrar General, Birth and Death Registration Local Government Division	Directorate General of Health Services Ministry of Health and Family Welfare
---------------------------------------	---	--

Editor
A K Mohiuddin
Addl. Secretary (Coordination)
Cabinet Division

Editing Assistant
Md. Mahbub-Ul-Alam
Deputy Registrar General, Births & Deaths Registration

Amin Mukut
Deputy Secretary
Cabinet Division

With the cooperation of
Md. Uddin
CRVS Country Coordinator

Dr. Md. Jahangir Alam
CRVS Country Coordinator

Dr. Shah Ali Akbar Ashrafi
CRVS Country Coordinator

Sl.	Content	Page No.
1	Introduction	3
2	Civil registration	4
3	Vital statistics	4
4	Civil registration and vital statistics in Bangladesh	5
5	Registration of Births and Deaths : Legal obligation	5
6	How to register births	6
7	Birth Registration : Responsibilities of the health department	8
8	How Health Assistants/Family Welfare Assistant will fulfill their duties for birth registration	8
9	Filling in of application form for registration of birth	8
10	Responsibilities of Assistant Health Inspector and Family Welfare Inspector	9
11	How to complete a registration of death	9
12	Filling in the application form for registration of death	10
13	Who will register births and deaths	11
14	Responsibilities of Births & Deaths Registrar	11
15	Supervision and inspection of the births and deaths registration programme	11
16	Sequential order for births and deaths registration	13
	Template of the Birth Registration Form	14
	Template of the Death Registration Form	16
	Template of the EPI card	18
	Circular issued by the Health and Family Welfare Ministry	19

The guidelines explain how Health Assistants and Family Welfare Assistants will notify about births and deaths to the relevant authorities and what duties they will perform in relation to births and deaths. The guidelines refer to matters at the family stage of the registration of a new born which may require caution to be observed, as well as the procedure to be followed when reporting birth information at the local registration office. In addition, the guidelines detail which family members of the deceased may apply and how, and the role of Health Assistants and Family Welfare Assistants in completing the death registration application form upon the death of an individual. The guidelines will also assist Health Inspectors, Assistant Health Inspectors, Family Planning Inspectors and individuals with coordinating the reporting and registration of births and deaths and the registration programme.

1. Introduction

Birth and death are the two most important events of each and every individual. These two events do not occur more than once in a lifetime. The date of birth starts and date of death ends the life of an individual. An individual needs to be registered for his unique identity. An individual's identity in society and within the nation is comprised of a number of details such as their name, parents, address, date of birth, nationality, citizenship, special achievements, deeds etc.. The above details make one person different from another and provide an identity for them within society and the nation. Although an individual's name and the name of their parents are a means of marking uniqueness, this information does not appear to be adequate for confirming uniqueness, because often more than one person lives at the same time, in the same locality with the same name. It may be possible to mark uniqueness by assigning a unique number to an individual's identity related data. This task can be carried out during the registration of births and deaths. Since birth and death are unique events in the lifetime of an individual, the two events are required to be registered in a timely and appropriate manner. The Births and deaths Registration Act 2004 was created to ensure this task was carried out appropriately and legally. In the interest of maintaining a database of births and deaths of citizens of the country, with the objective of making the birth and death registration programme continuous, dynamic and durable, in 2016 the government passed a decision to establish the Office of the Registrar General, Births & Deaths Registration after the addition in September 2013 of the Births & Deaths Registration (Amendment) Act 2013 to the Births & Deaths Registration Act 2004. The Births & Deaths Registration Rule 2017 have recently been introduced by amalgamating the 5(five) earlier composed regulations.

In the Constitution of Bangladesh, five fundamental rights of each and every citizen are expected. Those are: food, clothing, shelter, education and medical treatment. In order to have these and any other legal rights, it is essential to have national citizenship identity. Birth registration provides the legal base for the right of citizenship and a Birth Registration Certificate is the accepted documentary evidence for this. In the 7th Article of the Charter of the Rights of a Child of the United Nations, it is stated that, "Every child shall be registered immediately after birth". Bangladesh is one of the countries that signed this charter. It has been stated in 6.10.1 of the National Child Policy 2011 of Bangladesh that "Registration of birth is to be confirmed immediately after birth of the child".

The Birth Registration Number and the Birth Registration Certificate provide proof and establish the family heritage of an individual. The birth registration number is the first ever identification number of a human being and the birth registration certificate is their first ever document as a citizen of the country. This document helps with getting the necessary benefits as a citizen of the country from the commencement and up to the end of life. According to the Birth and Death Registration Act, 2004 and Birth and Death Registration Rules 2017, birth registration is necessary to receive some benefits. The

benefits for which birth registration is necessary are: a) admission into an educational institution; b) marriage registration; c) issuance of a passport; d) employment in government, private or self-governing bodies; e) issuance of a license; f) entry on the electoral role; g) land registration; h) issuance of a national identity document; i) acceptance for an insurance policy; j) opening and operating a bank account etc.. On the other hand, death registration is necessary in order to (a) receive a certificate of inheritance; (b) start a family pension; (c) settle a life insurance claim of the deceased person; (d) receiving mutation and share; and (e) in any other case of death confirmation stipulated by statute. Furthermore, the actual population of the country can not be ascertained without deaths being registered.

2. Civil Registration

Timely and accurate registration of the important events of an individual from birth to death and appropriate preservation of this information is included under the system of civil registration and vital statistics. Although the subject of civil registration may appear to be new, the concept is not new. Even in Bangladesh, like any other country, preservation of vital statistics for the general population has been topical for a long time. When any national agency, by virtue of having legal authority, records the information regarding identity and core data of any individual in a statutory registration book or on a register maintained through information technology, this activity can be called in general 'civil registration'.

It has been said in a research paper conducted by the World Health Organization that civil registration is an administration system used to record vital events (life related). In the above-mentioned research paper, the United Nations defined civil registration as "Civil Registration is a continuous, perpetual, compulsory process accepted by the world by which essential and special events (such as, birth, death, death during pregnancy, adoption, marriage and divorce) and decree on national requirement, other citizenship, status and identity related events are meant."ⁱⁱ

Through this registration, other identities of an individual are established. For a unique identity to exist, original identity related data is required. Details such as the name of the individual, name of parents, date of birth and permanent or temporary address, or place of birth, place of residence, sex, religion etc. mark the original identity of an individual. And education, occupation, fame, and achievements establish the individual in society.

3. Vital Statistics

When the original data of citizens of any country is collected by national requirement, following a specific mathematical process and scientifically analyzing the collected data for use in decision making, then such a programme can be termed as Vital Statistics. The methods and the way in which the programme is conducted are collectively called the Vital Statistics System.

Vital statistics is a specific mathematical process and procedural programme of collection and analysis of data relating to citizens, on the basis of which a general idea about citizens of the nation can be conceptualized so that future planning can be carried out regarding the population. According to the definition of the United Nations, the processes of the vital statistics system are referred to as (a) collecting information by civil registration or enumeration on the frequency or occurrence of specified and defined vital events, as well as relevant characteristics of the events themselves and the person or

persons concerned, and (b) compiling, processing, analyzing, evaluating, presenting and disseminating the data in statistical form.

In the interests of individuals and the nation, personal identity related information of a citizen, at different stages from birth to death, are collected and preserved. Various national agencies permanently preserve the other identities of an individual and information relating to the identity of an individual for the purpose of providing the services individuals are entitled to as national citizens.

4. Civil Registration and Vital Statistics in Bangladesh

Universal birth and death registration programmes were introduced in Bangladesh under the Ministry of Local Government in 1873. After making the birth and death certificate an essential document in some cases upon the introduction of the Birth & Death Registration Act 2004, the process of birth and death registration became dynamic. However, in spite of the compulsion of the Birth & Death Registration Act 2004 and Birth & Death Registration Rule 2017, the rates of registration of births and deaths within 45 days of the dates of birth and death could not be uplifted to a significant level. Besides registration of births and deaths, various ministries, authorities and organizations undertake collection and registration of civil data in different ways under their individual act and regulations. Including the Election Commission, for the purpose of compilation of the electoral role and issuance of national identity cards; the Passport and Immigration Department for the purpose of issuing passports; the Education Ministry for the purpose of enlisting students; the enlistment of mother and child by the Health and Family Welfare Ministry; marriage registration by the Law and Justice Department; land survey, land ownership and revenue registration by the Land Development Ministry. Different departments and offices collect and register data from different citizens in different ways for the purpose of providing occupational identity. In such cases, confirmation of the unique identity of an individual is a must. But in fact it is seen that databases of different departments contain different information on the same individual. Since a system of having a unique registration number of a citizen for universal use, complicity arises in determination of the identity of an individual, and on the other hand, the individual is deprived of national services due to misleading information. Having this background, for the requirement of ensuring national services by identifying the right individual, the government has taken steps to emphasize the universal civil registration and essential data programme. The programme has been created to introduce universal civil registration and essential data management using information technology in Bangladesh. In addition to this, a universal electronic civil registration list will be compiled. Different ministries have already taken the initiative and built electronic databases. Information relating to online birth and death registration is being preserved in an electronic database by the Birth & Death Registration Office under the Local Government Division. Besides this, the electronic electoral list of the Election Commission; the database of electronic health record management of the Health and Family Welfare Ministry and the Electronic Student Scholarship etc. are examples of the modern electronic database. Currently, mutual integration of data flow among such databases is appearing to be a challenge in the introduction of universal civil registration and essential data management.

5. Registration of births and deaths: legal obligation

According to the Births & Deaths Registration Act, 2004, registration of birth is writing or entering into a computer database by the designated registering authority, the name, sex, date of birth and place of birth, name of father and mother, nationality and permanent address of an individual and providing the birth certificate under the above act.

According to the Sections 8(1) and 8(2) of the Births & Deaths Registration Act 2004, it has been made mandatory to notify birth and death within 45 days of the birth and death respectively. According to the Births & Deaths Registration Act 2004, it has been made mandatory for the father or mother or guardian to send the the information about the birth within 45 days of birth of the child. According to the Births & Deaths Registration Rule 2017, submitting an application for registration of birth within 45 days of birth the child is compulsory.

Provision has been made in the act for a late fee if an application is not made within 45 days of birth of the child. According to the prevailing act/regulation, a birth certificate can be obtained by registering the birth after payment of late fee of 100 (one hundred) taka from 46 days to 5 (five) years of age of the child. Birth registration can be made after paying a late fee of 200 (two hundred) taka from 5 (five) years to 10(ten) years of age and 500 (five hundred) in the case of the age being above 10(ten) years, a detailed description of which is as below:

Birth and Death Registration Fees			
	Timeline for submitting an application	In the country	Abroad
1	Registration of birth or death upto 45 days of birth or death of any individual	Without any fee	
2	Registration of birth or death after 45 days upto 5 (five) years of birth or death of any individual	100 Taka	US \$ 2
3	Registration of birth or death after 5 (five) years upto 10 (ten) years of birth or death of any individual	100 Taka	US \$ 4
4	Registration of birth or death after 10 (ten) years of birth or death of any individual	100 Taka	US \$ 10

It is stated in Rule 10(5) of the Births & Death Regulations, 'If the application for registration is received after 5 months but within 2(two) years, on confirmation of the integrity of the application, the registrar will prepare the information for registration and send it electronically to the Sub-District Executive Officer in the case of the Union Council, or to the Sub-Director, Local Government in the case of the City Corporation, Municipality and Cantonment Boards If the application is received after 2(two) years of the birth of the individual, likewise send the same to the Registrar General. It has been mentioned in Rule 10(6), Registrar General, Sub-Director, Local Government of Sub-District Executive Officer, will within 30 (thirty) days of receiving the application issue an order for registration on having confirmed the birth information is correct through personally hearing or verifying the necessary documents, or will send back the application to the registration providing a note on the reasons why the application has not been considered. Therefore, if an application is made after 45 days of birth of the child, the birth registration process will become lengthy and complicated along with the incremental age of the child and difficulties will be faced in getting the birth registered. So, all guardians should ensure to apply for birth registration within 45 days of the birth of the child.

6. How to register births

After the birth of a child, it is the responsibility of the parents or guardian of the child to apply for birth registration. The father, mother or guardian will submit the birth registration application form to the local registration office (Union Council, Municipality, City Corporation). The father, mother or guardian will make the application on the prescribed form immediately after birth of the child. The names of the child, father, mother, permanent and current address, birth registration and national identity card

numbers of the father and mother are to be stated in the application. After receiving the application, the local registrar will, on having confirmed the information of birth of the child or the individual, register the birth and issue a birth certificate.

Proof of place and date of birth are to be submitted with the application for registration of birth			
Age		Proof	Comment
		Proof of place and date of birth <ul style="list-style-type: none"> • Release Order from the medical centre or attested copy of the birth related certificate given by that centre; or • Confirmation of the Birth Attendant on the filled-in application; or • Any other evidence acceptable by the registrar. 	
Within 45 days Of birth		Proof of permanent address <ul style="list-style-type: none"> • Proof of tax payment against the self-declared permanent place of residence by father or mother or grand father or grand mother; or • Place of permanent residence as declared in the National Identity Card or Passport by the father, mother, grandfather, grandmother, or any other proof as may be acceptable by the registrar and • Certificate of Birth or National Identify along with the numbers of father or mother (in applicable cases) • [Note: Declared address of the father of the individual at the Office of the Commissioner of Refugee Relief and Immigration as permanent address of the refugees; • If the permanent address has been destroyed due to flooding of a river, the ownership deed, payment receipt of revenue and tax; or in case of not having any permanent address, 'unavailable' should be written in box for permanent address.] 	
After 45 days of the birth the following proof should be submitted in addition to the above mentioned proof			
In case of application within 5(five) years of birth		<ul style="list-style-type: none"> • Attested copy of the appropriately issued EPI card • Confirmation by EPI staff 	
In case of application after 5(five) years of birth		<ul style="list-style-type: none"> • Educational Certificate issued by education boards approved by the government; • Confirmation letter issued by hospital authorities as proof of necessary examinations for proof of age by radiology department of government medical college hospital; • Affidavit explaining the reasons for being late. 	

7. Birth Registration and Responsibilities of the Health Department

The responsibility for the health care of children and mothers has been entrusted upon the field staff of the health department. Their regular responsibilities are to ensure the health of pregnant mothers. All health workers prepare lists in the format prescribed by the government after collecting information regarding the pregnant mother on inspection of households within their area of duty. Ensure pre- and post-natal services to help foster a safe motherhood for the mothers according to this list. An EPI (expanded program on immunization) card is issued for each child for vaccination under the vaccination programme after birth of the child. It has been mandatory to mention the birth registration number of the child in this EPI Card and EPI Register

Under the Birth & Death Registration Rule 2017 a very important responsibility has been conferred upon the field staff of the Health and Family Welfare Department in case of registration of births for children of not more than 5(five). In the case of birth registration application within 45 days, for proof of age of the child, birth registration can be done through confirmation by the birth attendant. A copy of the EPI Card and confirmation of EPI Staff on the application form has been made acceptable for registration of birth for children of not more than 5(five).

8. How Health assistants and Family Welfare Assistants will fulfill their duties for registration of birth

To ensure application for registration of birth is an important national and administrative duty for health and family welfare assistants. According to section 9 of the Births & Deaths Act, 2004 and Births & Deaths Registration Rule 2017, health assistants and family welfare assistants will comply with this duty. It has been stated in the act that health staff and family welfare staff employed in the union council, municipality, city corporation or cantonment area, will send information to the registrar for the registration of birth or death of an individual.

Every Health Assistant or Family Welfare Assistant will, in their work, help the parents or guardian to fill in the forms for birth or death registration application form. At the time when information for issuing an EPI Card is collected, the application for registration of birth should be presented to the parents and help given to fill in the form. After filling in the form and having it signed by the father or mother, it will be submitted to the supervising health inspector or assistant health inspector, and in applicable cases to the family planning inspector on the last day of the week.

9. Filling in the application form for registration of birth

Correctly filling in the application form for registration of birth is very important work. The parents or guardian of the child are not always aware of the importance of correctly filling in the application form for registration of birth. The form for registration of birth will be filled in by the parents or legal guardian of the child. All the columns and blank spaces are to be filled in by pen. Particular care should be taken when writing the date of birth, name and spelling of the name of the child (in Bengali and English) so that there are no mistakes. The names, national identity numbers (NID), birth registration numbers, and permanent and temporary addresses of the father and mother of the child are to be

When filling in the application form for registration of birth it is necessary to:

- Fill in all the spaces which are required to be filled in on the application form;
- Correctly spell the name of the child in Bengali and English;
- Correctly fill in the date of birth, and permanent and current addresses;
- State the correct National Identity Numbers of the father and mother;
- Ensure it has been signed by the father, mother or legal guardian.

written correctly. In the case of attestation, a signature is to be taken, and the name of the attesting person is to be written correctly.

Regarding filling in the birth registration application form, the health/family welfare assistant will take care of some matters. They will encourage the parents name the child as early as possible. They will verify if the spelling of the name of the child has been written correctly or not. They will cross check against the birth certificate and national identity [of the parents] to verify that the names, birth certificate numbers and national identity card numbers of the father and mother of the child have been correctly stated on the birth certificate. If any discrepancies are observed regarding the birth certificate and national identity card of the father or mother, the name stated on the national identity card should be considered correct and the form filled in accordingly. When writing the permanent address of the child, the names of the village/area are to be correctly stated. Particular care should be taken to avoid mistakes, corrections, striking off, or erasing when filling in the application form.

10. Responsibilities of Health Inspector, Assistant Health Inspector and Family Planning Inspectors

The Health Inspector, Assistant Health Inspector and Family Planning Inspectors will collect the application forms for registration of birth from health assistants and family welfare assistants from their respective areas. They will verify if the collected birth registration application forms have been filled in correctly or not. They will separate applications found to be properly filled in with the required information. The inspector or assistant inspector, will sit together the next working day and verify that the application forms are correct, and will check whether the application for registration of birth of any child has been made by both the health and family welfare department and if so, to avoid duplication, will separate one application and mark it as a copy. They will submit the verified and correct applications for registration of birth to the local registrar or to the Office of the Chairman of the Union Council.

11. How to complete a registration of death

It has been mentioned in the Section 8(2) of the Births & Death Registration Act, 2004, that the son or daughter or guardian of the deceased individual or designated person will remain obliged to report the information of death to the registrar with 45 (forty five) days of the death. Section 9(1) of the same act, government staff are also made responsible for reporting the information to the registrar. Those who will comply with this responsibility are:

- (a) Member and Secretary of Union Parishad;
- (b) Village Police;
- (c) Commissioner of the City Corporation or Paurashava (Councilor);
- (d) Health Assistants and Family Welfare Assistants appointed in the Union Parishad, Paurashava, City Corporation or Cantonment board;
- (e) Field workers appointed by the non-government organizations (NGO) in the health and family welfare sectors;

- (f) In the case of births and deaths in any government or private hospital, clinic or maternity center, or any other institutions, the medical officer in charge of such institutions or a physician or any other officer delegated (on his behalf);
- (g) Care-taker of any grave yard or crematorium;
- (h) Any other official or staff appointed by the Registrar;
- (i) In the case of births and deaths inside a jail, the Jail Super or Jailor or any person delegated by him (on his behalf);
- (k) In the case of a dead body or an abandoned child found in a public place, the officer-in-charge of the concerned police station of that public place
- (l) Any other prescribed person or institution

The Health Assistants of the Health Department working in the field will send information regarding the deceased individuals in their field of work or area of work along with the cause of death to their superiors on a monthly basis. Similarly, Family Welfare Assistants of the Family Planning Department working in the field will send information regarding the pregnancy related complications of pregnant mothers, and deaths of children up to 5 years of age to their superiors every month. Therefore, field staff from both sub-departments will need to collect death related information from affected households on a regular basis. Health and family welfare assistants are to collect [information on] the deaths occurring in their individual working areas from the sons, daughters, guardian or designated persons from the households of the deceased individual. On the other hand, according to the Births & Deaths Registration Act 2004, the responsibility for providing information for registration of deaths has been conferred upon the staff of the health and family welfare department. When collecting information regarding the death from the household, they are obliged to assist the deceased's family member who is providing information of the death with filling in the application form for registration of death. During this time they will help ensure the filled in form is sent to the Registrar. .

12. Filling in of the application form for Registration of Death

As with birth registration, registration of death is to be completed by a member of the family of the deceased. As per the rules of the Birth and Death Registration Act 2004, registration can be carried out by a son, daughter, guardian or any other family member. It is mandatory that the birth registration number of the deceased is stated with their date of birth.

All columns and boxes in the form should be filled in by pen. Caution is to be taken regarding the name of the deceased, the exact spelling of the name (in Bengali and English) and the date of birth so that incorrect information is not given on the form. In the appropriate columns on the form, the name of the deceased's father and mother, National Identity Card (NID) details, birth registration number, and temporary and permanent address must be mentioned correctly. The name of the person filling the form must be written correctly and the person must sign the form.

The officials of the Health and Family Welfare departments must pay attention to particular things. They must guide the next of kin of the deceased. They must verify the mother's and father's names and their

dates of birth with the NID. Whether the precise NID number has been given must also be verified. It must be noted that overwriting is not allowed when filling in the form.

13. Who will register Births and Deaths

Under Section 4 of the Births & Deaths Registration Act of 2004, it has been clearly stated who is authorized to have the form filled in. It states that the following persons are authorized to have the form filled in and to receive it:

- (a) The Mayor of City Corporation or anybody authorized by him/her or the Commissioner in the case of permanent residents/domicile, and those born or who died in that place;
- (b) The Chairman of the Paurashava, administrator or anybody authorized by him/her in the case of permanent residents/domicile, and those born or who died in that place;
- (c) The Union Council Chairman or anybody authorized by the government for those who are permanent residents/domicile, and those born or who died in that place;
- (d) The Executive Officer of Cantonment Boards in the case of those who were born, who permanently resided and who died in the Cantonment area;
- (e) The Ambassador/High Commissioner of Embassies or High Commissions of Bangladesh located overseas for those who died or were born in a foreign country.

14. Responsibilities of the Registrar of Births and Deaths

They have to ensure that the following clauses of the Birth and Death Registration Act of 2004 are strictly adhered to:

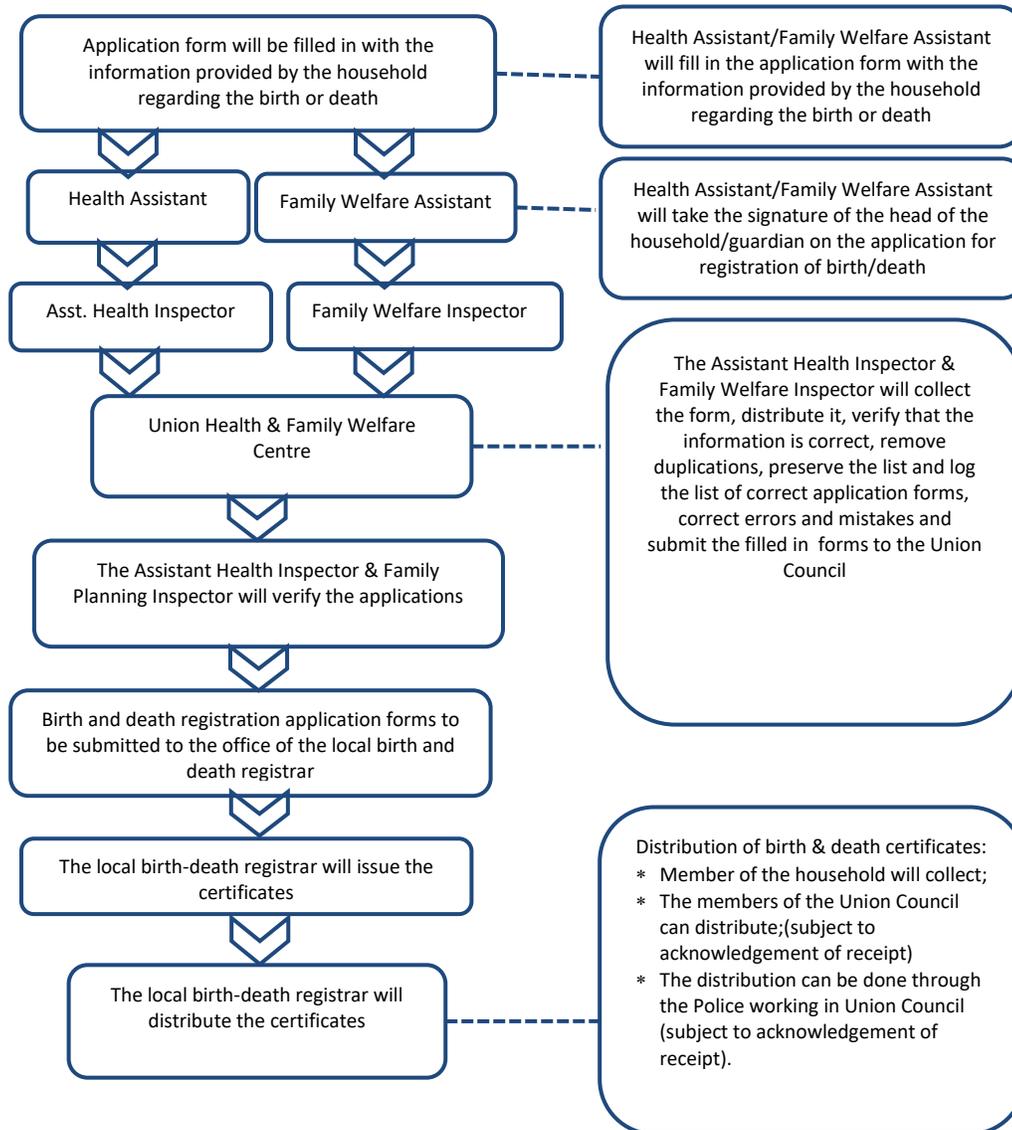
- (a) to register births and deaths of all persons;
- (b) to collect necessary data and print or collect forms, registers, certificates for registration;
- (c) to preserve the records and register books related to registration;
- (d) to issue birth or death registration certificates;
- (e) any other duties prescribed by rules.

15. Supervision and inspection of the births and deaths registration programme

Under Section 16 of the Birth and Death Registration Act of 2004 it has been clearly mentioned that anybody authorized by the government can inspect and take stock of the register of births and deaths. Clause number 20 read with Provision 6 of the Guidelines of Births and Deaths Registration Rule 2017 makes it mandatory for the concerned government official of their respective place of duty/work to visit their areas regularly and send the report within 15 days (of their visit/inspection) to the administrator or secretary of the concerned department. Those reports would, in turn, be sent to the Registrar General. The concerned officials must speed up the process of inspection and enumeration of birth and death in their respective areas.

Enumeration of births and listing the deaths is priority work for the government. The Cabinet Secretariat is implementing this programme. The Secretary of the concerned directorate (Reforms and Coordination) has already informed all district administrators through a demi-official letter to include the issue of registering births and deaths in the agenda of their monthly meetings. A pilot project has also been formulated under the CRVS programme to implement it. The Office of the Registrar General is responsible for enumerating births and deaths for every citizen of the country. The administrators of Union Councils and municipalities will check from time to time whether it is being implemented or not. They will also record their observations, opinions and notes of the concerned officials. The Directorate of Health and Family Welfare has advised to register births within 45-days. It will be monitored whether or not the concerned officials are implementing the programme.

Sequential stages of births and deaths registration



- Appendices:
- (a) Sample form for Registration of Birth;
 - (b) Sample form for Registration of Death;
 - (c) Sample of EPI Card;
 - (d) Circular issued by the Health and Family Welfare Ministry.

ⁱ The definition of Civil Registration as stated by the United Nations is: " Civil registration is defined as the continuous, permanent, compulsory and universal recording of the occurrence and characteristics of vital events pertaining to the population as provided through decree or regulation in accordance with the legal requirements of a country. "