

KINGDOM OF CAMBODIA
NATION RELIGION KING



Royal Government of Cambodia

No.: 70 ANKr. BK

Sub-Decree
On
The Competences of Civil Registrars

The Royal Government

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0823/1981, dated 22 August 2023, on the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0224/205, dated 21 February 2024, on the Appointment to complement the Composition of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0924/1169, dated 20 September 2024 on the adjustment to and appointment of the compositions of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/1124/1477, dated 20 November 2024, on the adjustment and appointment to complement the composition of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Code No. NS/RKM/0618/012, dated 28 June 2018, promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal Code No. NS/RKM/0196/08, dated 24 January 1996, promulgating the Law on the Establishment of the Ministry of Interior;
- Having seen Royal Code No. NS/RKM/0196/10, dated 24 January 1996, promulgating the Law on the Establishment of the Ministry of Foreign Affairs and International Cooperation;
- Having seen Royal Code No. 05/NS/94, dated 22 September 1994, promulgating the law on immigration;
- Having seen Royal Code No. NS/RKM/0618/008, dated 21 June 2018, promulgating the Law on Nationality;
- Having seen Royal Code No. NS/RKM/0723/009, dated 01 July 2023, promulgating the Law on Civil Registration, Vital Statistics and Identification;
- Having seen Sub-Decree No. 109 ANKr.BK, dated 19 August 2015, on the Organization and Functioning of the Ministry of Interior;

- Having seen Sub-Decree No. 274 ANKr.BK, dated 28 December 2016, on the Organization and Functioning of the Ministry of Foreign Affairs and International Cooperation;
- Having seen Sub-Decree No. 105 ANKr.BK, dated 29 June 2017, on the revision of articles 6, 31, 32, 33, and 34 and addition of new duplicate articles 34 and 39 of Sub-Decree No. 274 ANKr.BK, dated 28 December 2016, on the Organization and Functioning of the Ministry of Foreign Affairs and International Cooperation;
- Having seen Sub-Decree No. 107 ANKr.BK, dated 17 August 2018, on the Organization and Functioning of Missions of the Kingdom of Cambodia abroad;
- According to the request of the Minister of Interior;

Hereby Decides

Chapter 1

General Provisions

Article 1:

This Sub-Decree defines competences, roles and duties of civil registrars with the purpose of promoting the effectiveness of the implementation of the work of civil registration in accordance with the law on civil registration, vital statistics and identification.

Article 2:

The scope of this sub-decree governs the implementation of the work of civil registration in the Kingdom of Cambodia and at missions of the Kingdom of Cambodia abroad in accordance with provisions of the law on civil registration, vital statistics and identification.

Chapter 2

Competences of National Civil Registrar

Section 1

National Civil Registrar

Article 3:

The Director General of the General Department of Identification, Ministry of Interior, is the national civil registrar.

In the absence of the Director General of the General Department of Identification, Ministry of Interior, a Deputy Director General authorized as the acting Director General shall be in charge as the national civil registrar.

Section 2

Duties of the National Civil Registrar

Article 4:

The national civil registrar has the following duties:

- a. Manage and maintain all types of civil registers that have been implemented.

- b. Ensure the implementation of provisions and regulations on civil registration under the law on civil registration, vital statistics and identification.
- c. Issue principles, guidelines, and procedures in accordance with the provisions of the law on civil registration, vital statistics and identification.
- d. Oversee and guide civil registrars of all levels, including registrars at missions of the Kingdom of Cambodia abroad, on the implementation of civil registration work.
- e. Develop training plan and provide trainings to civil registrars.
- f. Encourage capital/provincial civil registrars and registrars at missions of the Kingdom of Cambodia abroad to provide civil registration reports in a regular and timely manner.
- g. Report on any violation of the provisions of this law committed by a civil registrar to the Minister of interior for legal actions.
- h. Review, decide, and permit corrections of civil registration data or permit re-registration in accordance with the provisions of the law on civil registration, vital statistics and identification.
- i. Review and decide on civil registration where registrars at other levels cannot make a decision.
- j. Review and decide on the registration of marriage between a Cambodian citizen and a foreigner at the level of commune/Sangkat where the Cambodian citizen concerned resides;
- k. Review and decide on appeals against the arrangement, including decision or delay or negligence in the arrangement by civil registrars at all levels and civil registrars at missions of the Kingdom of Cambodia abroad, on civil registration;
- l. Review and record necessary information relating to birth of the person who obtained a Royal Decree on naturalization into civil registration system and issue a copy of birth certificate;
- m. Issue copies of birth, death and marriage certificates if there is a request;
- n. Issue extracts of live birth, death and marriage records as requested;
- o. Reissue original birth, death and marriage certificates in case of damage, loss or correction of data;
- p. Seek approval from the Minister of Interior, as necessary, to establish a civil registration office at health facilities or other places where vital events may happen by making available civil registration staff or delegate the duties of civil registrars to health officials;
- q. Implement court decisions on the work of civil registration;
- r. Review and decide on data correction or annulment of civil registration records so that personal identity data are consistent with other identity documents to ensure one person has one identity.

Chapter 3

Competences of a capital/provincial civil registrar

Section 1

Capital/provincial civil registrar

Article 5:

The governor of the capital/provincial board of governors is the capital/provincial civil registrar within the jurisdiction they govern.

In the absence of the governor of the capital/provincial board of governors, a deputy capital/provincial governor authorized as the acting governor of the capital/provincial board of governors shall be in charge as the capital/provincial civil registrar and shall officially report to the national civil registrar.

Section 2**Duties of a capital/provincial civil registrar****Article 6:**

The capital/provincial civil registrar has the following duties:

- a. Issue copies of birth, death and marriage certificates upon request.
- b. Issue extracts of live birth, death and marriage records as requested.
- c. Correct errors in the civil registers under the competences of the civil registrar following the provisions of the law on civil registration, vital statistics and identification or other regulations.
- d. Oversee and support the work of Municipal/District/Khan civil registrars to ensure the implementation of the provisions and regulations on civil registration under the law on civil registration, vital statistics and identification.
- e. Develop training plan and provide trainings to civil registrars within their jurisdiction;
- f. Encourage civil registrars within their jurisdiction to provide civil registration reports in a regular and timely manner.
- g. Review and decide on civil registration where a registrar at Municipal/District/ Khan level cannot make a decision.
- h. Review and decide on appeals against the arrangement, including decision or delay or negligence in the arrangement by a civil registrar at municipal/district/ Khan level, on civil registration.

Chapter 4**Competences of a municipal/district/Khan civil registrar****Section 1****Municipal/district/Khan civil registrar****Article 7:**

The governor of the municipal/district/Khan board of governors is the municipal/district/ Khan civil registrar within the jurisdiction they govern.

In the absence of the governor of the municipal/district/Khan board of governors, a deputy municipal/district/Khan governor authorized as the acting governor of the municipal/district/Khan board of governors shall be in charge as the municipal/district/Khan civil registrar and shall officially report to the capital/provincial civil registrar.

Section 2

Duties of a municipal/district/Khan civil registrar

Article 8:

The municipal/district/Khan civil registrar has the following duties:

- a. Issue copies of birth, death and marriage certificates upon request.
- b. Issue extracts of live birth, death and marriage records as requested.
- c. Correct errors in the civil registers under the jurisdiction of the civil registrar following the provisions of the law on civil registration, vital statistics and identification or regulations.
- d. Reissue original birth, death and marriage certificates in case of damage, loss or correction of data.
- e. Oversee and support the work of the commune/Sangkat civil registrars to ensure the implementation of the provisions and regulations on civil registration under the law on civil registration, vital statistics and identification.
- f. Support and strengthen the capacity of civil registrars within their jurisdiction.
- g. Encourage civil registrars within their jurisdiction to provide civil registration reports in a regular and timely manner.
- h. Review and decide on civil registration where a registrar at commune/Sangkat level cannot make a decision.
- i. Review and decide on appeals against the arrangement, including decision or delay or negligence in the arrangement by a civil registrar at commune/Sangkat level, on civil registration.
- j. Implement court decisions and decisions of higher-level civil registrars on the work of civil registration.

Chapter 5

Competences of a commune/Sangkat civil registrar

Section 1

Commune/Sangkat civil registrar

Article 9:

The commune/Sangkat chief is the commune/Sangkat civil registrar within the jurisdiction they govern.

In the absence of the commune/Sangkat chief, the commune/Sangkat chief shall authorize their assistant in writing, in order of hierarchy, and shall officially report to the municipal/district/Khan civil registrar.

In the absence of the commune/Sangkat chief due to death or termination of position, the acting commune/Sangkat chief shall be the commune/Sangkat civil registrar during the transition period when a new commune/Sangkat chief has not been appointed.

Section 2

Duties of a commune/Sangkat civil registrar

Article 10:

The commune/Sangkat civil registrar has the following duties:

- a. Examine and record necessary information relating to live birth, death, and marriage.
- b. Issue the original birth, death and marriage certificates and their copies.
- c. Issue extracts of live birth, death and marriage records as requested.
- d. Correct errors in the civil registers under the jurisdiction of the civil registrar following the provisions of the law on civil registration, vital statistics and identification or other regulations.
- e. Issue permission for cremation or burial.
- f. Record, amend, or annul a civil registration record according to final judgment of a court and/or an applicable final decision of a higher-level civil registrar.
- g. Raise the awareness of residents of their rights and obligations concerning civil registration and create an enabling civil registration environment for people.
- h. Collaborate with local authorities, health and education officials, social workers, and officials of other relevant ministries/institutions on the work of civil registration, where necessary.
- i. Conduct mobile civil registration outreach within their jurisdiction in order to achieve complete civil registration.
- j. Submit civil registration reports in a regular and proper manner as prescribed.

Chapter 6**Competences of civil registrars at missions of the Kingdom of Cambodia****Section 1****Civil registrars at missions of the Kingdom of Cambodia****Article 11:**

The Minister of Foreign Affairs and International Cooperation shall appoint one (1) official as a civil registrar at missions of the Kingdom of Cambodia abroad and shall inform the Minister of Interior of the appointment.

Article 12:

The Minister of Foreign Affairs and International Cooperation shall collaborate with the Ministry of Interior to provide trainings to the newly appointed officials at missions before allowing them to carry out their duties as civil registrars.

Section 2**Duties of a civil registrar at a mission of the Kingdom of Cambodia****Article 13:**

A civil registrar at a mission of the Kingdom of Cambodia has the following duties:

- a. Examine and record necessary information relating to live birth, death and marriage.
- b. Issue the original birth, death and marriage certificates and their copies.

- c. Issue extracts of live birth, death and marriage records as requested.
- d. Correct errors in the civil registers under the jurisdiction of the civil registrar following the provisions of the law on civil registration, vital statistics and identification or regulations.
- e. Conduct mobile civil registration outreach within the jurisdiction of each mission in order to achieve complete civil registration.
- f. Collaborate with the host state to issue relevant documents for cremation or burial of the body of a Cambodian citizen or return the body to the Kingdom of Cambodia;
- g. Submit civil registration reports in a regular and proper manner as prescribed to the national civil registrar through the Ministry of Foreign Affairs and International Cooperation.

Article 14:

The civil registrars at missions of the Kingdom of Cambodia abroad shall implement the work of civil registration according to the law and regulations relating to the work of civil registration and Prakas of the Minister of Interior as well as instructions of the national civil registrar.

Chapter 7

Use of stamp by civil registrars

Article 15:

The national civil registrar shall use the stamp of the general department of identification, Ministry of Interior.

The capital/provincial civil registrar shall use the stamp of the capital/provincial administration.

The municipal/district/Khan civil registrar shall use the stamp of the municipal/district/Khan administration.

The commune/Sangkat civil registrar shall use the stamp of the commune/Sangkat administration.

The civil registrar at a mission of the Kingdom of Cambodia shall use the stamp of the mission of the Kingdom of Cambodia abroad.

Chapter 8

Final Provisions

Article 16:

Sub-decree number 134 ANKr/BK, dated 05 July 2016, on national civil registrar, and any provisions contradicting this sub-decree shall be abrogated.

Article 17:

The minister in charge of the office of the council of ministers, the minister of interior, the minister of justice, the minister of economy and finance, ministers and heads of all relevant ministries and institutions shall be in charge of the implementation of this sub-decree according to their respective duties from the date of signature.

Wednesday, 11th day of waxing moon, lunar month of
Vesak, Lunar Year of Snake, Sabpaksak, 2568 B.E.
Phnom Penh, 7 May 2025

Prime Minister
(Signature and Stamp)

Samdech Moha Borvor Thipadei HUN MANET

Respectfully submitted to
Samdech Moha Borvor Thipadei HUN MANET,
Prime Minister, for signature

Deputy Prime Minister, Minister of Interior

Abhisantibindit SAR SOKHA

Recipients:

- Ministry of Royal Palace
- General Secretariat of the Constitutional Council
- General Secretariat of the Senate
- General Secretariat of the National Assembly
- Cabinet of Samdech Moha Borvor Thipadei Prime Minister
- Cabinet of Excellencies Deputy Prime Ministers
- As in Article 17
- Royal Gazette
- Documents – Archives