

KINGDOM OF CAMBODIA
NATION RELIGION KING

Royal Government of Cambodia

Ministry of Interior

No.: 3068 BR.K



Prakas on Electronic Civil Registration

Deputy Prime Minister, Minister of Interior

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0823/1981, dated August 22, 2023, on the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0224/205, dated February 21, 2024, on the Additional Appointment of Members of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0924/1169, dated September 20, 2024, on the Adjustment and Appointment of Members of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/1124/1477, dated November 20, 2024, on the Adjustment and Additional Appointment of Members of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Code No. NS/RKM/0618/012, dated June 28, 2018, promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal Code No. NS/RKM/0196/08, dated January 24, 1996, promulgating the Law on the Establishment of the Ministry of Interior;
- Having seen Royal Code No. 05/NS/94, dated September 22, 1994, promulgating the Law on Immigration;
- Having seen Royal Code No. NS/RKM/0301/05, dated March 19, 2001, promulgating the Law on the Administrative Management of Communes/Sangkats;

- Having seen Royal Code No. NS/RKM/1207/030, dated December 08, 2007, promulgating the Civil Code;
- Having seen Royal Code No. NS/RKM/0508/017, dated May 22, 2008, promulgating the Law on the Administrative Management of the Capital, Provinces, Municipalities, Districts, and Khans;
- Having seen Royal Code No. NS/RKM/1209/024, dated December 03, 2009, promulgating the Law on Inter-Country Adoption;
- Having seen Royal Code No. NS/RKM/0511/007, dated May 31, 2011, promulgating the Law on the Implementation of the Civil Code;
- Having seen Royal Code No. NS/RKM/0618/008, dated June 21, 2018, promulgating the Law on Nationality;
- Having seen Royal Code No. NS/RKM/0723/009, dated July 01, 2023, promulgating the Law on Civil Registration, Vital Statistics, and Identification;
- Having seen Royal Code No. NS/RKM/0925/030, dated September 05, 2025, promulgating the Law on the Amendment of the Law on Nationality;
- Having seen Sub-Decree No. 109 ANKR.BK, dated August 19, 2015, on the Organization and Functioning of the Ministry of Interior;
- Having seen Sub-Decree No. 103 ANKR.BK, dated December 29, 2000, on Civil Registration;
- Having seen Sub-Decree No. 70 ANKR.BK, dated May 7, 2025, on the Competence of civil registrars;
- According to the necessities of the Ministry of Interior;

Hereby Decides

Chapter 1

General Provisions

Praka 1: Purpose

This Prakas determines the forms, and procedures for electronic civil registration in order to enhance the effectiveness of civil registration in the Kingdom of Cambodia.

Praka 2: Scope

The scope of this Prakas is applicable to all electronic civil registration by all persons residing in the territory of the Kingdom of Cambodia and by Khmer citizens residing abroad, in accordance with the Law on Civil Registration, Vital Statistics, and Identification.

Praka 3: Definitions

Key terms used in this Prakas are defined as follows:

- **Live birth:** refers to the complete expulsion or extraction of a product of conception from its mother, irrespective of the duration of pregnancy, which, after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.
- **Within a one-year grace period:** refers to the period for registering a live birth that has exceeded 30 (thirty) days and the registration of a death that has exceeded 15 (fifteen) days, but not exceeding one year, from the date the event occurred.
- **After the expiration of a one-year grace period:** refers to the period for registering a live birth or a death that has exceeded one year from the date the event occurred.
- **Lineal descendant:** refers to a person or persons born from another group of persons. For example: A child is a descendant of the parents. A grandchild is a descendant of the grandparents.
- **Death:** refers to the permanent disappearance of all evidence of life at any time after live birth has taken place.
- **Health facility:** refers to public health facilities and private health facilities.
- **Public health facility:** refers to national hospitals, including military hospitals, police hospitals, and provincial/capital/municipal/district/Khan referral hospitals, health centers, and health posts.
- **Private health facility:** refers to private hospitals, polyclinics, medical centers, obstetric-gynecological centers, and private clinics.
- **Marital status:** refers to the status of being single, widowed, widowed, divorced, or having a legal marriage bond.
- **Civil registration certificate:** refers to a document in paper or electronic form, issued by a civil registrar, containing information that is entirely identical to or a part of the information in the civil registration records, and after being issued by the civil registrar, shall have full effect and validity in the same manner as the civil registration records.

- **Informant:** an individual or an institution determined by law for reporting the occurrence of life events to the competent civil registrar and for providing all the information and characteristics related to the events as a basis for the competent civil registrar to legally register the events.
- **Marriage:** refers to a special contract arising from the mutual consent between a man and a woman who intend to live and save each other and the man and the woman shall have the requirements as stated in the civil code.
- **Name of the person born:** refers to the surname and given name of the person born.
- **Application receiving officer:** refers to the officer tasked with reviewing and receiving applications at commune, Sangkat, municipal, district, Khan, capital, provincial administrative levels, mission of the Kingdom of Cambodia abroad, and the Department of Civil Registration of the General Department of Identification.
- **Officer in charge:** refers to the officer tasked with managing civil registration at municipal, district, Khan, capital, provincial administrative levels, and at the Department of Civil Registration of the General Department of Identification.
- **Appeal:** refers to an appeal against the arrangement, including decision, or delay, or negligence in the arrangement by the officers in charge of civil registration and civil registrars in order of hierarchy.

Chapter 2

Joint Provisions

Praka 4: Civil Registration

Civil registration includes the registrations of live birth, death, marriage, the issuance of copies of civil registration certificates and extracts of civil registration records, the recording of live birth information of individuals who have received a Royal Decree granting Khmer nationality, the re-issuance of original civil registration certificates in cases of damage or loss, registration concerning voluntary acknowledgement, the update of civil registration records, the maintenance, storage, and submission of records, and reports on civil registration and appeals.

Praka 5: Advantages of Civil Registration Certificates

Civil registration certificates are important for linking a person to a specific life event, which can be utilized to establish rights and obligations while that person is alive or after their death.

Chapter 3

Form and Information of Civil Registration Records, Civil Registration Certificates, Copies of Civil Registration Certificates, and Extracts of Civil Registration Records

Section 1:

Form and Information of Civil Registration Records

Praka 6: Form and Information of Live Birth Record

The information in the live birth record includes the followings:

- Surname and given name of the person born
- Sex of the person born
- Nationality of the person born
- Date of birth of the person born
- Place of birth of the person born
- Unique Identification Code (UIC) of the person born
- Surname and given name of the parents of the person born
- Nationality of the parents of the person born
- Date of birth of the parents of the person born
- Place of birth of the parents of the person born.

The form and other information of the live birth record in paper and/or electronic format are set forth in **Annex 1** of this Prakas.

In case of electronic live birth record, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 7: Form and Information of Death Record

The information in the death record includes the followings:

- Surname and given name of the deceased
- Sex of the deceased
- Nationality of the deceased

- Date of birth of the deceased
- Date of death
- Place of death
- Surname and given name of the parents of the deceased
- Nationality of the parents of the deceased
- Date of birth of the parents of the deceased.

The form and other information of the death record in paper and/or electronic format are set forth in **Annex 2** of this Prakas.

In case of electronic death record, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 8: Form and Information of Marriage Record

The information in the marriage record includes the followings:

- Surname and given name of the husband and wife
- Nationality of the husband and wife
- Date of birth of the husband and wife
- Place of birth of the husband and wife
- Current residence of the husband and wife
- Surname and given name of the parents of the husband and wife
- Nationality of the parents of the husband and wife
- Date of birth of the parents of the husband and wife.

The form and other information of the marriage record in paper and/or electronic format are set forth in **Annex 3** of this Prakas.

In case of electronic marriage record, additional data fields may be added to serve the work of Information and Communication Technology.

Section 2:

Form and Information of Civil Registration Certificates

Praka 9: Form and Information of Birth Certificate

The information in the birth certificate includes the followings:

- Surname and given name of the person born
- Sex of the person born
- Nationality of the person born
- Date of birth of the person born
- Place of birth of the person born
- Date of birth registration
- Place of registration
- Unique Identification Code (UIC) of the person born
- Surname and given name of the parents of the person born
- Nationality of the parents of the person born
- Date of birth of the parents of the person born
- Place of birth of the parents of the person born.

The form and other information of the birth certificate in paper and/or electronic format are set forth in **Annex 4** of this Prakas.

Praka 10: Form and Information of Death Certificate

The information in the death certificate includes the followings:

- Surname and given name of the deceased
- Sex of the deceased
- Nationality of the deceased
- Date of birth of the deceased
- Place of birth of the deceased
- Date of death
- Place of death
- Date of death registration
- Place of death registration.

The form and other information of the death certificate in paper and/or electronic format are set forth in **Annex 5** of this Prakas.

Praka 11: Form and Information of Marriage Certificate

The information in the marriage certificate includes the followings:

- Surname and given name of the husband and wife
- Nationality of the husband and wife
- Date of birth of the husband and wife
- Place of birth of the husband and wife
- Date of registration
- Place of registration.

The form and other information of the marriage certificate in paper and/or electronic format are set forth in **Annex 6** of this Prakas.

Section 3:

Form and Information of Copies of Civil Registration Certificates

Praka 12: Form and Information of Copy of Birth Certificate

The information in the copy of a birth certificate shall be the same information in the original birth certificate, as in Praka 9 of this Prakas.

The form and information of the copy of a birth certificate in paper format are set forth in **Annex 7** of this Prakas.

Praka 13: Form and Information of Copy of Death Certificate

The information in the copy of a death certificate shall be the same information as the original death certificate, as in Praka 10 of this Prakas.

The form and information of the copy of a death certificate in paper format are set forth in **Annex 8** of this Prakas.

Praka 14: Form and Information of Copy of Marriage Certificate

The information in the copy of a marriage certificate shall be the same information as the original marriage certificate, as in Praka 11 of this Prakas.

The form and information of the copy of a marriage certificate in paper format are set forth in **Annex 9** of this Prakas.

Section 4:

Form and Information of the Extracts of Civil Registration Records

Praka 15: Form and Information of Extract of Live Birth Record

The information in the extract of a live birth record shall be the same information as the live birth record, as in Praka 6 of this Prakas.

The form and information of the extract of a live birth record in paper format are set forth in **Annex 10** of this Prakas.

Praka 16: Form and Information of Extract of Death Record

The information in the extract of a death record shall be the same information as the death record, as in Praka 7 of this Prakas.

The form and information of the extract of a death record in paper format are set forth in **Annex 11** of this Prakas.

Praka 17: Form and Information of Extract of Marriage Record

The information in the extract of a marriage record shall be the same information as the marriage record, as in Praka 8 of this Prakas.

The form and information of the extract of a marriage record in paper format are set forth in **Annex 12** of this Prakas.

Chapter 4

Live Birth Registration

Section 1:

Live Birth Informant

Praka 18: Live Birth Informant

The informant of a live birth is determined according to the following order:

- a. The mother of the infant
- b. The father of the infant
- c. The general guardian of the infant's parents
- d. Adult relatives taking care of the infant

e. The Minister of a Ministry, or the head of an institution, or a representative, or other persons as determined by law.

Section 2:

Form, Procedures, and Application for Live Birth Registration

Praka 19: Form and Information of the Application for live birth registration

The information in the application for live birth registration includes the followings:

- Surname and given name of the infant
- Sex of the infant
- Date of birth, time, and place of the infant's live birth
- Surname and given name, date of birth, Unique Identification Code (UIC), nationality, and residence of the infant's parents
- Surname and given name, date of birth, Unique Identification Code (UIC), and current address of the informant, in the event that the informant is not the mother or father
- Date of application.

The form and other information of the application for live birth registration in paper and/or electronic format are set forth in **Annex 13** of this Prakas.

In case of electronic application for live birth registration, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 20: Places and Application for Live Birth Registration

The application for live birth registration shall be implemented as follows:

1. In case of a live birth occurring within the Kingdom of Cambodia, the informant may file the application at the administration of the commune/Sangkat where the live birth occurred or the administration of the commune/Sangkat where the informant resides.
2. In case of a live birth occurring abroad, the informant may file the application at the mission of the Kingdom of Cambodia abroad where the live birth occurred.
3. If there is no mission, or it is, otherwise, unable or not possible to register the live birth at the mission of the Kingdom of Cambodia abroad, the informant may file the application for live birth registration at the administration of the commune/Sangkat where the informant resides after returning to the Kingdom of Cambodia.

4. In case of a child living in a public center for child welfare who does not have a birth certificate, the head of the public center for child welfare, acting as the informant, shall file the application at the administration of the commune/Sangkat where the public center for child welfare is located.
5. In case of a foundling, the person who finds the infant shall provide information regarding that event to the civil registrar of the commune/Sangkat where the infant was found without delay. In this case, the commune/Sangkat civil registrar shall record the information and register the live birth of that infant, determining a name for the infant, even if there is no informant to file an application.
6. In case of an infant born to a woman detained in a prison or a youth rehabilitation center, the Director of the prison or the Director of the youth rehabilitation center, acting as the informant, shall file the application at the administration of the commune/Sangkat where the prison or youth rehabilitation center is located.
7. In case of an infant born on a train, ship, aircraft, or other public vehicle, the informant may file the application with the civil registrar of the commune/Sangkat where the train, ship, aircraft, or vehicle stops, or at the commune/Sangkat where the informant resides.

The application for live birth registration shall be made in writing, verbally, or electronically.

Section 3:

Supporting Documents for Live Birth Registration

Praka 21: Documents Attesting to Live Birth

Documents attesting to live birth for registration are determined as follows:

1. For live birth registration within 30 (thirty) days, the informant shall provide the following documents:
 - A notice of live birth issued by a health facility; or
 - A letter attesting to live birth issued by the chief of the village where the infant was born; or
 - Evidence confirming the live birth or a birth certificate from the country where the infant was born.
2. For live birth registration within the 1 (one) year grace period, the informant shall provide the following documents:
 - a. documents attesting to live birth:

- A notice of live birth issued by a health facility or a child health card; or
 - A letter attesting to live birth issued by the chief of the village where the infant was born; or
 - Evidence confirming the live birth or a birth certificate from the country where the infant was born.
- b. Reason(s) for not filing the application for live birth registration within 30 (thirty) days, either in writing or verbally.
3. For live birth registration after the expiration of the 1 (one) year grace period, the informant shall provide the following documents:
- a. Documents attesting to live birth:
- A notice of live birth issued by a health facility or a child health card; or
 - A letter attesting to live birth issued by the chief of the village where the infant was born; or
 - Evidence confirming the live birth or a birth certificate from the country where the infant was born.
- b. Reason(s) for not filing the application for live birth registration within the 1 (one) year grace period, either in writing or verbally.
- c. An assurance by 1 (one) adult witness who is a Khmer citizen or a foreigner legally residing in the Kingdom of Cambodia, who has knowledge of the live birth, given before the civil registrar, accompanied by identity document.

Praka 22: Identity documents of the Mother and/or Father

Identity documents of the mother and/or father are determined as follows:

- a. For Khmer citizens:
- Birth certificate or a copy of the birth certificate; or
 - Khmer identity card or passport; or
 - Letter attesting to personal identity.
- b. For foreigners:
- Birth certificate; or
 - Passport; or

- Permanent resident card for foreign immigrants; or
- Other identity documents issued by their country concerned or embassy.

In case the father and/or mother of the person born is a foreigner and does not have identity documents as in point "b" above, there shall be a written declaration provided to the civil registrar.

Praka 23: Document Attesting to Paternity

Documents attesting to paternity are determined as follows:

- Marriage certificate or copy of the marriage certificate; or
- Voluntary acknowledgement document; or
- Voluntary acknowledgement before the civil registrar with the mother's consent at the time of registration; or
- A court decision recognizing the child.

Praka 24: Documents Attesting to Residence

Documents attesting to residence are determined as follows:

- a. Residence book, or family record book, or a letter attesting to residence issued by the chief of the commune/Sangkat Administrative Police Post; or
- b. Other proofs of residence.

Praka 25: Documents Attesting to Nationality of the Father and/or Mother

Documents attesting to nationality of the father and/or mother are determined as follows:

- a. For Khmer citizens:
 - Birth certificate or copy of the birth certificate; or
 - Khmer identity card or passport; or
 - Other proofs of nationality.
- b. For foreigners:
 - Passport; or
 - Permanent resident card for foreign immigrants.

Praka 26: Identity documents of the Informant who is not the Father or Mother

If the informant is not the father or mother of the person born, they shall provide their own identity documents as follows:

a. For Khmer citizens:

- Birth certificate or copy of the birth certificate; or
- Khmer identity card or passport; or
- Letter attesting to personal identity.

b. For foreigners:

- Birth certificate; or
- Passport; or
- Permanent resident card for foreign immigrants; or
- Other identity documents issued by their country concerned or mission.

Section 4:

Procedures for Live Birth Registration

Praka 27: Live Birth Registration Process

The registration of a live birth shall be implemented according to the following procedures:

1. After receiving the application for live birth registration and sufficient and correct supporting documents for registration, the application receiving officer at the commune/Sangkat administration or the mission of the Kingdom of Cambodia abroad shall carry out the followings:
 - Record information related to the live birth into the application in the civil registration system.
 - Where the informant has a notice of live birth issued by a health facility, enter the identification number or scan the Quick Response (QR) code of the notice of live birth and input that information into the civil registration system.
 - Print the application for the informant to affix their fingerprint.
 - Scan the application for live birth registration and the supporting documents into the civil registration system.
2. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall review and verify the information in the civil registration system against the application for live birth registration and supporting documents. After it is

found correct, the commune/Sangkat civil registrar shall request the municipal/district/Khan civil registrar to review, verify, and request a Unique Identification Code (UIC). As for the civil registrar at the mission of the Kingdom of Cambodia, they shall request the national civil registrar to review, verify, and request a Unique Identification Code (UIC).

3. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall decide to register the live birth in the civil registration system after receiving the Unique Identification Code (UIC).
4. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall print 1 (one) live birth record and 1 (one) birth certificate for the informant to affix their fingerprint on the live birth record before submitting them to the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia to sign and stamp before handing over the original birth certificate to the informant.
5. In case the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia is not able to register the live birth at the time of application, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall issue 2 (two) copies of the receipt, 1 (one) for the informant and another to be kept at the place of application; in which case, the civil registrar shall review and decide on the live birth registration and issue 1 (one) original birth certificate to the informant within a period not exceeding 3 (three) working days.
6. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall scan the live birth record and birth certificate into the civil registration system and shall maintain and store the live birth record, the application for live birth registration, and supporting documents at the commune/Sangkat administration or the mission of the Kingdom of Cambodia abroad.

The minimum required information for live birth registration includes name, sex, date of birth, and place of birth of the person born. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall not refuse a live birth registration if the informant is unable to provide other information contained in the application for live birth registration.

Praka 28: Recording the Nationality Field at the Time of Live Birth Registration

The recording of the nationality field at the time of live birth registration is determined as follows:

A. For Khmer citizens:

- For an infant born to a father and mother who are Khmer citizens, the nationality field of the person born shall be recorded as "**Khmer**."

- For an infant born to a father or mother where one side is a Khmer citizen, the nationality field of the person born shall be recorded as "**Khmer.**"
- The nationality of the father and/or mother shall be recorded according to the documents attesting to nationality as stated in Praka 25, Point "A" of this Prakas.

B. For foreigners:

- For an infant born to a father and/or mother who are foreigners with the same nationality, or different nationalities, or whose nationality is not able to be determined, the nationality field of the person born shall be recorded as "**Undetermined.**"
- The nationality of the father and/or mother who are foreigners shall be recorded according to the documents attesting to nationality as stated in Praka 25, Point "B" of this Prakas.
- In case the father and/or mother are foreigners without documents attesting to nationality as stated in Praka 25, Point "B" of this Prakas, it shall be recorded as "**Undetermined.**"

Praka 29: Name of the Person Born

The father and/or mother, or guardian, or informant is the person who names the person born. In case of a foundling, the commune/Sangkat civil registrar is the person to name the person born. The name given to the person born shall not affect personal dignity and shall not be against public order and good customs.

Section 5:

Live Birth Registration for Khmer Citizens Residing in the Kingdom of Cambodia and Residing Abroad Without Sufficient Documents or Without Clear Identity Documents

Praka 30: Form and Information of the Application for Live Birth Registration

The form and information of the application for live birth registration for Khmer citizens residing in the Kingdom of Cambodia and residing abroad without sufficient documents or without clear identity documents shall be implemented as in Praka 19 of this Prakas.

Praka 31: Places and Application for Live Birth Registration

1. Khmer citizens living in the Kingdom of Cambodia who do not have sufficient documents or clear identity documents shall apply for live birth registration at any of the following places:

- The administration of the commune/Sangkat where the informant resides; or
 - The General Department of Identification of the Ministry of Interior.
2. Khmer citizens living abroad who do not have sufficient documents or clear identity documents shall apply for live birth registration at the General Department of Identification of the Ministry of Interior.

Praka 32. Identification of Khmer Citizens Living in the Kingdom of Cambodia Without Sufficient Documents or Without Clear Identity Documents at the Commune/Sangkat Administration

Live birth registration for Khmer citizens living in the Kingdom of Cambodia without sufficient documents or without clear identity documents shall be decided by the Commune/Sangkat Identification Working Group led by the commune/Sangkat chief. The composition of the Commune/Sangkat Identification Working Group includes: (1) Commune/Sangkat Chief, (2) Chief of the Commune/Sangkat Administrative Police Post, (3) the Commune/Sangkat Clerk, and (4) Chief of the Village where the person concerned resides. The Commune/Sangkat Identification Working Group has the following duties:

- Interview and prepare minutes of the inquiry with the applicant, with the participation of one (1) witness who is a Khmer citizen with clear identity, to examine, assess, and identify whether the applicant is a Khmer citizen or not.
- Where necessary, the Identification Working Group may inquire for additional information from relatives, neighbors, or elders to determine identity.
- The Identification Working Group shall prepare two (2) copies of the inquiry minutes, with one (1) copy kept at the Commune/Sangkat Administration and another kept at the Commune/Sangkat Administrative Police Post.
- Where it is found that the applicant is truly a Khmer citizen, the Identification Working Group shall decide to allow the civil registrar to register the birth and issue a birth certificate to the applicant. The inquiry minutes confirming the identity shall be determined as a supporting document for live birth registration.
- Where the identity as a Khmer citizen cannot be determined, the Identification Working Group shall refuse the live birth registration and notify the person concerned of this refusal according to the defined procedures.

Praka 33. Procedures for Live Birth Registration for Khmer Citizens Living in the Kingdom of Cambodia Without Sufficient Documents or Without Clear Identity Documents at the Commune/Sangkat Administration

After receiving the application for live birth registration and supporting document, which is the identity inquiry minutes of the Commune/Sangkat Identification Working Group, the application receiving officer at the Commune/Sangkat Administration shall carry out the following duties:

- Record information related to the live birth into the application in the civil registration system.
- Print the live birth registration application for the informant to affix his or her thumbprint.
- Scan the live birth registration application and supporting document into the civil registration system.

The competent civil registrar and the application receiving officer shall implement the procedures as defined in points 2 through 6 of Praka 27 of this Prakas.

Praka 34. Identification of Khmer Citizens Living in the Kingdom of Cambodia and Abroad Without Sufficient Documents or Without Clear Identity documents at the General Department of Identification of the Ministry of Interior

Live birth registration for Khmer citizens living in the Kingdom of Cambodia and abroad without sufficient documents or without clear identity documents shall be decided by the Director General of the General Department of Identification, who is also the National Civil Registrar, after receiving comments from the National Identification Working Group.

The composition of the National Identification Working Group includes: (1) one (1) Deputy Director General of the General Department of Identification, (2) Director of the Department of Civil Registration, (3) Director of the Department of Population Statistics, and (4) the Director of the Department of Khmer Identity Card. The National Identification Working Group has the following duties:

- Interview and prepare minutes of the inquiry with the applicant, with the participation of one (1) witness who is a Khmer citizen with clear identity, to examine, assess, and identify whether the applicant is a Khmer citizen or not.
- Where necessary, the National Identification Working Group may conduct an investigation and inquire for additional information to clearly determine identity.
- The National Identification Working Group shall prepare two (2) copies of the inquiry minutes, with one (1) copy kept at the National Identification Working Group and another kept at the Department of Civil Registration.
- Where it is found that the applicant is truly a Khmer citizen, the National Identification Working Group shall decide to register the live birth and issue a live birth certificate to the applicant. The inquiry minutes confirming the identity shall be determined as a supporting document for live birth registration.
- Where the identity as a Khmer citizen cannot be determined, the National Identification Working Group shall refuse the live birth registration and notify the person concerned of this refusal according to the defined procedures.

Praka 35. Procedures for Live Birth Registration for Khmer Citizens Living in the Kingdom of Cambodia or Abroad Without Sufficient Documents or Without Clear Identity Documents at the General Department of Identification of the Ministry of Interior

1. After receiving the application for live birth registration and supporting document, which is the identity inquiry minutes of the National Identification Working Group, the application receiving officer at the Department of Civil Registration shall carry out the following duties:
 - Record information related to the live birth into the application in the civil registration system.
 - Print the live birth registration application for the informant to affix his or her thumbprint.
 - Scan the live birth registration application and supporting document into the civil registration system.
2. The officer in charge at the Department of Civil Registration of the General Department of Identification shall examine and verify the information in the civil registration system against the live birth registration application and supporting document. If it is found correct, the officer shall provide an opinion to the National Civil Registrar for his or her review and decision.
3. The National Civil Registrar shall decide to register the live birth in the civil registration system and request a Unique Identification Code.
4. The officer in charge at the Department of Civil Registration shall print one (1) live birth record and one (1) birth certificate for the informant to affix his or her thumbprint on the live birth record prior to submitting it to the National Civil Registrar to sign and stamp, and handing over the original birth certificate to the informant.
5. Where the National Civil Registrar is not able to register the live birth at the time of application, the application receiving officer at the Department of Civil Registration shall issue two (2) copies of the receipt, one (1) for the informant and another to be kept at the Department of Civil Registration. In this case, the National Civil Registrar shall review and decide on the live birth registration, and issue one (1) original birth certificate to the informant within a period not exceeding 7 (seven) working days.
6. The application receiving officer at the Department of Civil Registration shall scan the live birth record and birth certificate into the civil registration system and shall maintain and store the live birth record, live birth registration application, and supporting document at the Department of Civil Registration.

Section 6:

Reminders for Live Birth Registration and Mobile Live Birth Registration

Praka 36: Reminders by Commune/Sangkat Civil Registrar

In the event that the commune/Sangkat civil registrar has received a live birth notification from a health facility, or has received a report of a live birth from a village chief, relevant authorities, or other sources, and the informant has not appeared to apply for live birth registration, the civil registrar of the commune/Sangkat where the informant resides shall remind the informant to come for live birth registration. This reminder shall be initiated 10 (ten) days after the live birth occurred and continue until the informant has come for live birth registration.

Praka 37: Mobile Live Birth Registration

Commune/Sangkat civil registrar or civil registrar at the mission of the Kingdom of Cambodia abroad may conduct mobile live birth registration within their respective jurisdictions to ensure that every live birth is registered.

Chapter 5

Death Registration

Section 1:

Death Informant

Praka 38: Death Informant

The death informant is determined according to the following order:

a. For the death of a minor:

- The mother or father or the guardian of the minor.
- Adult relatives of the deceased.
- The Minister of a Ministry, or the head of an institution, or a representative, or other persons as determined by law.

b. For the death of an adult:

- The spouse of the deceased.
- Adult relatives of the deceased.

- The Minister of a Ministry, or the head of an institution, or a representative, or other persons as determined by law.

Praka 39: Informant for the Death of a Minor or a Person under General Guardianship

In the event that there is no death informant as in Praka 38 above, the death informant for a minor is determined as follows:

- a. A minor aged 15 years or older may report the death.
- b. For a minor under 15 years of age, the competent authority shall report on behalf of that minor.

Where the informant is under general guardianship, the general guardian shall act as the informant on behalf of the person under general guardianship.

Section 2:

Form, Procedures, and Application for Death Registration

Praka 40: Form and Information of the Death Registration Application

The information in the death registration application includes the followings:

- Surname and given name of the deceased
- Sex of the deceased
- Nationality of the deceased
- Date of birth of the deceased
- Date, time, and place of death
- Surname and given name, date of birth, and current address of the informant.

The form and other information of the death registration application in paper and/or electronic format are set forth in **Annex 14** of this Prakas.

In case of electronic application for death registration, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 41: Places and Application for Death Registration

The application for death registration shall be implemented as follows:

1. In case of a death occurring within the Kingdom of Cambodia, the informant may file the application at the administration of the commune/Sangkat where the death occurred or the administration of the commune/Sangkat where the deceased resided.

2. In case of a death occurring abroad, the informant may file the application at the mission of the Kingdom of Cambodia abroad where the death occurred. If there is no mission, or it is, otherwise, unable or not possible to report the death, the informant shall file the application at the administration of the commune/Sangkat where the deceased resided or where the informant resides after returning to the Kingdom of Cambodia.
3. Where the identity of the deceased is unknown, the person who found the body shall report to competent authority to carry out an investigation. The competent authority shall provide the information and documents relevant to the investigation to the competent civil registrar for death registration of the unknown deceased.
4. In case of a court declaration of disappearance, the informant may apply for death registration for the person considered deceased at the administration of the commune/Sangkat where the deceased resided or at the administration of the commune/Sangkat where the informant resides.

The application for death registration shall be made in writing, verbally, or electronically.

Section 3:

Supporting Documents for Death Registration

Praka 42: Documents Attesting to Death

Documents attesting to a death are determined as follows:

1. In case of death registration within 15 (fifteen) days from the date the death occurred, the informant shall provide the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia with the following documents:
 - A notice of death issued by a health facility; or
 - A death certificate or other evidence of death from the country where the death occurred.
2. In case of death registration within the 1 (one) year grace period, the informant shall provide the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia with the following documents:
 - a. Documents attesting to death:
 - A notice of death issued by a health facility, or a death certificate, or other evidence of death from the country where the death occurred; or
 - Other evidence that may confirm the death; and

- b. An explanation of the reason for not applying for registration within 15 (fifteen) days, either in writing or verbally.
3. In case of death registration after the expiration of the 1 (one) year grace period, the informant shall provide the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia with the following documents:
- a. Documents attesting to death:
 - A notice of death issued by a health facility; or
 - A death certificate or other evidence of death from the country where the death occurred; or
 - Other evidence that may confirm the death; and
 - b. An explanation of the reason for not applying for registration within the 1 (one) year grace period, either in writing or verbally; and
 - c. An assurance by 1 (one) adult witness who is a Khmer citizen or a foreigner legally residing in the Kingdom of Cambodia, who has knowledge of the death, given before the civil registrar, accompanied by identity document.

Praka 43: Identity documents of the Deceased

Identity documents of the deceased are determined as follows:

- a. For Khmer citizens:
 - Birth certificate or copy of the birth certificate; and/or
 - Khmer identity card or passport; or
 - Letter attesting to personal identity; or
 - Other identity documents, if any.
- b. For foreigners:
 - Birth certificate; or
 - Passport; or
 - Permanent resident card for foreign immigrants; or
 - Other identity documents, if any.

Praka 44: Identity documents of the Informant

Identity documents of the informant are determined as follows:

a. For Khmer citizens:

- Birth certificate or copy of the birth certificate; or
- Khmer identity card or passport; or
- Letter attesting to personal identity; or
- Other identity documents, if any.

b. For foreigners:

- Birth certificate; or
- Passport; or
- Permanent resident card for foreign immigrants; or
- Other identity documents issued by the country concerned or mission.

Praka 45: Documents Attesting to Residence of the Deceased

Documents attesting to residence of the deceased are determined as follows:

- a. Residence book, or family record book, or a letter attesting to residence issued by the chief of the commune/Sangkat administrative police post; or
- b. Other proofs of residence.

Section 4:

Procedures for Death Registration

Praka 46: Process for Death Registration and Issuance of Cremation or Burial Permit within the Kingdom of Cambodia

Death registration and the issuance of cremation or burial permit within the Kingdom of Cambodia shall be implemented according to the following procedures:

1. After receiving the application for death registration and sufficient and correct supporting documents, the application receiving officer at the commune/Sangkat administration shall carry out the followings:
 - Record information relevant to the deceased into the application in the civil registration system.

- Where the informant has a notice of death issued by a health facility, enter the identification number or scan the Quick Response (QR) code of the notice of death and input that information into the civil registration system.
 - Print the application for the informant to affix their fingerprint.
 - Scan the death registration application and supporting documents into the civil registration system.
2. The commune/Sangkat civil registrar shall review and verify the information in the civil registration system against the death registration application and supporting documents. If it is found correct, the commune/Sangkat civil registrar shall request to close the Unique Identification Code (UIC) and decide to register the death in the civil registration system.
 3. The application receiving officer at the commune/Sangkat administration shall print 1 (one) death record, 1 (one) death certificate, and 1 (one) cremation or burial permit for the informant to affix their fingerprint on the death record before submitting them to the commune/Sangkat civil registrar to sign and stamp.
 4. In case the commune/Sangkat civil registrar is not able to register at the time of application, the application receiving officer at the commune/Sangkat administration shall issue 2 (two) copies of the receipt, 1 (one) for the informant and another to be kept at the commune/Sangkat administration. In this case, the civil registrar shall issue the cremation or burial permit in a timely manner according to the request, and shall review and decide on the death registration and issue an original death certificate to the informant within a period not exceeding 3 (three) working days.
 5. The application receiving officer at the commune/Sangkat administration shall scan the death record, death certificate, and the cremation or burial permit into the civil registration system and shall maintain and store the death registration application, death record, and supporting documents at the commune/Sangkat administration.

The minimum required information for death registration includes the name, sex, date, and place of death. The commune/Sangkat civil registrar shall not refuse a death registration if the informant is unable to provide other information contained in the death registration application.

The form and information for the cremation or burial permit is set forth in **Annex 15** of this Prakas.

Praka 47: Process for Death Registration at the Mission of the Kingdom of Cambodia Abroad

Death registration at the mission of the Kingdom of Cambodia abroad shall be implemented according to the following procedures:

1. After receiving the application for death registration and sufficient and correct supporting documents, the application receiving officer at the mission of the Kingdom of Cambodia abroad shall carry out the followings:
 - Record information relevant to the deceased into the application in the civil registration system.
 - Print the application for the informant to affix their fingerprint.
 - Scan the death registration application and supporting documents into the civil registration system.
2. The civil registrar at the mission of the Kingdom of Cambodia shall review and verify the information in the civil registration system against the death registration application and supporting documents. If it is found correct, the civil registrar at the mission of the Kingdom of Cambodia shall request to close the Unique Identification Code (UIC) and decide to register the death in the civil registration system.
3. The application receiving officer at the mission of the Kingdom of Cambodia abroad shall print 1 (one) death record and 1 (one) death certificate for the informant to affix their fingerprint on the death record before submitting them to the civil registrar at the mission of the Kingdom of Cambodia to sign and stamp.
4. In case the civil registrar at the mission of the Kingdom of Cambodia is not able to register at the time of application, the application receiving officer at the mission of the Kingdom of Cambodia abroad shall issue 2 (two) copies of the receipt, 1 (one) for the informant and another to be kept at the mission of the Kingdom of Cambodia abroad. In this case, the civil registrar shall review and decide on the death registration and issue an original death certificate to the informant within a period not exceeding 3 (three) working days.
5. The application receiving officer at the mission of the Kingdom of Cambodia abroad shall scan the death record and death certificate into the civil registration system and shall maintain and store the death registration application, death record, and supporting documents at the mission of the Kingdom of Cambodia abroad.

The minimum required information for death registration includes name, sex, date, and place of death. The civil registrar at the mission of the Kingdom of Cambodia shall not refuse a death registration if the informant is unable to provide other information contained in the death registration application.

Section 5:

Reminders for Death Registration and Mobile Death Registration

Praka 48: Reminders to the Informant

After the commune/Sangkat civil registrar has received a death notification from a health facility, or has received a death report from a village chief, relevant authorities, or other sources, and the informant has not appeared to apply for death registration, the civil registrar of the commune/Sangkat where the deceased resided shall remind the informant to come for death registration within 7 (seven) days at the latest after the death occurred, and continue until the informant has come for death registration.

Praka 49: Mobile Death Registration

The commune/Sangkat civil registrar or civil registrar at the mission of the Kingdom of Cambodia abroad may conduct mobile death registration within their respective jurisdictions to ensure that every death is registered.

Chapter 6

Marriage Registration

Section 1:

Form, Procedures, and Application for Marriage

Praka 50: Form and Information of the Marriage Application

The required information in the marriage application includes the followings:

- Surname and given name of the man and the woman
- Nationality of the man and the woman
- Date of birth of the man and the woman
- Place of birth of the man and the woman
- Current residence of the man and the woman
- Unique Identification Code (UIC) of the man and the woman (if available)
- Surname and given name of the parents of the man and the woman
- Nationality of the parents of the man and the woman
- Date of birth of the parents of the man and the woman
- Current residence of the parents of the man and the woman.

The form and other information of the marriage application in paper and/or electronic format are set forth in **Annex 16** of this Prakas.

In case of electronic application for marriage registration, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 51: Places and Application for Marriage Registration

A man and a woman who intend to marry each other shall apply for marriage at the following places:

- a. Khmer citizens or foreigners entering or residing legally in the Kingdom of Cambodia may apply for marriage to the civil registrar of the administration of the commune/Sangkat where the man or woman resides.
- b. Khmer citizens who are residing legally abroad shall apply for marriage at the mission of the Kingdom of Cambodia abroad where the persons concerned reside.

The application for marriage shall be made in writing, verbally, or electronically.

Section 2:

Supporting Documents for Marriage Application

Praka 52: Supporting Documents for Marriage Application

The supporting documents for marriage application within the Kingdom of Cambodia and at the mission of the Kingdom of Cambodia abroad are determined as follows:

1. For a marriage application within the Kingdom of Cambodia, the supporting documents include:
 - a. Marriage between Khmer citizens:
 - Birth certificate or a copy of the birth certificate and/or Khmer identity card or Passport or letter attesting to personal identity
 - Certificate of singlehood, or widowhood, or widowerhood
 - Residence book or family record book or letter attesting to residence issued by the chief of the commune/Sangkat administrative police post or other documents attesting to residence for Khmer citizens abroad.
 - Consent of the parental power holder or the guardian for minor, or a court decision (in case of a minor).
 - b. Marriage between foreigners:

- Valid passport and/or permanent resident card for foreign immigrants
 - Certificate of singlehood, or widowhood, or widowerhood issued by the country concerned or the mission of the country concerned
 - Residence book or letter attesting to residence issued by the chief of the commune/Sangkat administrative police post.
2. For marriage application between Khmer citizens at the mission of the Kingdom of Cambodia abroad, the following supporting documents shall be enclosed:
- Birth certificate or a copy of the birth certificate and/or Khmer identity card or passport
 - Certificate of singlehood, or widowhood, or widowerhood
 - Consent of the parental power holder or the guardian for minor, or a court decision (in case of a minor).

Marriage between a Khmer citizen and a foreigner shall be implemented in accordance with separate regulations.

Section 3:

Procedures for Issuing Marriage Announcements

Praka 53: Process for Issuing a Marriage Announcement

The issuance of a marriage announcement shall be implemented according to the following procedures:

1. After receiving the marriage application and sufficient and correct supporting documents, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall carry out the following duties:
 - Record information relevant to the marriage into the application in the civil registration system.
 - Print the marriage application for the man and the woman to affix their fingerprints.
 - Scan the marriage application and supporting documents into the civil registration system.

2. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall review and verify the information in the civil registration system against the marriage application and supporting documents. If it is found correct, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall review and decide to issue the marriage announcement in the civil registration system.
3. In case of a marriage application within the Kingdom of Cambodia, the application receiving officer at the commune/Sangkat administration shall print 4 (four) copies of the marriage announcement for submission to the commune/Sangkat civil registrar to sign and stamp. The application receiving officer shall hand over 1 (one) copy each to the man and the woman, who filed the marriage application, to be posted publicly at their respective residences, and the other 2 (two) copies shall be posted publicly at the commune/Sangkat administration of residences of the man and the woman.
4. In case of marriage application at the mission of the Kingdom of Cambodia abroad, the application receiving officer shall print 3 (three) copies of the marriage announcement for submission to the civil registrar at the mission of the Kingdom of Cambodia to sign and stamp. The civil registrar at the mission of the Kingdom of Cambodia shall hand over 1 (one) copy to the man and 1 (one) copy to the woman, and the remaining 1 (one) copy shall be posted publicly at the competent mission of the Kingdom of Cambodia to the country where the persons concerned live.
5. In case the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia is not able to issue the marriage announcement at the time of application, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall issue 2 (two) copies of the receipt, 1 (one) for the persons concerned and another to be kept at the place of application. In this case, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall review, decide and issue the marriage announcement within a period not exceeding 3 (three) working days.
6. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia shall scan the marriage announcement into the civil registration system and maintain the marriage application and supporting documents at the place of application.

Section 4:

Form and Information of the Marriage Announcement and Procedures for Public Marriage Announcement

Praka 54: Form and Information of the Marriage Announcement

The information in the marriage announcement includes the followings:

- Surname and given name of the man and the woman
- Nationality of the man and the woman
- Date of birth of the man and the woman
- Place of birth of the man and the woman
- Current residence of the man and the woman
- Surname and given name of the parents of the man and the woman
- Nationality of the parents of the man and the woman
- Date of birth of the parents of the man and the woman.

The form and other information of the marriage announcement in paper and/or electronic format are set forth in **Annex 17** of this Prakas.

Praka 55: Process for Public Marriage Announcement

The procedures for public marriage announcement at the commune/Sangkat administration and at the mission of the Kingdom of Cambodia abroad shall be implemented as follows:

1. Public marriage announcement at the commune/Sangkat administration:
 - The commune/Sangkat civil registrar who received the marriage application shall post the marriage announcement at the commune/Sangkat administration for 10 (ten) consecutive days, starting from the date it was decided to be posted publicly. If the man or the woman resides in different communes/Sangkats, the civil registrar who issued the marriage announcement shall send the announcement electronically or through other means to the commune/Sangkat of residence of the man or the woman for public post.
 - The civil registrar of the commune/Sangkat of residence of the man and the woman shall ensure the the marriage announcement is publicly posted at the residences of the man and the woman for 10 (ten) consecutive days, starting from the date it was decided to be posted publicly, prior to allowing the man and the woman to register the marriage.
2. Public marriage announcement at the mission of the Kingdom of Cambodia abroad:
 - The civil registrar at the mission of the Kingdom of Cambodia shall post the marriage announcement publicly at the mission for 10 (ten) consecutive days, starting from the date it was decided to be posted publicly.

- The civil registrar at the mission of the Kingdom of Cambodia shall ensure the the marriage announcement is posted at the mission prior to allowing the man and the woman to register the marriage.

Section 5:

Objection to the Marriage

Praka 56: Objection to the Marriage

Any person with an interest in the marriage may file an objection to the marriage within 10 (ten) days of the public marriage announcement to the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia who received the marriage application. In the event of an objection, the civil registrar receiving the objection shall notify the man and the woman who applied for the marriage, clearly stating the reasons in writing for the suspension of the marriage process. If the civil registrar finds that it does not contradict the provisions of Article 948 (Marriageable Age) to Article 954 (Marriage of Person under General Guardianship) of the Civil Code and other existing provisions, commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall inform the person that filed the objection that the objection is denied or resolved.

Where there is no objection within 10 (ten) days or the objection has been resolved, the marriage may take place at any time within 6 (six) months from the date of marriage application.

Section 6:

Supporting Documents for Marriage Registration

Praka 57: Identity documents of the Man and the Woman

Identity documents for the man and the woman are determined as follows:

- Birth certificate or copy of the birth certificate, or Khmer identity card, or Passport, or letter attesting to personal identity.
- Passport or valid permanent resident card for foreign immigrants (for foreigners).

Praka 58: Identity documents of the Witness

Identity documents for the adult witness are determined as follows:

- Birth certificate or copy of the birth certificate, or Khmer identity card, or passport, or letter attesting to personal identity.
- Passport or valid permanent resident card for foreign immigrants (for foreigners).

Section 7:

Procedures for Marriage Registration

Praka 59: Marriage Registration Process

The procedures for marriage registration within the Kingdom of Cambodia and at the mission of the Kingdom of Cambodia abroad shall be implemented as follows:

1. The man and the woman shall register the marriage in the presence of the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia where the marriage application was received, and shall bring 2 (two) adult witnesses along with their identity documents.
2. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall review and verify the identity information of the man and the woman against the information in the civil registration system and record the witnesses' information into the civil registration system.
3. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall review and verify the information in the civil registration system. If it is found correct, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall decide to register the marriage in the civil registration system.
4. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall print 1 (one) marriage record and 1 (one) original marriage certificate for the persons concerned and witnesses to affix their fingerprints on the marriage record in the presence of the commune/Sangkat civil registrar or civil registrar at the mission of the Kingdom of Cambodia.
5. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall sign and stamp the marriage record and marriage certificate, and then hand over the original marriage certificate to the persons concerned.
6. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall scan the marriage record, marriage certificate, and identity documents of the witnesses into the civil registration system and maintain the marriage record and witnesses' identity documents at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad.

In the event that the man and the woman who applied for marriage do not appear to register the marriage before the competent civil registrar, the competent civil registrar may remind them with a notification.

If the 6 (six) month period from the date of marriage application expires and the man and the woman have not appeared to register the marriage, they shall re-apply for marriage as in Praka 51 of this Prakas.

Section 8:

Form, Procedures, and Application for Certificate of Singlehood, or Widowhood, or Widowerhood

Praka 60: Form and Information of the Application for Certificate of Singlehood, or Widowhood, or Widowerhood

The paper-based application for a certificate of singlehood, or widowhood, or widowerhood shall bear the form and information as set forth in **Annex 18** of this Prakas.

In case of electronic application for a certificate of singlehood, or widowhood, or widowerhood, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 61: Application for Certificate of Singlehood, or Widowhood, or Widowerhood

The person concerned may apply for a certificate of singlehood, or widowhood, or widowerhood at the administration of the commune/Sangkat, or the administration of the municipal/district/Khan where they reside, or at the mission of the Kingdom of Cambodia to the country where they live, or at the Department of Civil Registration of the General Department of Identification, or other places determined by the Ministry of Interior.

The application for a certificate of singlehood, or widowhood, or widowerhood shall be made in writing, verbally, or electronically.

The application receiving officer at the places specified in paragraph one above shall issue a receipt to the person concerned.

Praka 62: Supporting Documents for Requesting a Certificate of Singlehood, or Widowhood, or Widowerhood

The request for a certificate of singlehood, or widowhood, or widowerhood shall be accompanied by the following documents:

- Birth certificate or copy of the birth certificate, or Khmer identity card, or passport, or letter attesting to personal identity; and

- Residence book, or family record book, or letter attesting to residence issued by the chief of the commune/Sangkat administrative police post, or other documents attesting to residence for Khmer citizens abroad.

Where the applicant had a previous marriage tie, they shall attach the court decision on divorce, annulment, or cancellation of marriage, or a certificate of divorce, annulment, or cancellation of marriage issued by a competent civil registrar, or death certificate or copy of death certificate of the spouse.

Praka 63: Process for Issuing a Certificate of Singlehood, or Widowhood, or Widowerhood

The issuance of a certificate of singlehood, or widowhood, or widowerhood shall be implemented according to the following procedures:

1. After receiving the application for a certificate of singlehood, or widowhood, or widowerhood and supporting documents, the application receiving officer at the commune/Sangkat administration, or at the municipal/district/Khan administration, or at the mission of the Kingdom of Cambodia abroad, or at the Department of Civil Registration of the General Department of Identification shall review and verify the correctness of the application and its supporting documents.
2. If the information is sufficient and correct, the application receiving officer and the officer in charge shall search for the marital status record in the civil registration system as follows:
 - a. In the event that the status is found to be single, or widowed, or widowered, the application receiving officer at the commune/Sangkat administration, or at the mission of the Kingdom of Cambodia abroad, or the officer in charge at the municipal/district/Khan administration, or the Department of Civil Registration of the General Department of Identification shall print the certificate of singlehood, or widowhood, or widowerhood and submit it to the civil registrar for review and decision.
 - b. In the event that the status is found not to be single or widowed, or widowered, the application receiving officer at the commune/Sangkat administration, or the officer in charge at the municipal/district/Khan administration, or at the Department of Civil Registration of the General Department of Identification shall record the information as claimed by the person concerned, supported by certifying documents from the chief of the village where the individual resides, or may conduct further investigation as necessary regarding the marital status, and shall input this information into the Civil Registration System. For the application receiving officer at the mission of the Kingdom of Cambodia abroad, they shall record the information as claimed by the person concerned and may conduct further investigation as necessary regarding the marital status, and shall input this information into the Civil Registration System. The application receiving officer and the officer in charge shall print the certificate of

singlehood, or widowhood, or widowerhood and submit it to the civil registrar for review and decision.

c. In the event that the status is found not to be single or widowed, or widowered, but is accompanied by a decision on divorce, annulment, or cancellation of marriage, or the death certificate of a spouse, the application receiving officer at the commune/Sangkat administration, or at the mission of the Kingdom of Cambodia abroad, or the officer in charge at the municipal/district/Khan administration shall update the marital status and then print the certificate of singlehood, or widowhood, or widowerhood for submission to the civil registrar for review and decision.

3. The civil registrars at commune/Sangkat level, at municipal/district/Khan level, at the mission of the Kingdom of Cambodia, and the national civil registrar shall review and decide within a period not exceeding 3 (three) working days.
4. The application receiving officer shall scan the application, supporting documents, and the certificate of singlehood, or widowhood, or widowerhood into the Civil Registration System, and shall maintain the application and supporting documents at the commune/Sangkat administration, or at the municipal/district/Khan administration, or at the Department of Civil Registration of the General Department of Identification, or at the mission of the Kingdom of Cambodia abroad, and then hand over the certificate of singlehood, or widowhood, or widowerhood to the person concerned.

The form and information of the certificate of singlehood, or widowhood, or widowerhood is set forth in **Annex 19** of this Prakas.

Section 9:

Recognition of Marriages of Khmer Citizens Abroad

Praka 64: Procedures for the Recognition of Marriage between Khmer Citizens Abroad

A marriage between Khmer citizens which has been legally conducted in accordance with the foreign laws applicable at the place where the marriage took place shall be recognized for marriage registration in the Kingdom of Cambodia, provided that such marriage does not contradict legal provisions of the Kingdom of Cambodia.

The person concerned may register the marriage at the mission of the Kingdom of Cambodia abroad having jurisdiction over the residence of the husband and wife, or register the marriage at the commune/Sangkat administration having jurisdiction over the residence of the husband and wife, enclosing the original marriage certificate issued by the competent foreign authorities, Khmer translation of the marriage certificate, identity documents of the person concerned, and documents attesting to residence.

The form and information of the application for recognition of a marriage of Khmer citizens abroad, in paper and/or electronic format, are set forth in **Annex 20** of this Prakas.

The civil registrar at commune/Sangkat level or at the mission of the Kingdom of Cambodia shall review and verify the correctness of the application and supporting documents. After it is found correct, the civil registrar at commune/Sangkat level or at the mission of the Kingdom of Cambodia shall register the marriage in accordance with the procedures stipulated in Praka 59 of this Prakas without the requirement of two adult witnesses. The civil registrar at commune/Sangkat level or at the mission of the Kingdom of Cambodia shall decide to register the marriage, indicating the date and place of marriage as appeared in the the foreign marriage certificate and shall issue 1 (one) original marriage certificate, dated according to the actual date of issuance.

Chapter 7

Issuance of Copies Civil Registration Certificates and Extracts of Civil Registration Records

Section 1:

Person Who May Request for Copies of Civil Registration Certificates and Extracts of Civil Registration Records

Praka 65: Person Who May Request Copies of Civil Registration Certificates and Extracts of Civil Registration Records

The persons who may request copies of civil registration certificates and extracts of civil registration records are determined as follows:

- a- The adult person concerned of the birth certificate and the person concerned of the marriage certificate
- b- The father or mother or guardian
- c- The spouse
- d- Relatives whose names appear in the residence book or family record book, or documents proving kinship
- e- The legal representative or authorized representative of the persons above as stated in points “a”, “b”, and “c”.

Section 2:

Form, Procedures, and Application for Copies of Civil Registration Certificates and Extracts of Civil Registration Records

Praka 66: Form and Information of the Application for Copies of Civil Registration Certificates and Extracts of Civil Registration Records

The information in the application for copies of civil registration certificates and extracts of civil registration records includes the followings:

- Surname and given name of the person concerned of the civil registration record
- Nationality of the person concerned of the civil registration record
- Unique Identification Code (UIC) of the person concerned of the civil registration record (if available)
- Information of the civil registration record
- Place of registration
- Surname and given name of the applicant
- Date of birth of the applicant
- Current residence of the applicant.

The form and other information of the application for copies of civil registration certificates and extracts of civil registration records in paper and/or electronic format are set forth in **Annex 21** of this Prakas.

In case of electronic application for copies of civil registration certificates and extracts of civil registration records, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 67: Places and Application for Copies of Civil Registration Certificates and Extracts of Civil Registration Records

The places and application for copies of civil registration certificates and extracts of civil registration records are determined as follows:

- a. Individuals using the new template of civil registration certificates in accordance with the Law on Civil Registration, Vital Statistics and Identification and relevant regulations may apply for copies of civil registration certificates and extracts of civil registration records at:
 - The commune/Sangkat administration of the place of civil registration; or

- The mission of the Kingdom of Cambodia abroad of the place of civil registration; or
- The municipal/district/Khan administration of the place of civil registration; or
- The capital/provincial administration of the place of civil registration; or
- The Department of Civil Registration of the General Department of Identification.

b. Individuals using the old template of civil registration certificates in accordance with Sub-Decree No. 103 ANKr.BK, dated December 29, 2000, on Civil Registration may apply for copies of civil registration certificates and extracts of civil registration records at:

- The municipal/district/Khan administration of the place where the civil registration records are stored; or
- The Department of Civil Registration of the General Department of Identification.

c. Other places as determined by regulations of the Ministry of Interior.

The application for copies of civil registration certificates and extracts of civil registration records shall be made in writing, verbally, or electronically.

With the application for copies of civil registration certificates and extracts of civil registration records, the application receiving officer shall issue 2 (two) copies of the receipt, 1 (one) for the applicant and another to be kept at the place the application was made.

Section 3:

Supporting Documents for Requesting Copies of Civil Registration Certificates and Extracts of Civil Registration Records

Praka 68: Supporting Documents

Supporting documents for the application for copies of civil registration certificates and extracts of civil registration records are determined as follows:

- a. Civil registration certificate or copy of the civil registration certificate; and/or
- b. Khmer identity card, or passport, or letter attesting to personal identity; or
- c. Permanent resident card for foreign immigrants;
- d. Residence book or family record book in the event that the applicant is not the person concerned or parent; or
- e. Documents attesting to kinship or spousal relationship to the person concerned; or
- f. Proof of being a legal representative or authorized representative.

Section 4:

Procedures for Issuance of Copies of Civil Registration Certificates and Extracts of Civil Registration Records

Praka 69: Process for Issuance of Copies of Civil Registration Certificates and Extracts of Civil Registration Records at Commune/Sangkat Administration and at the Mission of the Kingdom of Cambodia Abroad

The procedures for issuing copies of civil registration certificates and extracts of civil registration records at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall be implemented as follows:

1. After receiving the application for a copy of civil registration certificate or extract of civil registration record and supporting documents, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and supporting documents is sufficient and correct, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall search for the civil registration data in the civil registration system.
3. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall review and verify the data of the civil registration record against the civil registration certificate in the civil registration system. If it is found correct, the officer shall print the copy of civil registration certificate or extract of civil registration record from the civil registration system for submission to the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia.
4. The commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall review and decide to issue the copy of civil registration certificate and extract of the civil registration record within a period not exceeding 3 (three) working days.
5. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall scan the application for the copy or extract and supporting documents into the civil registration system and shall maintain those documents at the place the application was made.
6. The application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall hand over the copy of civil registration certificate or extract of civil registration record to the applicant.

Praka 70: Process for Issuance of Copies of Civil Registration Certificates and Extracts of Civil Registration Records at Municipal/District/Khan Administration

The procedures for issuing copies of civil registration certificates and extracts of civil registration records at the municipal/district/Khan administration shall be implemented as follows:

1. After receiving the application for a copy of civil registration certificate or extract of civil registration record and supporting documents, the application receiving officer shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and supporting documents is sufficient and correct, the officer in charge at the municipal/district/Khan administration shall search for the civil registration data in the civil registration system as follows:
 - Where data exists in the civil registration system, the officer in charge shall print a copy of civil registration certificate and extract of the civil registration record for submission to the municipal/district/Khan civil registrar.
 - Where data does not exist in the civil registration system, the officer in charge shall input the data of the civil registration record into the civil registration system and propose to request a Unique Identification Code (UIC), then print the copy of civil registration certificate and extract of the civil registration record for submission to the municipal/district/Khan civil registrar.
3. The municipal/district/Khan civil registrar shall request the Unique Identification Code (UIC), review and decide to issue the copy of civil registration certificate or extract of civil registration record within a period not exceeding 3 (three) working days.
4. The officer in charge shall scan the application and supporting documents into the civil registration system and shall maintain those documents at the municipal/district/Khan Administration.
5. The application receiving officer shall hand over the copy of civil registration certificate or extract of civil registration record to the applicant.

Praka 71: Process for Issuance of Copies of Civil Registration Certificates and Extracts of Civil Registration Records at Capital/Provincial Administrations

The procedures for issuing copies of civil registration certificates and extracts of civil registration records at the capital/provincial administrations shall be implemented as follows:

1. After receiving the application for a copy of civil registration certificate or extract of civil registration record and supporting documents, the application receiving officer shall review and verify the correctness of the application and supporting documents.

2. Where the information in the application and supporting documents is sufficient and correct, the officer in charge at the capital/provincial administration shall search for the data of the civil registration record in the civil registration system.
3. The officer in charge shall review and verify the data of the civil registration record against the civil registration certificate in the civil registration system. If it is found correct, the officer shall print the copy of civil registration certificate or extract of civil registration record for submission to the capital/provincial civil registrar.
4. The capital/provincial civil registrar shall review and decide to issue the copy of civil registration certificate or extract of civil registration record within a period not exceeding 3 (three) working days.
5. The officer in charge shall scan the application and supporting documents into the civil registration system and shall maintain those documents at the capital/provincial administration.
6. The application receiving officer shall hand over the copy of civil registration certificate or extract of civil registration record to the applicant.

Praka 72: Process for Issuance of Copies of Civil Registration Certificates and Extracts of Civil Registration Records at the General Department of Identification of the Ministry of Interior

The procedures for issuing copies of civil registration certificates and extracts of civil registration records at the General Department of Identification of the Ministry of Interior shall be implemented as follows:

1. After receiving the application for a copy of civil registration certificate or extract of civil registration record and supporting documents, the application receiving officer at the Department of Civil Registration of the General Department of Identification shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and supporting documents is sufficient and correct, the officer in charge at the Department of Civil Registration of the General Department of Identification shall search for the data of the civil registration record in the civil registration system as follows:
 - Where data exists in the civil registration system, the officer in charge shall print a copy of civil registration certificate and extract of the civil registration record for submission to the national civil registrar.
 - Where data does not exist in the civil registration system, the officer in charge shall input the data of the civil registration record into the civil registration system and propose to request a Unique Identification Code (UIC), then print the copy of civil registration certificate and extract of the civil registration record for submission to the national civil registrar.

3. The national civil registrar shall request the Unique Identification Code (UIC), review and decide to issue the copy of civil registration certificate or extract of civil registration record within a period not exceeding 3 (three) working days.
4. The officer in charge shall scan the application and supporting documents into the civil registration system and shall maintain those documents at the Department of Civil Registration of the General Department of Identification.
5. The application receiving officer shall hand over the copy of civil registration certificate and extract of the civil registration record to the applicant.

Chapter 8

Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

Section 1:

Form, Procedures, and Application for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

Praka 73: Form and Information of the Application for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

The information in the application for recording live birth information of a person granted Khmer nationality by a Royal Decree includes the followings:

- Surname and given name of the person concerned
- Sex of the person concerned
- Nationality of the person concerned
- Date of birth of the person concerned
- Place of birth of the person concerned
- Current residence of the person concerned.

The form and other information of the application for recording live birth information of a person granted Khmer nationality by a Royal Decree in paper and/or electronic format are set forth in **Annex 22** of this Prakas.

In case of electronic application for recording live birth information of a person granted Khmer nationality by a Royal Decree, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 74: Application for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

The person concerned, or the father or mother, may apply for recording the live birth information of a person granted Khmer nationality by a Royal Decree at the Department of Civil Registration of the General Department of Identification.

The application shall be made in writing, verbally, or electronically.

The application receiving officer at the Department of Civil Registration of the General Department of Identification shall issue 1 (one) copy of the receipt to the applicant.

Section 2:

Supporting Documents for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

Praka 75: Supporting Documents for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

Supporting documents for recording the live birth information of a person granted Khmer nationality by a Royal Decree are determined as follows:

- The legalized Royal Decree granting Khmer nationality; and
- The birth certificate issued by the country concerned; and
- Passport; and/or
- Permanent resident card for foreign immigrants; and
- Residence book or letter attesting to residence issued by the chief of the commune/Sangkat administrative police post; and/or
- Other evidentiary documents of the person concerned and/or of the father or mother.

Section 3:

Procedures for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

Praka 76: Process for Recording Live Birth Information of Persons Granted Khmer Nationality by a Royal Decree

Recording the live birth information of a person granted Khmer nationality by a Royal Decree shall be implemented according to the following procedures:

1. After receiving the application and supporting documents, the application receiving officer at the Department of Civil Registration of the General Department of Identification shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and the supporting documents is sufficient and correct, the officer in charge shall record the information from the application into the civil registration system.
3. The officer in charge shall review and verify the information in the civil registration system against the application and supporting documents. If it is found correct, the officer in charge shall propose to the national civil registrar to request a Unique Identification Code (UIC).
4. The officer in charge shall print 1 (one) copy of the live birth record for the applicant to affix their fingerprint and copy of the birth certificate as requested before submitting them to the national civil registrar.
5. The national civil registrar shall review and decide on the live birth record and request the Unique Identification Code (UIC) in the civil registration system within a period not exceeding 7 (seven) working days.
6. The officer in charge shall scan the application, live birth record, copy of the birth certificate, and supporting documents into the civil registration system, and shall maintain the application, live birth record, and supporting documents at the Department of Civil Registration of the General Department of Identification.
7. The application receiving officer shall hand over the copy of birth certificate to the applicant.

Chapter 9

Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

Section 1:

Persons Who May Request the Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

Praka 77: Persons Who May Request the Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

The persons who may request the re-issuance of an original civil registration certificate in case of damage or loss include the followings:

- a. The adult person concerned of a birth certificate and the person concerned to a marriage certificate
- b. The father, or mother, or guardian
- c. The spouse
- d. Adult relatives whose names appear in the residence book or family record book, or documents proving kinship.

Section 2:

Form, Procedures, and Application for Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

Praka 78: Form and Information of the Application for Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

The required information in the application for re-issuance of an original civil registration certificate in case of damage or loss includes the followings:

- Surname and given name of the person concerned of the civil registration certificate
- Nationality of the person concerned of the civil registration certificate
- Unique Identification Code (UIC) of the person concerned of the civil registration certificate (if available)
- Information of the civil registration record
- Place of civil registration
- Surname and given name of the applicant
- Date of birth of the applicant
- Current residence of the applicant.

The form and other information of the application for re-issuance of original civil registration certificates in case of damage or loss in paper and/or electronic format are set forth in **Annex 23** of this Prakas.

In case of electronic application for re-issuance of an original civil registration certificate in case of damage or loss, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 79: Places and Application for for Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

In the event that an original civil registration certificate is damaged or lost, the applicant may apply for re-issuance of the original civil registration certificate at the municipal/district/Khan administration of the place where the civil registration records are stored, or at the Department of Civil Registration of the General Department of Identification.

The application for re-issuance of an original civil registration certificate in case of damage or loss shall be made in writing, verbally, or electronically.

The application receiving officer at the municipal/district/Khan administration or at the Department of Civil Registration of the General Department of Identification shall issue 1 (one) copy of the receipt to the applicant.

Section 3:

Supporting Documents for Requesting the Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

Praka 80: Supporting Documents for Requesting the Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

Supporting documents for requesting the re-issuance of an original civil registration certificate in case of damage or loss are determined as follows:

- The damaged original civil registration certificate or a complaint on the loss of the civil registration certificate
- Khmer identity card, or passport, or letter attesting to personal identity, or permanent resident card for foreign immigrants
- Residence book, or family record book, or letter attesting to residence issued by the chief of the commune/Sangkat administrative police post.

Section 4:

Procedures for the Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

Praka 81: Process for the Re-issuance of Original Civil Registration Certificates in Case of Damage or Loss

The re-issuance of an original civil registration certificate in case of damage or loss shall be implemented according to the following procedures:

1. After receiving the application and supporting documents, the application receiving officer at the municipal/district/Khan administration or at the Department of Civil Registration of the General Department of Identification shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and supporting documents is sufficient and correct, the officer in charge at the municipal/district/Khan administration or at the Department of Civil Registration of the General Department of Identification shall search for the data of the civil registration record in the civil registration system as follows:
 - a. Where data exists in the civil registration system, the officer in charge shall print 1 (one) new original civil registration certificate for submission to the municipal/district/Khan civil registrar or the national civil registrar.
 - b. Where data does not exist in the civil registration system, the officer in charge at the municipal/district/Khan administration or at the Department of Civil Registration of the General Department of Identification shall input the data and scan the record into the civil registration system. The officer in charge shall propose to the municipal/district/Khan civil registrar or the national civil registrar to request a Unique Identification Code (UIC), and then print 1 (one) original civil registration certificate for submission to the municipal/district/Khan civil registrar or the national civil registrar.
3. The municipal/district/Khan civil registrar and the national civil registrar shall review and decide to issue an original civil registration certificate, dated according to the actual date of issuance, within a period not exceeding 7 (seven) working days.
4. The officer in charge shall scan the application, the original civil registration certificate, and supporting documents into the civil registration system and shall maintain the application and supporting documents at the place the application was made.
5. The application receiving officer at the municipal/district/Khan administration or at the Department of Civil Registration of the General Department of Identification shall hand over the original civil registration certificate to the applicant.

Chapter 10

Registration Concerning Voluntary Acknowledgement

Section 1:

Types of Registration Concerning Voluntary Acknowledgement

Praka 82: Types of Registration Concerning Voluntary Acknowledgement

Registration concerning voluntary acknowledgement includes registration in the event of a father acknowledging a minor child, registration in the event of a father acknowledging an adult child, registration in the event of a father acknowledging a fetus in the womb, registration in the event of a father acknowledging a deceased child, and registration in the event of a father acknowledging a child through testament.

Section 2:

Form, Procedures, and Application for Registration Concerning Voluntary Acknowledgement

Praka 83: Form and Information of the Application for Voluntary Acknowledgement Registration

The information in the application for voluntary acknowledgement registration includes the followings:

- Surname and given name of the person born
- Nationality of the person born
- Date of birth of the person born
- Place of birth of the person born
- Civil registration record information of the person born
- Place of registration
- Surname and given name of the parents
- Nationality of the parents
- Date of birth of the parents
- Unique Identification Code (UIC) of the parents.

The form and other information of the application for voluntary acknowledgement registration in paper and/or electronic format are set forth in **Annex 24** of this Prakas.

In case of electronic application for voluntary acknowledgement registration, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 84: Places and Application for Voluntary Acknowledgement Registration

The application for voluntary acknowledgement registration is determined as follows:

1. In case of voluntary acknowledgement registration within the implementing year, the father or the executor of the testament may file the application at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad where the live birth of that child was registered.
2. In case of voluntary acknowledgement registration after the implementing year, the father or the executor of the testament may file the application at the municipal/district/Khan administration of the place where the civil registration records are stored, or at the Department of Civil Registration of the General Department of Identification.
3. The application for voluntary acknowledgement registration shall be made in writing, verbally, or electronically.
4. The application receiving officer at the commune/Sangkat administration, the municipal/district/Khan administration, the mission of the Kingdom of Cambodia abroad, or the Department of Civil Registration of the General Department of Identification shall issue 1 (one) copy of the receipt to the applicant.

Praka 85: Form and Information of the Letter of Voluntary Acknowledgement

The information in the letter of voluntary acknowledgement includes the followings:

- Surname and given name of the parents
- Date of birth of the parents
- Current residence of the parents
- Surname and given name of the child
- Date of birth of the child
- Unique Identification Code (UIC) of the child.

The form and other information of the letter of voluntary acknowledgement are set forth in **Annex 25** of this Prakas.

Section 3:

Supporting Documents for Registration Concerning Voluntary Acknowledgement

Praka 86: Supporting Documents for Registration Concerning Voluntary Acknowledgement

Supporting documents for registration concerning voluntary acknowledgement are determined as follows:

- Original birth certificate of the child or a complaint on the loss of the original birth certificate
- The testament (in case of acknowledgement of a child through testament)
- Khmer identity card, or passport, or permanent resident card for foreign immigrants, or letter attesting to personal identity
- Medical certificate confirming the fetus in the womb (the mother's pregnancy examination letter)
- Residence book, or family record book, or letter attesting to residence issued by the chief of the commune/Sangkat administrative police post.

Section 4:

Procedures for Registration Concerning Voluntary Acknowledgement at the Commune/Sangkat Administration and at the Mission of the Kingdom of Cambodia Abroad

Praka 87: Process for Registration Concerning Voluntary Acknowledgement

Registration concerning voluntary acknowledgement at the commune/Sangkat administration and at the mission of the Kingdom of Cambodia abroad shall be implemented according to the following procedures:

1. After receiving the application for voluntary acknowledgement registration and supporting documents, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and the supporting documents is sufficient and correct, the application receiving officer and the competent civil registrar shall carry out the followings:
 - a. Where a father voluntarily acknowledges a child, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall decide to issue the letter of voluntary acknowledgement with the consent of the mother or guardian if the child is a minor, or with the consent of the person concerned if the child is an adult. This consent shall require a fingerprint on the letter of voluntary acknowledgement in the presence of the civil registrar.

- b. Where a father acknowledges a fetus in the womb, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall decide to issue the letter of voluntary acknowledgement of a fetus in the womb only if the mother of the fetus consents by providing her fingerprint in the presence of the civil registrar.
- c. Where a father acknowledges a deceased child, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall decide to issue the letter of voluntary acknowledgement only if the child has lineal descendant(s). In case the child has a lineal descendant who is a minor, the requesting father shall affix his fingerprint on the letter of voluntary acknowledgement alone; and in case the child has a lineal descendant who is an adult, the requesting father shall obtain the consent of the adult descendant, who shall affix their fingerprint on the letter of voluntary acknowledgement in the presence of the civil registrar.
- d. Where a father acknowledges a child through testament, the application receiving officer at the commune/Sangkat administration or at the mission of the Kingdom of Cambodia abroad shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall decide to issue the letter of voluntary acknowledgement with the consent of the mother or guardian if the child is a minor, or with the consent of the person concerned if the child is an adult. This consent shall require a fingerprint on the letter of voluntary acknowledgement in the presence of the civil registrar.
3. In the event that the father voluntarily acknowledges a child, the commune/Sangkat civil registrar or the civil registrar at the mission of the Kingdom of Cambodia shall correct the live birth record and issue a new original birth certificate following the procedures for data correction of civil registration record as determined by the Prakas of the Minister of Interior, except in the case where the father acknowledges a fetus in the womb.

Section 5:

Procedures for Registration Concerning Voluntary Acknowledgement at the Municipal/District/Khan Administration or at the General Department of Identification of the Ministry of Interior

Praka 88: Process for Registration Concerning Voluntary Acknowledgement

Registration concerning voluntary acknowledgement at the municipal/district/Khan administration, or at the General Department of Identification of the Ministry of Interior shall be implemented according to the following procedures:

1. After receiving the application for voluntary acknowledgement registration and supporting documents, the application receiving officer at the municipal/district/Khan administration, or at the Department of Civil Registration of the General Department of Identification shall review and verify the correctness of the application and supporting documents.
2. Where the information in the application and the supporting documents is sufficient and correct, the officer in charge and the competent civil registrar shall carry out the followings:
 - a. Where a father voluntarily acknowledges a child, the officer in charge shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the national civil registrar or the municipal/district/Khan civil registrar shall decide to issue the letter of voluntary acknowledgement with the consent of the mother or guardian if the child is a minor, or with the consent of the person concerned if the child is an adult. This consent shall require a fingerprint on the letter of voluntary acknowledgement.
 - b. Where a father acknowledges a fetus in the womb, the officer in charge at the municipal/district/Khan administration, or at the Department of Civil Registration of the General Department of Identification shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the national civil registrar or the municipal/district/Khan civil registrar shall decide to issue the letter of voluntary acknowledgement of a fetus in the womb only if the mother of the fetus consents by providing her fingerprint.
 - c. Where a father acknowledges a deceased child, the officer in charge shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the national civil registrar or the municipal/district/Khan civil registrar shall decide to issue the letter of voluntary acknowledgement only if the child has lineal descendant(s). In case the child has a lineal descendant who is a minor, the requesting father shall affix his fingerprint on the letter of voluntary acknowledgement alone; and in case the child has a lineal descendant who is an adult, the requesting father shall obtain the consent of the adult descendant, who shall affix their fingerprint on the letter of voluntary acknowledgement.

- d. Where a father acknowledges a child through testament, the officer in charge shall record the application information into the civil registration system and print 1 (one) copy of the letter of voluntary acknowledgement for submission to the civil registrar. Subsequently, the national civil registrar or the municipal/district/Khan civil registrar shall decide to issue the letter of voluntary acknowledgement with the consent of the mother or guardian if the child is a minor, or with the consent of the person concerned if the child is an adult. This consent shall require a fingerprint on the letter of voluntary acknowledgement.
3. In the event that the father voluntarily acknowledges a child, the national civil registrar or the municipal/district/Khan civil registrar shall correct the live birth record and issue a new original birth certificate following the procedures for data correction of civil registration record as determined by the Prakas of the Minister of Interior, except in the case where the father acknowledges a fetus in the womb.

Chapter 11

Management and Printing of All Types of Civil Registration Certificate Forms

Praka 89: General Department of Identification

The General Department of Identification has the duty to manage, supply, and print all types of civil registration certificate forms.

The Department of Civil Registration, as an assistant to the General Department of Identification, has the duty to prepare the printing plans for all types of civil registration certificate forms.

The Department of Civil Registration shall properly store the printed civil registration certificate forms of all types to ensure the supply and distribution of these forms to capital/provincial administrations and missions of the Kingdom of Cambodia abroad.

Praka 90: Capital/Provincial Administration

Capital/provincial administration shall prepare usage plans for all types of civil registration certificate forms in order to request them from the General Department of Identification, and shall ensure the supply of all types of civil registration certificate forms to municipal/district/Khan administration.

Praka 91: Municipal/District/Khan Administration

Municipal/district/Khan administration shall prepare usage plans for all types of civil registration certificate forms in order to request them from the capital/provincial administration, and shall ensure the supply of all types of civil registration certificate forms to commune/Sangkat administration.

Praka 92: Commune/Sangkat Administration

Commune/Sangkat administration shall prepare usage plans for all types of civil registration certificate forms in order to request them from the municipal/district/Khan administration, and shall ensure civil registration for the citizens within their jurisdiction.

Praka 93: Missions of the Kingdom of Cambodia

Missions of the Kingdom of Cambodia shall prepare usage plans for all types of civil registration certificate forms in order to request them from the General Department of Identification, and shall ensure civil registration for Khmer citizens within their jurisdiction.

Chapter 12

Update of Civil Registration Records, Maintenance, Storage, Submission of Records, Information, and Reports on Civil Registration

Section 1:

Update of Civil Registration Records

Praka 94: Procedures for Update of Civil Registration Records

In case of changes of information to any civil registration record, the national civil registrar shall ensure that other civil registration records are updated as follows:

1. In case of a death registration, other civil registration records of the deceased shall be automatically annotated as "Deceased" in the civil registration system. All subsequent issuances of copies of civil registration certificates and extracts of the deceased shall be annotated "Deceased."
2. In case of an individual whose death was registered pursuant to Article 61 of the Law on Civil Registration, Vital Statistics, and Identification (Registration of a person deemed deceased) who is later determined by a court to be "Alive," that person's death record shall be annotated as "Annulled." Other civil registration records of that individual previously annotated as "Deceased" shall be annotated "Alive."
3. In case of registration of divorce, annulment, or cancellation of marriage by court decision, that individual's marriage record shall be annotated as "Divorced," or "Annulled," or "Cancelled."
4. Where the data in an individual's live birth record has been corrected, other civil registration records of that individual shall also be updated automatically.

Section 2:

Procedures for Maintenance and Storage of Civil Registration Records

Praka 95: Maintenance and Storage of Civil Registration Records

The maintenance and storage of civil registration records shall be implemented according to the following procedures:

1. Civil registration records, including live birth record, death record, and marriage record in electronic format, shall be maintained and stored permanently.
2. Applications and supporting documents in electronic format shall be maintained and stored for a period of 70 (seventy) years and may be automatically deleted after this period. As for applications and supporting documents in paper format, they shall be maintained and stored at the commune/Sangkat administration for at least 15 (fifteen) years and may be destroyed after this period.
3. Capital/provincial civil registrar shall ensure the submission of implemented civil registration records in paper format to the General Department of Identification of the Ministry of Interior for maintenance and storage.
4. Civil registration records in paper format managed by the national civil registrar shall be maintained and stored permanently in a secure place and protected from damage or loss due to fire, flood, and other disasters.
5. The national civil registrar shall ensure that all electronic records are backed up daily and shall have a mirror server for another identical backup in a separate place, and they shall be maintained according to technical standards with high security to be protected from damage or loss due to fire, flood, or other disasters.

Section 3:

Procedures and Timeline for Submission of Civil Registration Records and Reports

Praka 96: Procedures and Timeline for Submission of Civil Registration Records and Reports

The submission of civil registration records and reports shall be implemented according to the following procedures and timelines:

1. Electronic civil registration records and reports are automatically submitted to the civil registration system upon completion of the civil registration.

2. Capital/provincial civil registrar shall ensure the submission of paper-based civil registration records to the Department of Civil Registration of the General Department of Identification by the end of each year.
3. Civil registrars at the commune/Sangkat, municipal/district/Khan, capital/provincial, and national levels shall prepare monthly, quarterly, semi-annual, nine-month, and annual reports on civil registration and submit these reports through the administrative hierarchy.

The format of the civil registration report of the commune/Sangkat administration is set forth **Annex 26** of this Prakas.

The format of the civil registration report of the municipal/district/Khan administration is set forth in **Annex 27** of this Prakas.

The format of the civil registration report of the capital/provincial administration is set forth in **Annex 28** of this Prakas.

The format of the civil registration report of the General Department of Identification of the Ministry of Interior is set forth in **Annex 29** of this Prakas.

Chapter 13

Appeals

Section 1:

Persons who May File an Appeal

Praka 97: Persons Who May File an Appeal

Any person who has applied to a civil registrar for the registration of a life event, correction of a civil registration record, or made other requests as in this Prakas and the Prakas related to correction of civil registration records may file an appeal against the arrangement, including the decision, delay, or negligence in the arrangement of the civil registrar.

Section 2:

Form, Procedures, and Filing of an Appeal

Praka 98: Form and Information of the Appeal

The required information in the appeal includes the followings:

- Surname and given name of the appellant

- Date of birth of the appellant
- Current residence of the appellant
- Unique Identification Code (UIC) of the appellant (if available)
- Reasons for the appeal.

The form and other information of the appeal in paper and/or electronic format are set forth in **Annex 30** of this Prakas.

In case of electronic appeal, additional data fields may be added to serve the work of Information and Communication Technology.

Praka 99: Form and Information of the Decision on the Appeal

Regarding the resolution of appeals related to the arrangement by a competent civil registrar, the municipal/district/Khan civil registrar, the capital/provincial civil registrar, and the national civil registrar shall issue a decision on the resolution or the denial of the appeal as in this Prakas.

The forms and information of the decision on the resolution or the denial of an appeal by a municipal/district/Khan civil registrar, a capital/provincial civil registrar, or the national civil registrar are set forth in **Annex 31** of this Prakas.

Praka 100: Places and Application for an Appeal

A person who is dissatisfied with the arrangement, including the decision, or delay, or negligence in the arrangement by a civil registrar, shall file an appeal at the place of the next higher administrative hierarchy as determined below:

- In case of dissatisfaction with the arrangement of a commune/Sangkat civil registrar, the appeal shall be filed at the municipal/district/Khan administration.
- In case of dissatisfaction with the arrangement of a civil registrar at a mission of the Kingdom of Cambodia, the appeal shall be filed at the General Department of Identification.
- In case of dissatisfaction with the arrangement of a municipal/district/Khan civil registrar, the appeal shall be filed at the capital/provincial administration.
- In case of dissatisfaction with the arrangement of a capital/provincial civil registrar, the appeal shall be filed at the General Department of Identification.
- In case of dissatisfaction with the arrangement of the national civil registrar, the appeal shall be filed at the Ministry of Interior.

The filing of an appeal as in the first paragraph above does not prevent the direct filing of a lawsuit to the court.

The appeal shall be made in writing, verbally, or electronically.

Section 3:
Supporting Documents for Filing an Appeal

Praka 101: Supporting Documents for Filing an Appeal

The supporting documents for filing an appeal are determined as follows:

- a. Identity documents of the appellant
- b. Application receipt (if available)
- c. Decision on the denial of the appeal by a competent civil registrar
- d. Documents that are the subject of the request.

Section 4:
Procedures for Resolving an Appeal

Praka 102: Procedures for Resolving an Appeal at the Municipal/District/Khan Administration

The resolution of an appeal at the municipal/district/Khan administration shall follow the procedures below:

1. Upon receiving an appeal on the arrangement, including the decision, or delay, or negligence in the arrangement of a commune/Sangkat civil registrar, the officer in charge of resolving appeals at the municipal/district/Khan administration shall verify the application and supporting documents and forward them to the municipal/district/Khan civil registrar for review and decision within 7 (seven) working days.
2. If the municipal/district/Khan civil registrar denies the appeal, they shall issue a decision on the denial, clearly stating the reasons, within 7 (seven) working days.
3. If the municipal/district/Khan civil registrar fails to respond or deny the appeal within 7 (seven) working days, the appellant may further appeal to the capital/provincial administration.

Praka 103: Procedures for Resolving an Appeal at the Capital/Provincial Administration

The resolution of an appeal at the capital/provincial administration shall follow the procedures below:

1. Upon receiving an appeal on the arrangement, including the decision, or delay, or negligence in the arrangement of a municipal/district/Khan civil registrar, the officer in charge of resolving appeals at the capital/provincial administration shall review the appeal and supporting documents and forward them to the capital/provincial civil registrar for review and decision within 7 (seven) working days.
2. If the capital/provincial civil registrar denies the appeal, they shall issue a decision on the denial, clearly stating the reasons, within 7 (seven) working days.
3. If the capital/provincial civil registrar fails to respond or deny the appeal within 7 (seven) working days, the appellant may further appeal to the General Department of Identification.

Praka 104: Procedures for Resolving an Appeal at the General Department of Identification

The resolution of an appeal at the General Department of Identification shall follow the procedures below:

1. Upon receiving an appeal on the arrangement, including the decision, or delay, or negligence in the arrangement of a civil registrar at a mission of the Kingdom of Cambodia or of a capital/provincial civil registrar, the officer in charge of resolving appeals at the General Department of Identification shall verify the application and supporting documents and forward them to the national civil registrar for review and decision within 14 (fourteen) working days.
2. If the national civil registrar denies the appeal, they shall issue a decision on the denial, clearly stating the reasons, within 14 (fourteen) working days.
3. If the national civil registrar fails to respond or deny the appeal within 14 (fourteen) working days, the appellant may further appeal to the Ministry of Interior.

Praka 105: Process for Resolving an Appeal at the Ministry of Interior

The resolution of an appeal at the Ministry of Interior shall follow the procedures below:

1. Upon receiving an appeal on the arrangement, including decision, or delay, or negligence in the arrangement of the national civil registrar, the Ministry of Interior shall review the appeal and supporting documents and resolve the appeal within 30 (thirty) working days.
2. If the appellant is dissatisfied with the decision of the Ministry of Interior, they may file a lawsuit with the competent court within 30 (thirty) working days from the date the decision or denial was received.

Praka 106: Implementation of the Decision on the Resolution of the Appeal by the Competent Civil Registrar

After receiving a decision on the resolution to an appeal from a higher-level civil registrar, the competent civil registrar shall promptly implement that decision for the appellant.

Section 5:

Administrative Sanctions

Praka 107: Administrative Sanctions

In the event that a fault is found on the part of an officer in charge of civil registration or a competent civil registrar related to the arrangement, including the decision, or delay, or negligence in the arrangement, they shall be subject to the following administrative sanctions:

- Advice to be given and correction of the fault; and/or
- Implementation of laws and other regulations concerning administrative sanctions.

The procedures for imposing sanctions on officers in charge of civil registration and civil registrars who have committed a fault related to the arrangement, including the decision, or delay, or negligence in the arrangement, shall be implemented in accordance with the regulations as determined by the institution or entity.

Chapter 14

Operationalization, Determination of Technical Standards for the Implementation of Civil Registration System, and the Manual on Electronic Civil Registration

Praka 108: Operationalization and Determination of Technical Standards for the Implementation of Civil Registration System

The operationalization of the civil registration system shall be determined by a Decision of the Minister of Interior.

The determination of technical standards for the implementation of the civil registration system at sub-national administrations shall be determined by the Instructions of the Director General of the General Department of Identification.

Praka 109: Detailed Instructions on Electronic Civil Registration

Detailed instructions on electronic civil registration shall be set forth in the Manual on Electronic Civil Registration of the General Department of Identification.

Chapter 15

Transitional Provisions

Praka 110: Implementation of Civil Registration

Commune/Sangkat administration, municipal/district/Khan administration, and capital/provincial administrations that have not connected to the civil registration system shall continue to implement the work of civil registration in accordance with the procedures set forth in Sub-Decree No. 103 ANKR.BK dated December 29, 2000, on Civil Registration, and other regulations in force until the civil registration system becomes available.

Chapter 16

Final Provisions

Praka 111: Abrogation

Any provisions that are contrary to this Prakas shall be abrogated.

Praka 112: Implementation

The Secretary General, the Director General of the General Department of Identification, the Director General of the General Department of Administration, the Commissioner General of the General Commissariat of the Cambodian National Police, the Director General of the General Department of Immigration, the Director General of the General Department of Logistics and Finance, and the heads of relevant entities shall be in charge of implementing this Prakas according to their respective duties from the date of signature.

Wednesday, 7th day of waxing moon, Lunar Month of Chetr,

Lunar Year of Snake, Sabpaksak, 2569 B.E.

Phnom Penh, 25 March, 2026

Recipients:

- Office of the Council of Ministers
- Ministry of Economy and Finance
- Relevant Ministries and Institutions
- Cabinet of Samdech Moha Borvor Thipadei Prime Minister
- Cabinet of Excellencies Deputy Prime Ministers
- Capital/Provincial Administrations
- As in Praka 112
- Documents/Archives

Deputy Prime Minister, Minister of Interior

(Signature and Stamp)

Abhisantibandit SAR Sokha