



**REGISTRADURÍA
NACIONAL DEL ESTADO CIVIL**

SINGLE CIRCULAR ON CIVIL REGISTRATION AND IDENTIFICATION

Version 9

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To: DEPARTMENTAL DELEGATES, DISTRICT, SPECIAL, MUNICIPAL, AND ASSISTANT REGISTRARS, NOTARIES WITH REGISTRATION FUNCTIONS, INSPECTORS AND CORREGIDORES WITH REGISTRATION FUNCTIONS, CONSULATES, AND PUBLIC SERVANTS.

From: **ÁLVARO ALFONSO ARAÚJO OÑATE**
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Subject: Single Circular on Civil Registry and Identification – Version 9

On March 23, 2023, the National Civil Registry issued Version 8 of the Single Circular on Civil Registration and Identification, a document that consolidates the guidelines necessary for the planning and development of daily activities related to civil registration and identification for all public servants of the Entity.

Based on the constitutional and legal powers vested in the National Civil Registry, particularly those provided for in Article 266 of the Constitution and Articles 5, 38, 39, and 40 of Decree 1010 of 2000, and by virtue of the eminently modifiable nature of the circular, which allows it to be adapted to the needs arising from legislative reforms, court orders, or changes in the entity's policies, this administrative act modifies Version 8 in the points listed in the table below:



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NUMBER	TOPIC	DESCRIPTION OF THE MODIFICATION
1.1	Marital status	Definition of marital status included
1.2.	Civil registry	Definition of civil registry included
1.11.	Entries in the civil registry and miscellaneous book	Information supplemented Notes on adoptability and adoption
1.12.1.	Written application submitted to the registry official by the registrant or their representative.	Correction of document type when the father and/or mother are minors
1.12.2.	Public deed	The text on name changes by public deed is adjusted to include the provisions of Ruling C-114 of 2017 The Trans marker is included among the sex markers, in accordance with the provisions of Ruling T-527 of 2024
1.14.	Cancellations	Information is adjusted
3.	Birth registration	To register a birth, the child must have been born alive.
3.3.2.2.	Witness statements as supporting documentation for late registration.	Obligation to verify the full identity of the declarant, witnesses, and registered person over the age of seven of seven years of age
3.4.6.	Birth notification form issued by authorized midwives	The text is adjusted and expanded
3.5.	Procedure to be followed for registering a birth in the civil registry.	Information expanded to include presumption of maternity and paternity. Posthumous birth registration only applies in exceptional cases when the person had a citizenship card.
3.5.1.	Registration of children born during marriage or de facto marital union	The presumptions of maternity and paternity contained in the current regulations
3.5.2.	Registration of a recognized extramarital child	The presumption of maternity must be applied. The recognition must be notified and accepted
3.6.1.	Registration of children of same-sex couples born during the marriage or de facto marital union	The presumptions of maternity and paternity contained in the current regulations must be applied.



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3.6.2.	Procedure for the registration of children born during the marriage or de facto marital union of same-sex couples	The presumptions of maternity and paternity contained in the current regulations must be applied.
3.6.3.	Recognition of extramarital children of same-sex couples	The presumptions of maternity and paternity contained in current regulations must be applied. The acknowledgment must be notified and accepted
3.10.2.	Procedure for registration under the adoption process	Procedure updated Colombian nationality is not lost by being adopted by foreigners
3.11.	Colombian nationality by birth	Definition included
3.12.	Registration in the civil registry of births of children of foreign parents in the national territory	Updated in accordance with the provisions of Law 2332 of 2023
3.12.1.	Registration of children of foreign parents, when one of them can prove residence in Colombia at the time of birth	Updated in accordance with the concept of residence
3.12.2.	Children of foreigners born in Colombian territory whose nationality is not recognized by any State – Stateless persons.	Procedure updated
3.12.3.	Registration of children of born abroad	Procedure updated in accordance with the provisions of Law 2332 of 2023
3.12.3.1.	Proof of Colombian nationality of parents	Civil birth registration is included as proof of nationality, if it meets the requirements established in Article 96 of the Political Constitution.
3.12.3.4.	Procedure for registration with an apostilled or legalized antecedent document	Name and order of surnames when the birth occurred abroad



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3.12.3.5.	Procedure for registration with a witness statement as supporting documentation	Prior to registration at the central offices, a copy of the Colombian mother's and/or father's identity card
3.13.	Registration of foster children	Procedure included in accordance with the provisions of Law 2388 of 2024
3.14.	Registration in the civil registry of birth of the de facto marital union	Procedure updated
3.15.	Registration of foundlings and children of unknown parents	Procedure included
3.16.	Civil registration of births of newborns whose death occurs before the birth has been registered	Procedure included
4.2.2.	Marriage celebrated by another faith other than the Catholic Church	Information included
5.3.1	Deadline for registering the death if it occurred abroad	If the death to be registered occurred abroad, it will not be considered late
5.4.1.	Death certificate	RUAF ND format updated
5.4.3.	Order of the police inspector	Document preceding death
5.4.6.	Order from the Missing Persons Search Unit (UBPD)	The UBPD order is included as a background document for the civil death record.
5.4.8.	Indigenous authorization	Indigenous authorization is included as background information for the civil death record.
5.5.	Registration, correction, cancellation, and annulment of deaths ex officio	Guidelines are included.
5.6.	Inclusion or correction of the identity document of the deceased	Procedure included in accordance with Decree 0019 of 2012, amended by D. 2106 of 2019.
6.	Apostille or legalization of civil records	Information updated
6.	Signature registration	Information updated
6.3.	Signature certification procedure	Information updated



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7.	Submission of civil registry copies	Information is updated
8.	Delivery of damaged material	Information updated
11.	Post-recording	Requirement to create a file with the RCX files that are post-recorded in the office
11.1.	Formation of Civil Registry Technical Committees	Guideline included
12.1.1.1.	Colombians by birth	Resolution 9820 of 2025 included
12.1.1.2	Identity card base document - Children of Colombians by adoption	Amended by Law 2332 of 2023
12.1.2	General information on the identity card	Change of title and adjustments to paragraphs b and g
12.2	Citizenship card	Inclusion of digital ID card corrections only for cases of change of sex (Not binary or trans).
12.2.1	Colombians by birth	Update of group name
12.2.1.1.1.	Procedure for obtaining a citizenship card for children of foreigners born in Colombia.	Repeal of Law 1997 of 2019
12.2.1.2.	Colombians by adoption.	Registration resolution eliminated according to Law 2332 of 2023
12.2.1.2.1.	Procedure for issuing citizenship cards to Colombians by adoption.	Registration resolution eliminated in accordance with Law 2332 of 2023.
12.2.2	General information on the yellow citizenship card with holograms	Change of title and adjustments to paragraph h.
13.1	First time	Texts associated with the presence of EIS stations and reference numbering is adjusted.
13.2	Duplicate	The Reference Manual is amended and notes 1 and 2 are deleted.
13.3	Correction	Civil marriage registration is included for the addition of the particle 'de'. ; and the registration resolution is deleted.
13.4.1	Renewal of identity card	Guideline modified



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14.	Application for identity card and citizenship card	<p>The content of the section is organized as follows:</p> <ul style="list-style-type: none"> • Preparation methods The following is added: Description In-person service with DCU for authorized exceptional procedures Procedures with EIS indicate coverage in consulates and are adjusted in several paragraphs Text on the application of manual RAMN07 is incorporated. Texts associated with the presence of EIS stations are adjusted Restriction for online procedures adjusted to 2019 The name of the Civil Registry and Identification Abroad group is modified • Collection guidelines: Paragraphs 1 and 2 are adjusted • Application for identity cards in cases of adoption Joint Circular 041 of 2020 is repealed and clarifications are made regarding the treatment of documents in cases of adoption. • Application in cases of civil registry annulment: No changes • Aspects to be reported regarding applications for identification documents Paragraph i is amended. • Access control aspects The following content is added
14.1.1.	Update-reconstruction procedure	<p>The indication for sending the format for preparing the reconstruction material to the RCI support platform https://soporterci.registraduria.gov.co/ is modified. Guidelines on the alphabetical card and the ten-fingerprint card are clarified. Reference to the RAMN07 manual is added and paragraphs 1 to 10 are deleted. Notes 1 and 2 are added.</p>



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14.2	Procedure for preparing the identity card or citizenship card	<p>Reference paragraphs on procedural requirements are amended.</p> <p>An indication has been added regarding the completion of form RAFT59 for procedures involving persons with hearing disabilities.</p> <p>Cases in which the base document is requested for procedures in DCU are indicated, according to manual RAMN07. The application of manual RAM01 is specified.</p> <p>Reference to section 12, in association with the guideline regarding civil registration, is adjusted and the indication regarding cases in which there is reasonable doubt about these is supplemented.</p> <p>Caution is indicated regarding reasonable doubt about the civil birth registry, and the following paragraph dealing with the same issue is deleted.</p> <p>Text referring to registry offices that do not have EIS is deleted, as all of them do have it.</p> <p>The content of the Note is modified.</p>
14.2.1.	Important aspects	<p>The following is added:</p> <p>Email address to request support when the user does not receive the password</p> <p>Indication regarding blocking requests is removed</p> <p>Compliance with the guidelines in manual RAMN04 is incorporated. The responsibilities of the Validation and Individualization and Identification and New Developments Files groups for the processing of RAFT45 are clarified.</p> <p>The term administrator (designation of the CA official) is changed to Digital Services Manager.</p> <p>Guidelines are specified in accordance with manual RAMN06 on the use of certification and monitoring of service provision.</p>



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14.3	Procedure for duplicates of citizenship cards and identity cards	The indication that duplicate procedures should preferably be carried out online and, exceptionally, at the EIS, is deleted. It is specified that online payment for procedures is only activated for banking services in Colombia. The last paragraph is deleted.
14.3.1	Duplicate requested online through the institutional portal	Reference images are updated.
14.3.1.1.	Considerations that must be communicated to Colombians	Paragraph a. Adjusted regarding coverage of payment operators. Subparagraph d. Clarifies that the receipt for the document in process should be checked in the spam folder and adds a note indicating which email address to contact if the receipt is not received. Subparagraph f. is modified. g. Adjusts the restriction for completing online procedures to those prepared before January 1, 2019.
14.3.2.	Duplicate Web assisted from Registry Offices	Adjusted for payment operator coverage
14.3.2.1	Considerations that must be communicated to Colombians	Paragraphs a and c. Restriction for online procedures adjusted to those prepared before January 1, 2019 Subsection d. Clarifies that the receipt for the document in process should be checked in the spam folder Subparagraph e. The "Trámites Web Registradurías" application is specified Images are updated.
14.3.2.3.	Requirements for providing identification services during mobile sessions.	Guidelines are updated through the use of satellite antennas and, exceptionally, through points with internet connection.



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14.3.3.	Duplicate due to update	The issuance of duplicates at DCU stations is eliminated. It is reiterated that they should be issued at EIS or SITAC. A guideline related to 1:1 authentication prior to enrollment.
14.4	Correction of identification documents due to correction of gender	Judgment T-527 of 2024 is included. Modification by registration resolution is eliminated. In paragraph d., the Trans-T sex component is added.
14.4.1	Rectification of citizenship card and identity card due to correction of non-binary (NB) sex component	All paragraphs are modified and paragraph 3 is deleted.
14.5.2.	Proof of document in process – EIS password. (Integrated Service Station format – EIS Digital or Printed with QR code)	The last paragraph is modified; printing this receipt is optional.
14.5.3	Proof of document in process – green with QR verification code	s modified to accept and validate the three (3) types of password or proof of document in process
14.6.	Validity of passwords and proof of document in process	Validity period required
14.7	Expiration or loss of password or proof of document in process	Last paragraph deleted
14.9.	Reprocessing of a procedure.	Number incorporated
15.	Procedure in case of rejection of the identification document.	The content of section The name of the group Civil Registry and Identification Abroad is changed. The frequency of the follow-up report is modified and other clarifications are made. The Information Security Policy Resolution is updated.



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16.	Digital Citizenship Card	The numbering is rearranged, with section 17 being swapped with section 18. Therefore, section 16 now contains the content of the digital citizenship card procedure, and the following sections are changed to 16.1, 16.2, The other sections are moved to the section related to delivery and activation. It is added that the citizenship card is activated in the Cédula Digital Colombia app.
16.1.	Digital citizenship card application	EIS coverage is expanded in consulates and means of consultation (link).
16.1.1	Digital citizenship card – first-time document	EIS coverage expanded to consulates Reference numbering adjusted 12.2.1
16.2.	Preparation of digital citizenship card application	Guidelines clarified for alternatively processing yellow ID cards with holograms using the PIN or CUS payment available for processing digital ID cards, provided that the citizen authorizes it. Establishes the procedure to be followed in cases where the delivery of a digital ID card is requested in locations that do not have EIS-ID tools. Screen
16.2.1	Important aspects	References to manual RAMN01 are modified.



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17.	Custody and delivery of identification documents	Numbering has been rearranged, with section 17 swapped with section 18. Therefore, section 17 now covers the custody and delivery of identification documents, and the following sections have been renumbered from 17.1 to 17.6, with the addition of sections relating to the delivery and activation of digital ID cards. The upload time to HLED WEB is specified. Control guidelines related to the bi-monthly inventory of documents and the reporting mechanism are specified.
17.1.	Delivery of the identity card	The issuance of identity cards with biometric authentication is reiterated, and clarification is provided on how to proceed in special cases.
17.2.	Issuance of yellow citizenship cards with holograms	The content of the delivery guidelines for cases of force majeure is transferred.
17.3.	Mandatory delivery procedure	Name of the Civil Registry and Identification Abroad group changed
17.4	Exceptional delivery procedure for documents requested through the web application	The name of the group Civil Registry and Identification Abroad is changed. Subparagraph b. Consulates with EIS are included. Subparagraph c adds that the case of unsuccessful authentication before departmental delegates is upheld.
17.5.	Exceptional procedure for the delivery of yellow identity cards or identity card	The title is adjusted to specify yellow identity card or identity card.
17.5.1.	Authorization for delivery to a third party	Texts adjusted
17.5.2	Deliveries due to peripheral device failure—Morphotablet or IDSCREEN	Texts adjusted



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17.5.3	Retention of delivery request media exceptional	Text and group name adjusted
17.6	Delivery and activation of the digital citizenship card	Title added
17.6.1.	Delivery of polycarbonate card	Methodology specified
17.6.2.	Activation of the digital citizenship card	Methodology required
17.6.3	Updating citizens' email addresses	Content required
17.6.4	Procedure for exceptional delivery for polycarbonate citizenship cards	Content required
18.	Correction of errors in documents	<p>Numbering updated</p> <p>The name of the Civil Registry and Identification Abroad group is changed</p> <p>Step 1: General criteria updated</p> <p>Step 2: Group name modified. It is specified that "priority and expedited production of the document must be requested."</p> <p>Step</p> <p>Step 4: In cases where correction is not applicable, it is specified that: "once the Registry receives the document, it must request the help desk to change the status of the document for its incorporation into HLEDWEB</p> <p>Important aspects: the group name is changed and the text regarding reporting situations to the Disciplinary Control Office is deleted.</p>
18.1	Procedure in case of loss or theft of a document for correction, in the custody of the Registry Office, Consulate, or transport company	Group names are modified.
19.1.1	Procedure and requirements for corrections in the National Identification Archive (ANI)	The wording in all sections is clarified



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19.2	Posthumous corrections	Clarification is needed on what posthumous corrections are.
19.2.1.	Procedure and requirements for posthumous corrections	Guidelines and/or wording adjusted in all sections
20.1.	Procedure for returning expired identity cards or other reasons for cancellation	Control and monitoring instructions for the destruction of consular documents are adjusted
20.2.	Return of unclaimed "yellow with holograms" and/or digital polycarbonate citizenship cards whose date of receipt is more than one (1) year old, and/or due to cancellation of the NUIP for various reasons	Title modified Return of polycarbonate cards is included, establishing a custody period Return parameter modified, based on the date of receipt at the registry Illustrations are incorporated
20.2.1	Procedure for the return of unclaimed citizenship cards	Repeated information on the frequency of return of yellow identity cards with holograms is eliminated All sections have been modified and clarified. Tables updated
20.2.2	Return of citizenship cards canceled due to death and other reasons	The name of the Civil Registry and Identification group is changed to abroad
20.3.1.	Inventory of documents in custody	Hled Web management email updated
20.3.2.	Return of physical documents with new information	Indication required and group name updated
20.	Return of polycarbonate citizenship cards	Guideline incorporated
20.5	Destruction of documents	Name of the group changed Civil Registry and Identification Abroad It is specified that this applies to consulates if they have the Hledweb tool. Returned polycarbonate documents are incorporated
21.2	Transfer of documents to or from abroad	The provision for transferring digital ID cards to consulates that have the tools available



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22.1.	Procedure in the event of loss or theft of the document in the custody of the Registry, Consulate, or transport company	Literal a Clarifications are made to the procedure to be followed. The sending of photographic records in the event of damage to the document is added. A paragraph is added with guidelines on information and case support referral
22.2	Procedure in case of deterioration or damage	The name of the group is changed Civil Registry and Identification Abroad
22.3	Procedure for requesting a reprint of a lost or damaged document.	It is specified that when submitting a report, the corresponding supporting documents must be attached and the deadline for reprinting the document is modified.
23.1.2	Procedure by the National Registry of Civil Registry	A clarifying note is added regarding the identification of foreign citizens
24.	Protection and conservation of ten-fingerprint cards and alphabetic cards	It should be noted that the central level guidelines are the responsibility of the Document Management Group. Document Management Group
25.2.1.	Cancellation of ID card due to death of the holder	Points 1, 2, and 3 are specified.
25.2.3.1.	Citizenship cards issued prior to the new ten-digit ID card	Change of title Adjust literal query link d
25.2.4	False identity	Guideline updated specifying jurisdiction of the DNI legal group for cases of false identity involve foreigners.
25.2.7.	Cancellation of identity card citizenship card due to renunciation of nationality	Information that must be included in the certificate of renunciation of nationality is indicated.
25.2.8	Cancellation of citizenship card due to loss of nationality	Wording adjusted
25.2.9	Reinstatement of validity due to recovery of nationality	Specifies the information contained in the certificate of recovery of nationality.
25.2.9.1	Internal procedure – renunciation and recovery of nationality when an adult citizen is uncertain about the issuance of a citizenship card	Guideline incorporated



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25.2.10.	Disqualification from public rights and functions	Guideline incorporated
25.2.11.	Revocations of cancellations	The name of the group is changed Civil Registry and Identification Abroad
25.3.	Registration of citizenship card due to expiry of the sentence imposed	Paragraph 1 is clarified
25.4.	Procedure for handling changes in the status of citizenship cards	The name of the group Civil Registry and Identification Abroad
26.	Issuance of exceptional certifications and nationality	Functions are specified in accordance with paragraph 20 of Article 5 of Decree 1010 of 2000 and the obligation to issue certificates.
26.1.	Exceptional certifications of citizen information.	It is clarified that identity card certificates apply to persons over 18 years of age
26.1.1.	Certificate of identity card status	Guidance on issuance for the status certificate, which is issued at a cost and in person. Emphasis is placed on online processing.
26.1.2.	Colombian Gold Certificate	It should be emphasized that for this certificate, it is sufficient to request a certificate of status.
26.1.3.	Certificate of information from the base document	This certificate is supplemented as it is issued.
26.1.4	Voter registration certificate (Antigua	It is specified that it may be requested by third parties, as it does not contain information subject to legal confidentiality, and indicates how it is issued.
26.1.5	Certificate of change of biographical data	It is specified that biometric validation is required for delivery to authorized third parties and completion of Form CDFT25 if biometric authentication in the EIS is unsuccessful. The cases in which a posthumous correction has been made are specified The following is incorporated: legitimacy for when the person is alive or deceased



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26.1.6	Certificate of distinguishing features.	It is specified that biometric validation is required for delivery to authorized third parties and completion of Form CDFT25 if biometric authentication in the EIS is unsuccessful. It specifies how to issue the certificate; it specifies cases of failed biometric authentication and other details.
26.1.9.	Identity card issuance certificate	Details to be taken into account for the issuance of this certificate are included.
26.2.	Issuance of the certificate of nationality	The content of this section has been comprehensively updated.
26.2.1.3.	Certificate of Nationality - Civil Registry and Identification Abroad Group	Change of title
26.3.	Competence for the issuance of exceptional certificates of citizenship and nationality information and nationality	The entire content of this section is amended, specifying the powers of issuance, notes, and other
26.3.1.	Exceptions and restrictions on the issuance of exceptional certificates exceptional certificates	The entire content of the section is amended to specify the guidelines
26.4	General aspects to consider regarding the issuance of exceptional and nationality certificates.	The content and wording of aspects covered in all paragraphs must be specified.
26.5	Information supporting certification payments	Aspects regarding the automatic entry of certification payments in the EIS in the SCR Collection Control system are included. Collection Control System (SCR).
26.6.	Responsibility for updating the National Identification File (ANI)	Group name changed
28.	Issuance of copies and certificates of civil registration	Information updated



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	Annex 2. GLOSSARY OF IDENTIFICATION TERMS	<p>The following are added: Facial capture Polycarbonate Reprocessing of a paper procedure Teslin</p> <p>Modified: Identification card and ID card format Fingerprint review reprocessing</p>
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This version of the circular will be published in the Official Gazette, on the entity's website, and will be distributed to notaries with the support of the Superintendency of Notaries and Registries, and to Colombian consuls abroad. In the case of public servants of the National Civil Registry, it may be consulted on the intranet and on the entity's website and replaces Version 8 of the Single Circular of March 23, 2023.

Sincerely,

ÁLVARO ALFONSO ARAÚJO OÑATE

Deputy Registrar for Civil Registration and Identification (E) National
Director of Identification

MARIA CRISTINA MANZANO NOGUERA

National Director of Civil Registration

SINGLE CIRCULAR FROM THE CIVIL REGISTRY AND IDENTIFICATION

Objective

Pursuant to Article 266 of the Constitution, the National Civil Registry Office is responsible for managing and organizing the civil registry and identifying individuals. Similarly, Article 5 of Decree 1010 of 2000 establishes the following functions for the entity: *"2. Adopt civil registry policies in Colombia and address matters related to the adoption, implementation, and control of civil registry plans and programs with a view to ensuring their optimal functioning; 20. To attend to all matters relating to the management of information, databases, the National Identification Archive, and the documents necessary for the technical process of identifying citizens, as well as to report on and issue the relevant certifications for the procedures involved.*

Likewise, the National Identification Directorate has among its functions *"2. Assist in the formulation of policies in the area of personal identification, implement them, and develop procedures that guarantee effective work in the country's identification card process"*¹, and the National Civil Registry Directorate has among its responsibilities² : *"2. Design the necessary instruments for the correct dissemination of the rules and procedures to be followed in the civil registry process" and 3. Recommend policies that allow for the identification of critical factors and adopt plans to ensure the optimal functioning of the civil registry in Colombia."*

With the issuance of the Single Circular, the current instructions on civil registration and identification were integrated and organized into a single document, for which 142 circulars issued by the Entity on the subject from 2000 to August 2018, when the first version of this document was published, were compiled, reviewed, analyzed, and updated. For some specific topics, circulars issued prior to this date were studied, such as those related to live birth and death certificates.

The Single Circular requires the ongoing review of the forms to be used in the various Civil Registry and Identification processes and procedures, which are coded and entered into the Entity's intranet, so that all officials have access to the latest version of each one.

¹ Decree 1010 of 2000, Article 39

² Decree 1010 of 2000, Article 40



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It should be clarified that the current manuals are RAMN01 Review Manual, , RAMN04 Integrated Service Station (EIS) Operating Manual, RAMN05 Technical Validation and Individualization Manual, RAMN06 Digital Services Manager and Trainer Manual, and RAMN07 Preparation and Processing of Exceptional Paper Identification Procedures, are not included in this circular due to their purely technical nature.

Therefore, it is recommended that these manuals be constantly consulted and verified in order to comply with the guidelines established in their latest version.

Structure

The Single Circular is organized thematically; the first part contains civil registration instructions, the second part covers identification-related topics, and the last part addresses common issues that impact both areas. It contains the current rules on civil registration and identification, such that anything not included is understood to be repealed.

The table of contents consists of titles and subtitles, from which you can navigate to the topic you wish to consult, making it easy to review.

Consultation

The Single Circular is published both on the intranet and on the entity's website so that it can be consulted by officials, notaries, and consuls with registration functions, as well as persons outside the entity.

Modifications

The Circular is a document that may vary depending on the needs arising from legislative reforms, court orders, new internal administrative acts, technological changes, or changes in the entity's policies. Therefore, when necessary, a new version will be issued and communicated to its recipients in a timely manner.



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CIVIL REGISTRY

1. General aspects of the civil registry

1.1. Marital status

"A person's civil status is their legal situation in the family and society. It determines their capacity to exercise certain rights and assume certain obligations. It is indivisible, non-transferable, and imprescriptible, and its assignment is governed by law."³

Through this institution, individuals demonstrate: (i) their existence through civil birth registration; (ii) their family relationships through data on actual parentage and civil marriage registration; and (iii) the end of life through civil death registration.⁴

It is important to note that civil status regulations are a *matter* of public policy, "*which is why they cannot be disregarded or be the subject of a legal transaction or deal. For this reason, Article 1 of Decree Law 1260 of 1970 specifies that civil status is "unavailable," while Article 2473 of the Civil Code establishes, for the avoidance of doubt, that it is prohibited to "compromise on the civil status of persons"*

1.2. Civil registry

Civil registration is the instrument through which the legal existence of natural persons is materialized, other rights that are interdependent with it, such as name, nationality, and filiation, are made effective, and information on the time of birth and death, as well as other identification data, is recorded, being a fundamental requirement for the issuance of identity documents: Identity Card and Citizenship Card.⁶

1.3. Events that are registered

In accordance with Articles 5 and 6 of Decree 1260 of 1970, all facts, acts, and decisions, both judicial and administrative, that

³ Decree Law 1260 of 1970, Article 1

⁴ Constitutional Court, Ruling T-241 of 2018, MP Gloria Stella Ortiz Delgado

⁵ Ruling of the Superior Court of Bogotá D.C., April 1, 2025, MP Marco Antonio Álvarez Gómez, Case No. 202500072 01

⁶ Ibidem



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affecting the civil status of individuals must be registered in the civil registry, such as: births, acknowledgments of children born out of wedlock, legitimations, adoptions, alterations of parental authority, marriage, marriage settlements, declared de facto marital unions, assignments of support, marriage annulments, divorces, legal separations and separations of property, liquidations of marital and/or patrimonial partnerships, foster families, name changes, sex component corrections, deaths, declarations of presumed death, among others.

1.4. Place of registration

In accordance with the provisions of Article 118 of Law 1395 of 2010 and Article 31 of Decree Law 019 of 2012, all legal acts, legal events, and judicial decisions may be registered at any office authorized to perform civil registry functions within the national territory or at Colombian consulates abroad, regardless of where the event or act occurred.

1.5. Replacements when the registration is in a different place than the application

When it is necessary to replace a registration that is in a different place from the application and involves the opening of a new serial number in accordance with the provisions of Articles 91 et seq. of Decree Law 1260 of 1970, this may be done at any registry office. The office where the application is made must send a copy of the registration and the background documents that served as the basis for the registration to the office where the initial registration is located in order to make the corresponding note in the register that was replaced.

A new serial number shall be opened, whose background document shall be a "*written request*," "*public deed*," "*court order*," or indigenous authorization, as appropriate, noting the reasons for the correction in the notes section or in the miscellaneous book, respectively.

A copy of both the new civil registry and the background documents must be sent to the office of origin of the registry, where the respective reciprocal reference note will be made, and a copy of the civil registry with the aforementioned note will be returned to the office that made the replacement so that it may be included in the protocol.

The original record replacing the previous one will remain in the office where the modification or replacement was made, so that a copy of the new



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record with marginal notes can only be issued by the office where the replacement was made.

1.6. Annotations when the registration is in a different location from the application

For those actions that result in an annotation in the civil registry folio, when the registration is in a different place than the application, the registry office where the application is made will validate the documentation provided by the interested party and forward it to the office where the civil registry in which the respective note is to be made is located.

1.7. Content of the Registration

In accordance with the provisions of Article 21 of Decree Law 1260 of 1970, all registrations must state:

1. The nature of the event, act, or judicial or administrative decision being registered.
2. The place and date on which the entry is made.
3. The full name of the parties appearing, their identity, and the document establishing their identity.
4. The signatures of the parties appearing and the registrar.

1.8. General procedure for registration in the civil registry

In order to register an event, act, or decision, the steps set forth in Articles 28 et seq. of Decree Law 1260 of 1970 must be followed:

Reception consists of the server responsible for the registration function receiving the declaration from the interested parties (declarants and/or witnesses) and the supporting documents for registration, in accordance with the requirements set forth in this circular, depending on the act, event, or decision to be registered.

During reception, the **extension** is made, which is the transcription of the statement into the civil registry format.

Once the transcription has been completed, the **granting** takes place, which is the express acceptance by the declarant and/or witnesses of the transcription of what has been received.



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Once the granting has been made, **authorization** is granted (art. 39), which is created by the signature of the official in charge of keeping the register, who certifies compliance with the legal requirements (art. 21) and the veracity of the declaration received (art. 32).

Finally, when the second copy of the registration is delivered to the interested parties, the **record** is completed (Art. 43).

1.9. Non-existence of the civil registry

When the steps mentioned in the previous paragraph are completed and a civil registry lacks the signature of the competent official, it is non-existent and, as a result, never comes into legal existence and does not generate legal effects.

On this matter, Decree Law 1260 of 1970 provides: "**Article 42. Non-existence of the registration.** Any entry that has not been authorized by the official does not acquire the status of registration and is non-existent as such. However, if only the signature of the official is missing, and the omission is due to reasons other than those that justify the refusal of authorization, the Superintendency of Notaries and Registries may, after summary verification of the facts, order that the registration be signed by the person holding the position.

If the signature is missing from the copy kept by the National Registration Service, it may be signed by the head of that agency, with the prior authorization of the Superintendency of Notaries and Registries.

However, if the only thing missing from said registration is the signature of the civil registrar (and there are no grounds for nullity as established in Article 104 of Decree 1260 of 1970) and, furthermore, the reason for such omission is different from those that justify the refusal of authorization, the provisions of Article 42 of Decree Law 1260 of 1970 shall apply, and a request may be made to the National Civil Registry Directorate to authorize the person performing that function to sign it, provided that he or she certifies that the civil registry complies with the requirements; an action known as **authorization to sign**.

Considering that the custody and safekeeping of the aforementioned documents corresponds to the registry office, the mere fact that the aforementioned documents are not kept in the protocol is not a reason for not certifying that the civil registry meets the requirements.

NOTE: The power to authorize the signing of such Registers lies with the National Civil Registry Directorate, by virtue of the powers assigned to it.



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the National Civil Registry Office by the Political Constitution, Decree 2241 of 1987, and Decree 1010 of 2000.

1.10. Procedure for authorizing the subscription of a civil registry

In accordance with the functions assigned in Article 40 No. 9 of Decree 1010 of 2000, the National Civil Registry Directorate authorizes the official responsible for the registry office to sign said registration under his or her responsibility, through the following procedure:

- a. Certification of compliance with requirements
The registry official must certify that the registry subject to the subscription authorization complies with all legal requirements, i.e., that all stages of the procedure for its issuance have been completed and that it is not subject to any of the grounds for formal nullity set forth in Article 104 of Decree Law 1260 of 1970, in the case of civil registries issued under this regulation.
- b. Application for authorization before the Civil Registry Directorate
Once compliance with the requirements of the previous paragraph has been verified and the certification has been obtained, the registry official must submit the subscription request to the Civil Registry Legal Group of the National Civil Registry Directorate, attaching the aforementioned certification to the email juridica_dnrc@registraduria.gov.co.
- c. The administrative act
The National Civil Registry Directorate shall issue the corresponding administrative act resolving on the authorization of the civil registry subscription, which must be justified.
- d. The competent registry official must record in the notes section of the registration that it is authorized to be signed with the number and date of the corresponding resolution.

It is important to note that if it is evident that a civil registry does not meet the requirements for its existence, its invalidation must be requested in the database from the "National Registration Service" Group, after exhausting the due process for the registrant.

1.11. Entries in the civil registry and miscellaneous book

Article 1 of Decree 2158 of 1970 establishes that all facts, acts, and judicial and administrative decisions relating to the civil status and capacity of persons, other than birth, shall be recorded in the miscellaneous book.



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marriage and death, in accordance with the provisions of Articles 10, 11, and 22 of Decree Law 1260 of 1970; while, in the notes section of the corresponding serial identifier, reference shall be made to the volume and page number of the book in which the entry was made. The form includes some events that affect marital status and leaves the space "*other*" for cases where the event is not described.

The miscellaneous book is mandatory for all offices with registration functions. The procedure for producing the miscellaneous book shall be the responsibility of each office, printing on a standard letter-size sheet, numbered in the upper right corner from 001 to 300 as they are required.

Once the registry office has completed the aforementioned range, it must report the list to the Departmental Delegation to keep track of the production of the miscellaneous book. Consulates abroad must report this to the Civil Registry Validation and Production Office at vyregistrocivil@registraduria.gov.co.

In cases of replacement or substitution of the folio, reciprocal reference notes must be included in the space for notes.

When the space for notes is exhausted due to the entries made in it, a supplementary folio shall be opened (Article 27 of Decree Law 1260 of 1970), which should not be confused with the supplementary certificate for the registration of a child born out of wedlock, in which case the respective civil registry shall be identified with the two serial numbers (initial and supplementary).

In order to protect the rights to equality and privacy of those registered, as enshrined in Articles 13 and 15 of the Constitution, it is extremely important to remember that, when completing civil registries, in the respective notes section, no reference should be made to any circumstance that violates the right to privacy of individuals, such as: the type of filiation of the registrant, the correction of sex, etc., for which the miscellaneous book is intended.

Similarly, in the event of recognition, the registry official must refrain from noting in the notes section that the child is born out of wedlock.

The declaration of adoptability and the authorization of adoption provided for in Article 63 of Law 1098 of 2006 must be recorded in the notes section of the civil registry of the minor and in the miscellaneous book in accordance with the provisions of Law 1878 of 2018, Article 8. Once the adoption process is complete, the new civil registry of the adoptee **does not contain any marginal notes** on the matter.



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1.12. Corrections to the civil registry.

When correcting errors made during the registration process, before authorization is granted with the signature of the competent official, the provisions of Article 88 of Decree Law 1260 of 1970 must be strictly applied, recording and signing the exception in the notes section for it to be considered valid.

Once the registration has been authorized by the registration official, it may only be corrected by opening a new serial number with the respective observation of the reason for the correction, for which the notes of reciprocal reference shall be signed and countersigned.

In order for the correction of the registration to proceed, and depending on the cause that gives rise to it, one of the following supporting documents will be required:

1.12.1. A written request submitted to the registry official by the registrant or their representative.

As established in Article 91 of Decree 1260 of 1970, to correct typographical or spelling errors or those established by comparing the previous document or by simply reading the folio.

In cases where, at the time of registering the birth in the civil registry, one of the parents was a minor, identified with a 10-digit NUIP identity card, once the father and/or mother has been issued with a citizenship card, they may correct the civil registry by means of a written request, since, although the type of document changes, the NUIP remains the same.

If the NUIP changes, the correction must be made by public deed.

1.12.2. Public deed

To adjust the civil registry to reality, provided that the civil status of the registered person is not altered (Article 91 et seq.), in accordance with the powers granted to notaries in Article 617(9) of the General Code of Procedure.

1.12.2.1. Name change by public deed

The name change may be made by public deed, on a one-time basis, in accordance with the provisions of Article 94 of Decree 1260 of 1970, as amended by Article 6 of Decree 999 of 1988.



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However, in accordance with the provisions of the Constitutional Court in Ruling C-114 of 2017, in cases where there is a clear and sufficient constitutional justification, for example, when the harmony between gender identity and name is at risk, the name may be changed a second time **by public deed**.

The legal representatives of minors may change their names before a notary public, subject to the procedure indicated in Article 6 of Decree-Law 999 of 1988 and without prejudice to the fact that when they reach the age of majority, those registered may once again change their names, in accordance with the provisions of Decree 1555 of 1989.

1.12.2.2. Correction of the sex component by means of a public deed.

In accordance with the provisions of Article 2.2.6.12.4.3. of Decree 1227 of 2015, persons interested in correcting the sex component of their civil birth registry may do so by **means of a public deed**. The correction of the sex component in the Civil Birth Registry may consist of the registration of male (M) or female (F) sex.

In this regard, in ruling **T-447 of 2019**, the Colombian Constitutional Court ruled that the modification of the sex and name components in the civil registry of minors may be carried out by means of **a public deed**, in accordance with the guidelines issued for this purpose by the Superintendency of Notaries and Registries.

Likewise, in ruling T-033 of 2022, the Court urged the National Government and the National Civil Registry to modify, within six (6) months of notification of the decision, the *"content of the first paragraph of Article 2.2.6.12.4.3. of Decree 1227 of 2015, and the corresponding regulations, to include the category "non-binary" among the sex markers in the citizen identification scheme and, (ii) together, provide everything necessary for the implementation of this identification scheme, so that non-binary persons who meet the other requirements provided for in relation to the correction of the sex component may opt for that category, with the same guarantees as those who officially identify themselves as binary."*

In addition, it warned that, after this period, *"if the aforementioned regulation and its implementation have not yet materialized, in any case, persons with non-binary gender identities who meet the other requirements for the correction of the sex component may change the assignment of non-binary gender in their identity documents before the competent authorities, under the terms of this ruling."*



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Similarly, in ruling **T-527** of 2024, the Constitutional Court stated that the Constitution protects the fundamental right to gender identity and that *"legal recognition of diverse gender identity encompasses three elements, namely: (i) the State's obligation to have appropriate procedures in place to allow transgender persons to change their name and gender marker or 'sex' on identification documents and public records; (ii) the change of gender must be based on the free determination of individuals and cannot be subject to abusive requirements; and (iii) transgender persons must receive constitutional and legal treatment in accordance with their self-perceived gender identity."* Similarly, the Court considered that *"the situation of non-binary persons is similar to that of transgender persons, in the sense that they seek, among other things, legal recognition by the State of the attributes of personality that they have freely and autonomously chosen in their identity documents. To that extent, since non-binary persons share with transgender persons the desire to have their identity documents reflect their decision to recognize themselves differently through their sex, it is clear that their purpose is precisely for the State to legally recognize that decision, through the proper incorporation of the chosen names and chosen sex designation, in accordance with the provisions of the Law and constitutional jurisprudence."*(Bold added).

In accordance with the above, once **the public deed** (document required to make the correction of the sex component) has been granted and submitted to the registry office, the following procedure will be followed:

- a. Verify that the public deed contains the correction of the sex component, duly signed by the notary, in accordance with Article 95 of Decree Law 1260 of 1970.
- b. The civil registry record to be replaced must be included in the Registry's databases; if it is not found, the registry official must request the civil registry record from the office of origin, and once received, proceed to post it directly into the system.
- c. Proceed to replace the civil birth record, including the sex indicated in the public deed provided with the application, in the space for female (F), male (M), Trans (T), or Non-Binary (NB), as applicable, by opening a new serial number and incorporating the reciprocal reference notes, in accordance with the provisions of Article 91 of Decree Law 1260 of 1970, amended by Article 4 of Law 999 of 1988, in which only the serial number will be referenced. In order to protect the right to personal privacy, the rest of the information must be recorded in the miscellaneous book.



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- d. The Unique Personal Identification Number (NUIP) shall not be modified with the correction of the sex component in the Civil Registry, except in the case of ID cards with less than ten digits, in which case a new ten-digit Unique Personal Identification Number (NUIP) may be assigned, given that the numerical quota for ID cards issued prior to 2000 was assigned according to sex.
- e. A copy of the corrected Civil Registry must be sent on the same day to the email address of the National Registration Service: sni@registraduria.gov.co in order to ensure that it is duly recorded in the entity's databases.

In accordance with the above, registry officials are required to replace civil birth records based on the respective **public deed** of gender correction for both adults and minors, clarifying that the information is subject to confidentiality, such that the first record may only be consulted by the holder, by court order, or by public authorities who require it for the exercise of their functions, This is in compliance with the provisions of ruling T-447 of 2019 and in accordance with the provisions of Article 13 of Law 1581 of 2012 and Article 12 of Decree 1377 of 2013.

It should be clarified that the implementation of the T (Trans) NB (Non-Binary) markers in the sex component of identity documents will be based on the duly executed public deed provided by the person interested in the procedure. This is based on the fact that the National Registry does not have the authority to control the legality of public deeds executed by notaries.

1.12.3. Final court ruling

Duly enforced court decisions ordering the correction of civil records shall also be registered.

1.13. Annulments

Once authorized by the registrar, civil registry entries are covered by the presumption of authenticity under Article 103 of Decree Law 1260 of 1970 and cannot be annulled except by virtue of a resolution of the National Civil Registry Directorate, following administrative proceedings, or a final court ruling to that effect.



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The administrative annulment of civil registries affected by any of the grounds provided for in Article 104 of Decree Law 1260 of 1970 shall proceed at the request of the registrant himself if he is of legal age, or his legal representatives if he is a minor, duly identified.

Likewise, the National Civil Registry Directorate may, ex officio, proceed with the annulment of civil registrations that are subject to any of the grounds for nullity set forth in Article 104 of Decree 1260 of 1970, guaranteeing due administrative process and the right of defense⁷.

Paternal recognition shall not be lost with the annulment of the civil birth registration; the resolution shall order its transfer to the new registration.

The registry official shall leave in the space for notes the signed annotation with the number of the resolution or court order that ordered the annulment and the authority that issued it.

1.14. Cancellations

The cancellation of civil status registration through administrative channels shall proceed when there is a double or multiple entry of facts or acts in the civil status registry. In these cases, in order to ensure due diligence, the National Civil Registry Directorate must validate that the information under analysis with multiple entries in the civil registry corresponds to the same person, for which it may use any means of evidence or consult the entity's own databases, including fingerprint comparison, to determine this fact.

In accordance with the provisions of Constitutional Court Ruling T-210 of 2024, *"the condition for canceling a civil birth registration through administrative channels is verification that the person in question has more than one registration, provided that there is no dispute regarding filiation."*

The administrative action to determine the cancellation of civil status records may be initiated ex officio, at the request of the interested party, their representative or successor, or at the request of an authority.

⁷ Judgment T-183 of 2023 M.P. JOSÉ FERNANDO REYES CUARTAS "The foregoing does not mean that the RNEC is not obliged to verify any fraudulent action that may have led to the issuance of the civil birth certificate and citizenship card. However, the Chamber considers it important to emphasize that such an obligation must always be exercised under the strict guarantee of the rights of those involved, in particular, the right to due process."

⁸ Article 65 Decree 1260 of 1970

⁹ Ruling T-210 of 2024, M.P. Antonio José Lizarazo Ocampo



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Article 40 No. 9 of Decree 1010 of 2000 establishes that the National Director of the Civil Registry shall be competent to decide on the cancellation of a civil registry entry through administrative channels. Once the evidentiary stage has been completed and after evaluating the evidence in the file, the Director shall decide whether the cancellation of the civil registry entry is appropriate, expressly indicating which one is the sole and definitive entry. or, in the event that the requested cancellation is not granted, the reasons for the decision shall be indicated.

The registry official shall leave in the space for notes a signed annotation with the number of the resolution or court order that ordered the cancellation and the authority that issued it.

2. Unique Personal Identification Number – NUIP

2.1. Assignment of the NUIP

In accordance with the provisions of paragraph 17 of Article 5 of Decree 1010 of 2000, the National Civil Registry is responsible for assigning the Unique National Identification Number (NUIP). Similarly, Article 22 of Law 962 of 2005 states: "**UNIQUE PERSONAL IDENTIFICATION NUMBER.** *The Unique Personal Identification Number (NUIP) is hereby created, which shall be assigned to Colombians by the National Civil Registry at the time of registration of the civil birth certificate issued by the officials who maintain the Civil Registry. The NUIP shall apply to all events and acts that affect the civil status of individuals, and to all documents issued by public authorities.*"

The NUIP shall be assigned by each civil registry office and shall be administered by the National Civil Registry, which shall determine its composition and structure. For persons of legal age at the time of enactment of this law, the NUIP shall be understood to be the citizenship card number of each Colombian.

Resolutions 146 of January 18, 2000, and 3571 of September 30, 2003, of the National Civil Registry Office establish that at the time of birth registration, the NUIP will be assigned, which identifies the person from birth and is disabled upon death.

The unique personal identification number (NUIP) is assigned at each of the offices that perform the function of civil registration, as follows:

- a. When registering the birth of a person.



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- b. When applying for an identity card.
- c. When applying for a citizenship card, in cases where the person was already registered when Resolution 3571 of 2003 came into force but did not have a numerical NUIP assignment.
- d. When the person is not required by law to have a civil birth certificate to apply for a citizenship card, as they are covered by Law 92 of 1938.
- e. If they are naturalized foreigners with a letter of naturalization or registration, as applicable.
- f. In compliance with a court decision.

Persons who, as of September 30, 2003, had been issued a citizenship card would have the same number assigned to that identification document as their NUIP.

Procedure for assigning numerical quotas to Colombian defendants:

Once the preliminary identity check has been carried out, in accordance with the terms established in this Circular, by the fingerprint technicians assigned to the Identification Archives Group, the officials designated as Hoc Registrars of the National Registration Service will prepare the civil birth registration for Colombian nationals charged with crimes, based on the documents provided by the competent judicial authority that so requires, in accordance with the provisions of Article 99 of Law 1453 of 2011 on citizen security.

The registration of the suspect in the civil birth registry will be carried out by the National Civil Registry Directorate, with the minimum requirements being the name, sex, place, date of birth, and original description format of the citizen, or those indicated by the judicial authority in the description format to establish full identity. This information must match the other documents provided in order to proceed with the correct assignment of the NUIP.

Likewise, the National Registration Service will respond and send the civil birth registry to the requesting authority for its jurisdiction and will forward the supporting documents to the Reception Group - DNI, for the respective processing.

2.2. Types of identification numbers



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There are three types of identification numbers: NIP, alphanumeric NUIP, and numeric NUIP.

2.2.1. NIP: Personal Identification Number

Created by Article 65 of Decree Law 1260 of 1970 and regulated by Article 7 of Decree 1695 of 1971, it consists of a basic part composed of 6 digits, corresponding to the date of birth (year - month - day), and a complementary part composed of 5 digits, to distinguish those born on the same date. - day) and a complementary part consisting of 5 digits, to distinguish between people born on the same date.

The complementary part, which is assigned by the National Registration Service, follows an arithmetic algorithm that meets the requirements contained in the regulatory decree, namely:

- a. Assignment of this complementary part to a single person born on that date.
- b. The penultimate digit indicates the sex of the registrant: even for men and odd for women.
- c. The last digit is a check digit, which combines the previous ten digits using a mathematical formula.

The NIP was assigned from October 12, 1971, in the following cases:

- a. Upon registration of birth.
- b. The issuance of identity cards for minors born prior to that date.

In the event of modification (replacement) of a civil birth record with a NIP, the NIP of the serial number (or volume and folio) to be replaced must be retained, except when the modification involves a change in the date of birth or sex of the registered person, in which case the civil registry information system will automatically assign a new NIP.

Minors identified with a NIP retained that NIP for the issuance of identity cards, and it was changed to a NUIP when they were issued a citizenship card.

2.2.2. NUIP: Unique Personal Identification Number - Initial Stage: Alphanumeric NUIP



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In the first phase of the PMT technological renewal program, the need to unify the way Colombians are identified, regardless of their age, became apparent. To this end, the unique personal identification number (NUIP) was created by Resolution No. 146 of January 18, 2000.

This alphanumeric NUIP consisted of 10 characters: the first 3 were an alphanumeric combination corresponding to the code that identifies the birth registration office; the next 7 characters were consecutive, from 0000001 to 9999999. It was administered by the National Civil Registry and assigned in a decentralized manner to each of the civil registry offices.

It was assigned to civil birth records of persons who did not yet have a citizenship card, issued for the first time as of February 1, 2000. Those who already had their citizenship card were assigned their identification document number as their NUIP.

Individuals identified with an alphanumeric NUIP were automatically assigned a numerical equivalent when their civil birth record was entered into the civil registry information system.

In the event of modification (replacement) of a civil birth record with an alphanumeric NUIP, the equivalent numerical NUIP of the serial number to be replaced must be maintained.

2.2.3. NUIP: Unique Personal Identification Number. - Current Stage: Numeric NUIP

The alphanumeric structure of the unique personal identification number caused several difficulties due to frequent errors in its application and its impact on the databases of other entities that only had numeric fields for their users' identification numbers. Therefore, the structure was changed and a strictly numeric NUIP was established through Resolution 3571 of September 30, 2003.

The numeric NUIP consists of 10 numeric digits, starting with 1,000,000,000. Its administration is centralized and is the responsibility of the National Civil Registry. Its assignment is decentralized and corresponds to each of the offices that perform the function of civil registration, to which the respective numerical quotas were assigned.



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This numerical NUIP began to be assigned gradually in the different offices starting on October 10, 2003, with a deadline for implementation of March 10, 2004. It is assigned as follows:

- a. When registering the birth of persons who do not yet have a citizenship card.
- b. When issuing citizenship cards to individuals who were identified with a NIP.
- c. To those who, according to the law, are not required to present a civil birth certificate for the issuance of their ID card.
- d. In compliance with a court decision that so provides.

In the event of modification (replacement) of a civil birth certificate with a numerical NUIP, the numerical NUIP assigned to the serial number to be replaced must be maintained.

As of the implementation of the Integrated Service Stations (EIS), with the issuance of Resolution No. 8937 of August 13, 2019, for identification procedures requiring the assignment of a NUIP, the numerical range begins at 2,000,000,000 and ends at 2,999,999,999.

2.3. Correction of errors in identification numbers in the civil birth registry

2.3.1. Correction of NIP

NIP correction occurs when the civil birth registry has been recorded in the civil registry information system with an error regarding the date of birth or sex of the registered person. In these cases, when the correction is made, the SIRC automatically assigns the correct NIP, which must be noted on the original document held at the corresponding office. To this end, the departmental delegates, district, special, municipal, or auxiliary registrars in whose offices the correction is made in the SIRC will communicate the correct NIP to the offices of origin.

2.3.2. Correction of alphanumeric NUIP

When, for any reason, during the term of Resolution 0146 of 2000, the alphanumeric NUIP has been assigned incorrectly or erroneously, the National Civil Registry Directorate and the offices that, together with the central level, carry out post-registrations, shall be responsible for



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recording these civil birth records and assigning them a numerical NUIP directly from the range reserved for the entity's central quota.

Consequently, civil registry officials shall refrain from assigning alphanumeric NUIPs when they have not been assigned or corrected, as the case may be, and shall under no circumstances assign numerical NUIPs from the local quota to these records.

This procedure applies exclusively to civil birth records of minors and adults without a citizenship card registered between February 1, 2000, and February 29, 2004, when the numerical NUIP was implemented throughout the country.

2.3.3. Correction of numerical NUIP

In accordance with Resolution 3007 of 2004 of the National Civil Registry, the numerical NUIP may be corrected in the following cases:

- a. When a NUIP has been assigned to a record that replaced another that already had a NIP or NUIP.
- b. When a NUIP (alphanumeric or numeric) has been assigned to citizens who already had a citizenship card on the date of registration.
- c. When the numerical NUIP has not been assigned or has been assigned incorrectly (the reference date should be the date on which the office began assigning numerical NUIPs).
- d. When the same numerical NUIP has been assigned to two or more civil birth records.
- e. When the numeric NUIP has been assigned with the office code prefixed.
- f. When there is a court order to that effect.

When it is necessary to assign a new NUIP number, it will be taken from the quota assigned to the office where the registration was made.

Correcting the numerical NUIP does not require opening a new file, as it will be done in the respective serial number. The action and reason for the change or correction shall be recorded in the box provided for notes, which must be signed and dated by the competent official.



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The correct NUIP must be entered at the top of the NUIP box and, in the space for notes, indicate that the NUIP was corrected based on Resolution No. 3007 of 2004. It is mandatory to note the reason for the change or correction.

Similarly, please note that within the first five (5) days of each month, a detailed list of all NUIPs that have been corrected must be sent to the National Civil Registry, together with copies of the records that include the space for notes, indicating the serial number, the invalid NUIP, and the valid identification number.

3. Registration of birth in the civil registry

In order to register a birth, the child must have been born alive in accordance with the provisions of Article 90 of the Civil Code.

In order to register a birth, the child must have been born alive in accordance with the provisions of Article 78 of Decree 1260 of 1970, *"DEADBIRTHS. The death of a stillborn child shall not be recorded in the death registry."*

3.1. Obligation to report the birth

In accordance with the provisions of Article 45 of Decree 1260 of 1970, the following persons are required to report births and request their registration:

- a. The father.
- b. The mother.
- c. Other ascendants.
- d. The closest adult relatives.
- e. The director or administrator of the public or private establishment where the birth occurred.
- f. The person who picked up the abandoned newborn.
- g. The director or administrator of the establishment that has taken charge of the newborn foundling.
- h. The person concerned, if over eighteen years of age.
- i. The family advocate, the family commissioner (when there is no family advocate in the locality), or the police inspector (when there is neither a family advocate nor a family commissioner in the locality) may request the registration of the birth of a child with the National Civil Registry Office, provided that, within the administrative process of restoring their rights, it is proven that the name and surnames



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do not correspond to the reality of their civil status and biological origin, without the need to resort to family jurisdiction, as established in Article 82, No. 19 of Law 1098 of 2006.

3.2. Place of birth registration

Articles 118 of Law 1395 of 2010 and 31 of Decree Law 019 of 2012 establish that births may be registered at any office authorized to perform civil registration functions within the national territory or at Colombian consulates abroad, regardless of where the birth occurred.

Similarly, registrations made on the basis of Article 53 of Decree 1122 of 1999 and during its period of validity (from July 29 to November 18, 1999) are not subject to formal nullity and are fully legally valid.

3.3. Deadline for birth registration

3.3.1. Timely registration

As established in Article 48 of Decree Law 1260 of 1970, birth registration must be done within one month of the event; after this period, the registration will be considered late.

3.3.2. Late registration

Registration that is attempted more than one month after the birth will be late, in accordance with the provisions of Article 50 of Decree Law 1260 of 1970, amended by Article 1 of Decree 999 of 1988 and Article 2.2.6.12.3.1 of Decree 1069 of 2015, amended by Decree 356 of 2017. In such cases, the person acting as the declarant or reporter of the birth must complete the form designed for this purpose, in which they declare, under oath, that the person has not been previously registered with a Colombian registry office, explain the reason for the delay in registration, and provide proof of the fact. (Fill out the form for late civil registration, RAFT 13)

In this case, the registry authority will verify that the birth has not been previously registered and that the facts correspond to reality, for which purpose it may order the relevant and appropriate evidence to be provided¹⁰.

¹⁰ Article 2.2.6.12.3.5, paragraph 3.



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Once the registry official has received the duly completed form for late birth registration (RAFT 13), they will verify the documentation provided and take the testimony of the witnesses (if this is the basis for registration). In case of reasonable doubt (Article 2 of Decree 2188 of 2001), they will question the declarant, the registrant, and the witnesses about the circumstances of time, manner, and place of occurrence of the event that, in their opinion, provide certainty regarding the registration to be made.

If the applicant for registration is of legal age, the form DECLARATION BY AN APPLICANT OF LEGAL AGE FOR REGISTRATION IN THE CIVIL BIRTH REGISTRY designed

for this purpose, warning of the implications of false testimony. (Complete form RAFT 51).

In cases where reasonable doubt arises, due to the conclusion that the facts described do not correspond to reality or that the person whose registration is sought already has a valid civil birth certificate as a background document for a valid identity document, **the requested civil birth certificate will not be issued** and, consequently, it will not be authorized by the registration authority, in accordance with the provisions of Article 2 of Decree 2188 of 2011 and Articles 2.2.6.12.3.3 and 2.2.6.12.3.4 of Decree 356 of 2017, procedure described in section 3.3.2.3 Denial of registration.

3.3.2.1. Complainant of late registration

In accordance with the provisions of Article 2.2.6.12.3.5. of Decree 356 of 2017 of the Ministry of Justice and Law, *"In order to request late registration in the civil registry of births and in accordance with Article 45 of Decree Law 1260 of 1970, the following persons are required to report births and **are the only ones who may request their registration**: (Bold text not in original).*

- a. *The duly identified father*
- b. *The duly identified mother*
- c. *The other duly identified ascendants*
- d. *The closest relatives duly identified*
- e. *The director or administrator of the public or private establishment where the birth occurred.*
- f. *The duly identified person who took in the abandoned newborn*
- g. *The director or administrator of the establishment that has taken charge of the foundling.*
- h. *The person concerned, duly identified, if over eighteen years of age.*



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- i.* In accordance with the provisions of Article 98 of Law 1098 of 2006, births may be reported by Family Ombudsmen, Family Commissioners (when there is no Family Ombudsman in the area), or Police Inspectors (when there is no Family Ombudsman or Family Commissioner in the area), provided that the child is a minor and that the conditions set forth in paragraph 19 of Article 82 of Law 1098 of 2006 are met.

Family Ombudsmen, Family Police Stations (when there is no Family Ombudsman in the area), or Police Inspectors (when there is no Family Ombudsman or Family Police Station in the area), in the exercise of their delegated powers to perform the function of judicial police, or whoever is delegated for that purpose by the Attorney General of the Nation, in accordance with the provisions of Article 251 of the Constitution, shall act as complainant.

By virtue of the foregoing, in the case of late registrations, the registry official shall refrain from proceeding with them when the declarant is not one of the persons listed in the aforementioned article.

3.3.2.2. Witness statements as supporting documents for late registration

In the event that the supporting document for the late registration application is a witness statement, the registry official shall complete the form designed for this purpose and shall question the declarant, the applicant (of legal age), and each of the witnesses individually about the facts, warning them of the implications of false testimony. The oath shall be deemed to have been taken by the mere fact of signing. (Fill out the applicant and witness statement forms in the civil birth registry, RAFT 13, 51, and 14).

Prior to receiving the testimony, the authorities with registration functions shall, without exception, verify the full identity of the registrant when he or she is of legal age, the declarant, and the witnesses appearing for registration, with registrars using facial and fingerprint biometric authentication through integrated EIS service stations.

In accordance with the provisions of Article 2.2.6.12.3.1., Numeral 7 of Decree 356 of 2017, when attempting to register a person over the age of seven (7) by means of witness statements, the registry official shall suspend the registration until the verifications referred to in the aforementioned regulation have been carried out, and shall proceed to:



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- a. Forward the information provided by the applicant for registration to the Special Administrative Unit of Migration Colombia of the corresponding district in order to determine whether the person is a foreigner or not. If, 10 days after the application was sent to Migration, no response has been received **and the requirements for registration are met**, the official may continue with the registration process.

POSITION	CONTACT EMAIL	GEOGRAPHICAL COVERAGE BY DEPARTMENT	CONTACT PHONE
Amazonas Regional Director	canal.amazonas@migracioncolombia.gov.co	Amazonas	608-5926001
Andean Regional Director	canal.andina@migracioncolombia.gov.co	Cundinamarca, Boyacá, Tolima, Huila, Caquetá, and Bogotá D.C.	601-5111180
Regional Director Antioquia	canal.antioquia@migracioncolombia.gov.co	Antioquia and Chocó	604-3455500
Caribbean Regional Director	canal.caribe@migracioncolombia.gov.co	Bolívar, Atlántico, Córdoba, Magdalena, and Sucre	605-6700555
Regional Director, Coffee Region	canal.ejecafetero@migracioncolombia.gov.co	Risaralda, Caldas, and Quindío	606-3339898
Regional Director Guajira	canal.quajira@migracioncolombia.gov.co	Guajira and Cesar	605-5111150
Regional Director Nariño	canal.nariño@migracioncolombia.gov.co	Nariño and Putumayo	602-7229393
Western Regional Director	canal.occidente@migracioncolombia.gov.co	Valle del Cauca and Cauca	602-397-3510
Eastern Regional Director	canal.oriente@migracioncolombia.gov.co	Norte de Santander and Santander	607-5735210
Regional Director, Orinoquía	canal.orinoquia@migracioncolombia.gov.co	Arauca, Meta, Casanare, Guainía, Guaviare, Vaupés, Vichada	607-8851005
Regional Director San Andrés	canal.sanandres@migracioncolombia.gov.co	San Andrés	608-5121818
Regional Director El Dorado	canal.eldorado@migracioncolombia.gov.co	El Dorado Airport	601-5111180

- b. When Integrated Service Stations (EIS) are not available, the complete identity of the person to be registered must be sent in RAFT01 format to the Identification Archives group at archivoidenticacion@registraduria.gov.co, indicating the following as the subject line: "Decree 356 of 2017," so that a technical fingerprint comparison can be used to determine whether the person has an identification document (identity card - citizenship card) and whether a civil birth certificate was provided to obtain it. The case will then be forwarded to the National Registration Service (SNI) of the National Civil Registry Directorate so that the existing data can be validated in the civil registry information system and the requesting registry official can be informed. (Fill out the form to establish full identity. RAFT 01)

It is important to note that the Entity's biometric validation technology platform has the functionality to automatically validate and compare the records that enter the document production system, with automatic controls that detect attempts at double registration and/or impersonation and block the issuance of the document.

In view of the above, detailed searches must be carried out in the databases of the biographical information provided by the person at the time of preparing the identity document, in order to reconfirm the existence of such information.

The aforementioned entities must respond to the registry official within the terms established in the Code of Administrative Procedure and Administrative Litigation, so that the registry official can decide whether or not to proceed with the registration.

Once the information provided and the registration requirements have been verified, if appropriate, the registry official shall authorize the civil birth registration with his or her signature and shall file the supporting documents in the respective folder.

3.3.2.3. Denial of registration

In accordance with the provisions of Article 2.2.6.12.3.3. of Decree 356 of 2017, "If, after analyzing the application in its entirety and verifying the information with the competent authorities, it is concluded that it does not correspond to reality, the civil registry official shall refrain from preparing and authorizing the registration. The same shall apply if it is confirmed that the applicant already has a citizenship card or identity card, for which they previously used a civil birth registration"; if this fact is noted, the support of the judicial police agencies shall be requested so that they immediately carry out the relevant investigations in order to establish the veracity of the reported facts.

3.4. Previous document for birth registration

The registration of the birth in the civil registry must be accredited to the registry official by means of one of the following documents:

3.4.1. Certificate of live birth

All births that occurred after January 1, 1998, and were attended or contacted by the health sector must be certified by the



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corresponding live birth certificate from the Ministry of Health and the Administrative Department of Statistics (DANE), duly completed by the doctor, nurse, nursing assistant, or health promoters who are duly trained and registered with the Health Directorates and who attend to the vital event, in accordance with the provisions of Article 7 of Decree 1171 of 1997, compiled in Article 2.7.2.2.1.3.7 of Single Regulatory Decree 780 of 2016.

***"ARTICLE 7.** The forms for certificates of live births and deaths may be completed and signed by the following health personnel:*

- a) Duly qualified medical professionals with a valid medical registration or professional card from the Ministry of Health, or who are performing compulsory social service;*
- b) When there is no medical professional or person performing compulsory social service available, the forms may be completed by nurses who are duly qualified, registered, or hold a professional card from the Ministry of Health;*
- c) In areas that are difficult to access, where there are no medical professionals, compulsory social service workers, or nursing professionals available as permanent health resources, the forms may be completed by nursing assistants who are registered with the Regional Health Authorities or, failing that, by health promoters who are duly trained and registered with such Health Directorates and have obtained the relevant certifications.*

The medical certificate of live birth attesting to the birth of a person may be submitted in the printed format of the RUAF ND Single Affiliate Registration System web application or in the format of the previous live birth certificate for the DANE civil registry, in accordance with the structure and characteristics incorporated in Joint Circular 001 of July 8, 2020, of the Intersectoral Commission for the Management of Vital Statistics.

There are two formats of birth certificates valid for civil registration:

- a. **Printed birth certificate from the RUAF-ND web application.** These certificates have a nine-digit serial number. The printing characteristics of this certificate can be black and white or green and must be signed by the person certifying the vital event. The accuracy of this certificate must be validated by the registry official in the RUAF ND application using the assigned username and password.



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**CERTIFICADO DE NACIDO VIVO
ANTECEDENTE PARA EL REGISTRO CIVIL**

NÚMERO DEL CERTIFICADO DE NACIDO VIVO

La información consignada en este certificado, se encuentra protegida por el derecho fundamental de Habeas Data de la Constitución Política Nacional y amparada en la Ley 1581 de 2012. Por lo tanto su uso debe hacerse en cumplimiento de la garantía de dicho derecho y para los fines estrictamente autorizados.

I. INFORMACIÓN GENERAL			
LUGAR DEL NACIMIENTO			
País	Departamento	Municipio	
ÁREA DEL NACIMIENTO		Centro Poblado:(Inspección, corregimiento o caserío)	
Área			
FECHA DEL NACIMIENTO		HORA DEL NACIMIENTO	
Año - Mes - Día		Hora - Minutos	
SEXO DEL NACIDO VIVO	HEMOCLASIFICACIÓN DEL NACIDO VIVO	Factor RH	
	Grupo sanguíneo		
IDENTIFICACIÓN DE LA MADRE		Número de documento	
Tipo de documento			
APELIDO(S) Y NOMBRE(S) DE LA MADRE (TAL COMO FIGURAN EN EL DOCUMENTO DE IDENTIDAD)			
Primer apellido	Segundo apellido	Primer nombre	Segundo nombre
DE ACUERDO CON LA CULTURA, PUEBLOS O RASGOS FÍSICOS, EL NACIDO VIVO ES RECONOCIDO POR SUS PADRES COMO		¿A cuál pueblo indígena pertenece?	
Pertenencia étnica			
II. DATOS DE QUIEN CERTIFICA EL NACIDO VIVO			
IDENTIFICACIÓN DEL CERTIFICADOR		Número de documento	
Tipo de documento			
APELIDO(S) Y NOMBRE(S) DEL CERTIFICADOR			
Primer apellido	Segundo apellido	Primer nombre	Segundo nombre
PROFESIÓN DE QUIEN CERTIFICA EL NACIMIENTO		REGISTRO PROFESIONAL	
LUGAR DE EXPEDICIÓN DEL CERTIFICADO		Municipio	
Departamento			
FECHA DE EXPEDICIÓN DEL CERTIFICADO		FIRMA DE QUIEN CERTIFICA EL NACIMIENTO	
Año - Mes - Día			

- b. **DANE paper birth certificate:** these certificates have a pre-printed eight-digit serial number followed by a validation digit at the end. The paper is green. If the registry official has any doubts when generating the certificate, they can consult the RUAF ND application using the username and password assigned to them.



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- Mother's last name(s) and first name(s)
- Mother's identification type and number
- According to culture, ethnicity, or physical characteristics, the live birth is recognized by its parents as.
- Details of the person certifying the birth
- Last name(s) and first name(s) of the certifier
- Type and number of identification
- Profession of the person certifying the birth
- Professional registration
- Place and date of issue (department, municipality, year, month, day)
- Signature of the person certifying the birth

3.4.1.1. Loss of live birth certificate

Given that the National Police has eliminated the procedure for reporting lost documents, in cases where a family member of the newborn loses the live birth medical certificate and requires a copy to register the birth in the civil registry:

1. The family member must go to the health institution where the original certificate was issued and report its loss.
2. The health institution will verify the relevant information in the RUAFND application and proceed to print the certificate, which must be signed by the attending physician or the physician on duty.
3. In addition, the institution must issue a certificate confirming the occurrence of the event and the justification for printing said record due to loss, including the number and date of issue of the certificate, issued on the institution's official letterhead and signed by the legal representative or his delegate.

These documents must be submitted to the civil registry authority for registration in the civil birth registry.

3.4.1.2. Inconsistencies and errors in the live birth certificate

- 3.4.1.2.1. If the live birth certificate printed from the RUAF ND does not include blood classification, it may be attached as a separate document, which must be filed with the other records. The subsequent inclusion of blood type and RH does not imply a change in civil status and may be done upon written request.



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- 3.4.1.2.2. If the live birth certificate contains inconsistencies, smudges, erasures, or corrections in essential data such as place of birth, date of birth, or sex of the minor, it must be rejected. The interested party must request clarification from the institution that issued it; otherwise, registration cannot be carried out because this data is specific to the demonstration of the event and requires the accuracy of the health personnel who attended the birth. It is important to clarify that the name of the minor is provided by the person registering the birth at the time of registration.
- 3.4.1.2.3. When the live birth certificate has been completed using the RUAF-ND application and the paper certificate contains inconsistencies or errors in its completion, a correction must be requested from the corresponding health institution, which must cancel this original paper certificate and verify that it has been correctly completed in the application. Otherwise, the correction must be made in the application. Once the verification has been made, the record will be printed directly from the RUAF-ND and must be signed by the attending physician or physician on duty, accompanied by the original.

3.4.1.3. Access to the Ministry of Health and Social Protection's RUAF Single Member Registry System

The Ministry of Health created a consultation user account for each registry office and notary with registration functions, allowing registry officials to verify and validate live birth and death certificates in the RUAF - ND Single Member Registry System, births and deaths module, submitted by users as supporting documentation for registration in the civil birth and death registries.

The following considerations should be taken into account for its use:

- The link to access the application is <https://nd.ruaf.gov.co>
- Memorandum 139 of September 14, 2018, from the National Civil Registry Directorate contains the guidelines for accessing the System.
- Memorandum 356 of September 25, 2020, from the National Director of Civil Registration sets out the procedure for requesting access to RUAF ND for users by registry offices that do not have it.

The data contained in live birth and death certificates is personal data, and some of it is classified as sensitive data. Therefore, access to live birth and death certificates provided by the Ministry of Health and Social Protection was enabled exclusively for the verification of live birth and death certificates in



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civil registry entries, and it is the responsibility of each official to ensure its correct use in the tasks for which it was assigned.

If the official assigned to the RUAF ND consultation user needs to be changed, the Special Registrar, Assistant Registrar, Municipal Registrar, or Notary with registration functions must report the change to the National Civil Registry Directorate at tedpinto@registraduria.gov.co , along with the details of the person who will be consulting the RUAF ND application, so that the Ministry of Health and Social Protection can create a new user and assign a password.

When the birth to be registered was not attended by the health sector, it may be accredited with any of the following documents:

3.4.2. Authentic documents

Authentic documents are those for which there is certainty about the person who has drawn them up, handwritten or signed (Art. 244 C.G.P). In Colombia, public documents are presumed to be authentic unless proven otherwise by means of a charge of falsification.

Authentic documents that serve as proof of civil birth registration include the citizenship card; the adoption decree; the application for the registration of the birth of a child or adolescent issued by the family defender and addressed to the National Civil Registry, in accordance with the provisions of Article 82, paragraph 19, of Law 1098 of 2006; and the resolution of the National Director of Civil Registration.

Since the citizenship card is the most commonly used authentic document for registration in the civil birth registry, it is important to clarify that it serves as proof of "the fact of birth" by providing essential registration data such as sex, place, and date of birth. However, **it does not constitute proof of the filiation of the registered person.**

This means that if, at the time of registration, the declarant states that the parents are married or in a de facto marital union, the presumption of legitimacy provided for in Article 213 of the Colombian Civil Code, as amended by Article 1 of Law 1060 of 2006, will apply, and the names of both parents will be recorded as such.

On the contrary, in the case of a child born out of wedlock, paternal recognition must be made in one of the forms provided for in Law 75 of 1968, in order to include the father in the civil registry.



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However, when recording the first and last names of the registered person, the following statement by the Constitutional Court must be taken into account: "One of the attributes of personality with the greatest impact on the identity of individuals is the name"¹¹Its importance for human dignity and society is so clear that it is enshrined in Article 18 of the American Convention on Human Rights, Article 24 of the International Covenant on Civil and Political Rights, and the Political Constitution. Likewise, the law allows for the free choice of a name, with a view to establishing personal identity.

However, its importance and significance do not lie solely in the private sphere of the human being, but also have legal consequences and allow individuals to enter into legal transactions as holders of rights and obligations, in public and private proceedings, which goes beyond the mere recognition of personality to transcend the sphere of legal security in society.

Legal certainty is understood by the Constitutional Court as:

"Legal certainty is a central principle in Western legal systems. The Court has indicated that this principle has constitutional status and has derived it from the preamble to the Constitution and Articles 1, 2, 4, 5, and 6 of the Charter[1].

*Legal certainty is a principle that permeates the structure of the rule of law and encompasses several dimensions. **In general terms, it implies a guarantee of certainty.** This guarantee accompanies other principles and rights in the ^{legal} system"¹². (Bold and underlined outside the text)*

Therefore, in order to guarantee the right to personal identity, **the name of the registered person shall be recorded as it appears on the citizenship card.**

3.4.3. Copy of parish records or religious records corresponding to persons of other faiths

Copy of parish records for persons baptized in the Catholic Church, certified by the person performing the ceremony, or religious records for persons of other faiths who have a public law agreement with the Colombian State.

¹¹Constitutional Court, Ruling T-447 of 2019. MP Gloria Stella Ortiz Delgado

¹² Constitutional Court, Ruling T-502 of 2002. MP Eduardo Montealegre Lynett

3.4.4. Sworn statement presented by witnesses

Sworn statement presented to the registrar by two competent witnesses who have witnessed the event or have direct and reliable knowledge of the birth.

Prior to receiving the testimony, the authorities with registration functions shall, without exception, verify the full identity of the registrant (if of legal age), the declarant, and the witnesses appearing for the registration, using facial and fingerprint biometric authentication through the integrated EIS service stations.

The registry official shall then use the form designed to take the statement from the applicant (of legal age), the declarant, and the witnesses and shall question each of them individually about the facts, warning them of the legal implications of the crime of perjury. The oath shall be deemed to have been taken by the mere fact of signing. (Fill out the forms for the declaration of the adult applicant and witness in the civil birth registry, RAFT 13, 51, and 14.)

Any person may serve as a witness, even if they are a relative of the interested party, with the exception of minors, persons who at the time of testifying are mentally disturbed, or under the influence of alcohol or narcotic or hallucinogenic substances.

If the official is uncertain about the testimony, they may refrain from authorizing the registration due to reasonable doubt, in accordance with Article 2 of Decree 2188 of 2001.

In the case of late registration of a person over seven (7) years of age, the procedure indicated in the section on Witness statements must be followed as a prerequisite for late registration.

3.4.5. Indigenous Authorization

In order to guarantee the fundamental, cultural, and identity rights of indigenous peoples, as set forth in Article 7 of the Constitution¹³, and in accordance with the Constitutional Court's ruling T-025 of 2004, *"The authorities are obliged—by whatever means they deem appropriate*
– to correct visible social inequalities and to facilitate the inclusion and participation of weak, marginalized, and vulnerable sectors of the population in

¹³ *"The State recognizes and protects the ethnic and cultural diversity of the Colombian nation"*



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the economic and social life of the nation, and to stimulate a progressive improvement in the material conditions of existence of the most depressed sectors of society."

Similarly, Article 2 of Convention 169 of June 27, 1989, "Concerning Indigenous and Tribal Peoples in Independent Countries," of the International Labor Organization (ILO), ratified by the Colombian State and approved by the Congress of the Republic through Law 21 of March 4, 1991, establishes that the government must take coordinated and systematic action to protect the rights of indigenous and tribal peoples and guarantee respect for their integrity, ensuring on an equal footing the enjoyment of the rights and opportunities that national legislation grants to other members of the population.

With regard to the organization of indigenous councils, *Article 2 of Law 89 of 1890 establishes that "Indigenous communities that have already been reduced to civilian life shall not be governed by the general laws of the Republic in matters of Reserves. By virtue of this, they shall be governed by the provisions set forth below,"* with Article 3 stating that *"In all places where a group of indigenous people is established, there shall be a small council appointed by them in accordance with their customs. The term of office of said council shall be one year, from January 1 to December 31. To take office, the members of the council need no other formality than to be recognized by the community before the outgoing council and in the presence of the district mayor."* Likewise, Article 7 states that *it is the responsibility of the council of each community to: 1. Compile and maintain the census distributed by families, noting in the margin, at the end of each year, any additions or deletions that have occurred.*

In accordance with the above, the registration of the birth of a person belonging to an indigenous community and/or people, which may be carried out by means of any suitable supporting document, in accordance with Decree Law 1260 of 1970, shall be done with said document.

However, when a person belonging to an indigenous community and/or people does not have any of the documents recognized by law for registration in the civil registry of births, the "INDIGENOUS AUTHORIZATION" completed by the traditional authority of the community and/or whoever acts on its behalf may be used as a supporting document. Certifications are only valid for this purpose when issued by Colombian indigenous authorities.

The indigenous authority shall be the person elected by the members of the community. By virtue of the principle of good faith, it is presumed that the person who

¹⁴ Ruling T-025 of 2004, Constitutional Court – M.P. Manuel José Cepeda Espinosa



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The person signing the certificate has such authority, it being understood that the statements made in the document are true. If, in the future, due to subsequent events, it is proven that the information provided was not reliable, the corresponding legal proceedings will be initiated.

The indigenous authorization may only be used as a civil registry document by persons born in Colombian territory to a Colombian mother and/or father and who belong to the indigenous community and/or people that issued the authorization.

For **registration** in the civil registry of births, when the supporting document is the INDIGENOUS AUTHORIZATION, if this is carried out on the PMT II platform, the following must be selected in the civil registry information system – SIRC, the option for supporting document OTHER must be selected and the text INDIGENOUS AUTHORIZATION must be entered in the "complementary description of the supporting document" box, followed by the name of the ethnic group or indigenous people (e.g., WAYÚU INDIGENOUS AUTHORIZATION).

The antecedent document must contain at least the following information:

- a. First and last names
- b. Date of birth
- c. Place of birth
- d. Gender

Similarly, and where possible, you should include the following information:

- e. Parents' names
- f. RH

The information recorded in the civil birth registry must be transcribed verbatim as it appears in the aforementioned document, in order to ensure that the spelling of the name corresponds to its phonetic pronunciation.

The order of surnames shall respect the customs of the indigenous community and/or people in question.

In the event of **modification and/or replacement** of the initial entry in the civil birth registry that does not involve a change in the civil status of the registered person and whose antecedent document is the INDIGENOUS AUTHORIZATION, the latter must



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contain the modification to be made, completed by the traditional authority of the community and/or indigenous people or whoever acts on their behalf, to serve as support for the modification and/or replacement of the initial birth registration. To this end, the option OTHER antecedent document shall be used in the civil registry information system (SIRC) and the text INDIGENOUS AUTHORIZATION shall be entered in the "complementary description of the antecedent document" box, followed by the name of the ethnic group or indigenous people (e.g., WAYÚU INDIGENOUS AUTHORIZATION), including the reason for the replacement.

Indigenous authorities are hereby reminded of their legal responsibility to certify the birth of individuals belonging to their community, given that this document serves as the basis for civil registration, through which the right to identity, name, nationality, and the rights and duties of Colombian citizens are realized. Likewise, the legal implications of altering information that does not correspond to reality, resulting in the classification of such conduct as a crime.

When reasonable doubt arises about the persons, facts, or circumstances supporting them, the registry official shall refrain from authorizing the registration and shall bring the matter to the attention of the competent authority.

3.4.6. Birth notification form issued by authorized midwives

Midwives who have been authorized by an administrative act issued by the National Civil Registry and the National Statistics Department (DANE) may certify the births they attend using the birth notification form issued by the DANE for persons belonging to ethnic groups.

This birth notification form issued by authorized midwives certifies the fact that the individual was born alive and will serve as a supporting document for registration in the civil registry during the two years following the birth.

If, at the time of registering the birth, the blood type information is not available, the registration shall be made indicating "NO INFORMATION" in the respective space. This information may be included at a later date, in which case the registration authority shall proceed to open

¹⁵Blood classification: Corresponds to the blood type and RH factor of the registrant.



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a new serial number, in which the blood type will be inserted, signing and countersigning the notes of mutual reference.

It should be noted that the subsequent inclusion of blood type does not imply a change in marital status and may be done by written request, attaching the certification containing such information.

The administrative acts issued by the National Civil Registry and the National Statistics Department (DANE) are published on the registry's website <https://www.registraduria.gov.co/Transparencia-y-acceso-a-la-informacion-.html#>

DANE		REGISTRADURÍA NACIONAL DEL ESTADO CIVIL		FORMATO DE NOTIFICACIÓN DE NACIMIENTO Y REGISTRO PARA PERSONAS PERTENECIENTES A GRUPOS ÉTNICOS		El Estado es un todo	
COMPLEMENTO		1. NÚMERO DEL FORMATO					
(Se debe en el caso de solicitar un solo formato con otro documento notarial, según proceda, bajo responsabilidad por la ley 75 de 1958, artículo 2.)		(Consulte instrucciones de uso)					
I. DATOS DEL RECIÉN NACIDO							
2. APELLIDOS Y NOMBRES DEL RECIÉN NACIDO							
Primer apellido		Segundo apellido		Primer nombre		Segundo nombre	
3. LUGAR DEL NACIMIENTO							
Departamento		Municipio					
4. ÁREA DEL NACIMIENTO							
<input type="radio"/> 1. Cabecera municipal		<input type="radio"/> 2. Centro poblado		Instituto, conglomerado o casita		<input type="radio"/> 4. No sabe	
<input type="radio"/> 3. Rural disperso		<input type="radio"/> a. Resguardo y comunidad indígena		<input type="radio"/> b. Territorio colectivo de comunidad negra			
		Nombre del resguardo		Nombre del territorio colectivo o resado			
5. SITIO DONDE OCURRIÓ EL NACIMIENTO				6. SEXO DEL RECIÉN NACIDO			
<input type="radio"/> 1. Vivienda o casa		<input type="radio"/> 2. Otro sitio (Café)		<input type="radio"/> 1. Hombre		<input type="radio"/> 2. Mujer	
<input type="radio"/> 4. No sabe							
7. RESO DEL NIÑO(A) AL NACER (en gramos)		8. TAMAÑO DEL NIÑO(A) AL NACER (en centímetros)		9. FECHA DEL NACIMIENTO			
<input type="radio"/> 1 No sabe		<input type="radio"/> 1 No sabe		Año Mes Día			
10. QUIÉN ATENDIÓ EL PARTO				11. GRUPO ÉTNICO AL QUE PERTENECE EL RECIÉN NACIDO			
<input type="radio"/> 4. Promotor(a) de salud		<input type="radio"/> 6. Otro persona, ¿quién?		<input type="radio"/> 4. Páramo de San Stoilo		<input type="radio"/> 7. Médico tradicional	
<input type="radio"/> 5. Chica persona, ¿quién?				<input type="radio"/> 5. Nguindá, mbatá, aboromboné, etc. afrodescendiente			
				<input type="radio"/> 6. Ningún grupo étnico			
11. SI MARCÓ LAS OPCIONES DE LA 1 A LA 5, RESPONDA: ¿El recién nacido, con respecto al mismo grupo étnico es?							
<input type="radio"/> 1. Solo con la madre?		<input type="radio"/> 2. Solo con el padre?		<input type="radio"/> 3. Con la madre y el padre			
II. DATOS DE LA MADRE DEL RECIÉN NACIDO							
12. APELLIDOS Y NOMBRES DE LA MADRE (TAL Y COMO FIGURAN EN EL DOCUMENTO DE IDENTIDAD)							
Primer apellido		Segundo apellido		Primer nombre		Segundo nombre	
13. FECHA DE NACIMIENTO DE LA MADRE		14. TIPO Y NÚMERO DE DOCUMENTO DE IDENTIDAD DE LA MADRE		15. EDAD DE LA MADRE A LA FECHA DEL PARTO			
Año Mes Día		<input type="radio"/> 1. Registro civil <input type="radio"/> 2. Tarjeta de identidad <input type="radio"/> 3. Cédula de ciudadanía		<input type="radio"/> 19. Otro, ¿Cúal? <input type="radio"/> 20. No sabe <input type="radio"/> 21. No tiene			
		Número de documento		Años cumplidos			
16. LUGAR DONDE VIVE LA MADRE DEL RECIÉN NACIDO							
País		Departamento		Municipio			
17. ÁREA DONDE VIVE LA MADRE DEL RECIÉN NACIDO							
<input type="radio"/> 1. Cabecera municipal		<input type="radio"/> 2. Centro poblado		Instituto, conglomerado o casita			
Dirección		Localidad o caserío					
<input type="radio"/> 3. Rural disperso		<input type="radio"/> a. Resguardo y comunidad indígena		<input type="radio"/> b. Territorio colectivo de comunidad negra			
		Nombre del resguardo		Nombre del territorio colectivo o resado			
		Nombre de la comunidad					
III. DATOS DEL PADRE DEL RECIÉN NACIDO							
18. APELLIDOS Y NOMBRES DEL PADRE (TAL Y COMO FIGURAN EN EL DOCUMENTO DE IDENTIDAD)							
Primer apellido		Segundo apellido		Primer nombre		Segundo nombre	
19. TIPO Y NÚMERO DE DOCUMENTO DE IDENTIDAD DEL PADRE							
<input type="radio"/> 1. Registro civil <input type="radio"/> 2. Tarjeta de identidad <input type="radio"/> 3. Cédula de ciudadanía		<input type="radio"/> 19. Otro, ¿Cúal? <input type="radio"/> 20. No sabe <input type="radio"/> 21. No tiene					
		Número de documento					
IV. DATOS DE LA PERSONA QUE LLENA O DILIGENCIA ESTE FORMATO							
20. APELLIDOS Y NOMBRES (TAL Y COMO FIGURAN EN EL DOCUMENTO DE IDENTIDAD)							
Primer apellido		Segundo apellido		Primer nombre		Segundo nombre	
21. TIPO Y NÚMERO DE DOCUMENTO DE IDENTIDAD				22. CARDO O BOL DENTRO DE LA COMUNIDAD			
<input type="radio"/> 1. Registro civil <input type="radio"/> 2. Tarjeta de identidad <input type="radio"/> 3. Cédula de ciudadanía		<input type="radio"/> 19. Otro, ¿Cúal? <input type="radio"/> 20. No sabe		Dentro de la comunidad y afuera, MENOR que cumple la mayoría de edad o diligencia del formato			
		Número de documento					
23. ASOCIACIÓN, CAMBIO U ORGANIZACIÓN TERRITORIAL A LA QUE PERTENECE LA COMUNIDAD		24. FIRMA DE LA PERSONA QUE DILIGENCIA ESTE FORMATO		25. FIRMA O HUELLA DE LA AUTORIDAD ÉTNICA O LA PARTERA, Y TIPO Y NÚMERO DE DOCUMENTO DE IDENTIFICACIÓN		26. FECHA EN QUE SE DILIGENCIA ESTE FORMATO	
				Adhesión (En este espacio NO se ubica una calificación y registro)		Año Mes Día	
27. OBSERVACIONES							



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3.4.7. Previous document for birth registration when the event occurred abroad

The supporting document for the registration of the birth in the civil registry of children of Colombians born abroad shall be the civil registry, apostilled or legalized and translated as appropriate. However, if the birth cannot be proven with this document, it may be done with the statement of two witnesses who have direct and reliable knowledge of the event, following the procedure set forth in the section on "*Witness statements as supporting documents for late registration.*"

3.4.7.1. Civil birth certificate issued abroad, duly apostilled or legalized and translated as appropriate

In accordance with the provisions of Article 2.2.6.12.3.1. of Decree 1069 of 2015 of the Ministry of Justice, amended by Decree 356 of 2017¹⁶, in order to prove the fact of birth, in the case of persons born outside the national territory, children of a Colombian mother and/or father, the civil birth certificate issued abroad must be provided, duly apostilled or legalized and translated as appropriate.

3.4.7.2. Statement by two witnesses

However, if birth cannot be proven with the aforementioned document, paragraph 5¹⁷ of Article 2.2.6.12.3.1. of Decree 1069 of 2015 of the Ministry of Justice shall apply, such that in cases where the requirement of an apostille becomes a "*disproportionate, unreasonable, and unjustified*" burden, for the applicant for registration, the statement of two witnesses who have direct and reliable knowledge of the fact may be used as supporting documentation, in accordance with the ruling of the Constitutional Court in Judgment T - 393 of November 9.

¹⁶ "2.2.6.12.3.1. of Decree 1069 of 2015 5. If birth cannot be proven with the above documents, the applicant, or their legal representative if they are a minor, must submit a written request to the civil registry official, stating their full name, identity document if they have one, date and place of birth, place of residence, facts justifying the late registration, and any other information deemed relevant. In compliance with the provisions of Article 50 of Decree-Law 1260 of 1970, amended by Article 10 of Decree 999 of 1988, upon receipt of the application, the applicant must be accompanied by at least two (2) competent witnesses who will make a sworn statement declaring that they witnessed, attended, or had direct and reliable knowledge of the applicant's birth.

¹⁷ 5. If birth cannot be proven with the above documents, the applicant, or their legal representative if they are a minor, must submit a written request to the civil registry official, stating their full name, identity document if they have one, date and place of birth, place of residence, facts justifying the late registration, and any other information deemed relevant.

¹⁸ Ruling T-393/22



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of 2022, and following the procedure established in the section **"Registration of children of Colombians born abroad."**

The applicant's statement that the apostille requirement is a disproportionate, unreasonable, and unjustified burden will serve to expedite the registration with the declaration of witnesses following the procedures set forth for this purpose in this circular.

3.5. Procedure to be followed for the registration of birth in the civil registry

Decree 1873 of 1971, included in Decree 1069 of 2015 of the Ministry of Justice, establishes in articles 2.2.6.12.1.1. et seq. the manner in which civil registration is to be carried out, indicating the following procedure:

- a. The registrant must appear at the registry office so that the requirement of fingerprinting for full identification can be met.
- b. The registrar will take the footprints of registrants under one year of age or fingerprints for all others. In addition, when the registrant is of legal age, the registrar must verify their full identity.

The only exceptions to fingerprinting are infants under one month of age who are in health circumstances that do not allow this step to be taken.

- c. When receiving declarations, the registry official must inquire whether the child is legitimate or illegitimate so that the registry corresponds to the surnames of the person being registered, thus avoiding errors in the document. This is because there are documents suitable for registration that do not prove the true filiation of the person being registered, such as baptismal certificates and citizenship cards.

In order to guarantee the right to personal identity, the name of the registrant shall be recorded as it appears in the suitable background document, without this proving their filiation.

d. Presumption of maternity

In Colombia, the law presumes maternity by virtue of childbirth,¹⁹ as established in Article 1 of Law 45 of 1936, "*[t]he child born to parents*

¹⁹ Ruling of the Superior Court of Bogotá D.C., April 1, 2025, Presiding Judge Marco Antonio Álvarez Gómez, Case No. 202500072 01



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*who were not married to each other at the time of conception, is a natural child when he or she has been recognized or declared as such in accordance with the provisions of this Law. **This status shall also apply to single or widowed mothers by virtue of the mere fact of birth.** In this regard, the Supreme Court of Justice Civil Cassation Chamber²⁰ noted that "the need for recognition of the son or daughter by the extramarital mother, or presumption thereof by virtue of the occurrence of childbirth, was settled by Article 1 of Law 45 of 1936, (...) by accepting maternity 'by virtue of the mere fact of birth.'"*

Therefore, *"unless proven otherwise, the woman who gave birth to the child must be considered the mother,"*²¹ and thus, **the person who must appear as the mother in the civil registry is the same person who appears as the mother on the live birth certificate**, a presumption that, because it is a matter of public policy, can only be overturned by court order.

e. Presumption of paternity

In accordance with the provisions of Article 213 of the Civil Code, as amended by Article 1 of Law 1060 of 2006, a child conceived during marriage or during a de facto marital union has as parents the spouses or permanent partners, unless proven otherwise in an investigation or paternity challenge process.

f. Posthumous registration

A deceased person cannot be registered in the civil registry of births unless they had a citizenship card issued during their lifetime. This is because, according to Article 2 of Decree 1873 of 1971, the presence of the person being registered is mandatory in order to establish their full identity. Decree 1069 Art. 2.2.6.12.1.2

3.5.1. Registration of children born during marriage or common-law marriage

If the person requesting the birth registration indicates that the parents are married, they are not required to present the parents' civil marriage certificate, as this is not a legal requirement and is based on the constitutional principle of good faith in the actions of individuals.

²⁰ Civil Court, Judgment of March 28, 1984, consulted at: <https://cortesuprema.gov.co/corte/wp-content/uploads/2022/07/SC-28-03-1984.pdf>

²¹ Judgment of the Superior Court of Bogotá D.C., April 1, 2025, M.P. Marco Antonio Álvarez Gómez, Case No. 202500072 01



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The presumption of maternity enshrined in Article 1 of Law 45 of 1936 must be applied; motherhood is established by the fact of giving birth and the presumption of paternity indicated in Article 213 of the Civil Code.

The same procedure applies in the case of a child conceived during a de facto marital union, as provided for in Article 1 of Law 1060 of 2006, which amended Article 213 of the Civil Code.

Such a declaration of the parents' relationship must be recorded in the register with the signature of the declarant.

In accordance with the provisions of Article 2 of Law 2129 of August 4, 2021, the first surname of the mother and the first surname of the father shall be recorded as the surnames of the registered person, in the order they decide by mutual agreement; for which purpose the registrar must consult the declarant as to the order in which the parents prefer the child's surnames to be registered.

If the declarant states that the parents disagree, the matter shall be resolved by drawing lots. The registrar shall write the first surname of each parent on separate pieces of paper and place them folded in an envelope. The registrar shall then draw one of the pieces of paper from the envelope with the surname to be registered first, and the one remaining in the envelope shall be registered as the second surname.

The order of the surnames shall respect the customs of the community and/or indigenous people concerned.

3.5.2. Registration of children born out of wedlock

3.5.2.1. Registration of a recognized child born out of wedlock

The presumption of maternity enshrined in Article 1 of Law 45 of 1936 must be applied; the mother is presumed to be the mother by virtue of giving birth.

As established in Article 2 of Law 45 of 1936, amended by Article 1 of Law 75 of 1968, the recognition of a child born out of wedlock is irrevocable and may be done by means of any of the following documents:

- a. The birth certificate, signed by the person making the recognition.
- b. Public deed.
- c. An express and direct statement made before a judge.

- d. A will.
- e. Voluntary statement made before a justice of the peace.
- f. Statement before the family defender, before the family commissioner (when there is no family defender) or before the police inspector (when there is no defender or family commissioner in the locality).
- g. Recognition does not create rights in favor of the person making it until it has been notified and accepted in the manner indicated in Article 243 of the Civil Code, this being the opportunity for the person accepting it to express their opinion on the order of surnames in accordance with the provisions of Law 2129 of 2021.

When the registration corresponds to the birth of a recognized extramarital child, the first surname of the mother and the first surname of the father shall be recorded as the surnames of the registered person, in the order they decide by mutual agreement, as established in Article 2 of Law 2129 of 2021; for which purpose, the registry official must consult the declarant on the order in which the parents prefer the minor's surnames to be registered.

If the declarant states that the parents disagree, the matter shall be resolved by drawing lots. The registrar shall write the first surname of each parent on separate pieces of paper and place them folded in an envelope. The registrar shall then draw one of the pieces of paper from the envelope with the surname to be registered first, and the one remaining in the envelope shall be registered as the second surname.

In all cases, the order of the surnames shall respect the customs of the community and/or indigenous people concerned.

3.5.2.2. [Order of surnames for the registration of children with legally declared paternity](#)

As established in Article 2 of Law 2129 of 2021, children with legally declared paternity or maternity shall be registered with the surnames agreed upon by the parents. In the absence of agreement, the surname of the parent who first recognized the child as their own shall be registered first, followed by the surname of the parent who lost the court case.

²² Law 497 of 199, Article 8



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In any case, the order of surnames shall respect the customs of the community and/or indigenous people in question.

3.5.2.3. Registration of an unrecognized child born out of wedlock

The presumption of maternity enshrined in Article 1 of Law 45 of 1936 shall apply, whereby the mother is deemed to be the mother by virtue of giving birth.

When the civil registry corresponds to the registration of the birth of an unrecognized extramarital child, the surnames of the father or mother who registers the birth shall be assigned. The registry official shall proceed to draw up the supplementary certificate, which, in addition to containing the name of the presumed father and notes referring to the evidentiary basis for such imputation, must indicate the information that allows the presumed father and even the mother to be located, with a view to the filiation process to be carried out by the public defender or family commissioner.

Supplementary certificate.

The supplementary certificate must be completed in full by the civil registry official with the information provided by the declarant; if the declarant does not wish to provide information about the presumed father, their contact details, such as telephone number, address, and email address, must be recorded in order to provide the Ombudsman or Family Commissioner with the tools to guarantee the rights of the minor.

Copies of the completed supplementary records must be sent only to the family advocate of the ICBF regional center or to the family commissioner with jurisdiction in accordance with subsidiary territorial competence (Law 1098 of 2006, Articles 96, 97, and 98; Decree Law 1260 of 1970, Article 59), in order to promote the restoration of the right of children and adolescents to identity in terms of their filiation and any rights derived therefrom.

3.6. Registration in the civil registry of births of children of same-sex couples

3.6.1. Registration of children of same-sex couples born during marriage or common-law marriage

The Constitutional Court, in its ruling SU-696 of November 12, 2015, ordered that, for the registration of children of same-sex couples in the civil registry, the presumption of legitimacy in Article 213 of the Civil Code is applicable by analogy, so that heterosexual and homosexual families have the same guarantees in relation to the civil registration of their children's births.



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In this same ruling, the *Court concluded: "The Full Chamber considers that in order to preserve the right to equality of children who are part of diverse families, by analogy, these presumptions should be extended when it comes to the recognition of paternity, nationality and, above all, the legal personality of minors."*

Thus, in the case of children born within a marriage or a de facto marital union of same-sex couples, once the birth registration is requested, the official with registration authority will only need the affirmation of the minor's parents regarding the existence of the bond, so that the general requirements established by law are applied and enforced under equal conditions.

Notwithstanding the foregoing, the presumption of maternity enshrined in Article 1 of Law 45 of 1936 must be applied, whereby motherhood is established by the fact of giving birth and paternity as indicated in Article 213 of the Civil Code, in the same way as in heterosexual couples.

Finally, in cases of legitimate children where one or both parents are present (heterosexual and same-sex parents), such a declaration of filiation must be recorded in the register, with the signature of the authorizing official and the declarant.

3.6.2. Procedure for registering children born during the marriage or common-law marriage of same-sex couples

To register a birth in the civil registry, the registrar must follow these steps:

- a. The presumption of maternity enshrined in Article 1 of Law 45 of 1936 must be applied, whereby the mother is presumed to be the mother by virtue of giving birth, and the presumption of paternity set forth in Article 213 of the Civil Code.
- b. Inquire about the nature of the relationship between the mothers or fathers of the children. They must be couples united in marriage or in a de facto marital union.
- c. If the birth took place abroad, the official must request the civil birth certificate from the country of origin, duly apostilled or legalized, as appropriate, and translated by the government of origin if necessary.



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- d. To register a child born in Colombia, the parents must comply with the general requirements of the law and provide any of the following documents suitable for registration, such as:
- I. Certificate of live birth
 - II. Authentic documents
 - III. Church certificate
 - IV. Sworn statement from two competent witnesses.
- e. As established in Article 2 of Law 2129 of 2021, the registrar must consult the declarant on the order in which the parents prefer the minor's surnames to be registered. This same order will correspond to those recorded in the registry and in the identity documents issued subsequently.

If the declarant states that the parents disagree, the matter shall be resolved by drawing lots, for which the registrar shall write the first surname of each parent on pieces of paper and place them folded in an envelope. The registrar shall then draw one of the pieces of paper from the envelope with the surname to be registered first, and the one remaining in the envelope shall be registered as the second surname.

This registration shall follow, under equal conditions, the same stages contained in Article 28 et seq. of Decree Law 1260 of 1970. With regard to the receipt, extension, granting, authorization, and certification of the registration.

Finally, in the case of legitimate children when one or both parents are present (heterosexual and homosexual families), such a declaration of filiation by the couple must be recorded in the book of miscellaneous matters, with the duly signed signature of the authorizing official and the declarant.

3.6.3. Recognition of extramarital children of same-sex couples

With regard to the recognition of extramarital children of same-sex couples, the honorable Constitutional Court, in Ruling T-105 of 2020, stated that:

(...) “although the Registry acted in accordance with the provisions of SU-696 of 2015, applying a legal interpretation that it considered legitimate, it created a spectrum of vulnerability by limiting the possibility of registration only to those homosexual couples who were married or in a duly declared marital union at the time of the birth of the child to be registered, an aspect that disregards



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the right to equality, given that the aforementioned unification ruling left open the possibility of resorting to the entire regulatory system to achieve the protection of minors to have a family, not be separated from it, and the recognition of their legal personality based on their reality."

Ordering the Entity to update the Single Circular on Civil Registration and Identification with regard to the recognition of extramarital children by same-sex couples, "granting the same guarantees as those granted to heterosexual families in relation to civil birth registration."

In order to comply with the order issued by the Constitutional Court, the registration of the birth of a child born out of wedlock to a same-sex couple may be made as established by Law 45 of 1936, amended by Article 1 of Law 75 of 1968:

- a. In Colombia, the law presumes maternity by virtue of childbirth,²³ as established in Article 1 of Law 45 of 1936: "*A child born to parents who were not married to each other at the time of conception is a natural child when he or she has been recognized or declared as such in accordance with the provisions of this Law. **The same shall apply to a single or widowed mother by virtue of the mere fact of birth.***" On this matter, the Supreme Court of Justice Civil Cassation Chamber noted "*the need for recognition of the son or daughter by the unmarried mother, or presumption of maternity by virtue of the occurrence of childbirth, was settled by Article 1 of Law 45 of 1936, (...) by accepting maternity 'by virtue of the mere fact of birth.'*"

Therefore, "*unless proven otherwise, the woman who gave birth to the child must be considered the mother,*"²⁵ and thus, **the person who must appear as the mother in the civil registry is the same person who appears as the mother on the live birth certificate**, a presumption that, because it is a matter of public policy, can only be overturned by court order.

- b. The recognition of a child born out of wedlock is irrevocable and can be done by means of any of the following documents:
 - The birth certificate, signed by the person making the recognition.
 - Public deed.

²³ Ruling of the Superior Court of Bogotá D.C., April 1, 2025, M.P. Marco Antonio Álvarez Gómez, Case No. 202500072 01.

²⁴ Civil Court, Judgment of March 28, 1984, accessed at: <https://cortesuprema.gov.co/corte/wp-content/uploads/2022/07/SC-28-03-1984.pdf>

²⁵ Ruling of the Superior Court of Bogotá D.C., April 1, 2025, Presiding Judge Marco Antonio Álvarez Gómez, Case No. 202500072 01

- Express and direct statement made before a judge.
- Will.
- Voluntary statement made before a justice of the peace.
- The father signing the registration by mail.
- Statement before the family defender, before the family commissioner (when there is no family defender) or before the police inspector (when there is no defender or family commissioner in the area).
- Recognition does not create rights in favor of the person making it until it has been notified and accepted in the manner indicated in Article 243 of the Civil Code.

In accordance with the provisions of Article 2 of Law 2129 of 2021, the registry official must consult the declarant on the order in which the parents prefer the minor's surnames to be registered. This same order shall correspond to those recorded in the registry and in the identity documents issued subsequently.

In the event that the declarant expresses the parents' disagreement, the matter shall be resolved by drawing lots. The registry official shall write the first surname of each parent on sheets of paper and place them folded in an envelope. The registrar will then draw one of the pieces of paper from the envelope with the surname to be registered first, and the one remaining in the envelope will be registered as the second surname.

3.7. Reasonable doubt

When registering a birth, the registrar has an objective duty of care regarding the information provided by the declarant and/or witnesses concerning the persons, facts, or circumstances supporting it, so as to ensure the accuracy of the data to be entered in the respective file, and to refrain from acting when the above gives rise to doubt, in accordance with the provisions of Decree 2188 of 2001.

Lack of care on the part of the official who proceeds with a registration without due diligence may result in investigations and possible disciplinary and criminal sanctions.



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If the registry official denies a registration due to reasonable doubt, they must file the complaint referred to in Article 2.2.6.12.3.4. of Decree 356 of 2017.

3.8. Duty to report

Article 33 of Decree 1260 of 1970, in accordance with Article 2.2.6.12.3.4. of Decree 356 of 2017, establishes that if, during the process of registering a civil birth certificate, evidence of fraud or the alleged commission of punishable conduct is found, the registry official has the duty to bring these facts to the attention of the competent authorities.

It is important to emphasize that failure to report by the official will be considered a serious offense and may be subject to further investigation.

3.9. Registration of intersex minors in the civil registry

3.9.1. Procedure for registering intersex minors

In compliance with Ruling T-450 A of July 16, 2013, issued by the Honorable Constitutional Court, and in order to guarantee the fundamental rights of identity, privacy, and free development of personality of intersex minors, the following instructions must be followed when registering in the civil registry:

As this is a situation that must be kept strictly confidential, it shall be noted in the book of miscellaneous entries that this is a registration of an intersex minor. This information is strictly confidential and is not visible to the public.

When the live birth certificate provided refers to the sex of the newborn as "intersex, genital ambiguity, sex to be determined, or any equivalent expression," this characteristic shall not be recorded in the sex box of the civil birth registry and shall be recorded as indicated by the parents or whoever acts on behalf of the minor at the time of authorizing the registration. In any case, the live birth certificate will remain as a background document for the registration.

3.9.2. Replacement of the initial registration of an intersex minor

The initial registration may be replaced in any of the following cases:

- a. When the registered person reaches sufficient maturity to make the decision to correct the sex recorded in their civil registry



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and, consequently, their name, if required, without having to resort to legal proceedings or a public deed, since this is an action to adjust the record to the reality of their identity. The new file opened as a replacement shall be initiated by means of a written request signed by the registered person and additionally signed by their legal representative if they are still a minor. This action shall be recorded in the respective miscellaneous book.

- b. When there is a written request from the minor's legal representative providing a written opinion issued by an interdisciplinary group of specialists establishing the opposite sex to that recorded, the minor's name may be changed in the same act without the need for a public deed. This action shall be recorded in the respective miscellaneous book.

In both cases, the procedure to be followed when a replacement registration is required shall be to open a new file, as indicated for corrections in Article 97 of Decree Law 1260 of 1970. the document preceding the replacement shall be the **written request**, and the "MEDICAL CERTIFICATE OF LIVE BIRTH" shall be kept in the protocol.

In the new registration, no record shall be made in the notes box, nor shall any reference be made to the fact that it is a change of sex or name.

3.9.3. Absolute confidentiality

Reiterating the protection of the superior right of minors to privacy, identity, and free development of personality, by analogy, the same treatment of absolute confidentiality that is established for adoptions will be given; that is, replacing the record with one that contains the information referred to in any of the aforementioned written statements.

3.9.4. Replacement of the registration

The folio must be replaced by written request and signed by the competent official. The reason for replacement in the database will be "OTHER," including "Written Request" in the details.

3.10. Civil registry entries related to adoption processes



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When making entries in the civil birth registry related to the adoption processes of children and adolescents, registry officials must follow these instructions:

3.10.1. Procedure for registering the declaration of adoptability or resolution confirming consent for adoption

In accordance with the provisions of Article 108 of Law 1098 of 2006, amended by Article 8 of Law 1878 of 2018, once the adoptability of a child or adolescent has been declared, it must be registered in the miscellaneous book and in the civil registry of the minor within a maximum period of 10 days from the request of the authority:

DECLARATION OF ADOPTABILITY. (...) In all other cases, the resolution declaring adoptability shall result in the termination of parental authority over the adoptable child or adolescent and shall be entered in the Miscellaneous Register and in the civil registry of the minor immediately upon enforcement. The Civil Registry Office shall ensure that this entry is made within a period not exceeding ten (10) days from the request by the authority.

Once the declaration of adoptability has been recorded in the miscellaneous book and in the civil registry of the child or adolescent, the Family Defender shall forward the care history to the Adoption Committee of the corresponding region within a period not exceeding ten (10) days.

PARAGRAPH. Once the ruling declaring the child or adolescent adoptable or the act of giving them up for adoption is final, no process of claiming paternity or maternity may be brought forward, nor shall the voluntary recognition of the child or adolescent proceed, and if they do occur, they shall be null and void and ineffective by operation of law.

3.10.2. Procedure for registration under the adoption process

Article 126 of Law 1098 of 2006 establishes, among the "Special rules of the adoption procedure," the content and effects of the adoption ruling:

"5. Content and effects of the judgment. The judgment decreeing the adoption shall contain the necessary information so that its registration in the civil registry constitutes the birth certificate and replaces the original one, which shall be annulled. Once final, it shall be registered in the Civil Registry and



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shall give rise to all the rights and obligations inherent in the parent-child relationship, from the date of filing of the petition. In any case, the judgment shall omit any mention of the names of the biological parents." (...)

To make such a registration, the registrar shall follow the following procedure:

- a. Once the adoption ruling has been received by the civil registry office, the request must be dealt with immediately and, at the latest, on the following working day.
- b. The first civil registry entry will be annulled by virtue of the adoption ruling. The notes section will indicate "annulled by legal provision," and the date, volume, and page number of the miscellaneous book will be noted without any mention of the ruling or its content.

The details of the ruling shall be specified in the miscellaneous book; this information is confidential.

- c. A new NUIP will be assigned in the new registration. Exceptionally, the NUIP will be retained if it is expressly stated in the court order, by express request of the adoptive parents or the adoptee when they reach the age of majority.
- d. In the field for the previous document of the new civil birth registration serial number, "Other" shall be entered, and in the space for notes, the expression "authentic document" shall be entered.
- e. The new serial number will not have any notes related to the adoption or the judgment that ordered it.
- f. The registry official must consult the declarant on the order in which the parents prefer the minor's surnames to be registered, as established in Article 2 of Law 2129 of 2019.

If the declarant states that the parents disagree, the matter shall be resolved by drawing lots. The registrar shall write the first surname of each parent on separate pieces of paper and place them folded in an envelope. The registrar shall then draw one of the pieces of paper from the envelope with the surname to be registered first, and the one remaining in the envelope shall be registered as the second surname.

The order of the surnames shall respect the customs of the community and/or indigenous people concerned.



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- g. It is important to note that *"a minor who has been adopted by foreigners does not lose his or her nationality of origin, given that nationality is an attribute of personality and is the legal link between the individual and the State. Therefore, the adopted minor retains his or her Colombian nationality by birth.*

Furthermore, it should be noted that Article 96 of the Constitution states that no Colombian by birth may be deprived of their nationality and that Colombian nationality is not lost by acquiring another nationality."⁽²⁶⁾

3.10.3. Reservation and issuance of civil registry copies related to the adoption process

The provisions of Article 75 of Law 1098 of 2006 - Code on Children and Adolescents must be strictly complied with:

"Confidentiality. All documents and administrative or judicial proceedings related to the adoption process shall be kept confidential for a period of twenty (20) years from the date of the final court ruling. Copies of these documents may only be issued to the adoptive parents, directly or through their representative or the Family Defender, or to the adopted child who has reached the age of majority, the Attorney General's Office; the Colombian Institute of Family Welfare through its Internal Disciplinary Control Office, the Attorney General's Office, and the Superior Council of the Judiciary through its Disciplinary Jurisdictional Chamber, for the purposes of any criminal or disciplinary investigations that may be necessary."

Regarding legal confidentiality in adoption processes, the ICBF, through Resolution 2310 of 2007, approved the technical guidelines for adoption programs, establishing that:

"It is not legally feasible to provide information to the biological family regarding the psychosocial development of the child or the adoptive family, given that all legal ties have been severed. (...)"

Any official who violates confidentiality, allows access, or issues copies to unauthorized persons shall be guilty of misconduct."

²⁶<https://www.cancilleria.gov.co/nacionalidad-faq>



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Therefore, all documents and administrative or judicial proceedings related to the adoption process shall be kept confidential for a period of 20 years from the date of the final court ruling. Access to the information must be restricted to the adoptive parents who make the request directly, through their representative or family advocate, to the adoptee who has reached the age of majority, the Attorney General's Office, the Colombian Institute of Family Welfare through its Office of Internal Disciplinary Control, the Prosecutor General's Office, and the National Judicial Disciplinary Commission²⁷, for the purposes of any criminal or disciplinary investigations that may be necessary.

In turn, Article 76 of the aforementioned law provides for *"THE RIGHT OF THE ADOPTED CHILD TO KNOW THEIR FAMILY AND ORIGIN. Without prejudice to the provisions of the previous article, every adopted child has the right to know their origin and the nature of their family ties. The parents shall judge the moment and the conditions in which it is not unfavorable for the child or adolescent to know such information."*

Law 265 of 1996, through which the Colombian State approved the Convention on the Protection of Children and Cooperation in Respect of Intercountry Adoption, establishes:

Article 30.1. The competent authorities of a Contracting State shall ensure the preservation of information available to them concerning the origins of the child, in particular information regarding the identity of his or her parents and the medical history of the child and his or her family.

Regarding legal confidentiality in adoption proceedings, the ICBF, in adoption proceedings through Resolution 2551 of March 29, 2016, approved the technical administrative guidelines for the adoption program, which established that:

"Given that the history of children or adolescents 'declared adoptable' is often 'painful,' it is necessary for the adoptee to know in advance that there are risks involved in establishing contact with the biological family and that the latter is not obliged to accept communication or meetings. It is important to note that this right is established by law for the adoptee, but not for the biological or birth family of the child, since the latter loses all rights in relation to the child or adolescent through the adoption ruling.

Article 75 of the Childhood and Adolescence Code establishes who may be issued copies of documents and who is required to submit

²⁷ Political Constitution, Article 257A



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the lifting of confidentiality. In all cases, the request is submitted to the Subdirector of Adoptions, which coordinates with the Secretary of the Committee that carried out the adoption to send the history of the search for existing information and proceed with the delivery of information or reunions, with psychosocial support, in order to minimize its impact and contribute to a harmonious encounter. In Colombia, there are no approved services for searching for roots, therefore these do NOT generate additional costs. (See Instructions for Searching for the Origins of Adopted Children, Adolescents, and Adults).

Therefore, access to information must in all cases be restricted to the adoptive parents and the adoptee, since even if the biological family expresses an interest in the information, they have no right to it because, with the adoption legally completed, they lost all rights and ties to the adoptee.

For further clarification, please find attached the link to **the instructions for searching for the origins of adopted children, adolescents, and adults, designed by the ICBF**, a reference document whose purpose is to provide instructions for actively searching for members of the biological family and to offer guidance to the adoptee, the adoptive family, and the biological family.

https://www.icbf.gov.co/sites/default/files/procesos/it2.p_instructivo_busqueda_de_origenes_ninos_ninas_adolescentes_y_adultos_adoptados_v1.pdf

3.11. Colombian nationality by birth

Nationality is recognized as a fundamental right²⁸ and has been defined as *"the legal bond that links a person to a State, and is structured as a right with the following components: the right to acquire a nationality, not to be deprived of it, and to change it"*^[57]. *The 1991 Constitution recognizes the fundamental right of children to nationality (art. 44), while also establishing that it can be acquired by birth or adoption (art. 96)."*²⁹

In accordance with the provisions of Law 2136 of 2021, Article 56, *"Colombian nationality is acquired in the manner specified in Article 96 of the Political Constitution.*

The recognition of Colombian nationality by birth under the terms of paragraph 1 of Article 96 of the Political Constitution shall be

²⁸ Ruling T-421 of 2017. M.P. (e) Iván Humberto Escruceria Mayolo

²⁹ Ruling C-451 of 2015. M.P. Jorge Iván Palacio Palacio



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jurisdiction of the National Civil Registry, in accordance with current regulations.
(Bold text not in original)

Applications for the acquisition of Colombian nationality by adoption, under the terms of paragraph 2 of Article 96 of the Constitution, shall be heard by the Ministry of Foreign Affairs. (...)

Colombian nationality is not lost by acquiring another nationality, so that Colombians may have multiple nationalities.

Article 96 of the Constitution establishes that the following are Colombian nationals by birth:

- “a) persons born in Colombia, provided that one of two conditions is met: that the father or mother was a Colombian national or that, being the children of foreigners, one of their parents was domiciled in the Republic at the time of birth*
- b) Children of Colombian fathers or mothers who were born in a foreign country and later took up residence in Colombian territory or were registered at a consular office of the Republic.”*

3.12. Registration in the civil registry of children of foreign parents born in the national territory

All births occurring in Colombia must be registered in the civil registry in accordance with the provisions of Article 44 of Decree Law 1260 of 1970. In order for children of foreigners born in national territory to be entitled to Colombian nationality, at least one of their parents must be domiciled in national territory at the time of birth.

In this regard, Article 4 of Law 2332 of 2023, which establishes the requirements and procedures necessary for the acquisition, loss, and recovery of Colombian nationality, provides: *“Persons born within the limits of the national territory in accordance with the provisions of Article 101 of the Political Constitution, in accordance with custom and the provisions of international treaties, provided that the father and/or mother were Colombian nationals or citizens; or that, being children of foreigners, the father and/or mother were **domiciled** in Colombia at the time of birth.*

It is noted that “Residence is understood to mean regular stay in Colombia accompanied by the intention to remain in the national territory. The intention of foreigners to remain in Colombia is proven by having held a valid visa for three continuous or uninterrupted years that authorizes them to settle in the national territory, in accordance with the visa regulations issued by the Ministry of Foreign Affairs.”



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Paragraph 3 of the aforementioned article establishes that: "*Similarly, the intention to remain of foreigners who are covered by temporary or special immigration flexibility mechanisms is presumed when the special circumstances of a country or nationality have made it necessary, in accordance with Article 14 of Law 2136 of 2021.*"

The National Civil Registry submitted a request for an opinion to the Ministry of Foreign Affairs on: "1) What is meant by the regular stay of a foreigner in Colombia? and 2) What are the types of visas that authorize settlement in the national territory?"

By means of official letter S-DIMCS-25-008405 of May 23, 2025, the Ministry of Foreign Affairs sent a response stating:

- a. Intention to remain: For the purposes of proving the intention to remain as a component of domicile, at the time of the minor's birth, the foreign father or mother must have held an **M-type Migrant visa or R-type Resident visa** for three continuous or uninterrupted years.
- b. When the foreign parent has more than one visa, these may be accumulated to prove the three-year period, provided that the combination of visas is continuous or uninterrupted and in the following sequence of categories:
 - Migrant – Migrant
 - Resident – Resident
 - Migrant – Resident
- c. Preferential visas issued by the Internal Working Group on Privileges and Immunities of the Ministry of Foreign Affairs do not allow for the accreditation of the residence requirement for the acquisition of Colombian nationality by birth. Therefore, children born in Colombia to diplomatic and administrative personnel accredited in the country do not acquire Colombian nationality by birth.
- d. The PPT and PEP TUTOR in force at the time of birth: Foreign parents who can prove that they hold a Temporary Protection Permit (PPT) and a Special Stay Permit for representatives or guardians of Venezuelan minors - PEP TUTOR, and other temporary or special mechanisms for flexible immigration issued under Law 2332 of 2023, meet the standard of regular permanence in Colombia, and given the presumption of intent to remain, do not require ownership for the three years prior to the birth of the minor.



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Note: If the birth occurred while Law 43 of 1993 was in force, the concept of domicile in the Civil Code shall apply, in accordance with the provisions of Article 2: *"Domicile is understood to mean residence in Colombia accompanied by the intention to remain in the national territory in accordance with the relevant provisions of the Civil Code."*

3.12.1. Registration of a child of foreign parents, when one of them can prove domicile in Colombia at the time of birth

When a minor is born in Colombian territory to foreign parents, the registrar must verify the proof of domicile of one of the parents at the time of birth. The following documents will be accepted as supporting documentation:

- a. M visa – Migrant
- b. R visa – Resident
- c. Temporary Protection Permit - PPT
- d. PEP GUARDIAN

Note: In all cases, the foreign mother and/or father must prove their address in Colombia on the date of the child's birth.

When the father and/or mother have identified themselves with the Temporary Protection Permit (PPT) or PEP Tutor, the type and number of the Venezuelan identity document must be included in the notes section.



PPT illustration Temporary protection permit Source:
Migración Colombia

Once the residence requirement has been verified, the registry official will ask the declarant if they wish to include the note *"VALID FOR PROOF OF NATIONALITY."* If the answer is yes, this note will be included in the notes section of the respective civil birth registry, both on the original, which



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will remain in the registry office and in the first copy sent to the National Civil Registry Office.

The aforementioned note must bear the date and signature of the competent registry official for its recognition.

If the answer is negative, it will be included in the notes section that the father and/or mother were domiciled in the country on the date of birth of the registered person.

If, at the time of registration, the father and/or mother do NOT provide proof of residence, the registration will continue and the following observation will be included in the notes section of the respective civil birth registry, both in the original that will remain in the registry office and in the first copy sent to the National Civil Registry Directorate:

"REQUIREMENTS TO PROVE NATIONALITY ARE NOT MET"

When the birth occurs in national territory, **under no circumstances may the registry official refuse to register the birth in the Civil Registry because the parents do not have proof of residence.**

3.12.2. Children of foreigners born in Colombian territory whose nationality is not recognized by any State – Stateless persons

Article 66 of Law 2136 of 2021 establishes that the Ministry of Foreign Affairs shall be the competent entity to process, study, and decide on applications for recognition of statelessness. In turn, Article 67 of the aforementioned Law assigns the National Civil Registry the duty to forward to the Ministry of Foreign Affairs applications for recognition of statelessness of persons born in Colombia that it identifies in the exercise of its registration functions, together with the documents supporting the specific case, in accordance with the regulations issued by the Ministry of Foreign Affairs.

In this regard, the Ministry of Foreign Affairs established the procedure for recognizing the statelessness of persons born in Colombia who are not recognized as nationals by any State, which is set forth in Title IV of Resolution 10434 of 2023.

In this regard, paragraph 2 of Article 4 of Law 2332 of 2023 states that *"Children of foreigners born in Colombian territory who are not recognized as nationals by any State may be registered as Colombian by birth without the requirement of domicile. For this purpose, prior recognition of statelessness in accordance with*



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with current legislation and compliance with the requirements established by the National Civil Registry or whoever acts on its behalf as the registration authority," such that, in order to register the minor children of foreigners born in Colombian territory whose nationality is not recognized by any State, the following procedure must be implemented:

3.12.2.1. Procedure for

REGISTRATION OF BIRTH IN THE CIVIL REGISTRY

- a. When registering a minor born in Colombian territory to foreign parents, the registry official must verify that the residence requirement established in Article 4 of Law 2332 of 2023 and its paragraph 3 is met.
- b. If, at the time of registration, the father and/or mother do not provide proof of address as indicated in the previous point, the registration will proceed and the following observation will be included in the notes section of the respective civil birth registry, both in the original that will remain in the registry office and in the first copy sent to the National Civil Registry Directorate: "REQUIREMENTS TO PROVE NATIONALITY ARE NOT MET.

Under no circumstances may the registry official refuse to register children born in the national territory in the Civil Registry of Births because they do not have such proof.

- c. Given that the requirements to prove Colombian nationality by birth of the registered person are not met, the registry official must guide the interested parties to take the necessary steps to recognize the nationality of the parents by blood relationship. The proceedings must be carried out before the diplomatic or consular authorities of the country of origin or before the country of habitual residence, as the case may be.
- d. Parents should be advised that they are responsible for taking all necessary steps in their country of origin to ensure that nationality is transmitted to the minor by blood relationship. If the parents are of different nationalities, the procedures must be carried out in each of the countries.
- e. If the country or countries approached refuse to recognize the minor as their national, the parents or legal representatives may submit an application for



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Recognition of stateless status before the respective Registry Office, together with supporting documentation proving or certifying that the child's country of origin or habitual residence does not grant nationality by descent.

**RECEPTION OF APPLICATION AND FORWARDING
OF DOCUMENTS TO THE FOREIGN MINISTRY**

1. In accordance with Title IV of Resolution 10434 of 2023, the request is made by means of an official letter addressed to the GIT Determination of Statelessness of the Ministry of Foreign Affairs, email contactenos@cancilleria.gov.co , duly signed by the interested party—parents or those representing the child or adolescent—which must include the following information:
 - a) Full names, surnames, nationality or nationalities of the father and/or mother, occupation, personal details of the interested party or of the child or adolescent being represented, with a statement that they are stateless because they are not recognized as a national by any State in accordance with its legislation and, therefore, request that Colombian nationality be granted by birth.
 - b) Address, telephone number, and email address where the applicant can be reached. If at any time during the procedure the applicant changes their address or other contact details, they must immediately inform the Ministry of Foreign Affairs.
 - c) An express statement of their willingness or unwillingness to be notified or contacted by email.
2. The written application referred to in point 1 must be accompanied by the following documents:
 - a) Copy of the documents proving the steps taken by the interested party or by the parents of the child or adolescent before their country of habitual residence, or the diplomatic or consular authorities, to be recognized as a national of that State and proving or certifying that their country of origin or habitual residence does not grant nationality by blood.
 - b) Copy of the Colombian Civil Registry of Birth of the interested party or of the child or adolescent.



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- c) Copy of the foreign identification documents in the possession of the interested party or the father and/or mother in the case of applications made by them on behalf of minors.
 - d) Copy of the documents issued by the immigration authority in the possession of the father or mother of the child or adolescent.
3. The registry official will receive the documentation and verify that it is complete. If so, they will provide the interested parties with a dated and signed receipt. They will also inform them that the Ministry of Foreign Affairs will carry out the corresponding evaluation of the documents and may request additional information or summon them for an interview if deemed necessary.
 4. Within five (5) business days of receiving the application and the complete supporting documents, the registry official must send the documentation to the GIT Determination of Statelessness Status of the Ministry of Foreign Affairs, via email to contactenos@cancilleria.gov.co.

STUDY OF THE APPLICATION FOR RECOGNITION OF STATELESSNESS

1. The Ministry of Foreign Affairs will examine the application and, if any information or documents required by Resolution 10434 of 2023 are missing, will request them directly from the minor's representative.
2. Once the application is complete, it shall be deemed to have been submitted and the procedure set forth in Title IV of Resolution 10434 of 2023 or any amendment thereto shall be followed.
3. The Minister of Foreign Affairs shall decide on applications by means of a reasoned decision within a period not exceeding eighteen (18) months from the date on which the application meets all the requirements established in Resolution 10434 of 2023.
4. The Ministry of Foreign Affairs shall notify the interested parties of the decision to recognize or deny statelessness status to the email address authorized in the application form, or, if this means of communication has not been authorized, the notification shall be made in accordance with the provisions of the Code of Administrative Procedure and Administrative Litigation.



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The decision may be appealed for reconsideration under the terms established in the same code.

5. Once the administrative act is final, the GIT Determination of Statelessness Status of the Ministry of Foreign Affairs will notify the National Civil Registry.

INCLUSION OF THE NOTE "VALID FOR PROOF OF NATIONALITY"

- a. Once the Ministry of Foreign Affairs' Working Group on Determination of Statelessness has sent the aforementioned concept, within three (3) months of receipt of the communication, the National Civil Registry Directorate will issue a duly reasoned administrative act ordering the registry official to include the following observation in the notes section of the respective civil birth registry, both in the original that will remain in the registry office and in the first copy sent to the National Civil Registry Directorate:

"Valid for proving nationality, in accordance with Resolution No. xxx dated (day) of (month) of (year) signed by the National Civil Registry Directorate, in application of Law 2332 of 2023."

- b. It is important to differentiate between the note included in the Civil Birth Registry when dealing with a national by birth whose parents are foreigners and have proven their domicile, and the note included in cases of statelessness, since in these situations it must be verified that the person is not recognized as a national by any country under its legislation, in accordance with the procedure described above.

3.12.3. Registration of children of Colombians born abroad

In accordance with the provisions of Article 96 of the Political Constitution, children of Colombian fathers and/or mothers born abroad and subsequently domiciled in Colombia or registered at a consular office of the Republic shall be nationals by birth.

When requesting registration in the civil registry of a child of a Colombian mother and/or father born abroad, **the registry official must verify the Colombian nationality of the parent to be registered** and follow the registration procedure outlined below:

3.12.3.1. Proof of the Colombian nationality of the parents



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Colombian nationality is proven as provided for in Article 5 of Law 2332 of 2023:

- Citizenship card for those over eighteen (18) years of age.
- The identity card for those over fourteen (14) years of age and under eighteen (18) years of age.
- The civil birth certificate for those under fourteen (14) years of age, issued under the organization and direction of the National Civil Registry.

In any case, the civil birth certificate may be used to prove nationality if it meets the requirements established in Article 96 of the Political Constitution.

In this regard, in **order to** register a person born abroad in the Colombian civil birth registry, **at least one of their parents must be duly identified as Colombian**, as established in Decree 356 of 2017:

*"(...) Article 2.2.6.12.3.2 Registration in the Civil Registry of the birth of a person born abroad to Colombian parents or mother: When the birth has occurred abroad, **it is essential that at least one of the parents be duly identified as a Colombian national**, otherwise compliance with the provisions of paragraph 3 of Article 44 of Decree Law 1260 of 1970 cannot be inferred (...)" (Bold added).*

It is important to note that the purpose of the aforementioned regulation is to ensure that the person requesting registration has the right to Colombian nationality by birth, fulfilling the essential requirement arising from the Political Constitution: to be the child of a Colombian father and/or mother, which must be proven as established by Law 2332 of 2023.

3.12.3.2. Procedure in the event that the Colombian father or mother is alive

If the Colombian father or mother of the person applying for registration is alive, they must prove their Colombian nationality with a copy of their identity card or civil birth certificate, and the procedure for registration in the civil registry indicated in the previous paragraphs must be followed.

³⁰ This refers to Law 2332 of 2023, which repealed Law 43 of 1993.



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When the information provided to the registry official by the registrant, the declarant, and/or the witnesses regarding the persons, facts, or circumstances supporting them may apply reasonable doubt and refrain from acting in accordance with the provisions of Decree 2188 of 2000, and must file the complaint referred to in Article 2.2.6.12.3.4. of Decree 356 of 2017.

a. If the citizenship card of the Colombian mother or father has been canceled

If the citizenship card of the Colombian mother or father has been canceled due to foreign status in the National Identification Archive (ANI), the person shall proceed with the nationality recovery procedure before the Ministry of Foreign Affairs, in accordance with the provisions of Articles 43 et seq. of Law 2332 of 2023.

Once Colombian nationality has been recovered, children born outside the national territory may be registered in the civil registry, in accordance with the provisions of Article 44, paragraph 3, of Decree 1260 of 1970.

If your citizenship card has been canceled for any of the other reasons set forth in Article 67 of the Electoral Code, you must complete the respective procedure before the Novedades group of the National Identification Directorate.

3.12.3.3. Procedure if the Colombian parent has died

If the Colombian parent of the person requesting registration has died, their Colombian nationality must be proven with a copy of their identity card or civil birth certificate, in accordance with the requirements of Article 96 of the Constitution, and the procedure for registration in the civil registry indicated in the preceding paragraphs must be followed, especially with regard to presumptions of maternity and paternity and the recognition of extramarital children in the registry.

When the information provided to the registry official by the registrant, the declarant, and/or the witnesses regarding the persons, facts, or circumstances supporting them may give rise to reasonable doubt, the registry official may refrain from acting in accordance with the provisions of Decree 2188 of 2000 and must file the complaint referred to in Article 2.2.6.12.3.4. of Decree 356 of 2017.



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a. If the Colombian father or mother had a citizenship card

If the Colombian father or mother of the person requesting registration has died, their Colombian nationality can be proven with a copy of their identity card or with a certificate of validity of their citizenship card, which can be downloaded at <https://wsp.registraduria.gov.co/certificado/Datos.aspx>, since the aim is to prove that the father or mother held Colombian nationality during their lifetime.

If the deceased person's citizenship card is valid in the ANI, the registry official must indicate the procedure for registering the death, requiring the civil registry of death that occurred in the other country, duly apostilled or legalized, **without this implying the denial of the birth registration.**

If the deceased person's citizenship card has been canceled by the National Identification Archive (ANI) due to foreign nationality, it is not possible to recover nationality, and therefore it is not possible to register the birth of their descendants, unless the birth of the person to be registered occurred before the date on which the resolution of loss of nationality was issued.

If the citizenship card has been canceled for any of the other reasons set forth in Article 67 of the Electoral Code, except for cancellation due to death, the respective procedure must be carried out before the Novedades group of the National Identification Directorate.

b. If the deceased Colombian father or mother did not apply for a citizenship card

When the deceased father or mother did not apply for a card, nationality may be proven with the civil birth certificate if it meets the requirements established in Article 96 of the Political Constitution, as established in Article 5 of Law 2332 of 2023.

If the father or mother was born before June 15, 1938: you may submit the baptismal certificate issued by the Catholic Church (Law 57 of 1887) with certification of competence or the civil birth certificate.

Note: The father or mother of the person whose birth is to be registered must have been a Colombian national during their lifetime, in accordance with the provisions of Article 96 of the Political Constitution of Colombia.



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3.12.3.4. Procedure for registration with an apostilled or legalized antecedent document

The application shall be submitted to the registry official, and registration shall be based on the information contained in the apostilled, legalized, and translated civil birth certificate, as applicable, or its equivalent from the country of origin.

The name and order of surnames shall be included as they appear in the civil birth registry of the country of origin in order to respect the right to identity of the person being registered.

3.12.3.5. Procedure for registration with a witness statement as supporting documentation

1. The application shall be submitted to the registry official, who shall validate the identity of the registrant, the declarant, and the witnesses appearing at the registration³¹ at the Integrated Service Stations (EIS).
2. The person reporting the registration may **only** be one of those indicated in Article 2.2.6.12.3.5. of Decree 356 of 2017 of the Ministry of Justice and Law, which modifies Decree 1069 of 2015.
3. Once the identity has been validated, the registry official will receive the application for registration of the birth that occurred in a foreign country, personally and individually questioning the applicant, the declarant, and the witnesses, and completing the forms listed below:
 - a. Application for registration of an adult (RAFT 51) with biometric authentication code.
 - b. Declarant's application (RAFT 13) with biometric authentication code.
 - c. Witness statement form (RAFT 14) with biometric authentication code.
 - d. Statement by the applicant, under oath, that, in their specific case, they were unable to obtain a foreign birth certificate duly apostilled or legalized and translated as appropriate.
 - e. Simple copy of the civil birth certificate of the registered person. In order to **guarantee the right** to a **name** and personal identity, the name of the registered person shall be recorded as it appears on the civil birth certificate.

³¹ Decree 356 of 2017, amending Decree 1069 of 2015, Article 2.2.6.12.3.1, paragraph 3, paragraphs 6 and 7



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however, this does not constitute proof of filiation of the registered person.

- f. Proof of Colombian nationality of at least one of the parents, as established in Article 5 of Law 2332 of 2023.
 - g. The registry official must interview the applicant, witnesses, and declarant to clarify any inconsistencies or doubts that may arise in the case.
4. Those appearing must provide their address, place and address of residence, contact telephone number, and email address. This information will be included in the statement form for the applicant, witnesses, and declarant and will be understood to have been provided under oath.
 5. When the applicant for the civil registration of birth of a Colombian born abroad is over 7 years of age, the registry official shall forward the information provided to the Special Administrative Unit of Migration Colombia³², following the instructions set out in section Witness statements as supporting documents for late registration (full identity must be recorded on form RAFT01, which shall be sent to the Identification Records group).
 6. The registry official may use all means of proof at their disposal to obtain the evidence and information they deem necessary to determine the admissibility of the applicant's registration in the Colombian civil birth registry, in accordance with the provisions of Decree 356 of 2017, namely: *"When an attempt is made to register a birth after the deadline, the registry authority shall verify that the birth has not been previously registered and that the facts correspond to reality, for which purpose it may order the relevant and appropriate evidence to be provided."*
 7. Once the above procedure has been completed, the registry official will review and evaluate the information and documentation provided. If it is concluded that it corresponds to reality and complies with constitutional and legal regulations, the official will proceed to prepare and authorize the registration of the civil birth certificate.
 8. If, after analyzing the application and verifying the information with the competent authorities se concludes that no se comply with the requirements

³² Decree 356 of 2017, Article 2.2.6.12.3.1, paragraph 7

³³ Decree 356 of 2000, amended by Decree 356 of 2017, Article 2.2.6.12.3.5, paragraph 3



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constitutional and legal requirements for registration in the civil registry, the registry official shall refrain from preparing and authorizing the registration, in compliance with the provisions of Article 2.2.6.12.3.3. of Decree 356 of 2017, which amended Decree 1069 of 2015³⁴.

9. If, based on the analysis of the application and the verification of the information in the civil registry process, there is evidence of alleged punishable conduct by the registrant, complainant, or their witnesses, the civil registry official has the duty to report these facts to the competent authorities, under the terms of the Single Disciplinary Code, as provided for in ARTICLE 2.2.6.12.3.4. of Decree 356 of 2017 and Decree 2188 of 2001.
10. The name and order of surnames shall be included as they appear in the civil birth registry of the country of origin in order to respect the registrant's right to identity.

3.13. Registration of foster children

In accordance with the provisions of Law 2388 of 2024, which sets forth provisions on foster families, a foster child is defined as *"a person who has been taken in for care, protection, and education for a period of not less than five (5) years by a family or persons other than their biological parents, whether these families are related by blood or not."*

The declaration of recognition as a foster child shall be processed before a family judge or notary public in the domicile of the person who intends to be recognized as a foster child.

"Once the recognition as a foster child has been recorded in a public deed or the judgment has become final, it must be entered in the civil registry of the ^{recognized} parties."

It is important to mention that, in accordance with the ruling of the Supreme Court of Justice in Judgment SC1702-2025 of August 5, 2025, on the registration effects of the foster family, i) first, the civil registry

³⁴ Article 2.2.6.12.3.3. of Decree 356 of 2017 **Denial of registration.** If, after analyzing the application in its entirety and verifying the information with the competent authorities, it is concluded that it does not correspond to reality, the civil registry official shall refrain from preparing and authorizing the registration. The same shall apply if it is confirmed that the applicant already has a citizenship card or identity card, for which they previously used a civil birth registration.

³⁵ Law 2338 of 2024, art. 3, par. 1.



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The birth certificate with the respective registration constitutes the only evidence leading to the recognition of the foster family³⁶.

ii) secondly, this registration does not modify filiation or the variables that depend on it, such as surnames, nationality, etc.; *"In any case, this registration does not create, alter, or modify pre-existing or legally corresponding filial relationships, but rather recognizes and formalizes a legal bond of a special nature. The foster family constitutes a type of autonomous family relationship which, without interfering with filiation, generates a new civil status with its own legal effects, just as filiation, marriage, and de facto marital union do."*⁽³⁷⁾

In accordance with the above, the entry in the registry must be made in the notes section of the civil birth registry of the foster child and in the miscellaneous book, without changing their surnames, biological filiation, or nationality.

3.14. Registration in the civil registry of the birth of the de facto marital union between heterosexual couples or between same-sex couples

In Ruling T-717 of 2011, the Honorable Constitutional Court stated that de facto marital union is part of a person's civil status, as this consists of *"a set of legal conditions inherent to the person, which identify and differentiate them from others, and make them subject to certain rights and obligations. Given the importance of a person's civil status, its constitution and proof are carried out through registration in the civil registry."*

In accordance with this, Article 5 of Decree Law 1260 of 1970 *provides that "facts and acts relating to the civil status of persons must be registered in the competent civil registry."* Thus, when the document declaring the de facto marital union is presented, the registry official must register this fact in the civil birth registry of each of the permanent partners, as it affects their civil status.

With regard to de facto marital unions between same-sex couples, in Ruling C-075 of 2007, the Constitutional Court examined the constitutionality of Law 54 of 1990, determining that limiting the property regime between permanent partners to unions formed by a man and a woman violated the fundamental rights to equal protection, respect for human dignity, the minimum standard of living, and free association.

³⁶Supreme Court of Justice, SC1702-2025 of August 5, 2025, M.P. MARTHA PATRICIA GUZMÁN ÁLVAREZ

³⁷ Idem



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of members of same-sex couples, concluding that there was indeed discrimination against couples with this sexual orientation.

Consequently, it *"declared Law 54 of 1990, as amended by Law 979 of 2005, to be constitutional, on the understanding that the protection regime contained therein also applies to homosexual couples."*

Based on the foregoing, **the registrar must record in the birth registry of each permanent partner the de facto marital unions between same-sex couples that have been declared.**

3.15. Registration of foundlings and children of unknown parents

In accordance with the provisions of Article 2.2.6.12.2.4. of Decree 1069, "For the purposes of Articles 61 and 62 of Decree-Law 1260 of 1970, a foundling is understood to be a newborn child no older than one month who has been abandoned, and a child of unknown parents is understood to be a person older than one month whose parents are unknown and whose registration is unknown." In the case of foundlings or children of unknown parentage who are minors, registration shall be carried out by order of the Colombian Institute of Family Welfare.

In the case of children of unknown parentage who are of legal age, registration shall proceed by means of a resolution issued by the National Civil Registry Directorate. To this end, the registry official must send the National Civil Registry Directorate the medical-legal report issued by Forensic Medicine stating the presumed age of the person examined and the certificate of origin issued by the mayor, parish priest, or representative of the municipality where the person is domiciled. This certificate must attest that the person is known in that municipality, as this is what guarantees *ius solis*.

The document required for this registration will be the resolution issued by the National Civil Registry Directorate.

3.16. Civil registration of the birth of newborns whose death occurs before the birth has been registered

When a newborn dies before the birth has been registered, the registrar will first register the birth based on the medical certificate of live birth and then proceed to register the death with the supporting document, the medical certificate of death, and the NUIP assigned in the civil birth registry.



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If the medical death certificate includes the live birth certificate number as the newborn's identification document because there is no civil birth record at the time of death, the registrar must verify that it corresponds to the same child and include the medical death certificate as a supporting document and the NUIP assigned in the civil birth record, which was made posthumously, in the identification document box.

In order to register the birth, the child must have been born alive in accordance with the provisions of Article 78 of Decree 1260 of 1970, "*DEADBORN CHILD. The death of a stillborn child shall not be recorded in the death register.*"

4. Civil marriage registration

4.1. Marriage registration

Marriages celebrated within the country or abroad between two Colombians, or between a Colombian and a foreigner, must be registered, regardless of whether they are Colombian by birth or by adoption, provided that they are performed:

- a. Before the Catholic Church.
- b. Before any religious denomination or church that has signed a concordat or international treaty or internal public law agreement with the Colombian State, in accordance with the provisions of Article 115 of the Civil Code.
- c. Before a notary public.
- d. Before a competent judge.

The registry official shall send copies of the file to the local offices where the birth records of the spouses and legitimized children are kept, and to the central office.

4.2. Duty to report the marriage

The marriage may be registered at the request of any person.

4.3. Document required for registration in the marriage registry



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The above document will vary depending on the type of marriage to be registered.

4.3.1. Catholic marriage

To register a Catholic marriage, you must provide the authentic ecclesiastical certificate accompanied by the certificate of competence of the person performing the ceremony.

4.3.2. Marriage celebrated by a denomination other than the Catholic Church

The supporting document for the registration of a marriage celebrated by a denomination other than the Catholic Church shall be a certified copy of the religious certificate issued by the Church or congregation, accompanied by an authentic certificate of competence of the religious minister who officiated the marriage.

In accordance with the provisions of Decrees 354 of 1998 and 922 of 2023, in order to proceed with the registration of this marriage, each minister of worship authorized to perform marriages with full civil effect by churches, religious denominations and confessions, their federations and confederations that are signatories to the agreement, shall submit and report in writing to the Special Registry, Auxiliary Registry Office, Municipal Registry Office, Consulate, and/or Notary Public of their jurisdiction, on the function with which they are vested, attaching a certificate issued by the legal representative or their legally constituted representative of the religious entity, stating the number of their Special Legal Status, the number of the Internal Public Law Agreement signed with the State, the date on which it came into force, and the delimitation of its area of competence.

4.3.3. Civil marriage celebrated before a Notary

The document required for registration shall be the notarized deed.

4.3.4. Civil marriage celebrated before a judge

For marriages celebrated before a Municipal Civil Judge, the supporting document will be the judicial proceeding, which must be notarized.

4.4. Registration of marriages celebrated abroad

The supporting document for registering a marriage celebrated abroad shall be the foreign civil registry, duly apostilled or legalized and translated, if applicable.



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4.5. Registration of marriages between same-sex couples

With a view to compliance with and applicability of Ruling SU-214 of 2016, in order to register marriages between same-sex couples in Colombia after June 20, 2013, registry officials must follow the following procedure:

- a. The registration must be done under equal conditions and follow the steps contained in Article 28 of Decree Law 1260 of 1970, which refers to the receipt, extension, granting, authorization, and certification of the registration.
- b. With regard to the declarant, the provisions of Article 68 of Decree Law 1260 of 1970 shall be taken into account, so that registration may be made at the request of any person.
- c. The general legal requirements must be met, and the appropriate supporting documents must be provided for registration, such as the notarized deed of the corresponding judicial or administrative proceedings.
- d. Civil marriages between same-sex couples will be registered as of June 20, 2013.
- e. The registrar who registers a civil marriage between same-sex couples shall send copies of the file to the local offices where the civil birth records of the spouses are kept, in accordance with the provisions of Article 71 of Decree Law 1260 of 1970.
- f. The registration must be carried out using the civil marriage registration form adopted for the purpose of guaranteeing the right to equality.
- g. When the marriage between same-sex couples has taken place abroad, the registry official must take into account that the document required for the registration of the marriage will be the foreign civil registry, duly apostilled or legalized and translated, if necessary.

4.6. Registration of Catholic and civil marriages between the same spouses

In order to safeguard the principle of uniqueness of the civil registry, and given that there are couples who decide to marry in a civil ceremony and in a religious ceremony, registering both acts independently, which leads to the existence of two civil marriage registries between the same spouses, and since it is not



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feasible to subsequently cancel either of these registrations because they correspond to different ceremonies (religious ceremony and public deed), different dates of celebration, and in many cases different places of celebration, a situation that has caused inconvenience to citizens.

In this regard, when an application for registration of a marriage (civil or religious) is submitted and the existence of a previous registration (for a different ceremony celebrated between the same parties) is verified, a new serial number will not be opened, but rather a supplementary note must be made in the existing civil marriage registry, recording the new ceremony celebrated.

5. Civil death registry

5.1. Deaths that must be registered Only

the following shall be registered:

- a. The deaths of persons who die within the territory of the country.
- b. The deaths of Colombians and foreign nationals residing in the country who die abroad. When requested by the interested party, the death shall be registered at the corresponding consulate or at any registry office in the country.
- c. Court rulings declaring presumed death due to disappearance.

5.2. Duty to report the death The following

persons are required to report the death:

- a. The surviving spouse.
- b. The closest relatives of the deceased.
- c. The persons living in the house where the death occurred.
- d. The doctor who treated the deceased during their final illness.
- e. The funeral home handling the burial.
- f. The director or administrator of the barracks, convent, hospital, clinic, asylum, prison, or public or private establishment where the event occurred.

g. The police authority that finds an unidentified or unclaimed body.

5.3. Deadline for registering the death

5.3.1. Timely registration

The death must be registered within two days of the moment the event was reported.

If the death to be registered occurred abroad, it shall not be considered late, even if the two days have elapsed.

5.3.2. Late registration

If the death has not been registered within two days, an order issued by the police inspector must be required, in accordance with the provisions of Article 75 of Decree 1260 of 1970.

5.4. Document required for the registration of death

5.4.1. Death certificate

All deaths occurring after January 1, 1998, that have been attended to or contacted by the health sector must be accredited by means of the corresponding medical death certificate, duly completed and signed by health personnel in accordance with the provisions of Article 7 of Decree 1171 of 1997, compiled in Article 2.7.2.2.1.3.7 of Single Regulatory Decree 780 of 2016:

Who can complete the death certificate:

- a. The death certificate must be completed and signed by a duly qualified physician with a valid medical license or professional card from the Ministry of Health, or who is performing compulsory social service.
- b. In places where there is no medical professional or compulsory social service, the forms may be completed by nurses who are duly qualified, registered, or have a professional card from the Ministry of Health.
- c. In areas that are difficult to access, where there are no medical professionals, social service workers, or nursing professionals available as a permanent health resource



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, the forms may be completed by nursing assistants who are registered with the Territorial Health Directorates, or, failing that, by health promoters who are duly trained and registered with such Health Directorates and obtain the relevant certifications.

The medical death certificate attesting to the death of a person may be submitted in the printed format of the Single Affiliate Registration System (RUAF ND) or in the format of the previous death certificate for the civil registry (DANE stationery), in accordance with the structure and characteristics incorporated in Joint Circular 001 of July 8, 2020, of the Intersectoral Commission for the Management of Vital Statistics.

Valid background certificate formats for the civil registry come in two forms:

- a. **Death certificate printed from the RUAF-ND web application:** these certificates have a nine-digit serial number. The certificate can be printed in black and white or brown and must be signed by the professional who certifies the vital event. The accuracy of this certificate should be validated by the registry official in the RUAF ND application using the assigned username and password.

CERTIFICADO DE DEFUNCIÓN ANTECEDENTE PARA EL REGISTRO CIVIL			
NÚMERO DEL CERTIFICADO DE LA DEFUNCIÓN		La información consignada en este certificado, se encuentra protegida por el derecho fundamental de Habeas Data de la Constitución Política Nacional y amparada en la Ley 1581 de 2012. Por lo tanto, su uso debe hacerse en cumplimiento de la garantía de dicho derecho y para los fines estrictamente autorizados.	
I. INFORMACIÓN GENERAL			
LUGAR DE LA DEFUNCIÓN País Departamento		Municipio	
ÁREA DONDE OCURRIÓ LA DEFUNCIÓN Área		Centro Poblado (Inspección, corregimiento o caserío)	
TIPO DE DEFUNCIÓN	FECHA EN QUE OCURRIÓ LA DEFUNCIÓN	HORA EN QUE OCURRIÓ LA DEFUNCIÓN	
SEXO DEL FALLECIDO	IDENTIFICACIÓN DEL FALLECIDO Tipo de documento	Número de documento	
APELLIDO(S) Y NOMBRE(S) DEL FALLECIDO (TAL COMO FIGURAN EN EL DOCUMENTO DE IDENTIDAD)			
Primer apellido		Segundo apellido	Primer nombre Segundo nombre
PROBABLE MANERA DE MUERTE			
DE ACUERDO CON LA CULTURA, PUEBLOS O RASGOS FÍSICOS, EL FALLECIDO ERA O SE RECONOCÍA COMO		¿A cuál pueblo indígena pertenece?	
Perfennencia étnica			
II. DATOS DE QUIEN CERTIFICA LA DEFUNCIÓN			
IDENTIFICACIÓN DEL CERTIFICADOR Tipo de documento		Número de documento	
APELLIDO(S) Y NOMBRE(S) DEL CERTIFICADOR			
Primer apellido		Segundo apellido	Primer nombre Segundo nombre
PROFESIÓN DE QUIEN CERTIFICA LA DEFUNCIÓN		REGISTRO PROFESIONAL	
LUGAR DE EXPEDICIÓN DEL CERTIFICADO Departamento		Municipio	
FECHA DE EXPEDICIÓN DEL CERTIFICADO Año - Mes - Día		FIRMA DE QUIEN CERTIFICA LA DEFUNCIÓN	



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- b. **DANE paper death certificate:** these certificates have a pre-printed eight-digit serial number followed by a validation digit at the end. The paper is brown. If the registry official has any questions when generating the certificate, they can consult the RUAF ND application using the username and password assigned to them.

DANE CERTIFICADO DE DEFUNCIÓN ANTECEDENTE PARA EL REGISTRO CIVIL

COMPARTICIÓN: Los datos que el DANE recibe en este formulario son totalmente confidenciales, esta protección legal se establece por la ley 79 de 1993, artículo 17.

NÚMERO DEL CERTIFICADO DE DEFUNCIÓN

(Consulte instrucciones al respecto)

I. INFORMACIÓN GENERAL

LUGAR DONDE OCURRIÓ LA DEFUNCIÓN
Departamento: Municipio:

ÁREA DONDE OCURRIÓ LA DEFUNCIÓN
 Cabeecera municipal
 Centro poblado: Inspeción, corregimiento o caserio
 Rural disperso

TIPO DE DEFUNCIÓN
 Fetal
 No fetal

FECHA EN QUE OCURRIÓ LA DEFUNCIÓN
Año: Mes: Día:

HORA EN QUE OCURRIÓ LA DEFUNCIÓN
Hora: Minuto: Si establece

SEXO DEL FALLECIDO
 Masculino
 Femenino
 Indeterminado

APellido(s) y Nombres(s) del Fallecido (tal como figuran en el documento de identidad)
Primer apellido: Segundo apellido: Primer nombre: Segundo nombre:

TIPO DE DOCUMENTO DE IDENTIFICACIÓN DEL FALLECIDO
 Registro civil Tarjeta de identidad Cédula de ciudadanía Sin información
 Cédula de extranjero Pasaporte Otro: ¿Cuál?

NÚMERO DE DOCUMENTO DE IDENTIFICACIÓN DEL FALLECIDO (tal como figura en el documento de identidad)

PROBABLE MANERA DE MUERTE
 Natural Violenta
 En estudio

DE ACUERDO CON LA CULTURA, PUEBLO O RASAS ÉTNICAS, EL FALLECIDO ERA O SE RECONOCIA COMO
1. Indígena 2. Citizanía o étnica 3. Raza del Archipiélago de San Andrés, Providencia y Santa Catalina 4. Palenquero(a) de San Basilio 5. Negro(a), mulato(a), afrocolombiano(a) o afrodescendiente 6. Ningún grupo étnico

¿A cuál pueblo indígena pertenecía?

II. DATOS DE QUIEN CERTIFICA LA DEFUNCIÓN

APellido(s) y Nombres(s) tal como figuran en el documento de identidad
Primer apellido: Segundo apellido: Primer nombre: Segundo nombre:

TIPO DE DOCUMENTO DE IDENTIFICACIÓN
 Cédula de ciudadanía
 Cédula de extranjero
 Pasaporte

NÚMERO DE DOCUMENTO DE IDENTIFICACIÓN (tal como figura en el documento de identidad)

PROFESIÓN DE QUIEN CERTIFICA LA DEFUNCIÓN
 Médico Enfermero(a)
 Auxiliar de enfermería Practicante(a) de salud

REGISTRO PROFESIONAL

LUGAR Y FECHA DE EXPEDICIÓN DEL CERTIFICADO
Departamento: Municipio: Año: Mes: Día:

FIRMA DE QUIEN CERTIFICA LA DEFUNCIÓN

The certificates in both formats have the following variables:

Deaths

- Death certificate number
- Place of death (department and municipality)
- Area where the death occurred
- Type of death
- Date of death
- Time of death
- Sex of the deceased



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- Last name(s) and first name(s) of the deceased
- Type and number of identification document of the deceased
- According to culture, ethnicity, or physical characteristics, the deceased was or identified as.
- Probable manner of death.
- Details of the person certifying the death
- Last name(s) and first name(s) of the certifier
- Type and number of identification
- Profession of the person certifying the death
- Professional registration
- Place and date of issue (state, city, year, month, day)
- Signature of the person certifying the death

5.4.1.1. Loss of death certificate.

Given that the National Police has eliminated the procedure for reporting lost documents, in cases where a relative of the deceased loses the medical death certificate and requires a copy to register the death in the civil registry:

1. The family member must go to the health institution where the original certificate was issued and report its loss.
2. The health institution will verify the relevant information in the RUA-FND application and proceed to print the certificate, which must be signed by the attending physician or the physician on duty.

In addition, the institution must issue a statement confirming the event and justifying the printing of the certificate due to loss, including the number and date of issue of the certificate, on the institution's official letterhead and signed by the legal representative or their delegate.

These documents must be submitted to the civil registry authority for registration in the civil registry of deaths.

5.4.1.2. Inconsistencies and errors in the medical death certificate

- 5.4.1.2.1. If the death certificate contains inconsistencies, smudges, crossings-out, or corrections in essential data such as name and surname, identification document, place of death, date, or medical death certificate number, it must be rejected. The interested party shall request clarification from the institution that issued it.



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otherwise, registration cannot be carried out because these are details that prove the fact.

The institution that attended to the event must provide the respective clarification and proceed to print the certificate from the system, which must be signed by the attending physician or the physician on duty.

- 5.4.1.2.2. When the death certificate has been completed using the RUAF-ND application and the paper certificate contains inconsistencies or errors, a correction must be requested from the corresponding health institution, which must cancel the original paper certificate and verify that it has been correctly completed in the application. If this is not the case, the correction must be made in the application. Once the verification has been made, the record will be printed directly from the application and must be signed by the attending physician or physician on duty, accompanied by the original.

5.4.2. Sworn statement of witnesses

In accordance with the provisions of Article 76 of Decree Law 1260 of 1970, only when there is no health professional in the locality where the death occurred, as referred to in Article 7 of Decree 1171 of 1997, may the death be registered by means of the declaration of two competent witnesses.

Any person may serve as a witness, even if they are a relative of the interested party, with the exception of minors, persons who at the time of making the statement are mentally disturbed, or persons under the influence of alcohol or narcotic or hallucinogenic substances.

The registrar shall take the statements of the complainant and witnesses and question each of them individually about the facts, warning them of the legal implications of false testimony. The oath shall be deemed to have been taken by the mere fact of signing.

If the official is uncertain about the testimony, he or she may refrain from authorizing the registration due to reasonable doubt, in accordance with Article 2 of Decree 2188 of 2001.

5.4.3. Order of the Police Inspector

Two days after the death, the preceding document shall be the order of the police inspector.

5.4.4. Judicial authorization in cases of violent death

In cases of violent death, judicial authorization is required to register the death, as indicated in Article 79 of Decree Law 1260 of 1970, in which case there is no deadline for registration.

5.4.5. Judicial ruling

When death is presumed due to disappearance, the document required to register the death will be the final court ruling, Article 81 of Decree Law 1260 of 1970.

5.4.6. Request from the Missing Persons Search Unit (UBPD)

The request for registration of a death issued by the Missing Persons Search Unit is a document that precedes the civil registry of death, in accordance with the provisions of paragraph g) of Article 5 of Decree 589 of 2017.

5.4.7. Apostilled or legalized document when the event occurred abroad.

When death occurs abroad and is one of those that can be registered in the civil registry of persons in Colombia in accordance with Article 77 of Decree Law 1260 of 1970, it shall be accredited by the civil registry of the country where it occurred or its equivalent, duly apostilled or legalized and translated, if applicable, in accordance with Article 251 of the General Code of Procedure, in relation to public documents issued in a foreign country by an official of that country or with their intervention.

5.4.8. Indigenous authorization

Article 7 of the Constitution recognizes the ethnic and cultural diversity of the nation. Furthermore, Article 330 provides that, in accordance with the Constitution and the law, indigenous territories shall be governed by councils formed and regulated in accordance with the customs and traditions of their communities.

In Ruling C-047, the Honorable Constitutional Court of 2022 stated that "*constitutional jurisprudence has held that indigenous communities are holders of fundamental rights. In Ruling T-380 of 1993, this Court specified that the protection of the guarantees of the peoples*



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ethnic groups is essential to guarantee the survival and permanence of their culture as part of the national identity”³⁸

Likewise, the high court stated that *“it is clear that self-determination is a fundamental principle for the preservation of ethnic groups and, consequently, **the State is obliged to adopt all measures deemed necessary and effective for indigenous communities to assume and maintain their institutions and strengthen their identity.**”*⁽³⁹⁾ (Boldface added)

Regarding the self-determination of indigenous communities, in Ruling C-054 of 2023, the Constitutional Court stated that *“One of the main guarantees of indigenous peoples is autonomy or self-determination, based on the recognition of the coexistence of diverse worldviews (pluralism), in addition to its instrumental nature in allowing them to preserve the elements that identify them through control of their social structures, forms of organization, beliefs, and customs, thereby guaranteeing their survival. Therefore, the self-determination of indigenous peoples corresponds to the right “[...] to establish or preserve their norms, customs, worldview, and development options or life project; and to adopt the internal or local decisions they deem most appropriate for the preservation or protection of those ends.”*

Similarly, Article 2 of Convention 169 of June 27, 1989, *“Concerning Indigenous and Tribal Peoples in Independent Countries,”* of the International Labor Organization (ILO), ratified by the Colombian State and approved by the Congress of the Republic through Law 21 of March 4, 1991, establishes that the government must take coordinated and systematic action to protect the rights of indigenous and tribal peoples and guarantee respect for their integrity, ensuring equal enjoyment of the rights and opportunities that national legislation grants to other members of the population.

Law 89 of 1890, in Article 7, states that *it is the responsibility of the council of each community to: 1. Create and maintain a census distributed by families, noting in the margin, at the end of each year, any additions or deletions that have occurred.*

In accordance with the above, the registration of the death of a person belonging to an indigenous community and/or people, which may be carried out by means of any suitable supporting document, in accordance with the provisions of Decree Law 1260 of 1970, shall be done with said document.

³⁸ Constitutional Court Ruling C-047 of 2022. M.P. ANTONIO JOSÉ LIZARAZO OCAMPO

³⁹ IDEM

⁴⁰Constitutional Court Ruling C-054 of 2023. M.P.



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However, when a person belonging to an indigenous community and/or people does not have any of the documents recognized by law for the registration of death in the civil registry, the "INDIGENOUS AUTHORIZATION" completed by the traditional authority of the community and/or whoever acts on its behalf may be used as a supporting document. Certifications are only valid for this purpose when issued by Colombian indigenous authorities.

The indigenous authority shall be the person elected by the members of the community. By virtue of the principle of good faith, it is presumed that the person signing the certificate has such authority, on the understanding that the statements made in the document are true. If, in the future, due to supervening events, it is proven that the information provided was not reliable, the corresponding legal proceedings will be initiated.

Indigenous authorization may only be used as a document supporting the civil registration of the death of persons who died in Colombian territory and who belong to the community and/or indigenous people that issued the authorization.

To register or modify a death in the civil registry, when the supporting document is the INDIGENOUS AUTHORIZATION, if this is done on the PMT II platform, the option OTHER supporting document must be selected in the civil registry information system (SIRC) and the following must be entered in the "additional description of the supporting document" box and "in the space for notes": first enter the text INDIGENOUS AUTHORIZATION, followed by the name of the ethnic group or indigenous people (e.g., WAYÚU INDIGENOUS AUTHORIZATION).

The antecedent document must contain at least the following information:

- a. First and last names of the deceased
- b. Identification document number (if possible)
- c. Date of death
- d. Place of death
- e. Gender
- f. Name and identification document of the authority issuing the certification

The information recorded in the civil death registry must be transcribed verbatim as it appears in the aforementioned document provided.

In the event of modification and/or replacement of the initial entry in the civil death registry, whose antecedent document was the AUTHORIZATION



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INDIGENOUS, it will be necessary to use an additional supporting document containing the modification to be made, completed by the traditional authority of the indigenous community and/or people or whoever acts on their behalf, to support the modification and/or replacement of the initial birth registration. For this purpose, the civil registry information system (SIRC) will use the option of a previous document OTHER, first with the text INDIGENOUS AUTHORIZATION, followed by the name of the ethnic group or indigenous people (e.g., WAYÚU INDIGENOUS AUTHORIZATION).

Indigenous authorities are hereby reminded of their legal responsibility to certify the death of persons belonging to their community who have died within the community, as this is the antecedent document of the civil registry, which will serve as the basis for canceling the citizenship card in the National Identification Archive (ANI). Likewise, the legal implications of altering information that does not correspond to reality, resulting in the classification of such conduct as a crime.

The certification issued by the indigenous authority shall serve as a record of civil registration of deaths occurring after the publication of this circular.

When reasonable doubt arises about the persons, facts, or circumstances supporting the registration, the registrar shall refrain from authorizing the registration and shall bring the matter to the attention of the competent authority.

5.5. Registration, correction, cancellation, and annulment of deaths ex officio

In accordance with the provisions of Article 23 of Decree 019 of 2012, amended by Article 20 of Decree Law 2106 of 2019, once the relevant verifications and cross-checks have been carried out in the databases, the National Civil Registry Directorate may register, correct, cancel, and annul deaths ex officio in order to keep the database up to date.

5.6. Inclusion or correction of the deceased's identity document

When the identity document number of the deceased does not appear in the civil registry of death, it may be included later upon written request of the interested party, replacing the initial civil registry, provided that it is certain that it is the same person, regardless of the cause of death.

6. Apostille or legalization of civil records

The Republic of Colombia is a party to the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, signed in The Hague on October 5, 1961, which was approved by Law 455 of 1998.

Article 6 of the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, signed in The Hague on October 5, 1961, establishes that:

"Each Contracting State shall designate the authorities which, by reason of the exercise of their functions as such, that State attributes competence to issue the Apostille provided for in the first paragraph of Article 3. Each Contracting State shall notify the Ministry of Foreign Affairs of the Netherlands of this designation at the time of depositing its instrument of ratification or accession or its declaration of extension. It shall also notify the said Ministry of any change in the designation of these authorities."

The Ministry of Foreign Affairs issued Resolution No. 1959 of 2020 *"Establishing provisions on apostilles and legalization of documents and repealing Resolution 10547 of December 14, 2018."*

6.1. Definition of Apostille, Legalization, Handwritten, Digital, and Mechanical Signature

Article 2 of Resolution 1959 of 2020 establishes the following definitions:

"(...) Legalization: Certification of the authenticity of the signature of a public servant in the exercise of their duties and the capacity in which the signatory has acted, which must be registered with the Ministry of Foreign Affairs in order for the document to have full legal effect in a country that is party to the 1963 Vienna Convention on Consular Relations, in accordance with Article 5(f), which regulates consular actions in the capacity of Notary Public.

Apostille: Certification of the authenticity of the signature of a public servant in the exercise of their functions and the capacity in which the signatory has acted, which must be registered with the Ministry of Foreign Affairs in order for the document to have full legal effect in another country that is party to the Convention Abolishing the Requirement of Legalization for



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foreign public documents, signed in The Hague on October 5, 1961, and adopted by Colombia through Law 455 of 1998.

Handwritten signature: A signature that a person writes or stamps on a physical document or paper in their own handwriting.

Digital signature: An alphanumeric value attached to a data message which, using a known mathematical procedure linked to the initiator's key and the text of the message, makes it possible to determine that this value has been obtained exclusively with the initiator's key and that the initial message has not been modified after the transformation.

Mechanical handwritten signature: This is a signature that corresponds to a faithful reproduction of the handwritten signature as an image and replicated en masse by a system, affixed to an electronic document that can be verified online through the digital channels provided by the issuing entity. "

By means of official letter No. S-GAOL-16-068002, the Ministry of Foreign Affairs requested the National Registry to implement the digital signature to certify the signature contained in the civil registries.

Article 6 of Decree Law 019 of 2012 stipulates that *"The procedures established by the authorities must be simple, eliminating all unnecessary complexity, and the requirements imposed on individuals must be reasonable and proportionate to the purposes to be achieved. The authorities must standardize procedures, establishing similar requirements for similar procedures."*

Article 52 of Decree Law 019 of 2012 states that *"apostille procedures, within the national territory and abroad, may be requested by post, without the applicant being required to appear in person. The National Government shall regulate the procedure and the use of electronic means."*

Resolution No. 14369 of December 22, 2017, issued by the Registrar of Civil Status, provided **that "Article 1: Implement the digital signature in the signature certifications of the Registrars of Civil Status, Inspectors, and Magistrates authorized to perform registration functions contained in civil registries for apostille purposes."**

6.2. Signature registration



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Once in office, the official must register their signature on the yellow cards, which contain their details with the appointment resolution, date of appointment, and signature.

Send it through the Departmental Delegation to the National Civil Registry Directorate, Coordination of the Civil Registry Validation and Production Group.

This coordination will systematize the registration files, which will be entered into the signature server to be consulted by the official who certifies the registered signatures.

In order to comply with the above, the signature registration of registrars, inspectors, or civil registrars must be processed as follows:

- a. The official must register their signature on the signature update card, which contains the employee's details, appointment resolution, date of appointment, and signature. This card must also be signed by the Departmental Delegates and District Registrars.
- b. The Departmental Delegation and District Registry must send these signature update cards to the National Civil Registry Directorate, Coordination of the Civil Registry Validation and Production Group, within five (5) days of the official taking office.
- c. The Coordination of the Civil Registry Validation and Production Group will systematize the registration forms, which will be uploaded to the signature server to be consulted by the official who certifies the registered signatures.

On the other hand, it is requested that this information be shared with all Colombians who require the service, clarifying that the National Civil Registry Directorate implemented the digital signature in order to minimize response times to requests, avoid the need for Colombians to travel to carry out this procedure, and offer better service.

6.3. Signature certification procedure

- a. The interested party must fill out the form clearly and accurately at the following link: <https://apostilla.registraduria.gov.co/index>, attaching the following information:
 - Civil registry in PDF format (no larger than 2 MB).



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- A clear and visible collection sticker must be affixed to the civil registry (only one procedure will be allowed); in the case of a digital copy of the civil registry, the verification code that appears on the copy reflecting that the citizen made the payment, the date of issue cannot be more than ninety (90) days old.

The civil registry must be signed and include the name and position of the official who issued the document, and both sides must be scanned in their entirety.

- b. Once the application has been received, the mailbox designed by the Ministry of Foreign Affairs for this purpose and adopted by the National Registry will be filled out, after verification of the respective signature of the official in the civil registry database, and the signature of the civil registrar, inspector, or magistrate will be certified in order to continue with the procedure before the Ministry of Foreign Affairs.
- c. Once the apostille process has been approved, the Ministry of Foreign Affairs will notify the applicant via the email address provided that the request has been approved. Otherwise, the Registry Office will notify the applicant by mail of the reason why the registry official's signature was not certified.
- d. Things to keep in mind.
 - The copy of the civil registry to be certified must have the collection control sticker or the verification code for the digital copy of the civil registry.
 - The civil registry must contain the signature of the authorizing official. Copies of records that are not signed by the registry official will not be certified.
 - The registration provided must have been issued within the last ninety (90) days.

6.4. Verification of the origin of an Apostille online

"The Electronic Apostille Program (e-APP) was launched in 2006 to promote and facilitate the implementation of technology within the framework of the Convention of October 5, 1961, Abolishing the Requirement of Legalization for Foreign Public Documents (Apostille Convention). (HCCH, 2021), which recipients can access online to verify the origin of an Apostille that has been received."

As of October 2025, 59 countries have implemented E-APP. (HCCH, 2021), therefore, **not** all Apostilles from countries belonging to the Convention can be consulted through the e-APP.

The website of the Hague Conference on Private International Law provides instructions on how to verify the apostille of countries that have implemented electronic registries:

Hague Conference on Private International Law:

Implementation table: <https://assets.hcch.net/docs/f6179c98-db07-4a54-a4dd-a79ddf1219c6.pdf>

7. Forwarding of civil registry copies

Decree Law 1260 of 1970, in Article 19, establishes: *"Entries in the civil registry shall be made in duplicate. One copy shall be kept at the local office and the other shall be sent to the central office archives."*

It is important to note that the copy sent to the central offices is the one marked **"First copy for the National Civil Registry Directorate."** This control must be carried out by the departmental delegation and the district registry office.

In order to monitor and control the timely delivery of the first copies, registry officials must comply with the following guideline:

- a. Notaries, police inspections, and authorized townships must send the first copies of civil birth, marriage, and death records to the municipal registry office or District Registry Office in the case of notaries in Bogotá, within the **first THREE (3) business days of the month**.
- b. Registrars must receive copies of the records from notaries, police inspections, and authorized district offices and forward them within the first **FIVE (5) first working days of the month** to the Departmental Delegation, which will forward the first copies of the RCX to the National Civil Registry Directorate, ensuring the verification and post-recording of the records of their district that are not in the Civil Registry Information System (SIRC) within the first **ten (10) working days of the month**.

Decree Law 1260 of 1970, in Article 19, establishes: "Registration in the civil registry shall be made in duplicate. One copy shall be kept at the local office and the other shall be sent to the central office archive." In order to



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monitor and control the timely delivery of the first copies, registry officials must comply with the following guideline:

Each Departmental Delegation, District Registry Office, and civil registry and identification group abroad is responsible for verifying the first copies of civil registries duly signed by the respective registry official, checking that they comply with the format established for this purpose and have been duly completed by the registry offices. **(Fill out the form for sending first copies of civil registries, RAFT 29)**

Point to note: The National Registry is not responsible for supplying civil registry stationery to notaries.

The National Civil Registry will provide the Superintendency of Notaries and Registries with the serial numbers for Birth, Marriage, and Death certificates whenever required, but it is the Superintendency that prints and distributes them to the Notaries throughout the country to ensure proper registry functions.

8. Monthly report on civil registry production statistics

Municipal registries must receive the monthly report on civil registry production from notaries, police inspections, and authorized districts to fulfill the civil registry function and send it monthly to the Departmental Delegation for consolidation and subsequent submission to the National Civil Registry Directorate.

The procedure for the monthly report on civil registry production is as follows:

- a. Each month, notaries, police inspections, and townships authorized to maintain civil registries, as well as consulates, must complete the monthly production report form corresponding to the registrations made during the month in the civil registry. **(Complete the monthly production report form RAFT 30).**
- b. Within the first three (3) business days of the month, the completed form must be sent to the respective municipal registry office or District Registry Office in the case of Bogotá D.C.
- c. Registrars must receive the reports from notaries, police inspections, and authorized townships and send them together with their production report within the first five (5) business days of the month to the Departmental Delegation for consolidation and forwarding to the National Civil Registry Directorate



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National Civil Registry within the first ten (10) business days of the month.

- d. **Delivery of damaged material:** There are serial numbers that are damaged over time, due to improper completion, mold, poor condition, or because they are no longer up to date, have been lost, or stolen. Therefore, the Departmental Delegations must deliver the list before it is destroyed and include them in the system as "Damaged Material" This will prevent possible duplication or fraudulent use to issue identity documents.

9. Prohibition on the use of generic users to carry out procedures in the civil registry information system

The use of generic users to carry out procedures in the civil registry information system is prohibited. In this regard, all procedures, without exception, must be carried out by personalized users, following the procedure established for the management of system users, according to the USR module manual, with the support of the trainer in each department, if necessary.

When an employee leaves the entity, the trainer from the departmental delegation or district registry must immediately invalidate the user in the system. At the central office, the coordinator of the work group where the person worked must report to the Agreement and Database Access Terms Management Group so that the user can be disabled.

It should be noted that the use of the ADM (administrator) user profile is authorized only for the configuration of local system parameters, as well as user management in each office (creation, modification, status changes, password changes, generation of permissions and authorizations), while Civil Registry and Identification procedures must be carried out by users assigned to each official.

Finally, offices operating the Civil Registry Information System will be monitored, with disciplinary implications for officials in charge of offices who fail to apply the instructions given, as they are responsible for the process.

10. Instructions on the organization of documentary series of civil registry records and civil registry records



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For the purpose of applying and complying with regulations and best practices, the following technical and standardization instructions are provided regarding archival guidelines for organizing civil registry series and civil registry records:

- a. **The records** of civil registry entries for births, marriages, and deaths shall be filed in white four-tab folders, deacidified, without plastic file clips.
- b. Civil registry **series** for births, marriages, and deaths shall henceforth be filed in white four-flap folders that are deacidified and do not have plastic file clips.
- c. Special, auxiliary, and municipal registry offices must record the background information from civil birth, marriage, and death records, the corresponding serial number, and the date of receipt or delivery of the document to the entity in order to organize the information numerically and chronologically as appropriate and to serve as a cross-reference for consultation purposes.
- d. For those offices where the background documents do not contain such information, they must, from that date onwards, consult the civil registry information system (SIRC) and assign to the background documents the information on the serial number of the civil registry to which they correspond and, where possible, the date of receipt or delivery of the document to the entity.
- e. Civil registry series that are bound or in the old volume and folio system shall retain that structure and shall be archived with their respective inventory.

11. Services to be provided at auxiliary, special, and municipal registry offices in different districts

In order to improve service and streamline procedures for citizens in relation to the provision of civil registry services, it should be noted that the following services must be provided at auxiliary, special, and municipal registry offices in the different districts, as follows:

- a. Consultations, issuance of copies, and certification of civil registrations.
- b. Guidance for citizens on civil registration.
- c. Manual handling of technical anomalies.



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- d. Requests for cancellation, annulment, subscription, registration in the case of foundlings or children of unknown parents, creation of office codes and Nuips ranges, and reconstruction of civil registries.
- e. Post-recording (creation, modification, supplementation, and correction): Once a civil registry has been post-recorded, the registry official must generate a physical file of the post-recorded RCX and keep it in the office protocol, which must be filed separately by type of registry (RCN, RCM, and RCD) and by year in which it was post-recorded.

When it is necessary to post-record a civil registry entry in order to issue an identification document for the first time, verification must first be carried out in the Electronic Document Management System (GED-RC). If the RCN has not been digitized or the office does not have access to the GED-RC system, the information provided must be verified directly with the office where the civil registry entry was originally made.

It should be noted that records created in applications such as the Civil Registry Information System (SIRC) and SRC WEB do not need to be post-registered, as the uploading of information from these records to the civil registry databases is automated and such incorporation should only be carried out in exceptional cases.

11.1. Formation of the Technical Support Committee on Civil Registration

Each Departmental Delegation and District Registry Office shall form a technical support committee on civil registration matters, in compliance with the provisions of paragraph C), paragraph 2, Article 46 of Decree 1010 of 2000, which establishes as one of the functions of the Departmental Delegations and the District Registry Office, *"To advise and train municipal and auxiliary registrars, as appropriate, in matters of civil registration and periodically convene the registrars of their respective districts to guide them in the interpretation and application of current regulations."*

The committee shall be composed of the Departmental Delegates or District Registrars, the official responsible for the Legal Office, the trainer, and two experienced registrars from the respective district.

The National Civil Registry Directorate will maintain permanent contact with these committees and will provide the training and guidance required in this area



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However, any request or advice regarding the registry function by the registrars must first be submitted to the respective departmental delegation or district registry office.

The civil registry support committees shall meet as needed to address any queries or requests, but in any case at least once every two months, in order to disseminate any rules or instructions issued on the matter. Minutes shall be taken of these meetings and forwarded to the Legal Group of the National Civil Registry Directorate.

In any case, the National Civil Registry Directorate will be attentive to resolving any queries or requests that the Technical Committee on Civil Registration considers should be consulted with the Directorate.

12. Types of identification documents

The National Civil Registry Office will issue identification documents to Colombians, which, depending on their age, will be:

- a. Civil birth certificate up to age 7.
- b. Identity card from age 7 until reaching age 18.
- c. Citizenship card from age 18 onwards.

12.1. Identity card

In accordance with the provisions of Article 109 of Decree 1260 of 1970, in accordance with Article 1 of Decree 1694 of 1971, an identity card shall be issued to all Colombians who reach the age of 7 and shall be the only suitable means of identification (Article 5 of Decree 1694 of 1971) until they reach the age of majority.

It shall be the obligation of the parents or legal representative of the minor to request the issuance of the Identity Card as soon as the minor reaches the age of seven (7) years of age, as established in Article 6 of Decree 1694 of 1971.

First-time, renewal, rectification, and duplicate identity cards will be issued in blue biometric format with the same technical specifications and security features as the yellow citizen ID card with holograms.

12.1.1. Base document

12.1.1.1. Colombians by birth

The supporting document for issuing the identity card will be the civil birth certificate, and the NUIP assigned will be the same as that on the civil birth certificate.

For children born in Colombia and registered under Resolution 8470 of 2019 (later amended by 8617 of 2021 and 9820 of 2025), the civil birth certificate must contain the note of recognition "valid for proving nationality."

For identity card applications for children born in Colombia to foreign parents, registered under Resolution No. 8470 of



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2019, subsequently amended by 8617 of 2021 and 9820 of 2025, the special, municipal, or auxiliary registrar must verify that the civil birth record contains the note "valid for proving nationality."

12.1.1.2. Children of Colombians by adoption

In accordance with Law 2332 of 2023, the children of Colombians by adoption, to whom nationality has been extended, the document preceding the identity card will be the civil birth certificate, which must be drawn up on the basis of the authentic copy of the letter of naturalization of the nationalized father or mother, with the annotation that nationality is extended to the minor.

12.1.2. General information about the identity card

The blue biometric identity card is the document that minors aged seven (7) and older must use to identify themselves. This document is the result of a renewal carried out by the National Civil Registry. It is based on the ABIS identification system (automated fingerprint identification system with complementary facial biometrics) and has the following characteristics:

- a. The blue biometric identity cards that are produced and issued have the same technical specifications and similar security features as the yellow citizenship card with holograms.
- b. With regard to the fingerprint printed on the back of the identity card, there are two different morphologies:
 - I. ROLLED, when the procedure is carried out in the "Identification Card and Identity Card Format" and the print is taken with fingerprint ink, and
 - II. FLAT, when the procedure is carried out at the Integrated Service Stations (EIS) or DCU Station with the help of the MORPHOTOP biometric sensor and the fingerprint is digitized.
- c. The finger chosen by the ABIS system (the one with the best quality) can vary between the middle finger and thumb of the right or left hand: therefore, in order to carry out visual fingerprint comparisons, it is recommended that the text printed on the underside of the fingerprint be detailed in order to confirm which finger it corresponds to.



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- d. The text indicating the finger printed on the back of the identity card is generated by laser printing during the document manufacturing process.

The National Civil Registry automatically validates fingerprints using the ABIS system, which rates the quality of the prints using mathematical algorithms that establish a certain number of characteristic points that allow individuals to be identified.

When the system validates a fingerprint and it does not reach the required number of characteristic points, i.e., it is not of sufficient quality to be verified, complementary facial biometrics would confirm it, and the system would proceed to forward the application to the Validation and Individualization Group to validate the biographical data to determine whether or not to allow the application to continue in the production process.

If the application is authorized to continue in the production process, the fingerprint image will not appear on the document (the space corresponding to the fingerprint will say "INVALID FINGERPRINT"), as it does not meet the required quality standards. but the document will retain the various biographical data and images, as well as the security features that make it a correctly issued and fully valid document.

- e. When an application reaches the validation group, research is carried out using the biographical database and technical fingerprint comparison, using all available tools (ANI, MTR, identification GED, civil registry GED, Web Service), and the application may be validated or rejected according to the technical opinion issued by the fingerprint specialist, which is available in PDF format on the Research portal.
- f. In cases of names and surnames with special characters, the new production system allows for the printing of signs such as umlauts, quotation marks, virgules, etc. on the document.

In contrast to the fixed fields on identity documents, the accenting will be carried out from February 22, 2016, for identity cards and July 5 of the same year for citizenship cards.

In the information corresponding to the place of birth, where applicable, the name of the district where the birth was registered is printed.



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- g. Requests for duplicate and rectified identity cards prepared at the EIS Station are subject to the following control to allow for the completion of the identity procedure, which is:

1:1 Comparison: This process is carried out by sending both biometric data (facial and fingerprint). If the result is a successful authentication "HIT," the EIS Station inserts the request into the production system. Otherwise, it generates a full digital identity by NO_HIT (RAFT45 Full Identity Review Format – EIS), which is immediately sent by email to the Central Level, arriving at the Validation and Individualization office so that a fingerprint comparison can be used to generate an acceptance or rejection of the application. When the fingerprint verification does not match those registered in the databases, the Validation Group will refer the case to the Identification Archives Group for the corresponding 1:N fingerprint study.

12.1.3. Expiration of the identity card

In accordance with the provisions of Decree 1694 of 1971, Article 3, "The Identity Card shall expire when the person reaches the age of majority or when he or she dies before that time."

12.2. Citizenship card

To obtain a citizenship card, you must prove that you are at least 18 years of age and provide proof of your identity, as specified in Article 62 of Decree 2241 of 1986.

In accordance with the provisions of Article 1 of Law 39 of 1961, Colombian adults may only identify themselves with a citizenship card in all civil, political, administrative, and judicial matters.

The National Civil Registry, through External Circular No. 011 of February 5, 2021, officially presented the Digital ID Card, which will be one of the means of digital authentication, in order to comply with development plans and public policies that seek to make the services provided by the State more efficient and accessible.

It should be noted that a process of mass adoption of the digital ID card has begun and that the production of ID cards in their "yellow with holograms" format will gradually decrease. Initially, this process applies to first-time ID cards, duplicates, and corrections only for the gender component (Non-Binary or Trans). Therefore, the citizenship ID card is valid in both formats in which it is issued, i.e.,



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That is, the yellow ID card with holograms and the digital citizenship card in its two versions. Section 18 of this circular specifies the guidelines related to the digital citizenship card.

12.2.1. Base document

The supporting document for the issuance of the citizenship card is:

12.2.1.1. *Colombians by birth.*

The citizenship card will be prepared and issued based on the civil birth registry or identity card.

If the civil birth record is not recorded or is not correctly recorded in the institutional database, the registry official will proceed to make a post-recording and send a copy to the National Registration Service at the central level, for its consideration.

In the case of Civil Birth Registries (RCN) registered at Consulates that are not recorded or are not correctly recorded in the entity's databases, the consular office will request the recording from the Civil Registry and Identification Abroad group via email at consulados@registraduria.gov.co.

Persons born before June 15, 1938, who are applying for a citizenship card for the first time may submit as the basis for the citizenship card an original copy of their baptismal certificate, accompanied by the certificate of competence of the person who performed the ceremony.

12.2.1.1.1. Procedure for obtaining a citizenship card for children of foreigners born in Colombia.

When the person applying for the citizenship card is the child of foreigners born in Colombia, the supporting document will be the civil birth certificate with the note "VALID FOR PROVING NATIONALITY."

In cases where the marginal note "**VALID FOR PROVING NATIONALITY**" is not found and in order to guarantee the right to nationality, the registrar, special registrar, assistant registrar, municipal registrar, or consul to whom the application is submitted shall carry out the established procedure to prove the domicile of the father or mother in the national territory on the date of birth, in order to establish the validity of the procedure for issuing a first-time citizenship card.



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If the constitutional requirement of the domicile of either parent at the time of birth is corroborated in accordance with the provisions of Law 2332 of 2023 or Resolution No. 9820 of 2025 is applied, generating legal certainty regarding the registrant's Colombian nationality by birth, the first-time citizenship card will be prepared.

In any case, the applicant will be informed of the established procedure so that they can carry out the necessary formalities.

12.2.1.2. *Colombians by adoption.*

Colombians by adoption require a Letter of Naturalization, accompanied by the corresponding oath certificate issued by the competent authority.

12.2.1.2.1. *Procedure for issuing citizenship cards to Colombians by adoption.*

For the issuance of a first-time citizenship card to foreigners who have obtained Colombian nationality by adoption in accordance with Article 96 of the Political Constitution, they will be required to provide as supporting documentation a copy of the Letter of Naturalization by virtue of which the Colombian State, through the Minister of Foreign Affairs, has authorized the naturalization of that person as a Colombian citizen by adoption, accompanied by the corresponding oath taken before the competent authority.

The authenticity of the letters of naturalization must be verified using the verification code that appears on them, by logging on to <http://verificacion.cancilleria.gov.co>. If they do not contain a verification code, its verification by email nacionalidad@cancilleria.gov.co.

Under no circumstances should Colombians by adoption be required to present a civil birth certificate.

12.2.2. *General information about the yellow citizenship card with holograms*

The yellow citizenship card with "third generation" holograms is the result of a mass renewal carried out by the National Civil Registry. It is based on the ABIS identification system (automated fingerprint identification system with complementary facial biometrics) and has the following characteristics:



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- a. The citizenship cards, produced and sent, have the same technical specifications and security features as those issued since January 2000, corresponding to third-generation cards, i.e., the yellow card with holograms.
- b. With regard to the fingerprint printed on the back of the yellow citizen ID card with holograms, it should be noted that, on cards issued since May 2008, there are two different types: i) ROLLED, when the procedure is carried out on paper and the print is taken with fingerprint ink, and ii) FLAT, when the procedure is carried out at the Integrated Service Stations (EIS) or DCU Station with the help of the MORPHOTOP biometric sensor and the print is digitized.
- c. In both cases, the finger chosen by the ABIS system (the one with the best quality) can vary between the index, middle, and thumb of the right or left hand. Therefore, in order to perform visual fingerprint comparisons, it is recommended that the text printed on the bottom of the fingerprint be detailed in order to confirm which finger it corresponds to.
- d. The text indicating the finger printed on the back of the citizenship card is generated by laser printing during the document manufacturing process.
- e. The National Civil Registry automatically validates fingerprints with the Automatic Fingerprint Identification System (ABIS), which assesses the quality of the prints using mathematical algorithms that establish characteristic points that allow individuals to be identified.

When the system validates a fingerprint and does not reach the required number of characteristic points, i.e., it is not of sufficient quality to be verified, complementary facial biometrics would confirm it, and the system would proceed to forward the application to the Validation and Individualization Group to validate the biographical data to determine whether or not to allow the application to continue in the production process.

If the application is authorized to continue in the production process, the fingerprint image will not appear on the document (the space corresponding to the fingerprint will say "FINGER INVALID") because it does not meet the required quality standards, but the document will retain the various biographical data and images, as well as the security features that make it a correctly issued and fully valid document.



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- f. For people with long first and/or last names, the solution is to print on two lines so that the information is not truncated and the complete data is presented.
- g. In cases of names and surnames with special characters, the new production system allows for the printing of signs such as umlauts, quotation marks, virgules, etc. on the document.

The fixed fields on identity documents will be checked starting on February 22, 2016, for identity cards, and July 5 of the same year for citizenship cards.

In the information corresponding to the place of birth, where applicable, the name of the district where the birth was registered is printed.

- h. All citizenship card applications prepared at the EIS Station are subject to two (2) very important checks to allow for the completion of the identity procedure, which are:
 - **1:1 Match:** This process is carried out by sending both biometric data (facial and fingerprint). If the result is a successful authentication "HIT," the EIS Station inserts the request into the production system. and if not, it generates a full digital identity by NO_HIT (RAFT45 Full Identity Review Format - EIS), which will be sent immediately by email to the Central Level, arriving at the Validation and Individualization office so that through a fingerprint comparison, a concept of acceptance or rejection of the procedure can be generated. When the fingerprint verification does not match those recorded in the databases, the Validation and Individualization Group will refer the case to the Identification Archives Group for the corresponding 1:N fingerprint study. This procedure is explained in detail in the **Integrated Service Station Operating Manual – EIS RAMN04, section 3 Generation of full digital identity due to unsuccessful authentication – NO_HIT.**
 - Verification of the validity status of the identity document in the different databases (ANI, MTR, CIUD, BDR) and if there are NO changes (Canceled), the EIS Station inserts the request into the production system, and if not, it generates a full digital identity using VIG_21 (RAFT45 Full Identity Review Format – EIS), which will be sent by email



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immediately to the Central Level. Procedure explained in detail in the **Integrated Service Station Operating Manual – EIS RAMN04, section 40 Generation of full digital identity due to "cancelled due to death" status – VIG_21.**

13. Types of procedures for identity cards and citizenship cards

13.1. First time

Issuance of the identification document issued for the first time and requested by the person from the National Civil Registry.

Note: For first-time ID card applications, the holder will be issued with the document in the form of a "digital citizen ID card" in both versions; in consulates that do not have EIS stations for the preparation of identification documents, the holder will be issued with the yellow ID card with holograms.

The requirements established in sections 12.1 and 12.2 must be taken into account.

13.2. Duplicate

This is issued as many times as required by the holder and contains the same biographical and biometric data as the last procedure carried out in person with data capture (first time, duplicate, renewal, or rectification).

Likewise, it should be clarified that when an update of particular characteristics is required (see section "1.4 Detail and quality of fingerprint capture" in the "Review Manual- RAMN01")_ , the procedure will be carried out as a duplicate, making the corresponding update.

13.3. Correction

This applies when there is a change in biographical data, such as date and place of birth, addition or deletion of the particle "de". As a rectification of biographical data, only the civil birth certificate or civil marriage certificate will be accepted as a supporting document for the addition of the particle "de".

For Colombians by birth born before June 15, 1938, the



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base document may be the baptismal certificate.

In the case of Colombians by adoption, the basic document will be the Letter of Naturalization, accompanied by the oath.

13.4. Renewal

This is submitted when, in accordance with the mission recognized by the Political Constitution in Article 266, the National Civil Registry updates the format of the identification document applicable to all Colombians, involving the application of new technological features and/or information contained in the new document.

13.4.1. Renewal of the identity card

For minors who obtained the blue biometric identity card from the age of 7, although it is true that Decree 1694 of 1971 established the renewal of the identity card, which corresponded to the pink card, the registry no longer renews the identity card, since the blue biometric format is issued with the incorporation of biographical and biometric data in the databases of the identification information system, allowing for the biometric authentication of the document holder.

14. Application for identity card and citizenship card

The following guidelines must be observed when applying for identity cards and citizenship cards.

Preparation methods

In line with the technological evolution of the Entity, the following tools have been made available for the processing of applications for Colombian identification documents, in order to fulfill the institutional mission described in Article 266 of the Political Constitution.

For in-person procedures for digital citizenship cards

- EIS: Integrated Service Station; with data capture For in-person processing of yellow cards and identity cards:



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- DCU: Paper Data Capture Unit (only for exceptional cases authorized to be carried out in this system, in accordance with Manual RAMN07 "Preparation and Processing of Exceptional Paper Identification Procedures, current version).
- EIS: Integrated Service Station; with data capture
- Online duplicate processing system assisted in offices; without data capture.

Note: Web-assisted duplicate ID cards only apply to obtaining documents in the form of yellow ID cards with holograms and identity cards.

For online procedures:

- Website application: "Online and in-person procedures with online payment— Duplicate identity card and citizenship card"; no data capture required.

Note: For duplicate citizenship cards, this only applies to obtaining a document in the form of a yellow card with holograms.

For assistance with procedures at Colombian consulates abroad

- SITAC tool: Comprehensive Citizen Procedures System (Ministry of Foreign Affairs), with data capture

Note: For citizenship card procedures, this applies to obtaining a document in the form of a yellow card with holograms.

- EIS: Integrated Service Station; with data capture, at consulates where it is available.

Public servants will inform citizens when appointments must be made online for identity card and yellow citizen ID card with holograms procedures. Appointments can be made at <https://agenda.registraduria.gov.co/agenda/index.php>.

At registry offices that do not have an appointment system, requests will be handled in person at the offices.

In order to carry out the procedures both at the Entity's offices nationwide and abroad, the respective payment for each of the chargeable events must be verified, and the rates



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in effect at the time of the applicant's visit. In the case of requests for exemption, the regulations in effect for each type of population will apply.

Prior to preparing the paperwork, care must be taken to listen to the citizen and the necessary checks must be carried out to avoid the generation of returns or rejections of applications.

Likewise, officials will inform and encourage citizens who require a duplicate ID card about the procedure for obtaining a digital ID card. However, at the request of the citizen, the "Online duplicate processing system assisted in offices" tool may be used to obtain a replica of the latest version of the yellow ID card with holograms, except in cases where it is necessary to process an update of the photograph or other needs of the applicant. It should be noted that this only applies to procedures carried out after January 1, 2019.

All requests for identification documents must be prepared in order of priority through the Integrated Service Station (EIS).

Only in strictly necessary cases will it be permitted to prepare procedures through the DCU (paper) module, which are specified in Manual RAMN07 'Preparation and Processing of Exceptional Paper Identification Procedures' and with prior authorization from the 'Digital Service Manager' as indicated in that document. said authorization will be managed through the SharePoint tool, so that, for this purpose, the registrar must formally and thoroughly justify the reasons that led to the preparation of the procedure by this means, attaching evidence, photos, videos, among others, that allow for verification of the information provided in the justification. These preparations must be sent to the Pilot Collection Center, at the central offices in Bogotá D.C., Reception Group, by official letter.

At consulates, identity documents will be prepared through the integrated EIS service station in those where there is this technology
(see at

https://www.registraduria.gov.co/IMG/pdf/20231219_consulados-con-eis.pdf;

For other consulates, they will be prepared using the SITAC tool, where photographs must be provided in accordance with the characteristics established in the ICAO standard adopted by the entity. While the Ministry of Foreign Affairs enables the preparation of identity cards through SITAC, these will be prepared using the format provided by the Civil Registry and Identification Abroad group, and photographs must also be submitted in accordance with the characteristics established in the ICAO standard.



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For the purposes of the correct application of the guidelines on collection, the following should be taken into account:

1. "At the Registry Offices, citizens only need to provide the PIN number assigned to the payment transaction when requesting the issuance of the identification document, i.e., it is not mandatory to physically present the payment receipts (slip or deposit receipt)"⁽⁴¹⁾.

Therefore, citizens may carry said receipt digitally on their cell phones and provide the respective PIN number at the time of service.

Likewise, for requests where payment can be made through the secure online payment system (PSE), they will refer to the CUS number, which corresponds to the unique tracking code or payment reference within the bank.

Additionally, citizens must be guided in accordance with the policies or protocols established by the administrative and financial management regarding payment or collection, since, according to the payment operator, once the payment has been made, the procedure can be carried out immediately or, in some cases, it will be necessary to wait 24 hours; This is due to internal validations regarding collection, as reported on the website: <https://www.registraduria.gov.co/-Costos-asociados>.

2. At the Registry Offices where the procedure is carried out exceptionally at DCU stations, the physical payment slip or receipt must be requested to verify, prior to providing the service, that the PIN or CUS has not been used.

Remember that, for this purpose, the Collection Control System has the report "9130 Report of registered PINs/Operation numbers XLS."

3. Verify the legal validity of the exemptions supporting the application for the issuance of the identification document.

Application for an identity card in cases of adoption:

⁴¹Taken from Circular 85 of 2022, "Amendment to section 3. 'On collection or payment media' and section 5. 'Refund of money deposited in favor of the Revolving Fund of the National Civil Registry' of Circular No. 121 of 2017."



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For the issuance of identity cards in the case of adopted children who have been holders of identity cards, once the new Civil Registry has been made based on the adoption ruling (or resolution in the case of adoptions in indigenous communities), the identity card may be processed with the new civil birth registry, taking into account that the first one has already been invalidated by court order.

It should be noted that in the case of adoption proceedings, it is necessary to issue a new ID card with the details of the adoptive parents when the administrative act or ruling granting the adoption renders the document issued by the entity invalid. Likewise, the document must be rejected in order to proceed with the relevant formalities for the minor's new identification.

Application in the event of civil registry annulment:

In cases where citizens have had their civil registration annulled and have been assigned a new NUIP, with regard to the validation of these procedures, the invalid NUIP may be internally rejected by means of an administrative act issued by the National Civil Registry Directorate or by court order, so that the person can be issued with a new NUIP.

Aspects to report regarding requests for identification documents:

Public servants who process identity cards and citizenship cards must inform the applicant for the identification document of the following aspects:

- a. That the information provided must be true.
- b. That you must carefully read the information provided.
- c. The content of the following articles of the criminal code:

ARTICLE 287. MATERIAL FALSEHOOD IN A PUBLIC DOCUMENT. Anyone anyone who falsifies a public document that may serve as evidence shall be liable to imprisonment for forty-eight (48) to one hundred and eight (108) months.

ARTICLE 288. OBTAINING A FALSE PUBLIC DOCUMENT. Anyone who obtains a public document that may serve as evidence by misleading a public servant in the exercise of their duties, causing them to make a false statement or to conceal the whole or part of the truth, shall be punished with imprisonment for forty-eight (48) to one hundred and eight (108) months."



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"ARTICLE 296. PERSONAL FALSEHOOD. Anyone who, for the purpose of obtaining a benefit for themselves or for another, or causing harm, substitutes or impersonates a person or attributes to themselves a name, age, marital status, or quality that may have legal effects, shall be liable to a fine, provided that the conduct does not constitute another offense."

- d. When Colombians sign (either on paper or on the signature pad at the EIS station), they are confirming that the biographical information, fingerprints, and civil birth record they used for the procedure are theirs. If they do not accept, they will not be able to continue with the procedure.
- e. That each person's fingerprints are unique.
- f. If a Colombian citizen has applied for either a citizenship card or an identity card using other biographical data, the technological system of the National Civil Registry will detect this and prevent the identity document from being processed, with the corresponding legal consequences.
- g. That each Colombian citizen can and must have only ONE valid identification number, either an identity card or a citizenship card, as appropriate.
- h. That in every interaction with the authorities, individuals must adhere to the principles of good faith, otherwise they would be engaging in conduct contrary to the law.
- i. Once the document has been produced (yellow citizenship card with holograms) and made available at the special, municipal, or auxiliary registry office where it was requested, the citizen will have a maximum of one (1) year to claim it; otherwise, it will be returned for destruction.
- j. Once the document (yellow ID card with holograms) has been produced and made available at a consulate, the citizen will have a maximum of two (2) years to claim it, otherwise it will be returned for destruction.

Aspects to be taken into account in accordance with information security policies

In accordance with Information Security Policies, all aspects of ACCESS CONTROL must be complied with, in particular the assignment of passwords for access to applications, which must be used individually and independently for each user. All types of passwords must be secret, personal, and cannot be lent or allowed to be used by another person. The password



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for each user profile must be changed at least once every quarter, even if the application does not require it. It should be noted that the EIS Station allows access through biometric authentication.

14.1. Update - reconstruction of first-time ID card material or renewal of citizenship ID card

The National Civil Registry, in the process of technological modernization carried out in recent years, has managed to position itself as a digital entity thanks to the issuance of the Digital Citizenship Card. Throughout this modernization process, one of the most important phases, called "Technological Modernization Project II - PMTII," was carried out, which allowed for the transition from the white laminated and brown plasticized citizenship ID cards to the yellow ones with holograms.

The PMT II technological modernization process allowed Colombians to obtain a citizenship card with increasingly robust quality and security controls, including the Automatic Fingerprint Identification System (AFIS) or biometric engine, which allows for automated fingerprint searches within millions of stored records, ensuring that each Colombian has a unique citizenship card.

This process also allowed millions of citizenship cards to be migrated from PMT I to PMT II. However, as in any migration process, records must undergo certain quality and security controls to ensure the integrity and consistency of the database, a situation that led to some records not being inserted into the new system. This is why additional validation and updating of biometrics is required to ensure information security.

For all EIS procedures, the identity document production system uses its controls to determine whether additional validation and biometric updates are necessary to ensure information security. Therefore, if such additional validation and updating of biometric data is necessary, the "update-reconstruction" procedure must be carried out, where instructions are given for the applicable procedures (First Time, Renewal of Citizenship Card, or Rectification in exceptional cases). It is vitally important that all background information and supporting documentation held by the respective Municipal, Special, Auxiliary, and/or Collection Centers be consulted in advance in order to request approval for the application of the procedure from the Reception Coordination Group of the National Identification Directorate, by emailing repcionmaterial@registraduria.gov.co .

14.1.1. Update-reconstruction procedure

The updating-reconstruction of First-Time, Renewal, or Rectification identification material in exceptional cases consists of a process that begins at the location where the user appears to carry out an identification procedure and the Integrated Service Station (EIS) warns that it is not possible to carry out said procedure. In this case, the Registrar must submit the request through the RCI support platform <https://soporterci.registraduria.gov.co/>, sending the user's NUIP information, for cases where the partner reports that it is a "Not Migrated" case, and it must be confirmed with the user that they had a yellow hologram ID card.

Subsequently, it must be registered through the SharePoint list <https://registraduriaco.sharepoint.com/sites/Recepciondni/Lists/tramitespapel/AllItems.aspx> intended for exceptional paper procedures, as indicated in "RAMN07 Preparation and Processing of Exceptional Paper Identification Procedures."

Please note that this update/reconstruction **should NOT be** prepared in the RAFT01 full identity format, as the system does not allow fingerprint and biographical data to be uploaded to databases in this format.

The update-reconstruction of the material for first-time identification or renewal is not considered as material for preparing to issue the citizenship card, but rather to update the information in the identification system, so the alphabetical card must remain in the Registry's file that prepares the update-reconstruction. Additionally, it should be noted that **NO** password should be given to the citizen as a result of this procedure, **and, like the ten-fingerprint card, they must be sent to the pilot collection center in separate envelopes.**

Similarly, the fingerprint card must be completed in full with the information obtained from the National Identification Archive (ANI) and signed by the citizen, the Registrar, and the reviewer, as indicated in section 2, Preparation Stage, of manual RAMN07.

Note 1: Photocopies of completed ten-fingerprint cards will not be accepted for reconstruction procedures; the original ten-fingerprint card form must be submitted.

Note 2: Reconstruction requests that are not included in the list of NON-MIGRATED requests must be studied and investigated by the groups attached to the National Identification Directorate, in accordance with their



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competence, in order to make the determination that is procedurally and legally appropriate in each case.

14.2. Procedure for the preparation of the identity card or citizenship card

For the issuance of identity cards and citizenship cards, the requirements of sections 12.1.1 and 12.2.1 of this circular regarding the base document must be taken into account, as well as the provisions of procedure RAPD03, current version (published on the institutional intranet), and the verification and control actions that guarantee compliance with the specifications, quality requirements, biographical and biometric data content established therein, as well as the formats and formalized technical manuals that form an integral part thereof, must be complied with.

The starting point of the preparation procedure depends on the type of procedure to be carried out and its base document. Chapter 17 covers aspects related to the digital ID card procedure.

For Colombians with hearing impairments, the form "RAFT59 Support for the application for identification procedures for persons with hearing impairments" must be completed.

The official will request the base document, either a copy of the civil birth certificate (RCN) or the original identity card or others established by law, and will verify it in the civil registry information system (SIRC) when carried out in the DCU system. This applies only to exceptional cases authorized for paper preparation (DCU) as stipulated in the RAMN07 Manual 'Preparation and Processing of Exceptional Paper Identification Procedures' (current version).

The preparation of procedures at EIS stations must be governed by the provisions of the Integrated Service Station Operating Manual - EIS RAMN04 Enrollment Module and procedure RAPD03 'Preparation and issuance of identity cards and citizenship cards'. Likewise, managers, trainers, and operators of digital services shall take into account the guidelines and instructions established in RAMN06 'Manual for Digital Services Managers and Trainers'. Compliance with these guidelines will ensure the correct issuance of the documents required by Colombian citizens.

In both cases, whether preparation is carried out at the DCU or EIS station, the provisions of RAMN01 Manual de reseña (Review Manual) must be taken into account to ensure the quality of the triad (fingerprints, photo, and signature).



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In this regard, when preparing the paperwork at the EIS, it automatically performs various internal checks and validations, so special care must be taken with the supporting document provided and, in particular, with the civil birth certificate submitted, to ensure that it is correctly recorded in the SIRC database and corresponds in full to the information displayed by the EIS on the screen, or that it does not have multiple entries in the civil registry, in which case any inconsistencies in the civil registry or other matters such as letters of naturalization, etc., must be resolved in advance in order to ensure the correct issuance of the document. To this end, the user must verify and confirm that the information corresponds in its entirety to their identity, otherwise there is a risk of generating non-compliant outputs, with the responsibility being assumed by the server that prepared the procedure.

When the registration has been subject to any modification, the copy of the civil birth registry must contain the space for notes, in which case said copy must be recent.

In cases where the civil registry document provided is not included in the civil registry database, the correct post-registration will be carried out in accordance with the jurisdiction established in section 12 of this circular. If there is reasonable doubt regarding the validity of the source document, the official shall request assistance from the central offices of the National Registration Service and shall refrain from processing the document until its complete integrity and authenticity have been confirmed.

The EIS operator **is responsible for carrying out the most important and thorough checks on the preparation of the procedure**, to ensure compliance with the established quality standards and technical specifications at each stage. Therefore, they must take care to verify the type of procedure to be prepared and the format of the desired document (whether it is a yellow card or polycarbonate card and its digital version), so that it corresponds to the citizen's needs, since the system defines the type of procedure according to the information found in the databases. These rules should be consulted in the Integrated Service Station Operating Manual – EIS RAMN04 in section 2.1 in the chapter "LOGIC AND BUSINESS RULES OF THE INTEGRATED SERVICE STATION EIS." for its correct application.

The identification document number, which will correspond to the user, will have the characteristics set out in the chapter "Unique Personal Identification Number - NUIP" contained in this circular, as appropriate.



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Once the biographical data validation stage has been completed, the biometric data is captured and validated

Next, it is mandatory to fill in the document delivery office, the "telephone" and "personal email" fields, which must be duly verified and corroborated with the citizen through the second screen in EIS and the pop-up window for confirmation of this information, with authorization for the sending of administrative acts and the digital password to the email address provided.

For yellow ID cards with holograms and blue biometric cards, Colombian citizens can indicate that they will collect their document from an office other than the place of preparation, only when it is processed at an EIS.

As a measure to control the citizen at the EIS Station, in terms of the quality and content of the information resulting from the preparation of the procedure, a monitor is available to review the content in real time, especially in the data summary phase, a stage in which the EIS operator must request confirmation of the alphanumeric and biometric data, indicating in the signature PAD that they accept under oath that the information in the summary is correct and belongs to them, and therefore endorse the insertion of their application into the production system. Therefore, this monitor cannot be used for purposes other than those for which it is intended, and in the event of damage, the department trainer must be informed immediately.

Once the EIS process is complete, the application is immediately entered into the production system and a password or proof of document in process with a QR code (digital) is generated, which will be sent immediately to the email address provided by the applicant, except in cases where the application could not be validated automatically and must be validated at the central level.

Note: Exceptionally, when the citizen states that they do not have their own email address, they may provide the email address of a family member or a trusted third party, noting that the receipt is personal and non-transferable.

Furthermore, **it is strictly prohibited** to guide or direct users to places where they can print and/or laminate the document receipt in



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processing or other documents, in order to avoid inconveniences or misunderstandings that could affect the institutional image.

The proof of document in process or EIS password is fully valid in digital format, i.e., it is valid on a cell phone and, therefore, citizens should not be advised to print it.

14.2.1. Important aspects

- In cases where the user makes a verbal, written, or email request to the Registry Office asking for the password or proof of processing prepared in EIS to be resent, they can be informed that this can be done by emailing recepcionmaterial@registraduria.gov.co.
- It is reiterated that it is the duty of the EIS operator to strictly comply with the controls mentioned in the Integrated Service Station Operating Manual - EIS RAMN04, in a thorough manner and at each stage of the preparation of the procedure.
- If an identification document processed in EIS is issued, approved by the citizen, and at the time of collection by the holder presents a possible error, the user must process a correction and assume the cost of this, except in legal cases and/or those indicated in Section 19, *correction of errors in documents*.
- In cases where the application could not be validated automatically and it is necessary to perform the validation at the central level because the automatic authentication of fingerprints or photograph was not successful, or because there is some new information at the status at the validity and will generate the RAFT 45 form "Full Identity Review - Integrated Service Station-EIS," the following message will be displayed:

"It was not possible to validate procedure XXX. The request has been sent to Central Level for detailed verification. Depending on the result of the verification, the user will receive the password by email or, failing that, a new appointment. DO NOT attempt to repeat the procedure, as this will block the request."

The Validation and Individualization and Identification Files groups will be responsible for verifying and processing applications that do not pass fingerprint authentication. Likewise, the National Registration Service (SNI) and the DNI Updates Group will carry out the respective procedure for applications that do not pass the validity validation (the Nuij is canceled due to death). The above is in accordance with the provisions of the RAPD06 non-compliant exits procedure.



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In the investigation carried out by fingerprint technicians, the procedure may be ACCEPTED and inserted into the production flow, generating a password and using the payment PIN to issue the document. Otherwise, the Validation and Individualization Group will provide the corresponding instructions by email. The detailed procedure can be found in manual RAMN04 "Integrated Service Station Operating Manual - EIS sections 3. Generation of full digital identity due to unsuccessful authentication - No_hit and 4. Generation of full digital identity due to validity "cancelled due to death - VIG_21.

Note: Form RAFT01 (Full Identity Review) remains in effect, is completed manually, and only applies for the purposes set forth in section 24.

- For the treatment of non-compliant outputs in the preparation, validation, and production stages, observe the provisions of procedure RAPD06.
- For the preparation of procedures at the EIS station, consult and apply the provisions of the Integrated Service Station Operating Manual - EIS RAMN04 **section 5 Enrollment Module**.
- The Manager and/or Trainer of the Collection Center of the Departmental Delegation and/or District Registry will advise and transmit all necessary information to the Digital Services Operators regarding the tools for preparing identification procedures in matters related to the technical and administrative activities required for their proper operation, according to the technology available in each Registry of the district. To this end, they will rely on the operating manuals and, when necessary, on the RCI help desk and support.
- It is the responsibility of each Registrar to ensure that operators of the available tools receive the appropriate training (technical and administrative) on this circular and the various manuals issued, provided by the collection center administrator or trainer.

To this end, the provisions of the Digital Services Manager and/or Trainer Manual – RAMN06 current version must be complied with, in relation to the guidelines concerning the mandatory completion of the course provided for the self-training of Digital Services Operators, their certification and recertification, and the accreditation of their



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performance in the RAFT 52 format, duly published on the SharePoint provided for this purpose.

- Departmental delegates, district registrars, special registrars, municipal registrars, assistants, managers, and trainers of digital services are responsible for complying with the provisions of the Manual for Managers and/or Trainers of Digital Services – RAMN06 current version, particularly with regard to MONITORING THE PROVISION OF THE SERVICE, leaving the corresponding evidence on a weekly basis by completing the RAFT53 form and publishing it on the SharePoint provided for this purpose.
- The station will not allow identification procedures to be carried out when:
 - ✓ The user is in the process of a first-time, renewal, or rectification procedure.
 - ✓ The user's ID card is in a "cancelled" status, in which case they must first resolve the issue with the Novedades group of the National Identification Directorate.
 - ✓ The user has more than one RCN (National Registry Code), in which case they must resolve this issue with the National Civil Registry Directorate.

14.3. Procedure for obtaining a duplicate citizenship card and identity card

In accordance with the procedure for duplicates of citizenship cards and identity cards as part of the Entity's mission, there are currently three (3) mechanisms for processing duplicates, namely: web-assisted duplicate, duplicate requested online, and duplicate due to update. Any of these alternatives makes it easier to obtain the document in case of loss or damage.

Requests for web-assisted duplicates and duplicates requested online apply only to obtaining the document in the "yellow with holograms and identity card" format and can only be made for procedures within the country.

Web-assisted duplicate and duplicate requested online services are not available to Colombians abroad, as only banking services in Colombia are activated.

Web-assisted services at the office and duplicates for updates require the presence of the document holder at a Registry Office.

14.3.1. Duplicates requested online through the institutional portal



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The entity provides a service for citizens through a web application with electronic payment (PSE) or in-person payment at authorized collection agencies, for requesting duplicates of yellow citizenship cards with holograms or identity cards.

Through this service, Colombians can request a duplicate without having to go to the Registry offices. All that is required is a computer with internet access and access to the National Civil Registry website <https://www.registraduria.gov.co/>, clicking on the Civil Registry and Identification button as shown below, or from the direct link https://epagos.registraduria.gov.co/tramites_web/.



Illustration Citizen services



Illustration Website button Procedure for obtaining a Yellow ID Card through PSE



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TRÁMITES WEB CON PAGO EN LÍNEA Y PRESENCIAL DUPLICADO DE TARJETA DE IDENTIDAD Y CÉDULA DE CIUDADANÍA

INICIAR SESIÓN

Si aún no posee usuario y contraseña primero debe [REGISTRARSE](#)

Ingresar

[Recuperar sus datos de ingreso](#)
[Enviar mensaje de activación de cuenta](#)

Illustration Tool for Yellow Card Application via PSE

MÉTODO DE PAGO

La Registraduría Nacional del Estado Civil dispone del servicio de solicitud del duplicado de documento de identidad en línea, para lo cual, debe seleccionar un método de pago:

Pago Seguro en línea: (PSE)

Consignación: (Banco Popular, Efecty, Supergiros, 4-72 y Matrix)

NOTA: Si está exento de pago debe hacer el trámite en la Registraduría más cercana.

Iniciar

Illustration Payment Method

The steps must be followed carefully to avoid mistakes, as this type of procedure cannot be blocked for any reason, except in legal cases.

14.3.1.1. Considerations that must be communicated to Colombian citizens



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- a. Citizens have two payment options in Colombia to request a duplicate online:
 - Make the payment through the electronic service provider (PSE) where the Colombian citizen has their bank account duly registered.
 - Make the payment at any of the authorized collection entities: Banco de Bogotá and its allied correspondents, Efecty, Supergiros, Bemovil, Punto de Pago, Practisistemas, and Megared, and at Banco Popular or Matrix Giros y Servicios, depending on coverage in each region.
- b. You must enter your personal details in order to create an account, through which you will request the duplicate online, by clicking on the "register" option in the application and verifying that all the details in the registration are correct. Your username and password will be sent to your email address so that you can log in to the application and request the duplicate.
- c. Once you log in to the application, you must follow the step-by-step instructions provided by the application. Select the payment method and register as appropriate (apply for payment via the PSE button or enter the PIN number from the payment receipt), enter the details of the document you wish to request, your contact details, and indicate the location to which you would like your document to be sent; you can request delivery of the document to any Registry Office in the country.
- d. Once the request is complete, a "temporary" document receipt without a preparation number is generated. Once it enters the production system, the final receipt is generated within 24 hours of completing the process and will be sent to the email address provided by the Colombian citizen (check your spam folder). This is the receipt referred to in Numeral. 14.5.3 Proof of document in process – green with verification code; for this type of procedure, no other password or proof models will be generated.

Note: If the citizen does not receive the password, request assistance by emailing recepcionmaterial@registraduria.gov.co .
- e. The identification document produced will be sent to the Registry Office chosen by the Colombian citizen and will only be delivered after biometric authentication of the holder through the Morphotablet device. See guidelines for the delivery of identity cards and citizenship cards.
- f. The document that will be issued by the Entity as a duplicate corresponds to the replica of the last yellow ID card with holograms issued, which is stored in the Entity's information systems, i.e., the same photo, signature, and fingerprint from the last document will be retained.



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- g. Colombians should be informed that if the last application (first time, duplicate, or correction) was prepared before January 1, 2019, it cannot be replicated and therefore the application must be made in person with the preparation of new material.

14.3.2. [Web-assisted duplicate from the Registry Offices](#)

Assisted web duplication is handled in person, with appointments scheduled online (at the Registry Offices where the option applies), and refers to the procedure carried out using the web application implemented in municipal, auxiliary, and special Registry Offices nationwide, which aims to facilitate the service for Colombians in terms of how to carry out the procedure, **without the need to prepare materials** or wait for the document to be produced. It applies to identity cards and yellow cards with holograms.

- **Payment method:** payment for this duplicate can be made at authorized collection agencies such as: Banco de Bogotá and its allied correspondents, Efecty, Supergiros, Bemovil, Punto de Pago, Practisistemas, and Megared, and at Banco Popular or Matrix Giros y Servicios, depending on coverage in each region.
- **Production time:** production time is optimized, as no material is required, either on paper or in EIS, because the request is generated electronically by entering the production system workflow.

14.3.2.1. [Considerations that must be communicated to Colombians](#)

- a. This procedure is preferable and optimal, provided that the holder **does not need to change their photo, signature, or fingerprint, or when the reference version of the last procedure is prior to January 1, 2019**, and the entity's identification system allows it. Considering that there are a minimum number of applications that are not eligible for reprinting, it is not possible to generate a replica of the last version. Therefore, the official must ask the citizen how long ago they completed their last procedure, in order to identify whether or not new material needs to be prepared.
- b. The document that will be issued by the entity as a duplicate corresponds to a replica of the last procedure carried out (first time, duplicate, or rectification) that is stored in the entity's information systems, i.e., the same photo, signature, and fingerprint from the last document issued will be retained.



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- c. Colombian citizens must be informed that if the last procedure carried out (first time, duplicate, or correction) was prepared before January 1, 2019, it is not eligible for replication and therefore the procedure must be carried out with the preparation of material (at the Integrated Service Station – EIS).
- d. For these requests, it is mandatory to fill in the "email" field. If the citizen does not provide it, the office's institutional email must be used in order to access the password and print it with the citizen's prior knowledge and acceptance.

The proof of processing (password) will be sent to the email address provided by the citizen (check the spam folder as well), or issued and printed through the application immediately with the validity described in the proof referred to in the Numeral. 14.5.3 "Proof of document in process - green with verification code"; for this type of procedure, no other password models will be generated.

- e. The delivery of the citizenship card or identity card requested through the Trámites Web Registradurías application will be made at the preparation site or wherever the Colombian citizen indicates, and will be delivered ONLY after biometric authentication of the holder through the MorphoTablet or ID Screen delivery logistics tool on the Hled-Web portal.

TRÁMITES WEB
REGISTRADURÍAS

INICIAR SESIÓN

Ingresar

[Recuperar sus datos de ingreso](#)

Políticas de Privacidad y condiciones de Uso | Preguntas frecuentes | Glosario | Mapa del sitio | Contáctenos

REGISTRADURÍA NACIONAL DEL ESTADO CIVIL
Avenida Calle 26 # 51-50 - CAN (Bogotá - Colombia)

Horario de atención al público en el CAIC de la Dirección Nacional de Identificación Carrera 7 No. 16- 53 Edif. Córdoba de lunes a viernes de 8:00 a.m. a 4:00 p.m. en jornada continua

Illustration of the Trámite Web Registradurías tool

14.3.2.2. Requirements for providing the assisted web duplicate service



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All Registry offices nationwide are authorized to use the Web application for issuing duplicates. All that is needed is a computer connected to the RNEC network, a printer, and a username and password for the SCR application. If the official is not authorized to use the SCR application, they must contact the engineer in charge of the SCR at the respective Departmental Delegation and/or District Registry Office.

In all cases, the official must ask the citizen about their need for identification before starting the duplicate process. For those who need to update their photo, the provisions for duplicates due to updates will apply. In all other cases, duplicates must be requested through the web-assisted duplicate process from the Registry Office.

The official must first verify the identity of the applicant for the web-assisted duplicate as follows:

- In offices equipped with an Integrated Service Station (EIS), the official will use the facial or fingerprint authentication module to verify that the identity corresponds to the applicant.
- In Registry Offices that do not have an ISS, the official must, in all cases, use the National Identification Archive (ANI) application to ask the applicant and validate their date of birth, place of birth, blood type, date and place of issue, and, using the Civil Registry SES application, ask the applicant for the names of their parents (father and mother).

If the applicant's response does not match the records in the databases, the official must not continue with the assisted online procedure, and the procedure must be carried out with a complete review and validation, either through EIS or DCU.

14.3.2.3. Requirements for providing identification services in Mobile Campaigns

For the campaigns of the Unit for the Care of Vulnerable Populations (UDAPV), satellite antennas will be used in remote locations to provide an internet signal for the optimal functioning of the equipment. In these cases, an IP address is generated for which a link is requested from the central offices, and no additional verifications are required.

Exceptionally, when an office needs to carry out this type of procedure in campaigns outside the headquarters, and the site has an internet signal, the equipment must be configured to use that external network. In this case, the delegation



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and/or District Registry must request via email through the UDAPV that the use of the application outside the RNEC network be enabled, providing the public IP address and stipulating the dates of the campaign.

14.3.3. Duplicate due to update

This service corresponds to cases in which Colombians need to update their photo, signature, or fingerprint.

The Special, Municipal, or Assistant Registrar must process the data update at the Integrated Service Station (EIS).

If the procedure is carried out at a consulate, it will be done through the EIS or the SITAC at locations that do not have this tool.

For procedures to obtain a duplicate citizenship card, before completing the enrollment process, the digital services operator must perform the 1:1 authentication process through the "Fingerprint Authentication" module. Depending on the result of the EIS Station, the following must be done:

I. **Successful Authentication:** verify that the photograph displayed corresponds to the user who intends to complete the enrollment process; if there is a match, proceed to the "Enrollment" module.

If there is no match, the digital services operator will proceed to perform the 1:1 authentication process through the "Facial Authentication" module. If the result is Successful Authentication, they can go to the "Enrollment" module and perform the requested procedure.

If the result of the Facial Authentication is Authentication NOT Successful, the digital services operator, without generating alerts, must inform their immediate supervisor of what has happened so that they can assess the situation.

II. **Authentication NOT Successful:** the digital services operator will proceed to perform the 1:1 authentication process through the "Facial Authentication" module. If the result is Successful Authentication, they can go to the "Enrollment" module and perform the requested procedure.

If the result of the Facial Authentication is Unsuccessful Authentication, the digital services operator, without generating alerts, must inform their immediate supervisor of what has happened so that they can assess the situation.



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14.4. Rectification of identification documents due to correction of gender component

In cases of correction of the sex component in accordance with Decree 1227 of 2015, rulings T-498 of 2017, T-675 of 2017, T-447 of 2019, T-033 of 2022, T-527 of 2024, and other applicable regulations and case law, holders of citizenship cards or identity cards may request the rectification of their identification document based on the new civil birth registry where the modification of the sex component is recorded, after paying the corresponding fee, in accordance with the current Resolution on Fees, and in compliance with the provisions of paragraph 1 of section a) of Article 3 of Law 1163 of 2007. Colombians by adoption must request the modification of their letter of naturalization from the Nationality Group of the Ministry of Foreign Affairs, which, once modified, will be the basis for the rectification.

Rectification due to a change in sex is applicable to:

- a. The citizenship card with a ten-digit number (new numbers).
- b. Citizenship card with an eight-digit number (old numbers) whose holders do not wish to apply for a new number.
- c. The blue biometric identity card when the minor already has their card issued.
- d. The identity card and citizenship card for the population that identifies as Non-Binary (NB) and Trans (T).

Note: the rectification process will follow the same procedure and terms that apply to these requests in other cases of rectification of biographical data on any document, which must be communicated to applicants by the official at the office handling the request.

14.4.1. Rectification of the citizenship certificate and identity card due to correction of the non-binary (NB) or trans (T) gender component.

For the correction of the sex component in accordance with rulings T-033 of 2022 and T-527 of 2024, other applicable regulations, and related case law for the population that identifies with the non-binary gender, the following procedure must be followed.

1. Eight (8) business days after the modification of the civil birth registry in which the Non-Binary (NB) or Trans (T) marker has been included in the sex component, the interested party must go to any Registry Office in the country or consulate near their place of residence.



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residence. To do so, they must present the civil birth certificate modified with the correction of the sex component and have paid the RECTIFICATION fee, providing physical or digital proof of payment.

2. During the preparation of the procedure, Special, Municipal, Auxiliary, and Consular Registrars must verify in the EIS that the following abbreviations (X) NON-BINARY and (T) TRANS are displayed in the gender field. If the information is registered in the system, the corresponding procedure will continue. If the information in the sex field is not up to date, they must contact the National Registration Service (SNI) so that the modification can be made in the databases based on the civil registry.
3. Special, Municipal, Auxiliary, District, and Consular Registrars, when rectifying the sex field, must inform the interested party of the following:
 - The updating of documents associated with identification (such as diplomas, licenses, passports, public deeds, health records, pensions, and severance pay, etc.) will be the responsibility of the holder, who must approach each of the entities to carry out the respective procedure.
 - The Unique Personal Identification Number (NUIP) will **NOT** be modified with the correction of the sex component in the Civil Registry, except in the case of ID cards with less than ten digits, when requested by the holder, in which case a new ten (10)-digit Unique Personal Identification Number (NUIP) may be assigned according to the guidelines established in section "25.2.3.1 Citizenship cards issued prior to the new ten-digit system (1,000,000,000)."
 - The inclusion and management of new types of sex and/or gender requires highly complex adjustments to the components that interact with the Civil Registry and Identification systems, as well as to external interfaces and clients in which sex is an identifier. Therefore, civil registry and identification document queries and certificates made through the Entity's website will be presented indicating 'NB' for Non-Binary and 'T' for Trans, and the rectification will apply to the issuance of identity cards, yellow cards with holograms, polycarbonate cards, and their digital versions.



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- In accordance with Decree 1227 of 2015, the following limitations on the correction of sex in the civil registry are established:

"Article 2.2.6.12.4.6. Limits on the correction of the sex component in the Civil Registry. A person who has adjusted the sex component in the Civil Registry of Birth may not request a correction within ten (10) years of the issuance of the Public Deed by the Notary. The sex component may only be corrected on two occasions."

14.5. Types of proof of document in process

During the preparation of identification documents, the National Civil Registry temporarily issues a receipt stating that the holder has applied for an identity card or ID card in any of its forms.

Passwords or proof of document in process do not constitute identification documents; they are proof of a document in process, as established by Law 39 of 1961, amended by Decree 2241 of 1986. Therefore, no certifications are issued for them.

With regard to the ideal mechanism for identifying Colombians, in accordance with Article 1 of Law 39 of 1961, the citizenship card is the instrument with which Colombians of legal age can identify themselves in all civil, political, administrative, and judicial matters; the password does not have the same probative value as the citizenship card, as it is only a receipt indicating that a document application is being processed.

In this regard, the Honorable Constitutional Court, in Ruling T-1000 of 2012, has stated:

"Therefore, it is up to both public and private entities and other individuals to determine which documents users can use to identify themselves in order to access their services, other than the citizenship card, in cases where citizens do not have that identification document."

In addition to the above, in Ruling T-162/13, the Honorable Constitutional Court states:

"While it is true that the citizenship card is the means of identification par excellence, it is necessary to evaluate in each case the scope that should be given to the rules on its legal value, since there are occasions when its strict application can affect the exercise of fundamental rights"



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, especially when it comes to displaced populations. Therefore, it is necessary to examine these rules in light of the principle of proportionality for each situation, as the strict requirement of the card can become an obstacle to the realization of rights."

In view of the above, it is suggested that the various public and private entities at the national level accept and validate, when they deem it appropriate, the four (4) types of proof of document in process or passwords for citizenship cards and identity cards issued by the National Civil Registry, which are described below.

14.5.1. Password. (Preprinted blank form)

Proof of application for an identity document is issued by the National Civil Registry Office for identity cards or citizenship cards. It is characterized by being a white bond paper format measuring 8.7 cm x 7.8 cm, which contains the details of the document holder printed on the front and the fingerprint of the right index finger or the fingerprint indicated in the system as the main fingerprint and the photograph on the back.

This receipt is issued when Colombians register on paper.

Illustration Password by DCU

14.5.2. Proof of document in process – EIS password. (Integrated Service Station format – EIS Digital or Printed with QR code)

Proof of application for an identity document prepared at the Integrated Service Station (EIS) is issued by the National Civil Registry



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for identity cards or citizenship cards. It is a printable PDF file with a QR code, a digital format that maintains its integrity and validity, which will be sent to the Colombian's email address as soon as the identity document application has been prepared; the holder can print it as many times as required, retaining the same characteristics of the PDF file.

In printable PDF format, size 8 cm x 16 cm, it contains the document holder's details, duly printed, as well as the photograph and signature captured during the preparation of the application.

This receipt is sent by email when the preparation is made at the Integrated Service Station (EIS) to the Colombian citizen.

In the case of campaigns, the password may exceptionally be printed or sent to a third party's email address.



Illustration Password by EIS

In cases where it is necessary to forward the password generated by the EIS Station, the procedures set out in the Integrated Service Station (EIS) Operating Manual RAMN04 in the Password chapter must be followed.



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The proof of document in process or EIS password is valid in digital format, i.e., valid on a cell phone, and therefore printing is **optional**.

This type of receipt is also generated for procedures at consulates that have EIS stations.

14.5.3. Proof of document in process – green with QR verification code

Proof of identity document application certificate, issued by the National Civil Registry for duplicates of citizen ID cards or biometric identity cards, requested through the entity's web tool.

It is characterized by being a printable PDF format, with a green background containing the pre-printed holder's details and a QR security code in the upper right corner, which can be verified by scanning it to load the status of the application on the entity's website. Link: <https://wsp.registraduria.gov.co/estadodocs/>

It is important to note that the proof of document in process to claim the identity document will be sent to the email address registered at the time of making the online application, or the citizen can download it from the web application in the "HISTORY" menu 24 hours after completing the transaction with approved status, this being the definitive password that includes the preparation number. It should be noted that the system saves a temporary password, which can be downloaded from the application, but is not sent to the citizen's email address.

Citizens should be informed that if they do not receive the second password, they should report this to repcionmaterial@registraduria.gov.co , indicating the issue.



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COMPROBANTE DE DOCUMENTO EN TRÁMITE



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TIPO DE DOCUMENTO: XXXXXXXXXXXX CLASE DE EXPEDICIÓN: DUPLICADO
NÚMERO DE IDENTIFICACIÓN: XXXXXXXXXXXX GÉNERO: XXXXXXXXXXXX
APELLIDOS: XXXXXXXXXXXX NOMBRES: XXXXXXXXXXXX
FECHA DE EXPEDICIÓN DEL DOCUMENTO: XXXXXXXXXXXX
FECHA Y LUGAR DE NACIMIENTO: XXXXXXXXXXXX - XXXXXXXXXXXX
LUGAR DE PREPARACIÓN: XXXXXXXXXXXX
NÚMERO Y FECHA DE PREPARACIÓN: XXXXXXXXXXXX - XXXXXXXXXXXX
OFICINA DE ENTREGA DEL DOCUMENTO: XXXXXXXXXXXX - XXXXXXXXXXXX

ESTE COMPROBANTE ES VÁLIDO HASTA EL XXXXXXXXXXXX

Registraduría Nacional del Estado Civil

NOTA: Puede validar este documento escaneando el código QR o consultar el estado de su trámite en www.registraduria.gov.co

Illustration of Proof of Document in Process WEB

As a corollary to the above, different public and private entities nationwide are requested to accept and validate as proof of processing the three (3) types of citizenship card and identity card passwords issued by the National Civil Registry.

Based on the provisions of Article 25 of Decree 0019 of 2012, which eliminated authentications and recognitions, no office of the National Civil Registry will certify passwords or proof of document in process.

14.6. Validity of passwords and proof of documents in process

The three (3) types of proof of document in process issued by the National Civil Registry Office shall be valid for six (6) months from the date of completion of the procedure.

Note: Passwords for documents processed at consulates using SITAC will expire after two (2) YEARS.

14.7. Expiration or loss of the password or proof of document in process

In cases of expiration or loss of the password or proof of document in process, the public servant in charge of handling the procedures must perform the following checks:



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- a. Verify in the document delivery tool on the Hled-Web portal (current) that the document is NOT in the pending inventory for delivery. If it is in the inventory, they must refer and guide the user for the delivery of the document, WITHOUT the need to request the password.
- b. Verify that the procedure is NOT in a state of rejection (definitive or partial) through the available means, in particular on the SharePoint platform – RAFT43 Matrix. If it is rejected, the situation must be rectified in accordance with the provisions of paragraph 16. If necessary, consult with the Collection Center or the Validation and Individualization-DNI group.
- c. Check the information systems (DCU module, EIS, assisted web procedures module, SCR, website) to verify that the user has submitted a request for a procedure. If no record is found, consult the Collection Center or Reception Coordination to determine whether the user has a procedure in progress.

14.8. Fee for the service of requesting a duplicate and rectification of identity cards and citizenship cards

The National Civil Registry will issue identity cards and citizenship cards free of charge for first-time procedures.

In the case of duplicate, rectification, or identity document certificates, the current fees established annually by the National Civil Registry, in accordance with Law 1163 of 2007, shall apply.

14.9. Reprocessing of an application

The reprocessing of a procedure consists of the preparation of a new in-person application at no cost in cases of duplicates and corrections, as a result of a rejection or non-compliant output during the production flow of identification documents (identity card or citizenship card). These may originate in different source systems (Integrated Service Stations (EIS), Web Procedures, DCU (paper) or SITAC (Foreign Ministry)).

At any stage of the process—from application to delivery—incidents may occur during automatic or manual checks, resulting in a rejection or non-compliant product. In these cases, the procedure is reprocessed or a new application is prepared, without requiring a new payment from the Colombian citizen.



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reprocessing or new preparation of the procedure, without requiring a new payment from the Colombian citizen.

The following sources of information will be used to validate a new preparation, i.e., to authorize a new application at no cost:

- The RAFT43 (For the procedures with indication "PREPARE NEW MATERIAL – REPROCESSING")
- RAFT36 (For applications with express authorization for new preparation)
- The SharePoint list AUTORIZACION_REPROCESO_FOTOGRAFIA for polycarbonate procedures for photo quality (before June 2024).
- Report of Web Procedures rejected before entering the production system (With authorization for receipt of material by email)

For the application of the above, please refer to the provisions of procedure RAPD06. Additionally, it is important to clarify that, for the new preparation of the procedure, with regard to collection, "reprocessing" must be selected.

15. Procedure in case of rejection of the identification document

The Validation and Individualization Group of the National Identification Directorate will report weekly on rejections on the SharePoint platform using the RAFT43 form. Registrars and the Civil Registry and Identification Abroad Group shall manage them in accordance with the guidelines established in procedure RAPD06 "non-compliant outputs." Every two months, using the Power BI application, they shall submit a follow-up report that includes a case analysis and a list of corrective or improvement actions implemented as appropriate.

In order to offer a better service to Colombians and provide timely information on the process of issuing citizenship cards or identity cards, all Collection Centers have the Web Service tool in the TRACKING module, through which you can view the PDF file of the "ABIS Investigation Report," which contains the technical opinion of the fingerprint experts explaining why an application is rejected or accepted. The purpose of this tool is to provide accurate and timely information on the status of an identity document application and to facilitate the management of rejected applications from the investigation portals.

That being the case, it is the responsibility of the Collection Centers and the 'Civil Registry and Identification Abroad' group (for procedures prepared at consulates) to send the relevant supporting documents to the Validation and Individualization Group of the National Identification Directorate as quickly as possible



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to continue with the document production process when it has been partially rejected. On the other hand, in the event that the rejection is final, the citizen must be informed that they must reprocess and prepare new material without this implying an additional cost.

Likewise, in the RAFT43 rejection report, for definitive rejections, the following shall be indicated in the description item: "(PREPARE NEW MATERIAL – REPROCESS)". Additionally, it is important to clarify that, for the new preparation of the procedure, in relation to the collection, "reprocessing" must be selected.

It is important to note that the provisions of Resolution No. 3308 of 2024 "Adopting the Information Security Policy of the National Civil Registry" must be complied with. Therefore, the information will be used for mission purposes (civil registration and identification) and to improve service to Colombians.

Regarding any new developments or issues that arise during the update of the Web Service tool, please contact the help desk at 7957620 or by email at sopORTE-rci@registraduria.gov.co . Technical concerns regarding the rejection of a document should be communicated to the Validation and Individualization group by phone at (1) 2202880 Ext. 1275 and/or by email at validacion@registraduria.gov.co .

Any news or concerns regarding the rejection of a document submitted to a consulate should be sent to the Civil Registry and Identification Abroad group by email atconsulados@registraduria.gov.co .

When rejections occur in the application for duplicates online from the Registry Offices or with an online application (with electronic payment PSE or in-person payment), you should contact the central level material reception group, recepcionmaterial@registraduria.gov.co , who will issue a statement to the registrar and the Colombian citizen, which must be strictly complied with.

As for rejections generated by mismatched fingerprints in the database, once the technical concept of full identity (RAFT01 format) has been submitted, the DNI legal group is notified so that, through the registrars, the citizen can be informed and the supporting documents requested to determine their legal identity.



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16. Digital Citizenship Card

The National Civil Registry, through External Circular No. 011 of February 5, 2021, officially presented the Digital ID Card, one of the means of digital authentication, in order to comply with development plans and public policies that seek to make the services provided by the State more efficient and accessible.

The digital citizenship card activated in the 'Cédula Digital Colombia' application is functionally equivalent to the physical citizenship card, with which Colombians can identify themselves in both remote and face-to-face scenarios, with the highest standards to guarantee the security of their data, proving their identity and mitigating the risk of impersonation.

The digital citizenship card is issued in two versions: i. the physical polycarbonate security card, which, once issued and delivered to its holder, enables the generation of the second version, ii. the digital citizenship card, which Colombians can activate on their smartphones, with Android or iOS operating systems, and which looks the same as the physical version. This means that if a Colombian citizen wants to have a digital citizenship card, they must first have the polycarbonate security card.

The digital citizenship card is an identification document that allows Colombians to access services quickly, easily, and reliably, taking advantage of information and communications technologies that allow access to different services that previously required physical presence.

This document complies with development plans and public policies that seek to make digital citizen services provided by the State more efficient and accessible, as well as services provided by private entities that are carried out electronically.

16.1. Digital citizenship card application

Given that the gradual process of mass adoption of the digital ID card has begun, this document can be obtained for the following purposes:

- Those who reach the age of majority (18 years) and require an ID card for the first time will be issued a document in the form of a "digital citizenship card" at **all** Registry Offices and consulates equipped with EIS stations.



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- For those who require a duplicate of the document. Citizens who require a duplicate due to loss or for updating purposes will be informed that they may request, on a preferential basis, that the document be issued in "digital ID card" format at **all** Registry Offices and consulates that already have this technology (see the following link https://www.registraduria.gov.co/IMG/pdf/consulados_con_eis.pdf). However, citizens who wish to do so may request that the document be issued in yellow format with holograms.

As such, the citizenship card is fully valid in both formats in which it is issued, i.e., the yellow card with holograms and the digital citizenship card in its two versions (polycarbonate and digital).

To obtain a digital citizenship card, Colombians must attend in person for the collection of material to validate and ensure the quality of all biographical and biometric data, which are the basis of the functionality of the digital citizenship card, ensuring optimal use of the digital document with the guarantee of their data.

16.1.1. Digital citizenship card – first-time document

The process for obtaining a digital ID card for the first time upon reaching the age of 18, as well as for a yellow ID card with holograms for the first time, is free of charge and will be handled without an appointment at **all** Registry Offices and Consulates that have EIS stations.

The supporting document for the issuance of the digital citizenship card is the same as that required for the yellow card with holograms, as described in section "12.2.1 Supporting document."

In the case of civil birth registration, the guidelines established in section 14.2 will be taken into account.

16.1.2. Digital citizenship card - duplicate

Colombian citizens may choose how to pay the fee for the digital card, for which they have two options:

1. In-person payment at banks or postal payment operators
2. Online payment via PSE

To make a payment using the PSE secure online payment system, you must locate the "**TRÁMITE CÉDULA DIGITAL**" section on the website or you can go to the



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<https://ceduladigital.registraduria.gov.co/index>, register your basic information, and make the payment.

It should be noted that when the user presents themselves at the Registry Office with the PIN from the payment receipt for a yellow ID card with holograms, and at the time of service indicates that they wish to switch to a digital ID card (polycarbonate), priority must be given to the user's wishes. Therefore, if necessary, the user must pay the difference and provide the two payment receipts or PIN numbers (in-person payment) or CUS numbers (PSE payment) for the preparation of the digital ID card. In this regard, it is clarified that the payments must be reflected in the SCR for the purposes of the corresponding verifications or validations.

The value established for the duplicate digital citizenship card will be that indicated by the resolution on fees in each period of validity, so that, for the amount paid, the user will obtain the right to two versions of the document: the physical version, a personalized polycarbonate security card, and the digital version, to be activated on a mobile device.

16.2. Preparation of the digital citizenship card application process

To issue a digital citizenship card, the application must be prepared exclusively through the EIS Station, and the process is initiated in the same way as for any other procedure, in accordance with the guidelines set out in section "14.2 Procedure for preparing an identity card or citizenship card" in relation to procedures carried out at EIS stations.

The citizen must confirm which procedure is to be carried out: first-time card or duplicate.

When the user requests a duplicate and the Station determines a different procedure (e.g., rectification), it must refrain from continuing with the procedure until the situation regarding the related base document is clearly defined. Failure to apply this instruction will be the responsibility of both the operator and the user. It should be remembered that it is **PROHIBITED to block procedures prepared in the EIS**, in accordance with the Integrated Service Station Operating Manual – EIS RAMN04, section 8, "Blocking the production of a procedure."

It should be noted that it is not possible to make corrections or renewals in the digital citizen ID card format.

Once the Digital Services Operator in charge of preparing procedures in the EIS confirms that a first copy or a duplicate will be prepared to



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obtain a "digital ID card," they proceed to complete the required information, moving on to the collection screen.

For duplicate procedures, on the collection screen, select the amount corresponding to the current fee for "DUPLICATE DIGITAL CC" in the initial value box for the procedure. In the discount box, determine whether it is "Exempt" for employees of the entity or their relatives, or according to the population groups subject to exemption authorized by Resolution No. 31428 of November 16, 2022, Resolution No. 1064 of 2021. Additionally, when choosing "NOT EXEMPT" for payment, you must take the available pins until you reach the amount corresponding to the procedure according to the current fee resolution.

Alternatively, the yellow ID card with holograms will be processed using the PIN or CUS payment available to carry out the procedure, provided that the citizen authorizes it. Therefore, if the corresponding value for DUPLICATE CC is chosen, which corresponds to the current fee for yellow ID cards with holograms, a duplicate ID card will be printed in this format.

IT IS NOT POSSIBLE TO CHANGE THE TYPE OF PROCEDURE ONCE THE PREPARATION HAS BEEN COMPLETED AND THE PASSWORD HAS BEEN DELIVERED.

Note: It is NOT permitted to exempt payment for documents for reasons other than those established in the current payment exemption resolution.

Once these steps have been completed correctly, the preparation process will continue until the procedure is completed.

The preparation of the procedures for the polycarbonate and digital security citizenship card requires the verification and capture of biographical and biometric data such as fingerprints, photograph, and signature. Likewise, the holder's cell phone number and email address must be registered, and the message "I confirm and authorize the sending of administrative documents to the registered email address" must be accepted, as this will be the official means of communication with the user, issuance of the password, and activation of the digital ID card.

Likewise, the applicant may indicate the place of delivery of their document. However, when the holder indicates that they will be traveling to a country other than Colombia and, as a result, the digital citizenship card must be sent abroad for delivery, before registering this information, it must be confirmed that the consular office where the document would be claimed operates with EIS (see in the following link



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https://www.registraduria.gov.co/IMG/pdf/consulados_con_eis.pdf); otherwise, you must be informed that your digital ID card will be processed, with the warning that it can only be delivered upon your return to a Registry Office in Colombia or, failing that, to another consulate that has the necessary technology to deliver the document (EIS - ID SCREEN).

16.2.1. Important aspects

- All procedures must be prepared with excellent quality (photographs and fingerprints) and without errors. To this end, it is essential that Digital Service Operators have full knowledge of the contents of the Integrated Service Station Operating Manual – RAMN04, section 8, Detail and quality of the triad, published on the intranet. In the event of errors or omissions on the part of the Digital Services Operator, which result in the preparation of documents with inconsistencies or non-conformities, these will be taken into account when evaluating their performance, in accordance with the guidelines issued by the DNI Reception Group and, in particular, with the provisions of RAMN06 Manual for digital services managers and trainers.
- According to the above, although the Integrated Service Station has multiple quality controls, the human factor is fundamental in the correct preparation of identification documents. Therefore, each step must be thoroughly validated and, in turn, confirmed with the Colombian citizen through the alternate screen that the data is correct, to ensure that at the end of the process, compliant documents or products are obtained.
- It should be noted that when preparing the identification document at the EIS Station, if any inconsistencies are found with respect to the base document, such as double registration in the civil registry, incorrect data entry in the SIRC, among others, this problem must be resolved beforehand in order to continue with the process. To this end, the user must be given the appropriate guidance, as applicable, by the National Civil Registry Directorate.

For duplicate procedures, users who wish to obtain the document in polycarbonate security card format and its digital version must first have their yellow hologram card correctly issued, or, failing that, their polycarbonate security card must have been issued previously (issued for the first time or as a duplicate).

- For the photo capture, in addition to the guidelines established in the RAMN01 Manual, section 3, fundamental aspects



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When taking photographs of identification documents, the operator must verify that the EIS is in the correct location, with adequate lighting, not near a window, and with no cables or other elements behind the citizen at the time the photograph is taken, so that the procedures in this regard do not cause any type of rejection or delay in the production of the document.

When preparing the procedure, the user has the option of choosing at which Registry Office in the country they wish to claim the document and at which Consulates that have the "Morphotablet or IDSCREEN" delivery device.

- Once the email address has been provided, the user and the official must ensure that it is correct, as the email address is associated with the procedure and is used to send the password and subsequently the QR code to activate the digital version of the ID card.
- Once the registration is complete, the official must inform the citizen that the digital password with the QR code will be sent immediately to their email address. If the proof of document in process does not arrive, a request must be sent to the email address: recepcionmaterial@registraduria.gov.co.
- Users must be informed that in order to activate their digital ID card, they must download the "CÉDULA DIGITAL COLOMBIA" mobile app before the document is delivered.

17. Custody and delivery of identification documents

Once Special, Assistant, Municipal, and Consular Registrars receive identity documents from the postal service at their headquarters, they will be responsible for storing, safeguarding, and keeping them secure.

To this end, it must be ensured that all documents in custody are protected by measures that guarantee their security. For this reason, each of these offices must have a safe in perfect working order, located in a secure place that is not visible to the public.

The production and shipping working group sends LEX and/or PLEX shipment batches electronically via the HLED-WEB portal, and in turn sends the physical identity documents to each office. It is the responsibility of the person in charge to



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verify the security of the shipment with the logistics operator and sign the receipt immediately (with the name and ID number of the person receiving it). Otherwise, they must report the issue within the next two days to the Production and Shipments group email produccionyenvios@registraduria.gov.co.

Furthermore, when receiving the polycarbonate documents, please note that in order to upload the PLEX files to the system, the structure must be maintained (PLEX-000000XXXX; "XXXX" refers to the batch code).

The registrar or HLED-WEB operator must check the platform once a week for pending shipments. If any unjustified delays in the receipt of shipments are identified, the Archives and Correspondence Group must be informed immediately, with a copy to the Production and Shipping Group at the central level, in order to validate the status with the logistics operator.

The upload to the HLED-WEB tool must be done on the same day, or failing that, first thing the next day after receiving all submissions from the central level, and any inconsistencies or missing documents must be reported immediately. Failure to comply with this guideline could lead to inconsistencies between the physical inventory and the inventory generated by the system, which could constitute a disciplinary offense and would be reported to the Disciplinary Control Group, for its consideration, by the Departmental Delegates or District Registrars, as appropriate.

Note: As an alternative option for uploading documents, this can be done one by one through the Morphotablet or ID Screen by scanning the barcode (on yellow ID cards with holograms and identity cards) with the MRZ matrix (for polycarbonate ID cards), information that appears on the back of the document. **It is prohibited to perform bulk uploads without checking the documents.**

In order to strictly control the documents in custody, a physical inventory of the documents must be carried out every two months, comparing it with the inventory generated by the HLED-WEB tool. A report of the results will be drawn up, to which this report will be attached, indicating, where applicable, any new developments that may have been found. This report shall be sent to the departmental delegates, District Registrars, who shall review and report on the offices that presented new developments and the actions taken to remedy them, as well as send the results of this follow-up to the coordinator of the Production and Shipping group at the central level for control.

Once the documents are ready for delivery, citizens will be served in accordance with the established guidelines. At each delivery event, the



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official must ask the Colombian citizen to carry out a comprehensive and detailed review of the document, verifying that the biographical information is correct, such as: names, surnames, identification number, date and place of birth, height, RH blood type, sex, date of issue, and biometric data such as signature and photo. If any inconsistencies are identified in the delivery of the document, the procedure established for "Correction of errors in documents" must be followed.

17.1. Delivery of the identity card

The identity card may only be claimed by the holder or by the father or mother of the minor or, failing that, by the minor's legal representative, in which case the official must verify the relationship with the holder in the SES civil registry application, confirming that the father and/or mother's details match, and it will not be necessary to present a civil registry or authorization from the document holder, unless the latter is not in the Registry's database.

The father or mother must present the original citizenship card. The minor's legal representative must prove their status and present the original citizenship card.

In all cases, the document must be submitted with biometric fingerprint or facial authentication.

- **Special cases**

When the father or mother of the minor who is the holder of the identity card is a foreigner, they must attach the civil registry of the minor when it is not in the database of the National Civil Registry and identify themselves with a passport, foreigner's identity card, or Special Stay Permit (PEP) in order to verify their relationship with the holder of the identity card.

In the special case of children born in Colombia who are at risk of statelessness, children of Venezuelan parents, in accordance with Resolution 8470 of 2019 (later amended by Resolution 8617 of 2021), they may also be identified with the Temporary Protection Permit (PPT) (see illustration) and the Identity Card issued by the Bolivarian Republic of Venezuela, bearing in mind that there must be consistency between the document provided and that verified in the Civil Registry of the minor through verification in the SES application.



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The password or proof of document in process may be presented at the time of delivery; if it is not provided due to loss, theft, or other circumstances, delivery will still be made with biometric fingerprint or complementary facial authentication. These proofs will be destroyed or returned to the holder along with the delivered document.

17.3. Mandatory delivery procedure

Documents (ID cards and yellow citizenship cards with holograms) must be delivered through fingerprint or facial biometric authentication in all cases, using the available delivery device "Morphotablet or ID-Screen."

In cases of document delivery campaigns or in cases where, due to force majeure, physical or mental impairment of the document holder, the latter is unable to come to the office, delivery will also be scheduled through the Morphotablet or ID-Screen device at the discretion of the registrar. Since this is a mobile device and can be moved for delivery with fingerprint or facial biometric authentication, authorization must be requested from the superior to move the equipment and keep track of the equipment's departure, in accordance with established guidelines.

In the event of a temporary power or internet service outage, the registrar will post a notice on the bulletin board informing of the interruption in document delivery service until service is restored.

Consulates will issue identity cards and citizenship cards through biometric authentication. They will also download the SITAC tool and report the documents issued within the first five (5) days of each month to the Civil Registry and Identification Abroad Group via email at consulados@registraduria.gov.co.

For the delivery of pending documents to be claimed at Colombian consulates abroad, where the holder is unable to attend the consular office due to force majeure, physical or mental impediment supported by the respective certification, a written authorization for delivery to a third party may be sent.

The authorization must indicate the full names and identification numbers of the holder and the person authorized, as well as the fingerprints of the holder's right and left index fingers, and must be scanned and sent to the email address consulados@registraduria.gov.co.



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The Civil Registry and Identification Abroad Group will proceed with the corresponding authentication. Once the fingerprints have been verified, the coordinator of the Civil Registry and Identification Abroad Group will inform the consulate that the document may be delivered to the authorized third party.

17.4. Procedure for the exceptional delivery of documents requested through the web application

For the delivery of identity documents (yellow citizenship card with holograms and identity card) that are requested through the web application and cannot be delivered through biometric authentication, as they have an old reference version and do not have the optimal quality for biometric comparison, the following guidelines must be followed:

- a. Proceed with the delivery of the document using the Morphotablet in accordance with the established guidelines, preferably by facial biometric authentication. Exceptionally, and only in cases where identity verification cannot be performed using facial recognition, delivery will proceed using fingerprint authentication.
- b. If delivery by Morphotablet is unsuccessful, authentication must be carried out at the EIS Station (including consulates that have EIS). The Integrated Service Station has facial authentication and fingerprint authentication modules in its operating modules. Therefore, the operator must authenticate the holder using either of these two modules, without exception. For fingerprint authentication, the two index fingers (right and left) must be selected. If the result is negative, continue with the two thumbs (right and left). If the result is still negative, continue with the middle fingers, ring fingers, and finally the little fingers until successful authentication is achieved.
- c. In cases where EIS authentication is unsuccessful, the support described in the previous paragraphs must be provided, informing the Departmental Delegates or District Registrars and the Production and Shipping group of the difficulty in delivery with the "IDTX" number generated by the EIS in each of the biometric authentication attempts, and the photographic record from the Morphotablet.
- d. In cases where EIS authentication is successful, delivery must be made via the web portal and the corresponding evidence must be saved.



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It is important to verify that it is indeed a WEB duplicate procedure, which can be identified by the preparation number, **which begins with 99XXXXXX**.

17.5. Exceptional delivery procedure for yellow ID cards or identity cards

17.5.1. Authorization for delivery to a third party

In cases where, due to circumstances of force majeure, duly substantiated and evidenced (stating the critical conditions) that prove the impossibility of the holder claiming the yellow citizenship card with holograms, the following mechanisms will be established:

The holder may authorize a third party to claim it by means of a power of attorney presented before a notary public, with mandatory signature recognition and biometric authentication, stating the reasons justifying the mandate. The notarized power of attorney authorizing delivery of the document must be kept in the office in digital format.

17.5.2. Deliveries due to peripheral device failure - Morphotablet or IDSCREEN

In cases where the holder of the document is in critical health ONLY, the Departmental Delegates and District Registrars will be responsible for assessing whether it is possible to deliver the document personally to the holder or to authorize delivery by power of attorney to a third party under their responsibility. Therefore, they may authorize the Registrar to deliver the document to a first-degree blood relative who can prove their relationship (with the respective verification in the RNEC database), **leaving a record** in the Office of the reasons that justify the impossibility of delivering the document to the holder. A copy of this record will be sent by email to the Production and Shipping Group.

Exceptionally, when corrective maintenance is required on the "Morphotablet" delivery device or the equipment on which HLED-WEB is installed, or when the document holder is subject to a duly verified force majeure situation, the registrar shall bring the case to the attention of the Departmental Delegates or District Registrars, who must verify that the device has indeed been sent for repair under the corrective maintenance contract, providing evidence of the request through a case opened with our technology partner's help desk, or, failing that, they shall assess the circumstances and decide whether or not to authorize the delivery of the document.



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In exceptional cases, special, assistant, and municipal registrars may only make exceptional deliveries after complying with the following guidelines:

- a. In all cases, send an email to the Departmental Delegates or District Registrars requesting authorization for the exceptional delivery of the document, specifying the special circumstance and attaching the supporting documentation that would justify the exception. The departmental delegates will send their response by the same means, with a copy to the National Directorate of Identification–Coordination of Production and Shipments for control.

- b. Offices with Integrated Service Stations (EIS):

Once authorization has been received from the departmental delegates and taking into account that the Integrated Service Station has a facial authentication or fingerprint authentication module within its operating modules, the registrar or, failing that, the operator authorized by the registrar, must authenticate the holder using either of these two modules, without exception.

The delivery of the document will be recorded manually through the Hled Web Portal.

- c. Offices that do not have an Integrated Service Station (EIS)

In cases where successful biometric verification by fingerprint or facial recognition is not possible, delivery will only be made with the authorization of the Departmental Delegate or District Registrar for that purpose, and a written record with a fingerprint will be used.

Similarly, in the event of a power outage or internet service interruption that seriously affects service provision, a written record with a fingerprint will be used, and delivery will only be made with the authorization of the Departmental Delegate or District Registrar.

Consulates will proceed to deliver identity documents in exceptional cases, in compliance with the guidelines of this circular in section 17.4 and its paragraphs a, b, and c, upon request to the Civil Registry and Identification Abroad Coordination Office via email at atconsulados@registraduria.gov.co .



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17.5.3. Retention of supporting documents for exceptional delivery requests

Special, assistant, and municipal registrars, departmental delegates or district registrars, as well as the Civil Registry and Identification Abroad Coordination Office, shall keep all requests for exceptional delivery of documents with the supporting documentation provided, as well as the responses generated to these requests, in a special folder in a digital archive.

17.6. Delivery and activation of the digital citizenship card

17.6.1. Delivery of the polycarbonate card

The physical polycarbonate security card is only issued to the identity holder with satisfactory **"facial or fingerprint biometric"** authentication in all cases, using the "MorphoTablet" or ID-Screen delivery device, which will have an additional delivery module for this purpose.

Under no circumstances may the polycarbonate security card be issued to a third party, either with the holder's authorization, by power of attorney, or in exceptional cases, as identity authentication through biometrics is required. For this reason, it is mandatory that the identity holder be present for the issuance of the document.

The same guidelines will apply to the delivery of the physical format of digital citizenship cards at consulates.

17.6.2. Activation of the digital citizenship card

Instructions for activating the digital version of the card are available at the website https://wapp.registraduria.gov.co/identificacion/cedula-digital/files/pdf/20250901_folleto_activacion_cedula_digital.pdf at the link_

To activate the digital citizenship card, citizens must first download the **"CÉDULA DIGITAL COLOMBIA"** mobile application to their mobile device.

Below are the two ways to activate the digital ID card on a mobile device:

- a. Upon successful delivery of the physical document, the official will use the same SCREM ID or Morphotablet device to display the QR code, which must be scanned using the digital ID card application.



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Colombia app, where they will authorize the processing of their data and accept the privacy policies. They will then select the "scan QR code" option to continue with the facial biometric authentication steps so that the ID card is activated on the mobile device.



Illustration: Colombia Digital ID Card App

- b. If the citizen does not activate the digital ID card on the mobile device in accordance with the procedure described in section 1, they can do so through the Colombia Digital ID Card app, using the 'use my identification number' option, verifying the six-digit code that will be sent to their email address, which they must enter in the APP and continue with the facial biometric authentication steps to activate the ID card on the mobile device.

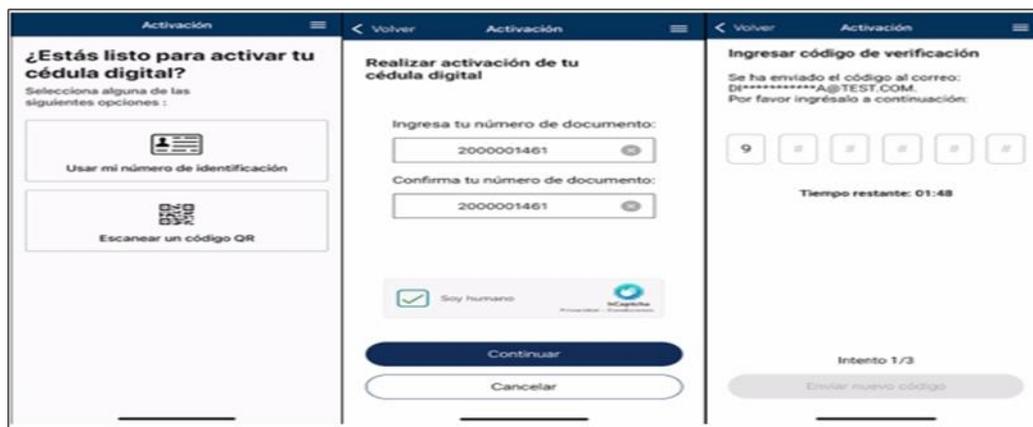


Illustration: Activating the Digital ID Card with ID Number

It is reiterated that the person responsible for delivering the polycarbonate documents must accompany the citizen in the process of activating their digital version of the document so that it is activated on the mobile device.

Note: The activation methods made available by the Registry Office will apply hereafter.

17.6.3. Updating the citizen's email address

When the user indicates that the email address is incorrect or wishes to change it, they must go to a Registry Office for biometric authentication. The Registry Office or Consulate official will confirm the applicant's identity and send the request to update the email address to ccdigital@registraduria.gov.co , including the following information

- First names
- Last names
- Document number (NUIP)
- Email address registered when preparing the document
- Email address to be updated and registered in the document preparation
- Authentication ID number (from the EIS)

17.6.4. Exceptional delivery procedure for polycarbonate citizenship cards

In order to guarantee that a citizen with an extreme disability who is unable to undergo facial or fingerprint authentication at the time using the MORPHOTABLET or Id Screen device can still receive their identity document, and once all other relevant procedures have been exhausted, the following procedure must be followed:

- Inform the departmental delegates or district registrars of the difficulty in delivering the identification document, who will be responsible for evaluating and authorizing the delivery of the document to persons with this condition.
- Prepare a Manual Delivery Report, describing the circumstances surrounding the delivery to the citizen in this condition, which must contain complete information about the document delivered, contact details, and medical evidence supporting the impossibility of delivery by the device.
- Record a video showing that at the time of handling the MORPHOTABLET, both the photograph module and the fingerprint authentication module were not working.
- Once delivery is complete, send the supporting documentation to the Departmental Delegates or District Registrars for the respective control.



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- Inform and request the production and shipping coordination team to change the delivery status of the document in the HLEDWEB tool so that the document inventory of that Registry Office is updated, sending the following information in Excel format:

NUJP/ TI	CARD-ID	TYPE OF MATERIAL	DELIVERY OFFICE CODE	USER MAKING DELIVERY	TYPE OF DELIVERY	TYPE OF COMPA RISON	COMPARISON RESULT	DELIVERY DATE

17.7. Validity of the digital citizenship card

The digital citizenship card will be valid for ten (10) years. Once this term has expired, Colombian citizens must submit a new application for a duplicate digital citizenship card in order to update the holder's biographical and biometric data.

It is important to note that the established time frame corresponds to the need to update the holder's biometric data and coincides with the minimum duration guaranteed by polycarbonate (ten (10) years); the validity period thus established allows for compliance with guidelines and conditions regarding global standards such as those of the International Civil Aviation Organization (ICAO) 9303.

It should be clarified that if a Colombian citizen has both the yellow ID card and the personalized polycarbonate ID card (digital citizenship card), the validity of the yellow format with holograms is not lost, extinguished, or modified, only that the Colombian citizen will now have a more secure and interoperable document.

18. Correction of errors in documents

In accordance with the provisions of the sections on the preparation of identity documents and the section on the delivery of identity documents (IT and CC), public servants assigned to this activity must request a comprehensive and detailed review from Colombians when delivering their citizenship card or identity card, verifying the correct information in the biographical data such as: names, surnames, identification number, date and place of birth, RH blood type, sex, date and place of issue, and in the biometric data fingerprint, signature, and photo.



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This is done in order to verify that the document has been issued correctly by the Entity, in accordance with the base document provided by the Colombian citizen or the reference document found in the databases of the National Civil Registry and the established quality standards.

If any inconsistency is found and it is determined that it was caused by an error on the part of the Entity in the preparation (in Special, Municipal, Auxiliary Registries, or Consulates) or processing of the document, at the time of delivery or thereafter, the National Civil Registry will issue a new, corrected document at no cost.

A maximum period of one (1) year from the moment the user receives and accepts the document to their satisfaction is set for the user to return the document that is allegedly non-compliant. Otherwise, the cost of the correction must be borne by the document holder or their legal representative, for which they must request a rectification procedure.

Public servants shall give priority to requests for documents corresponding to older adults and/or persons with disabilities or vulnerable populations.

To address cases of documents reported with possible errors in their issuance, the following steps must be taken:

Step 1: Request the Departmental Delegation and consulates to verify the error with the Civil Registry and Identification Abroad Group and determine the feasibility of the correction.

Step 2: Register the inventory update on the Hled-web.

Step 3: Forwarding of the document with the error to the Validation and Individualization Office of the National Identification Directorate at the central level

Step 4: Validation and reprocessing of the document

Step 1 Request verification of the error and determine the feasibility of the correction

The Special, Auxiliary, and Municipal Civil Registry Offices, as well as consulates, will receive the request for correction of the document from the holder or their legal representative (in the case of minors) and will send the request for verification of the alleged error by email to the

⁴² For duplicate procedures prepared at the Integrated Service Station (EIS), and where the reason for return is other than the quality of the print and the place and/or date of issue, this time limit does not apply; therefore, a rectification must be prepared at a cost.



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document (either citizenship card or identity card) to the Collection Center of the Departmental Delegation, and consulates to the Civil Registry and Identification Abroad Group, who must provide approval by the same means within 24 business hours of notification, indicating whether or not the referral to the central level for processing is appropriate.

General criteria to be taken into account:

- **Verify deadlines**

Check that the time elapsed between the date of delivery of the identity document and the date of submission of the claim does not exceed one (1) year. If this period is exceeded, a fee-based procedure must be initiated, as it does not apply as a non-compliant product.

- **Teslin identity documents.**

In the case of a first-time citizenship card application in Teslin material, and the collection center determines that the cause of the alleged error in the document is due to biometric data, photograph, signature, or fingerprint (triad), caused by incorrect processing of the ten-finger material (in procedures prepared in DCU), the plastic will be sent to the central level, to the Validation and Individualization Coordination, along with the preparation of RAFT 36 in SharePoint.

- **Documents processed at the EIS integrated service station.**

Identity documents prepared through the Integrated Service Station (EIS) (first time, duplicate, or correction) may only be returned as non-compliant products if the reason for return is related to the date and/or place of issue.

It is important to note that if the error occurs in other data such as (names, surnames, sex, RH, height, place and date of birth, among others), it is not considered a non-compliant product, so a rectification procedure must be carried out at a cost. It should be noted that, during the preparation of the identity document, both the operator and the holder verify and authorize the information provided.

During the preparation of citizenship card and/or identity card procedures, once the office of origin detects that the data recorded in the Integrated Service Stations (EIS) is inconsistent, it must take the necessary actions to make the correction, either by recording, digitizing, and updating the Civil Registry Information System (SIRC) with the corresponding valid serial number.

- **Errors at the number from identification (NUIP):**

If the error occurs in the NUIP identification number, in addition to reprocessing the material, a request must be made to the Technical Support Group for



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Civil Registry and Identification – IT Management: **the** corresponding update in the National Identification Archive (ANI).

Step 2: Registration of inventory update in HLED-WEB

Once confirmation or approval of the document correction has been received from the Collection Center – Civil Registry and Identification Abroad Group, respectively, the Special, Assistant, and Municipal Registrars and consuls will inform the user and request that they return the incorrect plastic card. In the case of procedures carried out in EIS, check whether the password is still valid; if not, request priority and expedited production of the document from the Production and Shipping Group.

To proceed with updating the inventory in Hled-Web, the following steps must be taken:

- Log in to the Hled-Web tool and select the option "exempt the document" for its return to headquarters, indicating the corresponding reason, including return due to poor production after delivery, rejection by the citizen, among others.
- Enter the **Nuip** and the **production number or card ID** of the document to be returned. The system will locate the document and display the citizen's details. Continue by filling in the reason for the return.

Note: This activity is mandatory for every identity document that is returned to the central level.

Step 3: Forwarding the document with the error to the Validation and Individualization Office of the National Identification Directorate at the central level

Once the inventory has been updated and the plastic card (citizenship card and/or identity card) has been received from the holder, the registrar or consul must complete the **RAFT36 form "Non-compliant product and/or output" (VALID ON INTRANET)** on SharePoint, filling in all the fields and sending it attached to the plastic card, which must be kept **intact without stapling or perforating**. If the incorrect document is not received, the request cannot be processed.

Documents that are subject to correction for any reason must be sent to the Validation and Individualization Coordination Office after the information has been uploaded to the RAFT36 matrix on the SharePoint platform. Otherwise, they will be returned to the office of origin



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and the Internal Control Office will be informed of the failure to comply with this guideline so that the appropriate measures can be determined.

Note: Documents for which a yellow ID card with holograms has been produced and sent when the citizen requested a duplicate digital ID card or vice versa are exempt from being sent to the validation group. However, it is essential to register them in SharePoint, generating and printing the RAFT36 form, and they will be sent to the Production and Shipping Group.

Step 4: Validation and reprocessing of the document

Once the request has been received by the Validation and Individualization Group - DNI, the feasibility of the correction will be verified. The returned document is checked against the MTR, ANI, GED IDENTIFICATION, GED REGISTRATION databases CIVIL, and WEB SERVICE databases to verify the possible error, whether due to biographical and/or biometric data.

Once it has been confirmed that there was an error in the issuance of the document caused by the entity, the appropriate actions will be taken in accordance with the provisions of the RAMN05 Technical Validation and Individualization Manual.

Once the document has been reissued, it re-enters the production flow to complete its correct issuance and delivery. Finally, the incorrect plastic card will be sent to the Production and Shipping group for destruction.

The Entity will have 30 business days to make the corresponding correction and produce the new document, counted from the moment the request is received at the Central Level.

When the error identified is related to a photograph, fingerprint, or signature and reprocessing is not possible, the Validation Group sends an email to the registrar informing them that they can prepare new material for the citizen.

If no error is found in the issuance of the document, the plastic initially received in RAF36 format will be returned by official letter to the sending Registrar for delivery to the holder, indicating the reason why the requested reprocessing was not appropriate. Once the Registrar receives the document, they must request that the help desk change the status of the document so that it can be incorporated into HLEDWEB.

When it is identified that the document has been stapled, perforated, or mistreated, in order to provide a solution to the user, the Validation and Individualization group will arrange with the Production and Shipping Group to reprint the document.



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In cases where reprocessing is determined not to apply, the applicant may request the rectification of the document according to the fee established by the entity, which will be borne by the holder.

When requesting a correction to a plastic card that corresponds to a duplicate requested online or via a web-based tool, it is not possible to reissue this type of request. Therefore, new material must be prepared by updating the data correctly, and this information must be notified to the citizen, who will be responsible for the cost of the procedure.

Important aspects

- The decentralized level and the Civil Registry and Identification Abroad Group must monitor and control requests via the Validation and Individualization Group's email address: validacion@registraduria.gov.co.
- Both the Validation and Individualization and Production and Shipping working groups of the National Identification Directorate, as well as the registrars and consuls, will temporarily keep the physical copies of the documents sent for correction, which will be duly scanned for archiving, in order to ensure the traceability of applications at the Registry Offices and Consulates until the document is corrected and delivered to the holder.
- For identity documents prepared at the Integrated Service Station (EIS), where their preparation is automatically validated against databases, given that the official is required to inform each user before completing the procedure that they must review the information contained in the application and that, under oath and in their own handwriting, through the PAD signature, they accept and confirm that the information displayed on the screen is correct and corresponds to them, the reprocessing of documents that contain errors in this system will not apply. In cases where the reason for return is due to print quality and the place and/or date of issue, the correction will be made at no cost.
- For the processing of documents, the procedure established in section 15.1, "Procedure for the preparation of the identity card or citizenship card," must be followed, remembering that it is the responsibility of the operator preparing the application to verify and confirm that the biographical data displayed by the preparation subsystem (DCU-EIS) matches the physical base document provided by the applicant.



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its integrity, thus validating the correct recording or post-recording of the civil birth certificate in the database. If, despite this, a document with incorrect data is issued due to omission of the above, and this is noticed by the holder of the document, the procedure for non-compliant outputs RAPD06 must be followed during the document delivery phases.

18.1. Procedure in case of loss or theft of a document for correction, in the custody of the Registry, Consulate, or transport company

In the event that the document **sent for correction** is lost, the following procedure shall be followed:

- a. The Registrar or Consul shall verify the shipping documentation and follow up to verify its status, informing the Validation and Individualization Coordination Unit of the National Identification Directorate of the situation.
- b. If the loss of the document sent for correction in the custody of the Transport Company is confirmed, the latter must inform the contract supervisor in accordance with the established guidelines and assume the cost of the lost documents, including, in the event of theft, the report filed with the Attorney General's Office with a list of each of the documents (citizenship card or identity card and full name), and in the event of loss, deterioration, or damage, the legal representative of the transport company shall make a sworn statement with signature and fingerprint, recounting the facts.
- c. If the shipment or document is presumed to have been lost or stolen by an official, the Registrar, Consul, or official responsible for handling non-compliant products in the Validation and Individualization office, depending on where the loss occurred, is obliged to file a report of theft of the document with the Attorney General's Office, and in the event of loss, deterioration, or damage, the official shall make a sworn statement with signature and fingerprint, recounting the facts. A report accompanied by a copy of the proceedings shall be sent to the National Director of Identification and to the Internal Disciplinary Control Office of the National Civil Registry or the Ministry of Foreign Affairs (if applicable) for their consideration, immediately upon discovery of the offense.
- d. While the relevant investigations are being carried out, once the Validation Coordination department has been formally notified of the procedures described in paragraphs a, b, and c, it will process the document



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, ensuring the production and expedited processing of the document within the established time frame (30 business days), and informing the Production and Shipping Coordination Department so that the document can be sent expeditiously.

19. Special corrections in databases

19.1. Corrections to the National Identification Archive (ANI)

Corrections to the National Identification File are made when the identity document (citizenship card) differs from the information contained in the ANI.

19.1.1. Procedure and requirements for corrections in the National Identification Archive - ANI

- a. Corrections to the National Identification Archive (ANI) database will be made with respect to alphanumeric data (first names, last names, date and place of birth, date and place of issue, blood type, sex, height), once the content has been verified against the issued identity document, so that queries made to the National Identification Archive-ANI are duly updated according to the latest procedure issued.
- b. Citizens, legitimate interested parties, registry offices, consulates, and state entities may submit requests by email to Group Archive Archive archivoidentificacion@registraduria.gov.co, clearly indicating which data needs to be updated.
- c. The different databases (MTR, ANI, GED IDENTIFICATION, GED CIVIL REGISTRY, and WEB SERVICE) will be checked to verify whether the modification is appropriate.
- d. It should be noted that the document produced and delivered to the citizen is issued correctly and the information on the Web Service does NOT differ from the National Identification Archive - ANI.

19.2. Posthumous corrections

In accordance with Resolution 5621 of 2019 *"Adopting the internal procedure for the posthumous correction of data contained in the citizenship card, in the National Identification Archive (ANI) at the request of the heirs,"* posthumous corrections are understood as updates made to the database of the National Identification Archive



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(ANI) database with respect to the biographical data (names, surnames, date and place of birth, date of issue, sex, and RH factor) of a citizenship card that has been canceled due to death.

Posthumous corrections are updates to the National Identification Archive (ANI) database regarding the biographical data (names, surnames, date and place of birth, date of issue, sex, and RH factor) of a citizenship card that has been canceled due to death.

19.2.1. Procedure and requirements for posthumous corrections

- a. Those entitled to bring the case or legitimate interested parties of the deceased (permanent partner, children, surviving spouse) must prove their relationship with the deceased, who is the holder of the identity card to be corrected. Other parties entitled to bring the case must provide legal documentation proving their relationship or legitimate interest.
- b. The request for posthumous correction submitted by the successors must be formalized using the "RAFT-44 *Request for Posthumous Data Correction*" form, duly completed in its entirety and in legible handwriting, or by means of a written request containing the minimum information required by said form.
- c. Posthumous correction through administrative channels will proceed on an exceptional basis and only in the event of an error or discrepancy between the base document implicit in the Decadactilar Card for the preparation of a first-time or rectified Citizenship Card and the document issued at that time.
- d. Requests for posthumous correction, whose errors are not covered by Resolution No. 5621 of 2019, may only be corrected by order of a judge of the Republic, and the modification will only be made on the basis of the court ruling ordering it.
- e. Modifications to the National Identification Archive (ANI) regarding posthumous corrections may be made in the following exceptional cases:
 - When a citizen replaces their civil birth certificate during their lifetime but did not request the rectification of their citizenship card.



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- When the civil birth certificate is replaced in the following cases:
 - Due to deterioration or loss of the certificate.
 - Due to paternal recognition.
 - By court order.
 - Due to a ruling ordering the correction of alphanumeric data on the citizenship card.
- f. Posthumous corrections cannot be made when the numerical quota is valid in the National Identification Archive (ANI), until the document is canceled due to death in the Entity's database.
- g. Posthumous corrections shall not be made when the baptismal certificate and/or civil registry certificate contains marginal notes made after death. Except those indicated in item f.
- h. The documents will be analyzed by the DNI Legal Group. Once the documents provided by the petitioners have been analyzed and the requested modification is deemed appropriate, it will be carried out through the preparation of an administrative act to modify the National Identification Archive (ANI).
- i. When there are spelling inconsistencies in typing or transcription between the ten-fingerprint card prepared for the first time or rectification and the document issued at the time, a posthumous correction shall be made without the preparation of an administrative act. Under no circumstances shall the correction result in changes to the material meaning of filiation or marital status, such as when the request is to remove, delete, or include the particle DE, VDA. OR VIUDA DE, or when the request includes surnames on the first fingerprint card or rectification. These requests will be processed by the Identification Records Coordination Office.
- j. The DNI Legal Group Coordination may request the necessary certifications in order to verify the content of the documents provided.
- k. The DNI Legal Group Coordination will request an opinion from the Civil Registry Legal Group if necessary.
- l. The order initiating the administrative proceedings will be published on the website of the National Civil Registry, in order to notify



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third parties who may be directly affected by the administrative proceedings, in accordance with the provisions of Article 37 of Law 1437 of 2011, so that they may become parties to the proceedings within five (5) days. This order shall also be notified to the petitioner at the email address provided.

- m. The administrative acts resulting from the posthumous correction process shall be notified to the petitioner and published on the website of the National Civil Registry (<https://www.registraduria.gov.co>) in accordance with the provisions of Law 1437 of 2011.

19.3. Corrections due to minority

The correction of a citizenship card due to minority is the modification in the database of the National Identification Archive (ANI) regarding the date of issue of the identity document, to allow Colombians to rectify their date of birth with the legally established age of majority.

19.3.1. Procedure and requirements for corrections due to minority, where there is an Integrated Service Station (EIS).

In accordance with the installation of Integrated Service Stations (EIS) in different offices throughout the country, and the new adjustments made to them, it is now possible to rectify the date of birth, which affects the date of issue. Therefore, the following points should be taken into account:

- a. It must be ensured that the civil birth record has already been corrected and recorded in the SIRC system.
- b. Subsequently, at the EIS station, when entering the identity number to begin the process, it will automatically take this change and return "rectification" as the procedure to be carried out, with the reason being "date and/or place of birth." If the change in date of birth affects the date of issuance because the person was a minor at that time, the EIS will automatically recalculate the date of issue, displaying a message indicating that the date has been recalculated, which will correspond to the date of birth plus 18 years and zero days, i.e., the same day of birth.
- c. In these cases, thanks to the controls carried out at the EIS, it will no longer be necessary to request the issuance of the "Minority Resolution" from the Identification Archives office, which will only proceed if the EIS station does not carry out the process.



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- d. In offices that do not have an EIS station, the established procedure cited in the following paragraph will be maintained. However, the Resolution of Minority will be adjusted and issued with the date of birth plus 18 years and zero days, i.e., the same day of birth.

There may also be cases where the station defines the procedure as an ID/CC rectification instead of an ID/CC duplicate when the minor/adult presents inconsistencies in the date of issue of their document due to "minority," i.e., the minor obtained their identity card before the age of 7 or their citizenship card before the age of 18. In this case, the EIS automatically recalculates the date of issue and establishes the procedure as a rectification, thus generating a new procedure in MTR with the respective corrections.

Additionally, the EIS displays a confirmation message, which must be read by the minor's guardian on the screen and accepted by pressing the "YES, I REQUEST" button with the pen on the EIS signature pad.

19.3.2. Procedure and requirements for handling corrections due to minority, where there is **NO Integrated Service Station (EIS)**

- a. Inform the Identification Archives group of the inconsistency, through a request signed by Judicial Offices, Departmental Delegations, District, Special, Municipal, and Auxiliary Registries at the national level, Consulates, Citizens, and those who can prove legal interest, as applicable.
- b. The competent official will verify the institutional databases to establish consistency with the base document used by the Colombian citizen for the procedure.
- c. The inconsistency in the databases will be evidenced with respect to the base document used for the procedure and the plastic document sent to the petitioner.
- d. If there are doubts about the information provided, the Colombian will be asked to provide the relevant clarifications.
- e. A copy of the Civil Birth Certificate of the person for whom the modification is to be made must be attached if it is not recorded in the institutional databases. If their birth was prior to June 15, 1938, a copy of the Baptism Certificate may be attached.



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- f. Once the officials of the Identification Records Coordination Office have completed their checks in the information systems, the administrative act (resolution) is drawn up and the modification is made in the ANI. The interested party is also notified accordingly.

The Technical Support Coordination for Civil Registration and Identification of the IT Department will update the affected NUIP information in the National Identification Archive (ANI) and, consequently, the information on the institutional website will be updated for the correct issuance of identity document certifications.

20. Purge of inventories of identification documents in the custody of the Registry Offices and Consulates of Colombia abroad

20.1. Procedure for the return of expired identity cards or other reasons for cancellation

The biometric identity card shows the expiration date on the back of the document, which indicates the date on which the identity card expires when the holder reaches the age of majority.

The expiration date of identity cards can be verified on the back as indicated:



Illustration 11

Note: Only expired identity cards should be returned to the Production and Shipping Coordination Department for destruction.



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Those responsible for the Civil Registry Offices at the national level, Consulates abroad, Citizen Information Service - CAIC and OPADI, will identify expired identity cards and prepare a physical and electronic (Excel spreadsheet) shipping list, which will include the following information: NUIP, first and last names, preparation number, type of document (C.C. or T.I.), municipality, and department, as listed.

#Quantity	First and Last Names	NUIP	ID number	Type of Document (C.C or T.I.)	Municipality and Department	Reason for Return

Likewise, when any new information regarding a minor is reported, such as renunciation of nationality, death, or a situation that causes the cancellation of an identity card, and it is identified that the document is in inventory for delivery, it will be returned to the central level and included in the shipping list indicating the reason for return. See example Return Table.

This procedure must be carried out on a monthly basis within the first ten (10) days of each month.

A copy of the electronic file (Excel spreadsheet) detailing the documents to be returned to the central level will be left for consultation at the respective Registry office.

It is important to verify the expiration date of the document before returning it to avoid inconveniences with the user.

Then, the respective download must be made on the Hled-Web portal by entering the document delivery module, option: document exception / Retired majority of age.

Consulates will download the returned identity cards into the SITAC tool or HLEDWEB, as appropriate, and inform the Civil Registry and Identification Abroad Group. They will send a copy of the file to consulados@registraduria.gov.co so that this office can generate a database for monitoring and control. This group must verify that the documents are correctly entered into the tool with the corresponding reason and that they are to be destroyed. Otherwise, they must request the appropriate update from each consulate.



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20.2. Return of unclaimed "yellow with holograms" citizenship cards whose date of receipt is more than one (1) year old, and/or due to cancellation of the NUIP for various reasons.

In order to reduce the number of yellow ID cards with holograms returned because they were not claimed by their owners, when processing identity document applications, the heads of the various civil registry offices nationwide, citizen information services, and OPADI must inform Colombian citizens that if they do not claim their "yellow ID card with holograms" within a maximum period of one (1) year from the date of receipt at the office, it will be returned to the central offices for destruction and that they will have to pay the cost of the respective procedure again to obtain a new document. At consulates, Colombians will be informed at the time of applying that the maximum period for claiming the document will be two (2) years.

Likewise, Colombians must be informed that if they do not claim their "digital polycarbonate" citizenship card within a maximum period of two (2) years from the date of receipt at the registry office, it will be returned to the central offices for destruction and they will have to pay the cost of the respective procedure again to obtain a new document.

Considering the administrative and civil risks involved in maintaining, safeguarding, and inventorying citizenship cards that have not been claimed by their owners at the various Registry offices in Colombia, it is necessary to develop the following procedure.

Those responsible for the Registry Offices at the national level, and OPADI, will identify the citizenship cards that are in the inventory of documents pending delivery, with a date of receipt exceeding the terms indicated for each type of document.

Those responsible at the Consular Offices will identify the citizenship cards that are in the inventory of documents pending delivery with a receipt date exceeding two (2) years.

It is important to ensure that citizenship cards in registry offices or consulates have been there for the period of time stipulated above without having been claimed by their holders; this information can be verified using the HLED WEB tool, as indicated below:



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*The operator must select the "Statistics by date" report shown in the drop-down list in the report field.

Inicio

Parámetros del reporte

Reporte	Estadística documentos pendientes de entregar
Tipo de reporte	Detalle
Tipo de documento	Ambas CC y TI CC
Nivel	Oficina TI
Departamentos	LA GUAJIRA
Oficinas	MAICAO
Rango de fechas	Inicio: 1/01/2010 Fin: 31/12/2022

Ene 2010

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Illustration Report Query

Select the start and end dates within which you want to view the report information.

Select the document type (CC) with which you want to view the report results.

Choose the type of report to run (detailed) and continue.

Note: The office operator can generate all the reports to which they have access with their role in the same way. If you have any questions, please check the HLED WEB user manual.



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ESTADÍSTICA DETALLADO DE DOCUMENTOS DE IDENTIDAD PENDIENTES POR ENTREGAR															
Referencia:		EPE		Herramienta Logística de Entrega de Documentos de Identidad Web											
Versión:		1.1.1		Oficina:		LA GUAJIRA- Villanueva									
Fecha y hora de impresión:				14/05/2019 13:30:02				Consecutivo:		XSD 126					
PARÁMETROS		Fecha hasta:		14/05/2019		Tipo Reporte:		Detallado		Tipo Documento:		CC		Usuario: gabh.op	
Nuip	Apellido 1	Particula	Apellido 2	Nombre 1	Nombre 2	Clase Expedición	Sexo	Teléfono	Lote Municipio	Días Recepción	Días Producción	Fecha Recibido	Card ID	Número de Preparación	
0000194191	GARCIA		LOPEZ	HENRRY		Duplicado CC	M	2287067	LMU0477532	1820	1821	20/05/2014	38712621	1432884081	
0000217653	MENDIETA		GONZALEZ	JAIME		Renovación CC	M	2245676	LMU0912371	27	28	17/04/2019	65240713	9608434645	
0000312842	ARDILA		ARIZA	ERNESTO		Duplicado CC	M	2520683	LMU0785108	480	481	19/01/2018	59173719	35826025	
0001129326	VALDERRA		CUEVAS	GABRIEL		Duplicado CC	M	5932211	LMU0580115	1205	1208	25/01/2016	48053536	5021472288	
0001646759	LAGUNA		QUINTERO	BETUEL		Renovación CC	M		LMU0702231	767	769	07/04/2017	54830816	7130554095	
0001994759	AYALA		PEREZ	GILBERTO		Duplicado CC	M	3103249797	LMU0723817	679	683	04/07/2017	56024214	1434507038	
0002253450	GAMBA		ROMERO	POMPILIO		Renovación CC	M	2849665	LMU0706267	749	750	25/04/2017	55109189	1630100700	
0002297580	ROJAS		CABRERA	JAIRO	HERNAN	Rectificación	M	2585711	LMU0885892	125	125	09/01/2019	64054363	9607116729	

Illustration Report Query

Correctly reading the date of receipt of the HLWED WEB documents will prevent errors in the unnecessary or incorrect return of the document to the Production and Shipping Group at the central level, as shown in the image above.

20.2.1. Procedure for returning unclaimed citizenship cards

Next, they will prepare a list in an Excel spreadsheet, which will include the following information: NUIP, first and last names, preparation number, type of document (C.C. or T.I.), municipality, department, and reason for return, as shown in Table No. 1. The example is as follows:

NUIP	FIRST AND LAST NAMES	CAR-ID	TYPE OF DOCUMENT	MUNICIPALITY	DEPARTMENT	REASON FOR RETURN
93548125	PEDRO JOSE GARCÍA MARTÍNEZ	46815115	CC	GIRARDOT	CUNDINAMARCA	MORE THAN A YEAR WITHOUT CLAIMING // CANCELED BY xx

Table 1 Return ratio for registries

NUIP	FIRST AND LAST NAMES	CAR-ID	TYPE OF DOCUMENT	CONSULATE	COUNTRY	REASON FOR RETURN
93548125	PEDRO JOSE GARCÍA MARTÍNEZ	46815115	CC	MADRID	SPAIN	MORE THAN TWO YEARS WITHOUT CLAIM CANCELED BY xx

Table 2 Return list for consular offices



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- a. A copy of the electronic file (Excel spreadsheet) detailing the documents to be returned to the central office for consultation must be left at both the respective Civil Registry Office and the consulates.

Likewise, registrars must send a copy of the file with the returned documents to the identification group of the Departmental Delegation with a magnetic copy (Excel sheet) to the following email address: Production and

Shipments: produccionyenvios@registraduria.gov.co.

- a. Those responsible for the different Civil Registry Offices at the national level and OPADI must download the documents returned to the central level using the Hled-Web logistics tool, entering the document delivery module, option: **exception/transferred**, returned for more than one year, so that the information in the database is duly updated.
- b. Identification documents received at headquarters, the Production and Shipping Group **will NOT return** any identification documents that have been returned in accordance with the procedure described above.
- c. If the document is required again, the holder must submit a new application and pay the respective processing fee.
- e. Consulates will download the returns of yellow citizenship cards with holograms from the SITAC tool or HLEDWEB, as appropriate, and will inform the Civil Registry and Identification Abroad Group, sending a copy of the file to the email address consulados@registraduria.gov.co so that this office can generate a database for monitoring and control. This group must verify that the documents are correctly entered in the tool, with the corresponding reason and that they are for destruction. Otherwise, they must request the appropriate update from each Consulate.

This procedure must be carried out every two months during the first ten days of March, May, July, September, November, and January.

20.2.2. [Return of citizenship cards canceled due to death and other reasons](#)



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Registrars and consuls who are aware, through administrative acts received from the National Identification Directorate – News – of the cancellation of cards for reasons such as death, multiple cards, impersonation, or false identity, must verify the possible presence of documents in their inventories for these NUIPS, and if they have them at their disposal, they shall proceed to return them immediately to the Production and Shipping Group following the instructions set forth in the previous paragraph. Likewise, in the case of consulates, the Civil Registry and Identification Coordination Office abroad shall be informed by email at: consulados@registraduria.gov.co.

20.3. Control of document inventory prior to electoral events

20.3.1. Conducting an inventory of documents in custody

Two (2) weeks prior to any type of election, the Special, Municipal, or Auxiliary Registry Office will generate a report titled "Statistics on identity documents pending delivery" through the Hled-Web portal. See examples in illustrations 13 and 14.

Reportes	
Parámetros del reporte	
Reporte	ESTADÍSTICA DE DOCUMENTOS DE IDENTIDAD PENDIENTES POR ENTREGAR
Tipo de reporte	Detalle
Tipo de documento	CC
Nivel	Oficina
Departamentos	LA GUAJIRA
Oficina	Villanueva
Rango de fechas	Fin: 15/5/2019
<input type="button" value="Limpiar"/>	<input type="button" value="Ejecutar"/>

Illustration Generation of statistical report on documents pending delivery



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ESTADÍSTICA DETALLADO DE DOCUMENTOS DE IDENTIDAD PENDIENTES POR ENTREGAR																			
Referencia:		EPE			Herramienta Logística de Entrega de Documentos de Identidad Web														
Versión:		1.1.1			Oficina:		LA GUAJIRA- Villanueva												
Fecha y hora de impresión:					14/05/2019 13:30:02			Consecutivo			XSD 126								
PARÁMETROS		Fecha hasta:			14/05/2019			Tipo Reporte:		Detallado		Tipo Documento:		CC		Usuario:		gabh.op	
Nuip	Apellido 1	Partícula	Apellido 2	Nombre 1	Nombre 2	Clase Expedición	Sexo	Teléfono	Lote Municipio	Días Recepción	Días Producción	Fecha Recibido	Card ID	Número de Preparación					
0000194191	GARCIA		LOPEZ	HENRRY		Duplicado CC	M	2287067	LMU0477532	1820	1821	20/05/2014	38712621	1432884081					
0000217653	MENDIETA		GONZALEZ	JAIME		Renovación CC	M	2245676	LMU0912371	27	28	17/04/2019	65240713	9908434645					
0000312842	ARDILA		ARIZA	ERNESTO		Duplicado CC	M	2520683	LMU0785108	480	481	19/01/2018	59173719	35828025					
0001129326	VALDERRA		CUEVAS	GABRIEL		Duplicado CC	M	5932211	LMU0580115	1205	1208	25/01/2016	48053536	5021472288					
0001646759	LAGUNA		QUINTERO	BETUEL		Renovación CC	M		LMU0702231	787	789	07/04/2017	54830816	7130554095					
0001994759	AYALA		PEREZ	GILBERTO		Duplicado CC	M	3103249797	LMU0723817	679	683	04/07/2017	56024214	1434507038					
0002253450	GAMBA		ROMERO	POMPILIO		Renovación CC	M	2649665	LMU0706267	749	750	25/04/2017	55109189	1630100700					
0002297580	ROJAS		CABRERA	JAIRO	HERNAN	Rectificación	M	2585711	LMU0885892	125	125	09/01/2019	64054363	9907118729					
0002404566	LEMOS		IRURITA	FRANCISCO	JOSE	Duplicado CC	M	6543497	LMU0910766	34	35	10/04/2019	65184314	9908077761					
0002861311	CEPEDA			JOSE	POLICARPO	Duplicado CC	M	2908699	LMU0742231	622	623	30/08/2017	57196678	22684541					
0002918626	PERALTA		ORTIZ	LUIS	ANTONIO	Renovación CC	M	2518024	LMU0836477	333	334	15/06/2018	61543854	9904640703					
0002921393	MELO		GONZALEZ	JOSE	JOAQUIN	Renovación CC	M	5702352	LMU0722700	684	685	29/06/2017	55965123	26295878					
0002957188	ARIAS		URREA	LUIS	GUILLERMO	Primera Vez CC	M	0000000	LMU0688456	901	903	24/11/2016	52240983	9904046					
0002995204	CEBALLOS		GALLEGO	MARIO	IVAN	Duplicado CC	M	2843339	LMU0642298	985	986	01/09/2016	50779104	1462948150					
0003012695	SANCHEZ			JULIO	CESAR	Duplicado CC	M	8436094	LMU0810523	399	400	10/04/2018	60715260	9903868758					

Illustration Result of the statistical report on documents pending delivery

After generating the list, each existing citizen ID number (plastic cards) in inventory will be physically verified and cross-checked against the information contained in the generated statistical report.

Once the cross-check has been performed, the following options may arise:

- The inventory is up to date with no issues, so on the closing date for document delivery, the list will be printed and the necessary inquiries will be made with the control agencies.
- The inventory has issues because the number of physical citizenship cards does not match the information generated in the statistical report.

For option b, if there are citizenship cards (plastic) that do not appear in the Hled-Web portal report, an email must be sent to soporte-rci@registraduria.gov.co , with a maximum of five (5) citizenship cards to be included and updated in the tool. The email must include the fields indicated in illustration 15.



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Cédulas de Ciudadanía pendientes para incorporar en el portal Web Hled				
Nuip	Card Id	Numero de pre	Codigo oficina	Descripción
796180	48740737	44785362	X5D	Villanueva
(....)				

Illustration Description of the fields to be included in the Hled-Web portal

If the number of documents to be updated on the Hled-Web portal exceeds five identity cards, an Excel file with the fields described in illustration 13 must be sent to the Production and Shipping group, who will request the inclusion of the identity cards in the inventory of pending documents to be delivered by the respective Registry Office.

Likewise, for consulates and two (2) weeks before an election, using the SITAC tool and through HLEDWEB and the physical inventory held in each of their consular offices, they will generate a report of the identity documents pending delivery and inform the Civil Registry and Identification Abroad Coordination Office by email at consulados@registraduria.gov.co, in compliance with a circular to be issued by the National Identification Directorate.

20.3.2. Return of physical documents with new information

The National Directorate of Identification - Production and Shipping, four (4) weeks before an election and with a view to ensuring total transparency, based on the inventories generated through the Hled-Web portal, will request the technical support group to cross-check the National Identification Archive database in order to confirm the validity of each document.

In the case of elections involving Colombians abroad, the Civil Registry and Identification Abroad Group will carry out the procedure with the Consulates, requesting the Ministry of Foreign Affairs' Technology Department to generate the inventories using the SITAC tool for those who do not have the HLEDWEB tool. Once received, they will be forwarded to the production and shipping group to be included in the respective consolidation.

Once the canceled documents have been identified, a communication will be sent immediately, indicating the return of said documents to the central level.

The Registry Offices and Consulates (that have this tool) will log into the Hled-Web portal and proceed to make the exception, confirming the NUIP of the citizenship card and sending the documents (plastic) to the production and shipping group



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production and shipping work group according to the reason for the exception, as shown in illustration 16.

Detalle del documento

NUIP	1193447818	Nombre 1	
Partícula		Apellido 2	
Clase de Expedición	Primera Vez CC	Sexo	
Ubicación	D4NT001	Fecha Expedición	

Documento en caja de transferidos

Entregar documento a titular

Entregar documento a delegado

Exceptuar documento

*Confirmar

Excepcion: Retirado por suplantación

Cancelar Aceptar

- Retirado por suplantación
- Rechazado por el ciudadano
- Retirado por doble cedula
- Retirado por muerte
- Retirado por pérdida nacionalidad
- Devuelto por mala elaboración después de la entrega
- Retirado mayoría de edad
- Faltante (doc. no existe en caja)
- Retirado por falsa identidad
- Devuelto por más de un año en inventario
- Retirado reasignación sexual
- Retirado menoría de edad
- Retirado por envío a Sitio Central

Illustration: Document exception on the Hled-Web portal

Consuls will make the download records using the respective logistics tool and proceed to send them immediately and inform the Civil Registry and Identification Abroad coordination via email at consulados@registraduria.gov.co.

20.4. Return of polycarbonate citizenship cards

In order to reduce the existing inventory of identity documents, those responsible for the different offices of the Registry nationwide, and OPADI must inform Colombians that if they do not claim their physical polycarbonate citizenship card within a maximum period of two (2) years from the date of receipt at the office, it will be returned to the central offices for destruction and they will have to pay the cost of the respective procedure again to obtain a new document. Consulates will inform applicants at the time of processing that the maximum period for claiming the document will be two (2) years.

Considering the administrative and civil risks involved in the maintenance, custody, and inventory of polycarbonate citizenship cards that have not been claimed by their holders at the various offices of the National Civil Registry (Registraduría) in Colombia, it is necessary to develop the following procedure.

The registrar or the person in charge of this function, from the Registry Offices nationwide, and OPADI, must verify every quarter the polycarbonate citizenship cards



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citizenship cards in polycarbonate that are in the inventory of documents pending delivery, with a date of receipt at the National Registry of more than two (2) years.

Those responsible at the Consular Offices must verify the polycarbonate citizenship cards that are in the inventory of documents pending delivery with a date of receipt older than two (2) years.

It is important to ensure that polycarbonate citizenship cards at the Registry offices, OPADI, and consulates have been in the office for the stipulated period of two (2) years and are available in the inventory without having been claimed by their holders. This information can be verified using the HLED WEB tool, as indicated below:

The screenshot shows the 'Reportes' section of the HLED WEB tool. The 'Inicio' section contains the 'Parámetros del reporte' form. The form fields are as follows:

Reporte	Estadística documentos pendientes de entregar
Tipo de reporte	Detalle
Tipo de documento	Ambas CC y TI
Nivel	Oficina
Departamentos	LA GUAJIRA
Oficinas	MAICAO
Rango de fechas	Inicio: 1/01/2010 Fin: 31/12/2022

Below the form, there is a 'Listar' button (indicated by a red arrow) and an 'Ejecutar' button. A calendar widget is visible, showing the month of January 2010, with the date 28 highlighted.

Next, they will prepare a list (Excel spreadsheet) containing the following information: NUIP, first and last names, car-Id, type of document (CCP), municipality, department, and reason for return, as shown in Table No. 1.

The example is as follows: CCP.



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NUIP	FIRST AND LAST NAMES	ID	TYPE OF DOCUMENT	MUNICIPALITY	DEPARTMENT	REASON FOR RETURN
9354 8125	PEDRO JOSE GARCÍA MARTÍN EZ	46815115	CC	GIRARD OT	CUNDINA MARCA	MORE THAN A YEAR WITHOUT CLAIMS AR // CANCELED BY XX

Table 1 Return list for registry offices

A copy of the electronic file (Excel spreadsheet) detailing the documents to be returned to the central office must be left for consultation at both the respective Civil Registry office and the consulates.

Likewise, registrars must send a copy of the file with the returned documents to the identification group of the Departmental Delegation with a magnetic copy (Excel sheet) to the following email address: Production and Shipments: produccionyenvios@registraduria.gov.co.

Those responsible for the different Civil Registry Offices at the national level, and OPADI, must carry out the respective- download of the documents returned to the central level through the Hled-Web logistics tool, entering the document delivery module, option: **exception/transferred**, returned for more than one year so that the information in the database is duly updated.

Identification documents received at headquarters, the Production and Shipping Group **will NOT return** any identification documents that have been returned in accordance with the procedure described above.

If the document is required again, the holder must submit a new application and pay the corresponding fee.

Consulates will download the returns of identity documents in the SITAC and/or HLEDWEB tool (for those who have it) and will inform the Civil Registry and Identification Group_ abroad via email consulados@registraduria.gov.co .

Personalized polycarbonate citizenship cards will also be returned, based on the administrative acts received from the National Identification Directorate - News - for the cancellation of



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ID cards due to death, multiple ID cards, impersonation, or cancellation due to false identity.

Consequently, you must check your inventories for these NUIPS and proceed to return them immediately to the Production and Shipping Group following the same procedure indicated in section 20.2.1.

Likewise, in the case of consulates, the Civil Registry and Identification Coordination Office abroad shall be informed by email at: consulados@registraduria.gov.co .

This procedure must be carried out on a monthly basis within the first ten (10) days by those responsible for the different offices of the Registry nationwide, the Citizen Information Service, OPADIS, and consulates.

Consulates will download the returns of polycarbonate citizenship cards from the SITAC tool or HLEDWEB, as appropriate, and will inform the Civil Registry and Identification Abroad Group, sending a copy of the file to the email consulados@registraduria.gov.co so that this office can generate a database for tracking and control. This group must verify that the documents are correctly entered into the tool, with the corresponding reason and that they are for destruction. Otherwise, they must request the necessary update from each Consulate.

20.5. Destruction of documents.

The Production and Shipping Group_ will destroy documents received for various reasons, mainly as a result of document inventory control, non-compliant outputs, among others, as described below:

- Identification documents that have been returned or have expired, such as: (cancelled due to death, duplicate identification, identity cards of minors who have reached the age of majority, or other reasons).
- Yellow citizenship cards with holograms that have been in inventory for more than one year after their date of receipt at the office.
- Polycarbonate citizenship cards that have been in inventory for more than two years after their date of receipt at the office.
- Identity cards that have reached their expiration date. Identification documents reported as lost by different entities.



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- Documents returned by citizens during the delivery stage that were produced with errors.

A "document destruction record" will be generated and kept in a digital file.

Those responsible for the various civil registry offices nationwide, OPADI, the Citizen Information Service (CAIC), and consulates must download the documents returned to the central level using the Hled-Web logistics tool, entering the document delivery module and establishing the reason for which they have been returned.

Consulates that do not have this tool will download the returned identity documents into the SITAC tool and inform the Civil Registry and Identification Abroad Group by email. consulados@registraduria.gov.co

Note: It is important that documents returned to the central office are not damaged, specifically in the barcode area, e.g., stickers, tape, marker pen marks, stapled or perforated documents, etc. If a damaged document is received and should not have been returned.

In such cases presented at consular offices, the consulate must send both a digital and physical file to the Civil Registry and Identification Abroad Coordination Office for determination.

21. Procedure for handling requests for the transfer of identity documents

21.1. Transfer of documents with payment by the citizen within the national territory

In cases where the holder of the document has applied for a citizenship card in any of its formats or an identity card at any of the Registry offices **located throughout the country** and, for personal reasons, requires that their document be delivered to another office, registrars must ensure that they comply with, are aware of, and inform those who require it of the guidelines established by the Administrative and Financial Management through the current version of the identity document transfer protocol.



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After receiving the request from the destination office, the transfer of the document must be recorded in the HLEDWEB tool to ensure the traceability of the document by updating the inventory of the corresponding office.

21.2. Transfer of documents to or from abroad

In cases where the document holder has applied for a citizenship card or identity card at a Registry Office and, for personal reasons, requires it to be delivered to a Colombian consulate abroad, or has applied for the document at a consulate and requires it to be delivered to a Registry Office in the country or to another consulate, they should be informed that they can request the transfer as follows:

- Go to the website <https://www.registraduria.gov.co/>, click on the *IDENTIFICATION* tab, and select the option *COLOMBIANS ABROAD*. Or go directly to <https://www.registraduria.gov.co/-Colombianos-en-el-exterior-.html>
- Select the option "*Transfer of document*" and follow the instructions, filling out the respective form completely.

Likewise, the holder may make the request by email toconsulados@registraduria.gov.co , indicating their full name, identification number, office of origin, and destination, which will be a Consulate or a Registry Office.

When the document is to be transferred from a Registry Office to a consulate abroad, the registrar will receive a communication from the Civil Registry and Identification Group abroad and must send the document by post prior to registering the transfer of the document through the Hled-Web tool with the destination office **DRX**, which corresponds to the office located at the headquarters.

This procedure is free of charge and does not apply to domestic transfers.

It should be reiterated that **only personalized polycarbonate ID cards prepared in Colombia are authorized to be transferred** to consulates that have the EIS tool.

Consult the following link for authorized consulates:

https://www.registraduria.gov.co/IMG/pdf/consulados_con_eis.pdf



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22. Procedure When it documents documents sent to the Registry Offices and consular offices.

In response to the need to provide a solution for citizens whose identity documents were produced and effectively sent to the Registry Office and consulates for delivery to the holder, but which for various reasons are not found in the physical inventories, it is necessary to outline the procedure for their reprinting and delivery in order to guarantee the holder's right to identity; as well as the administrative procedure that officials must follow in the event of loss, theft, or damage to the document.

District registrars, departmental delegates, and the Ministry of Foreign Affairs in the case of consulates shall be responsible for knowing and exercising the relevant administrative controls to determine the reason for the loss, theft, or damage of the documents.

If there are any missing items in the batches of documents sent from the central level, they must be reported immediately to the National Identification Directorate - Production and Shipping Coordination through a report that must be submitted within five (5) business days.

22.1. Procedure in the event of loss or theft of a document in the custody of the Registry, Consulate, or transport company

- a. In the absence of the document that was produced, sent, and received at a Registry Office or Consulate in the inventory, the Registrar or Consul is obliged to file a report of theft of the document with the Attorney General's Office with criminal notice or with the competent entity abroad. and in the event of loss, deterioration, or damage, the official shall make a sworn statement with a signature and fingerprint authenticated by a notary, recounting the facts. A copy of the proceedings shall be sent to the National Director of Identification, to the Production and Shipping Coordination Department of this Directorate, requesting the reprinting of the document.

Note: In case of damage, photographic evidence must be attached.

- b. If the loss, theft, deterioration, or damage of the document occurred while in the custody of the Transport Company, the latter must inform the contract supervisor and assume the cost of the lost documents in accordance with the established contractual guidelines. In the event of theft, the report filed with the Attorney General's Office must be attached, along with the criminal complaint and a list of each



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one of the documents (citizenship card or identity card and full name) , and in the event of loss, deterioration, or damage, the legal representative of the transport company shall make a sworn statement with a signature and fingerprint authenticated by a notary public, recounting the facts.

Note: In case of damage, photographic evidence must be attached.

Likewise, the contract supervisor must request the National Director of Identification and the Production and Shipping Group of this Directorate to immediately initiate the procedure for reprinting the missing documents, providing the corresponding supporting documentation (report filed with the Attorney General's Office with the criminal report, sworn statement authenticated by a notary public, request for reprinting, list of previously validated documents, as applicable).

It is important that registrars monitor the PLEX and LEX that are uploaded to their office through the Hled-Web tool, and review the LMU that lists all the documents in the batch. If, five

(5) days after the shipment is registered, the lots have not been received by the contractor, immediately inform the Departmental Delegation and, in turn, if there are any developments, these must be communicated to the production and shipping coordination department so that the appropriate action can be taken.

22.2. Procedure in case of deterioration or damage

In the event of deterioration or damage to the identity document due to force majeure or unforeseeable circumstances (flood, fire, etc.), the responsible official must send a detailed report authenticated by a notary, accompanied by the damaged documents (where possible), to the Production and Shipping Group of the National Identification Directorate and, in the case of consulates, additionally to the Civil Registry and Identification Abroad Group via email to consulados@registraduria.gov.co within three (3) days of the occurrence, and initiate the procedure for reprinting and sending the missing documents.

22.3. Procedure for processing the reprinting of lost or damaged documents.

Once the loss, damage, or deterioration of identity documents is noticed, the registrar or consul must request the reprinting of the missing documents in the report sent to the central office with the corresponding supporting documentation. The Production and Shipping Coordination Department must arrange for the



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reprinting and sending of the document within a period not exceeding thirty (30) days, in order to guarantee the holder's right to identity.

The Production and Shipping Coordination Department shall keep the reprinting request and supporting documents in order to ensure the traceability of documents that were reprinted due to loss, damage, or theft.

23. Procedure for determining full identity

In cases where it is necessary to establish the full identity of a citizen, certain guidelines must be taken into account to ensure an effective, swift, and efficient search by the technicians at the central offices. The procedure to be used in such cases is as follows:

- a. The established form must be sent in physical file format, containing the complete profile of the Colombian citizen and biographical information.
- b. In the case of an unidentified person, the approximate age and sex must be sent.
- c. Include a recent photograph of the citizen.
- d. When the citizen provides biographical data, this must be recorded in the boxes in accordance with the full identity form. It is recommended that this contain as much information as possible. **(Fill in the profile form to establish full identity, RAFT 01).**
- e. In order for a fingerprint record to accurately reproduce the fingerprints, the citizen's hands must be completely clean.
- f. The citizen's fingers must be examined to see if they have any accidental or congenital abnormalities, and if so, the observation should be noted in the box for distinguishing features.
- g. Care must be taken not to repeat fingers, taking the print in the order established on the card format; simultaneous printing is essential.
- h. The official taking the fingerprint review must enter their full name, office of origin, and email address in the box provided for this purpose.
- i. In order to send a response more quickly, reducing postal deliveries, the institutional email addresses



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available and permanently accessible to the municipal or assistant registrar, secretary, officials responsible for the Collection Centers of the Departmental Delegations or Consul, from where the request originates, as responses will be transmitted by this means.

- j. Responses to biometric issues issued by fingerprint technicians will be sent directly to the officials at the Registry offices that made the request, NOT to the citizen, so that they can provide direct and appropriate guidance on the solution to the problem raised.

The forms for establishing full identity, which are sent to the central offices or requested by them, must be sent only in original form, since forms that are sent as photocopies or scans do not have the same quality and definition, thus losing the characteristics of the fingerprints.

It should also be noted that the officials who complete and sign the forms to establish full identity assume responsibility for the data and fingerprints recorded therein.

In the case of consulates, the report to establish full identity must be sent by email to consulados@registraduria.gov.co , scanned in PDF format; if the person has conditions that make it impossible to take a good quality report, the request must be sent by physical mail.

23.1. Procedure for determining the full identity of the accused

When it is necessary to determine the full identity of the accused, the following procedure must be carried out by the judicial liaisons and the National Civil Registry.

23.1.1. Procedure by judicial liaisons

The National Civil Registry has signed inter-administrative agreements with the Colombian National Police, the Attorney General's Office, the National Penitentiary and Prison Institute (INPEC), and Migration Colombia, among others, entities with judicial police functions, granting access to databases (ANI, WEBSERVICE - CCT, INTERAFIS, SIRC, GED ID, and GED RC) for the purpose of conducting the necessary inquiries in the course of their investigations, a procedure that is carried out exclusively through officials assigned as judicial liaisons.



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Therefore, within the framework of these agreements and given that these agencies are responsible for fully identifying the accused, they must exhaust the preliminary verification procedures in all the tools provided by the National Civil Registry, necessary to validate whether a person has a civil birth record or a numerical quota assigned by the National Registry, **in which case they must take the citizen to the nearest Special, Municipal, or Auxiliary Registry Office to apply for a first-time citizenship card.**

Article 99 of Law 1453 of 2011 establishes that:

"The Attorney General's Office shall be required to verify the correct identification or individualization of the accused in order to prevent judicial errors.

In cases where the arrested person does not present an identity document, the Judicial Police shall take a ten-fingerprint record and verify the identity with documents obtained from the National Civil Registry and its delegates, either directly or through consultation of the technical or technological means available or accessible to them.

If identity verification is not possible, the judicial police who carried out the confrontation shall immediately forward the ten-fingerprint record to the National Civil Registry so that a copy of the identity card can be issued within 24 hours.

If the person does not appear in the records of the National Civil Registry, this authority will register them on an exceptional and one-time basis, using the name they initially identified themselves with, and will assign them a numerical quota, without having to exhaust the procedures regulated in Decree 1260 of 1970, or other regulations that modify or complement it.

Once the procedure has been completed, the National Civil Registry will report the results to the requesting authority. (...)"

Judicial officials must follow the following protocol:

- a. Officials from the Attorney General's Office or the National Police shall, using the technological tools at their disposal: National Identification Archive (ANI), Electronic Data Management System (GED), and the Civil Registry Information System (SIRC), to carry out a preliminary check of the identification and civil registry files in order to establish whether the suspect has a citizenship card or an authorized civil birth certificate in their name.



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- b. If the suspect has a civil birth registration or a numerical quota assigned by the National Registry, the judicial police officer shall take the citizen to the nearest Special, Municipal, or Auxiliary Registry Office to apply for a first-time citizenship card, without the procedure set forth in Article 99 of Law 1453 of 2011 being applicable.
- c. If it is not possible to determine whether the adult suspect has a citizenship card or civil birth certificate in their name, the officials assigned as judicial liaisons⁴³ shall request the Identification Records Coordination Office (with a court order issued by the competent authority, the supporting documentation, and the respective report) to verify the requested information, in order to comply with Article 99 of Law 1453 of 2011.
- d. Officials of the Attorney General's Office or the National Police who obtain information from the database on the suspect's citizenship card, identity card, or civil birth certificate shall take this information into account in the course of the judicial process, without the procedure set forth in Article 99 of Law 1453 of 2011 being applicable.
- e. In the case of a minor with a civil birth certificate but without a biometric identity card, the person must be taken to the nearest office of the National Civil Registry to apply for an identity card for the first time, a process in which fingerprints will be incorporated into the biometric database.

Note: It is important to note that the information contained in the databases and computer tools of the Identification System must be used solely and exclusively for the performance of the official activities assigned to the respective user. No official is authorized to provide biographical data, reviews, or reports obtained from queries of the information systems, except as necessary for the performance of their duties, under penalty of applicable legal sanctions.

Departmental Delegations and Registry Offices must refrain from responding to requests from these entities, directing the applicant to the proper channel through their respective branches.

⁴³ assigned to the Attorney General's Office or the National Police



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23.1.2. Procedure by the National Civil Registry

In cases where the support of the National Registry is required to establish or confirm full identity with the support of the entity's information systems, the request shall be submitted exclusively to the Identification Records Coordination Office, attached to the National Identification Directorate, by the official designated as the judicial liaison, the area where the concept of full identity will be issued and who, according to the result obtained, will act as follows:

- a. When the fingerprint investigation determines that the person has already applied for a blue biometric identity card, it will not be necessary to assign a NUIP. Therefore, the Identification Records Coordination Office will inform the respective Judicial Police agencies so that they can take the citizen to the nearest Special, Municipal, or Auxiliary Registry Office to apply for a first-time citizenship card.
- b. When the investigation determines that the person has a civil birth certificate with a NIP assignment, conversion to NUIP will be necessary, so the National Registration Service will send the corresponding documents to the Reception Coordination Office –DNI, for the NUIP assignment process and so that the profile and biographical data sent are entered into the databases through CAL. It will inform the relevant judicial police agencies.

When the fingerprint investigation determines that the person does not have a civil birth certificate or identity card or citizenship card, the area responsible for registering the birth in the civil registry is the National Registration Service (SNI), which will assign a NUIP, transferring the supporting documents to the Reception Coordination – DNI coordination, so that the profile and biographical data sent can be entered into the databases through CAL. Likewise, the National Registration Service Group (SNI) will report the relevant information to the Judicial Police agencies, without exempting the citizen from completing the identification card application process at any National Registry office.

The description must be entered immediately through the Online Service Center (CAL) in the Reception Coordination Office (DNI) to serve as a reference image (description) and background information in the entity's information systems in case of future investigations, without this generating an identity document production procedure.



Note: in the case of undocumented foreign nationals who are involved in criminal acts, the RNEC will not assign a NUIP, as the identification of foreigners is not within the competence of the National Civil Registry.

23.1.2.1. Completion of the Decadactilar form, in cases b) and c) for entry of the reference in the biometric database.

The Reception Group - DNI, in accordance with the civil birth certificate provided by the National Registration Service or the Identification Records Coordination Office, will assign the Unique Personal Identification Number (NUIP) and enter the summary and biographical data sent by the judicial police agency into the RNEC's biometric identification database when:

- The investigation revealed that there is a civil birth record with a NIP and conversion to a NUIP is required.
- The National Registration Service generated a NUIP when registering the birth in the civil registry.

To enter the profile into the biometric database, the Reception Coordinator - DNI will designate the public servants it deems appropriate to be assigned as Ad Hoc Registrars so that they can carry out the necessary activities to complete the process.

The purpose of this action is to keep the fingerprint images as a reference in the system so that, if the defendant is prosecuted again in the future or applies for an identity document, it will be known that the person already has a Unique Personal Identification Number (NUIP) assigned.

24. Protection and conservation of ten-fingerprint and alphabetic cards

Ten-fingerprint and alphabetic cards must be kept in good condition, suitable for consultation and verification, and therefore security policies must be implemented for their proper storage and safekeeping.

First-time fingerprint and alphabetical cards, duplicates, renewals, and corrections must remain in the preparation offices or collection centers according to the retention period established in the current "Document Retention Table." After this period, the guidelines issued in the document management process from the central level on the particular subject must be followed.

In the event of loss or misplacement of fingerprint and alphabetical cards, the Departmental Delegations, District Registry, Special Registries, and Municipal Registries, as the entities responsible for the safekeeping and custody of the legally protected information contained therein, must file a criminal complaint with the competent authority, sending a copy thereof to the National Identification Directorate, in order to pursue the relevant legal, administrative, and disciplinary actions.

25. Cancellation of identity documents

25.1. Reasons for cancellation of identity cards

In accordance with the provisions of Articles 18 and 19 of Decree 1694 of 1971, the following are grounds for cancellation of the identity card:

- a. Death of the holder.
- b. When the identity of the person to whom it was issued or prepared is challenged and the facts on which the challenge is based are proven.
- c. When it has been issued to a minor under seven (7) years of age or to a person over 18 years of age.
- d. In the case of a dual card.
- e. Multiple identification.
- f. False identity.
- g. Impersonation.

25.2. Reasons for cancellation of citizenship card

In accordance with the provisions of Article 67 of the Electoral Code, the following are grounds for cancellation of the citizenship card by the National Civil Registry:

- a. Death of the holder.
- b. Multiple identification cards.



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- c. Correction of gender in the civil registry.
- d. False identity.
- e. Impersonation.
- f. Technical inconsistency in its issuance.
- g. When a citizenship card is issued to a foreigner who does not have a letter of naturalization.
- h. Cancellation of citizenship card due to renunciation of nationality.

The procedure to be followed to determine the feasibility of canceling citizenship cards and other new developments is headed by the New Developments Coordination Group of the National Identification Directorate (DNI), which is responsible for investigating, resolving, and consequently updating the validity status of citizenship cards in the National Identification Archive (ANI).

25.2.1. Cancellation of ID cards due to the death of the holder

Deaths are recorded based on information entered through reports made by the Ministry of Health and the Death Registry (Civil Registry of Deaths), in accordance with Decree 019 of 2012 and Law 2106 of 2019.

Article 23 of Decree Law 019 of 2012, amended by Law 2106 of 2019, orders:

Article 23. Administration of the civil registry database of deaths. The National Civil Registry Office shall administer the databases of the Civil Registry of Deaths, which shall be updated with information from the Single Registry of Social Protection Affiliates - Births and Deaths (RUAF-ND), administered by the Ministry of Health and Social Protection, and with the information provided by notaries, consulates, civil registrars, and other authorities responsible for maintaining the civil registry..."

In view of the above, the channels of information on the death of Colombians are:

1. MINSALUD – RUAF INTERFACE (News – Legal Medicine, Clinics, and Hospitals) Decree Law 019 of 2012, amended by Law 2106 of 2019; Report submitted monthly to the National Civil Registry, which uploads the information to the National Identification Archive (ANI).



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2. DEATH REPORT WEBSITE: The information is entered through an application by notaries, based on a Civil Death Registry.

3. SIRC-ANI INTERFACE: Automatic process carried out by the Registry Offices and Notaries through the SRC-WEB (Clinics, Hospitals, and Consulates), with the supporting document being a Civil Death Record.

According to Resolution 19440 of 2019, *"updating the procedure for updating the National Identification Archive (ANI)..."* "ARTICLE ONE AND ARTICLE TWO:in the permanent updating of the validity status of the citizenship card in the National Identification Archive, through the inclusion of the death record, without any administrative action," it is established that the death record will be updated in the National Identification Archive (ANI) by means of a system batch reference.

The administrative management of these technological update processes is the responsibility of the IT Department.

25.2.2. Cancellation of ID cards due to multiple registrations

In order to carry out the mission of identifying individuals as stipulated by the Constitution and the Law, Resolution No. 12009 of November 21, 2016, issued by the National Registrar of Civil Status, adopted the internal procedure for cases relating to multiple identification cards, which contemplates the different guidelines ordered by the Constitutional Court, especially those indicated in Rulings T 006 of 2011 and T 023 of 2016, in order to guarantee due process and other constitutional guarantees for Colombian citizens.

Consequently, and in order to provide proper service to citizens, the "VERSION OF THE FACTS" form is established, through which the public servant must fill out the petitioner's statement regarding the case of multiple identification or attempted multiple identification in which they are involved. **(Fill out the version of the facts form, RAFT 35)**

If a citizen requests the cancellation of their identity document, they must submit a "CANCELLATION REQUEST" to the Entity.

In both cases, the FORM FOR ESTABLISHING FULL IDENTITY **(RAFT 01)** must be completed.



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On the other hand, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a copy of the completed form to the Coordination Group for New Developments at novedades@registraduria.gov.co .

With regard to the communication addressed to the Attorney General's Office informing them of the fact in order to proceed with the relevant legal proceedings in compliance with Article 68 of the Electoral Code, Special, Municipal, Auxiliary, and District Registrars must send proof of such action to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.2.3. Cancellation due to correction of gender

According to Decree 1227 of 2015, only persons who have obtained a citizenship card prior to the current one, with ten digits (1,000,000,000), may request the assignment of a new card number.

In the event that the citizenship ID card shows a change in the loss and/or suspension of political rights under the terms of Article 70 of the Electoral Code, the citizen may not request the cancellation of the ID card number until they provide certification from the court regarding the completion of the sentence.

Furthermore, when Special, Municipal, Auxiliary, District Registrars, and consuls personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.2.3.1. Citizenship cards issued prior to the new ten-digit number
(1,000,000,000)

- a. With the new civil birth certificate showing the correction of the gender component (male (M), female (F), trans (T), or non-binary (NB)), the person may request the cancellation of the ID number they had been using until that moment. This procedure is **OPTIONAL** for the interested party.
- b. A written request must be made to the National Identification Directorate - Coordination Group for New Developments located at Avenida



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Calle 26 No. 51-50, or through the Registry Office at novedades@registraduria.gov.co, or through the consulate closest to the holder's address and send it to consulados@registraduria.gov.co, requesting the cancellation of the ID number and attaching a copy of the new civil birth certificate.

- c. Within fifteen (15) business days of receiving the request, the Coordination Group will issue the administrative act canceling the previous ID number, provided that all requirements are met.
- d. Once the citizen receives the respective response or verifies on the website of the National Civil Registry at the link <https://certvigenciacedula.registraduria.gov.co/?AspxAutoDetectCookieSupport=1> that the identity card has been CANCELED, they may go to the Registry Office or Consulate closest to their place of residence in order to apply for a new identity card at no cost. For this procedure, they must provide a copy of the corrected civil registry and will be assigned a new identity card number.
- e. Citizens should be informed that it is their responsibility to request an update in the databases of public and private entities in which they are registered with their previous citizenship card.

25.2.3.2. Ten-digit citizenship cards (1,000,000,000)

- a. With the new civil birth certificate stating the correction of the sex component, the person may request the rectification of their citizenship card, after first paying the corresponding fee, in accordance with the provisions of paragraph 1 of section a) of Article 3 of Law 1163 of 2007.
- b. The rectification with cost also applies to citizens who **DO NOT WISH** to apply for a new ID card number and who have a previously issued citizenship ID card, i.e., with 8 digits.

Note: The issuance of the new citizenship card or the rectification process will follow the same procedure and controls that are normally carried out in the issuance of identification documents, which must be communicated to the applicant.

25.2.4. False Identity



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In cases of false identity, an Administrative Act is issued and the identity cards are canceled in the National Identification Archive (ANI) based on the decision issued by the National Civil Registry Directorate and the court rulings issued in voluntary jurisdiction proceedings.

In cases of false identity involving a foreigner who is not entitled to registration in the civil registry of births, the Legal Coordination Group of the National Identification Directorate will carry out the due process and issue an administrative act ordering the cancellation of the citizenship card due to false identity, a resolution that must be sent to the Coordination Group for Updates for the corresponding update of the status of validity in the National Identification Archive.

On the other hand, when Special, Municipal, Auxiliary, and District Registrars and Consuls personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co.

With regard to the communication addressed to the Attorney General's Office informing them of the fact in order to proceed with the relevant legal proceedings in compliance with Article 68 of the Electoral Code, Special, Municipal, Auxiliary, and District Registrars must send proof of such action to the Coordination Group for New Developments.

25.2.5. Cancellation of citizenship card due to impersonation

In the event of impersonation, an Administrative Act is issued and the citizenship card is canceled in the National Identification Archive, upon verification that:

- a. Two cardholders obtained identity documents with different card numbers but based on the same background document, which may be, among others, a Civil Birth Certificate or Ecclesiastical Baptism Certificate; once the respective verification of the information has been carried out, the citizenship card that was issued irregularly is canceled.
- b. Once the biometric fingerprint and/or facial comparison has been carried out, it is established that they are two different people, i.e., there is no match with the ABIS system.
- c. When a person proves to be the holder of the civil birth registry and it was used by another person to apply for a citizenship card for the first time.



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In the latter case, a copy of the Administrative Act is sent to the National Registration Service attached to the National Civil Registry Directorate when the canceled NUIP is linked to a Civil Birth Registry.

On the other hand, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form **(RAFT 34)** and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

With regard to the communication addressed to the Attorney General's Office informing them of the fact in order to proceed with the relevant legal proceedings in compliance with Article 68 of the Electoral Code, Special, Municipal, Auxiliary, and District Registrars must send proof of such action to the Coordination of New Developments at novedades@registraduria.gov.co .

25.2.6. Technical inconsistency in the issuance of the document

When technical inconsistencies arise in the issuance of the document, due to conversion errors, incorrect transcription of data to the angle (lower right corner of the ten-finger card) in old ID numbers, errors in the assignment of NUIPS, among others, the ID card is canceled by means of a duly justified administrative act.

On the other hand, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form **(RAFT 34)** and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.2.7. Cancellation of citizenship card due to renunciation of nationality

When a Colombian national submits an application for renunciation of nationality to the Ministry of Foreign Affairs or the Consular Offices of Colombia, a "Certificate of Renunciation of Colombian Nationality" is issued for this purpose.

The Certificate of Renunciation of Colombian Nationality must contain the following information:

- a. Number and date of the certificate
- b. Name of the citizen.
- c. ID card number
- d. Signature of the competent official

Furthermore, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.2.8. Cancellation of citizenship card due to loss of nationality

When the citizenship card is canceled in the National Identification Archive (ANI) due to foreign nationality, as a result of having acquired another nationality before the 1991 Constitution came into force.

Furthermore, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.2.9. Reinstatement of validity due to recovery of nationality

To restore the validity of citizenship cards that have been canceled due to foreign status, either through renunciation or automatic loss of nationality, the holder must apply for a Certificate of Recovery of Colombian Nationality at the Consulate where they are located (which must be sent by email toconsulados@registraduria.gov.co), or at the Ministry of Foreign Affairs and/or the Governor of a Department in Colombia if they are in the national territory.

The certificate of recovery of nationality must contain the following information:

- a. Number and date of the record

- b. Name of citizen.
- c. ID number
- d. Signature of the competent official

On the other hand, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify citizens of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.2.9.1. Internal procedure – renunciation and recovery of nationality when an adult citizen is unsure about the issuance of a citizenship card

- a. If a Colombian citizen of legal age is unsure about the issuance of their citizenship card, they must go to the Colombian Consulate or Registry Office closest to their place of residence to have their full identity details recorded, paying special attention to the fingerprinting process (**ensuring that their hands are clean, sweat-free, without excess ink, and that each fingerprint is taken clearly**). The purpose of this procedure is for the Biometric Information System to recognize the citizen as the holder of their document and, consequently, to establish their identity using Form RAFT 01 Version 03. The full identity review must be sent, both physically and by email, to the Coordination of Civil Registry and Identification Abroad, in order to carry out the technical fingerprint comparison and determine the citizenship card number issued to the interested party.
- b. Once the full identity review has been received by the Civil Registry and Identification Coordination Office Abroad, it will be forwarded to the Identification Records Coordination Office of the National Identification Directorate, which will verify the existence and determine the number of the identity card issued to the interested party, if applicable. Subsequently, the resulting information will be sent back to the Civil Registry and Identification Coordination Office Abroad, which must inform the Colombian Consulate Abroad or the Ministry of Foreign Affairs so that the process of issuing the certificate of renunciation and/or recovery of Colombian nationality can continue, registering the corresponding citizenship card number.



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- c. In cases where the certificate of renunciation or recovery of Colombian nationality has been issued indicating a civil birth certificate as the identification document, without including the citizenship card number, and the existence of such a document in the applicant's name is subsequently verified, the Colombian Consulate abroad and/or the Ministry of Foreign Affairs must send a communication to the Coordination of Civil Registry and Identification Abroad to clarify the certificate of renunciation or recovery of nationality with respect to the identification number of the interested party. This procedure is necessary for the correct issuance of the administrative act and to update the validity status of the citizenship card in the National Identification Archive, which is the responsibility of the Coordination Group for New Developments of the National Identification Directorate.
- d. In cases where the technical fingerprint comparison yields a negative result, i.e., when no citizenship card has been issued to the interested party, the certificate of renunciation or recovery of Colombian nationality will be sent to the Civil Registry and Identification Coordination Office Abroad so that the relevant updates can be made to the civil registry database.

25.2.10. Disqualification from public rights and functions

Article 70 of the Electoral Code states, "(...) *Judges and magistrates shall send to the National Civil Registry a copy of the operative part of judgments decreeing the disqualification from public rights, duties, and functions, within fifteen (15) days of their finalization, so that the corresponding citizenship cards may be removed from the electoral rolls (...)*".

The judgment ordering the accessory penalty or sentence must contain the following information:

- a. ID number, full name and surname of the Colombian citizen.
- b. The court that ordered the additional penalty.
- c. The crime, length of sentence.
- d. Case number.

The ID card will be affected after verification of the ID number and biographical data recorded in the National Identification Archive (ANI).

25.2.11. Revocation of cancellations



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When an identity card has been canceled for any of the reasons indicated above and the holder expresses their intention to reestablish the validity of the document, the Registrar or Consul must forward the citizen's request to the Coordination Group for New Developments, accompanied by the report to establish full identity, taking special care when taking fingerprints (clean hands, no sweat, no excess ink, and each fingerprint must be clear), so that the Biometric Information System can recognize the citizen as the holder of the document and thus establish their identity. It must be duly signed by the petitioner and the Registrar or Consul and must also indicate the name of the official and the email address to which the response should be sent. **(Fill out the review form to establish full identity, RAFT 1).**

Requests from consulates shall be sent to the Civil Registry and Identification Abroad group via email atconsulados@registraduria.gov.co for review and determination.

Except in cases of revocation due to death, the applicant must submit the following documents with the request:

- a. A statement of facts submitted to the Special, Municipal, Auxiliary Registry Office or Consulate closest to their place of residence, setting out the reasons and arguments for requesting the reinstatement of the document's validity, duly signed by the petitioner and the registrar. **(Complete the statement of facts form, RAFT 35)**
- b. A copy, preferably of five (5) documents, proving that in their public and private acts they have identified themselves with the ID card that they intend to use to prove their true identity.
- c. The base document used for the initial ID card application, such as the holder's civil birth certificate issued by the Registry Office or Notary Public, or Baptism Certificate, as applicable.
- d. Copy of the citizenship ID cards of the parents registered in the applicant's respective civil registry or, if deceased, civil death certificate.
- e. Provide an email address for notification, to which the response to the request and any attachments will be sent.

In the event that the citizen is unable to provide the aforementioned documents, they must explain the reasons for this situation, and the Coordination Group for New Developments of the National Identification Directorate will proceed to study its



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feasibility and inform the citizen accordingly. It is important to clarify that in cases of impersonation, it will be essential to meet the requirements set forth in paragraphs c) and d).

The documentation must be sent together in a single shipment.

Furthermore, when Special, Municipal, Auxiliary, District, and Consular Registrars personally notify individuals of administrative acts issued by the National Identification Directorate, public servants must use the "PERSONAL NOTIFICATION" form (**RAFT 34**) and send a completed copy to the Coordination Group for New Developments at novedades@registraduria.gov.co .

25.3. Reinstatement of citizenship card due to expiration of sentence

In accordance with the provisions of Article 71 of the Electoral Code, in order to recover or restore the validity of the card due to the reinstatement of rights and public functions, the system will automatically and permanently update the validity status of the citizenship card in the National Identification Archive when the start and end dates of the sentence are recorded. Therefore, citizens do not need to submit any request; they only need to verify the validity status of their card through the website.

In cases where the start and end dates of the sentence are NOT recorded in the National Identification Registry (ANI), the citizen must submit to the Registry an application for the restoration of political rights together with the official letter or form issued by the court, informing of the expiry or completion of the additional penalty, which will be forwarded to the Central Coordination Group for verification and processing of the document.

The document must contain:

- a. ID number, full name, and surname of the Colombian citizen whose rights are to be restored.
- b. Court order requesting the expiration of the accessory penalty.
- c. The crime, grounds for disqualification, and signature of the judge.
- d. The case number under which the person was convicted.



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The identity card will be affected after verification of the case number of the sentence referred and other relevant data regarding the information recorded in the National Identification Archive (ANI).

25.4. Procedure for handling changes in the validity status of citizenship ID cards

Officials of the Special, Municipal, and Auxiliary Civil Registry Offices and consular officials, before whom citizens specify and/or identify that they need to process a change in the validity status of their identity card for the established reasons, must request that the interested parties provide the requirements established in guide **RAGU01 "Guide for Updating or Modifying the National Identification File."**

Once the minimum requirements have been met, they shall proceed to send the application to the central level, National Identification Directorate-Coordination Group for Updates, for the respective processing. The Coordinator of the Civil Registry and Identification Group Abroad shall forward the applications received from the Consulates to the Coordinator of the Updates Group for the corresponding processing.

25.5. New developments regarding the identity card that affect its validity without any administrative action

In accordance with Resolution 19440 of 2019 "Updating the procedure for updating the National Identification Archive and enacting other provisions," changes to the identity card related to death, suspension or loss of political rights, and ipso jure rehabilitation upon completion of the term for which the penalty was imposed, will be affected in the National Identification Archive without administrative action.

For other reasons affecting the validity of the citizenship card, an administrative act will be issued—a resolution with a digital signature—for which the guidelines established in **RAGU 01** Guide for Updating or Modifying the National Identification Archive will be followed.

26. Issuance of exceptional certifications and nationality certifications

As stipulated in Article 213 of the Electoral Code, which states *that "Every person has the right to be informed by the Registrar's Office of the number, place, and date of issue of identity documents belonging to third parties. Information held in the Registrar's Office files concerning the identity of persons, such as their biographical data, their affiliation, and their fingerprint data, is confidential. Confidential information may only be used by order of a competent authority. For investigative purposes, judges and police and security officials shall have access to*



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biographical data, parentage, and fingerprints. Confidential information may only be used by order of a competent authority. For investigative purposes, judges and police and security officials shall have access to the Registry's files." Furthermore, Decree 1010 of 2000, in Article 5, stipulates: "... Functions. The functions of the National Civil Registry are as follows: (...) 20. To handle all matters relating to the management of information, databases, the National Identification Archive, and the documents necessary for the technical process of identifying citizens, as well as to report on and issue certifications of the relevant procedures (...)"

This legal framework requires the National Civil Registry to issue exceptional certifications of citizen information not subject to legal confidentiality and of nationality with truthfulness, accuracy, and integrity, in accordance with the information stored in the databases, thereby complying with the legal requirements.

The following is a description of these documents and the instructions that must be followed for their correct issuance:

26.1. Exceptional certifications of citizen information

These are certificates issued by the National Civil Registry in compliance with legal and constitutional mandates.

These include: identity card status certificate, Colombian gold certificate, basic document information certificate, certificate of electoral identity card (old), certificate of change of biographical data (rectification), certificate of distinguishing features, certificate of non-identification (NO ANI), certificate of double or multiple identification, certificate of issuance of identity card to persons over 18 years of age, and certificate of non-issuance of identity card to persons over 18 years of age.

26.1.1. Certificate of identity card status

In accordance with current legal regulations, the citizenship card has various statuses in which the Colombian citizenship card can be found: valid, canceled due to death, valid with loss or suspension of political rights, double identification, false identity, impersonation, canceled due to foreign status, among others.

The National Civil Registry will issue certificates of citizenship card status (validity) online free of charge from the entity's website: www.registraduria.gov.co. At this web address,



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<https://certvigenciacedula.registraduria.gov.co/> anyone can check information on the status of their citizenship card (validity) from any place the country or from the abroad.

Priority should be given to issuing these certificates via the website, as they are legally valid and their authenticity can be verified using a verification code.

Those certificates of identity card status (validity) that are requested at the offices of the National Registry, particularly those required for apostille by the Ministry of Foreign Affairs, will continue to be subject to fees charged by the National Civil Registry, and the rates established annually by the National Civil Registrar will be considered valid, in accordance with the provisions of Law 1163 of 2007.

26.1.2. Colombian Gold Certificate

Law 1091 of 2006 "*recognizing Colombian citizens of gold*" establishes the obligation of the National Civil Registry to issue the Colombian Gold Card to persons over 65 years of age. In order to avoid generating additional expenses for citizens in acquiring a card, the National Civil Registry incorporated this distinction for persons over 65 years of age in the Certificate of Citizenship Status, which is issued online by entering t

o

<https://certvigenciacedula.registraduria.gov.co/?AspxAutoDetectCookieSupport=1>

Therefore, it is sufficient to issue the certificate of identity card status from the website to prove that the person over 65 is recognized as a Colombian senior citizen, should this information be required at any Registry Office.

26.1.3. Certificate of information from the base document

This certificate contains information about the supporting document presented by the Colombian citizen when registering for the first time. This certificate may be requested by the owner of the information or by anyone who can prove a legal interest.

This certificate may be requested by the owner of the information or by third parties, and does not contain information subject to legal confidentiality.

The information must be certified as it is registered in the GED identification database or Web Service (in some cases, it is



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the information is supplemented with both), as applicable, establishing the single source with the citizenship card.

If, when performing the query, the data is incomplete or partial (for example, the volume and folio, or the serial number, the notary, etc. are not indicated), the information that is registered must be entered, adding the comment "...no further data" for greater clarity. In this regard, the applicant should be informed that the National Civil Registry certifies the information contained in the databases, which means that the responses and certifications issued are limited to the data existing and available in those records.

Similarly, when the query reveals that there is no information on the preparation card in the database that prevents the base document from being reported, the query or concept must be exhausted before the Identification Archives Group (archivoidentificacion@registraduria.gov.co), and the applicant will be informed of the result.

26.1.4. Voter registration card certificate (Antigua)

This certification contains information from identity cards issued before November 24, 1952, a document that is no longer valid pursuant to Article 1 of Law 39 of July 18, 1961. This certificate may be requested by the owner of the information or by anyone who can prove a legal interest. It may be requested by third parties, as it does not contain information subject to legal confidentiality.

This type of document was only issued to males.

The Citizen Information Service Group has a database for consulting this information; however, in some cases, this information may correspond to the document used for first-time identification.

If users present or show these documents and they are not found in the Entity's databases, they should not be accepted or certified, as there are no mechanisms in place to establish their authenticity.

26.1.5. Certificate of change of biographical data

As its name indicates, this certificate contains information about changes made to biographical data, which occurs when corrections are made to the citizenship card.

This certificate may be requested by the owner of the information or by anyone who can prove a legal interest. Biometric validation must be performed at the EIS,



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both for the owner and for a third party authorized to receive the certificate. If biometric authentication at the EIS is unsuccessful, the CDFT25 form must be duly completed and submitted to the Citizen Information Service Group for manual verification.

If posthumous corrections have been made (previously processed), they may be certified in accordance with the changes made in the ANI database. Legal interest must also be proven, and the applicant will undergo biometric validation at the EIS station in the respective module.

For issuance and processing, the traceability of the change(s) in biographical data must be confirmed **both in** the National Identification Archive (ANI) **and in** the Web Service to verify the feasibility of issuance.

Legitimacy of the applicant when the holder is ALIVE.

As it contains information subject to legal confidentiality, this certificate must be requested and issued directly to the holder of the information. To do so, biometric authentication must be carried out at the Integrated Service Station (EIS) to confirm the identity of the person, which requires personal presentation. It may be issued directly at the Departmental Delegation.

If biometric authentication is unsuccessful at the EIS, you must contact the Citizen Information Service Group (caic@registraduria.gov.co), attaching the following in PDF format and in separate files:

- CDFT25 form with the holder's information duly completed, including legible fingerprints
- Full identity review form (RAFT01) Proof of payment
- User's email address

The subject line of the email must state the following: type of certificate - first name, last name - citizen ID number.

Once sent, the Citizen Information Service Group will validate the information, perform a technical comparison of the holder's details, and process the request sent by the user, with a copy to the Registry Office or receiving office.

If requested by a third party, the express authorization of the holder must be provided. To this end, the request must be sent to the Citizen Information Service Group



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Citizen Information Service Group (caic@registraduria.gov.co), attaching the following in PDF format and in separate files:

CDFT25 form with legible data and fingerprints of the holder and authorized third party.

Proof of payment Provide the user's email address

The subject line of the email must state the following: type of certificate - first name, last name - citizen ID number.

Once submitted, the Citizen Information Service Group will validate the information, perform a technical comparison of the details of the holder and the authorized third party, and process the email provided by the user with a copy to the Registry or receiving office.

When applicable, these requests must be forwarded to the Central Level and verified by the responsible Office before being sent, in order to confirm that the requirements have been met and that they are processed correctly to avoid reprocessing, especially to validate that the fingerprints taken are legible.

Legitimacy of the applicant when the holder is DECEASED.

When such requests are submitted and the holder's ID card has been canceled due to death in ANI, they must be sent directly to the Citizen Information Service Group (caic@registraduria.gov.co), taking into account the following requirements:

If the successor (heir) submits the application, the legal interest must be verified (evidence corroborating the relationship in order to proceed with legal proceedings such as inheritance, guardianship, pension procedures, civil or criminal proceedings, administrative proceedings such as claims before State entities, etc.).

In addition, the capacity in which the request is being submitted as a family member must be verified: child, sibling, spouse, permanent partner, mother or father, or other, which, in some cases, can be validated through our databases.

The receiving office will be responsible for verifying that the documents submitted effectively demonstrate a sufficient legal relationship; it is not enough to have a "personal interest"; there must be clear legal or documentary support.



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If the requirements are met, the Delegations must send the following documents to the Citizen Information Service Group in a separate, legible PDF format (caic@registraduria.gov.co):

CDFT25 form with the claimant's legible details and fingerprints. Proof of payment

User's email address

Attach supporting documents proving legal interest and, if necessary, evidence of the capacity in which they are acting.

The subject line of the email must state the following: type of certificate - first name, last name - citizen ID number.

Once submitted, the Citizen Information Service Group will validate the information, perform a technical comparison of the claimant's details, and process the email provided by the user, with a copy sent to the Registry or receiving office.

These requests must be channeled and verified by the responsible office before being sent, to ensure that they are processed correctly and to avoid reprocessing, with particular emphasis on validating that the fingerprints taken are legible.

If a third party claims to represent the claimant, form CDFT25 must be provided to be completed with the required information proving legal interest, signature, and legible fingerprint, in addition to providing documents proving the above.

The user must be given guidance on how to fill it out correctly, with emphasis on taking legible fingerprints.

Once the person has met the above requirements, the application must be received and verified for compliance with the above, in order to send the following documents to the Citizen Information Service Group in a separate and legible PDF format (caic@registraduria.gov.co):

Form CDFT25 with the legible data and fingerprints of the claimant and authorized third party.

Proof of payment Inform the user's email address

Attach supporting documents proving legal interest and, if required, the capacity in which they are acting.



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The subject line of the email must state the following: type of certificate - first name, last name - citizen ID number.

Once submitted, the Citizen Information Service Group will validate the information, perform a technical comparison of the claimant's details, and process the email provided by the user, with a copy sent to the Registry or receiving office.

In the event that requests are received where neither the holder, the claimant, nor the authorized third party can be present (usually the case with people who are abroad) and this certificate is required, the requirements for obtaining it must be provided, along with form CDFT25 and any other required documents, for submission to the Citizen Information Service Group via email (caic@registraduria.gov.co).

For cases of posthumous corrections, please note that:

If there are any previously processed posthumous corrections, the certificate will be issued in accordance with the changes recorded in the database - ANI.

The CDFT25 form must be sent, duly completed, with the information of the beneficiary and/or authorized third party (as applicable), proof of payment in legible PDF format in separate files, and the user's email address, to the Citizen Information Service Group (caic@registraduria.gov.co), where the technical verification will be carried out with the beneficiary and/or authorized third party for its issuance.

Documents that effectively demonstrate a sufficient legal relationship will also be sent as supporting documentation.

When users present themselves directly to the Citizen Information Service Group (GSIC), authentications will be carried out directly through the EIS Station and compliance with the aforementioned requirements for issuance will be validated.

26.1.6. Certificate of Distinguishing Features

This certification provides information on a person's visible distinguishing marks, such as general finger conditions, ectrodactyly, syndactyly, amputations, etc., which are included in the National Identification Archive (ANI).

This certificate may be requested by the owner of the information, by a duly authorized third party, or by anyone who can prove legal interest. In order to obtain the certificate, the owner must undergo biometric validation at the EIS



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a duly authorized third party. If biometric authentication at the EIS is unsuccessful, the CDFT25 form must be duly completed and submitted to the Citizen Information Service Group for manual verification.

It is processed by the Registry Offices or authorized offices through the EIS Station, directly to the holder.

If biometric authentication is not successful at the EIS, the following must be sent to the Citizen Information Service Group (caic@registraduria.gov.co), attaching in PDF and in separate files:

CDFT25 form with the holder's information duly completed, including legible fingerprints

Full identity review form (RAFT01) Proof of payment

User's email address

The subject line of the email must state the following: type of certificate - first name, last name - citizen ID number.

Once submitted, the Citizen Information Service Group will validate the information, perform a technical comparison of the details **of the holder**, and process the request sent by the user, with a copy sent to the Registry Office or receiving office.

If requested by a third party, the express authorization of the holder must be obtained. To this end, the following must be sent to the Citizen Information Service Group (caic@registraduria.gov.co), attaching separate PDF files:

Form CDFT25 with the legible data and fingerprints of the holder and authorized third party.

Proof of payment Inform the

user's email address

The subject line of the email must state the following: type of certificate - first name, last name - citizen ID number.

Once submitted, the Citizen Information Service Group will validate the information, perform a technical comparison of the details **of the holder and the authorized third party**, and process the email provided by the user, with a copy to the Registry or receiving office.



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When applicable, these requests must be forwarded to the Central Level and verified by the responsible Office before being sent, to ensure that they are processed correctly and to avoid reprocessing.

If the user expresses the need to certify the current condition of their fingerprints due to wear and tear, and this information is not available in the National Identification Archive (ANI), they should be instructed to update their biometric information with the entity by means of a new ID card application so that, when it is prepared, the Digital Services Operator can incorporate this new information. In this specific case, the indication would be "*general finger condition*," and the appropriate option must be selected. Once the identification document has been issued, this information can be certified.

Regarding the **recurrence** of requests for this type of certificate by various external entities (banks, notaries, pension funds, etc.), it should be noted that this situation is due to the inability of some of these entities to successfully authenticate users on their electronic devices, and in this regard, they refer them to the Registrar's Office. In this regard, it should be noted that, in compliance with its legal responsibilities, the Registry must make these certificates available whenever and as often as they are requested, without this implying that the frequency of their request is attributable to our Entity, which should be clarified to users if necessary, also taking into account that the certificates are valid for 30 days.

26.1.7. Certificate of non-identification (NO ANI)

Information on cases where there is no record of an individual's identification card in the ANI databases, according to the names and/or identification card numbers provided by the interested party. Certificate that may be requested by the owner of the information or by anyone who can prove legal interest.

If there is a homonym, the certificate will not be generated until the citizen provides further information such as date of birth, place of birth, or additional data that allows the request in question to be validated.

Therefore, when validating the request with respect to the information in the databases, special care must be taken with the information provided by the applicant.

26.1.8. Certificate of double or multiple identification



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This certificate indicates when a citizen has obtained more than one identity card; it includes the status or validity of each one. This certificate may be requested by the owner of the information or by anyone who can prove a legal interest or by the competent authority.

26.1.9. Certificate of identity card issuance

This certificate is issued to persons over 18 years of age, stating the number, place, and date of issue of the identity card held by a person between the ages of 7 and 17. If there is a homonym, the certificate is not generated until the citizen provides further information such as date of birth, place of birth, or additional data to validate the request.

This certificate may be requested by the holder of the information or by anyone who can prove legal interest.

In cases requesting certification **of postal identity cards**, documents issued to Colombians who were under 21 years of age in 1972, for the purpose of entering the labor market or opening accounts and conducting banking transactions, through the Postal Administration, attached to the Ministry of Communications, the only way to certify this information is if it is registered as a base document, given that these files are missing because they were incinerated in accordance with Decree 0434 of 1975, which must be reported to the applicant.

If users submit these documents and they are not found in the Entity's databases, as there are no mechanisms in place to establish their authenticity, they should not be accepted, much less certified.

If NIP or NUIP certification is required, the user must access or be informed of the link to the institutional website (Civil Registry Inquiry and Certification System – Civil Registry Certificates) to download the certificate. by means of the following link:

<https://consultasrc.registraduria.gov.co/ProyectoSCCRC/>, which in turn allows information to be provided regarding the civil registry and its registration office. If no information exists, it allows you to generate a certificate of non-existence in databases of this information, taking into account that the serial format for civil birth registration was gradually implemented from 1970 onwards and for civil marriage registration from 1981 onwards, in accordance with the provisions of Decree 1260 of 1970.

26.1.10. Certificate of NON-issuance of identity card



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This certificate states that, according to the information consulted in the databases, an identity card was not issued to a citizen of legal age. This certificate may be requested by the owner of the information or by anyone who can prove a legal interest.

If there is a homonym, the certificate will not be generated until the citizen provides further information such as date of birth, place of birth, or additional data that allows the application to be validated.

Therefore, when validating the application against the information in the databases, special care must be taken with the information provided by the applicant.

26.2. Issuance of the certificate of nationality

The certificate of nationality is a certification for persons over 18 years of age that allows for the validation of the biographical and biometric (facial and fingerprint) information of the document holder and is in "Valid" status in the National Identification Archive (ANI).

26.2.1. Procedure for issuing the certificate of nationality

With the incorporation of new technologies, the certificate of nationality is issued nationally in order to validate the biographical and biometric information of the document holder, which is why this procedure is carried out in person.

When biometric validation is unsuccessful or, in some cases, correct issuance is not possible due to data such as a foreign location that prevents its update in the EIS, after validation with the Technology Partner, manual processing will be carried out on an exceptional basis to ensure service provision, as detailed below.

26.2.1.1. Certificate of Nationality Generated in the EIS

Through the Integrated Service Stations (EIS), the "digital nationality certificate" will be issued at the Special, Auxiliary, or Municipal Registry Offices, at the Opadi headquarters in Bogota and Medellín, and at the Citizen Information Service Group through the "certification" module available in this tool.

This certification will be delivered to citizens upon validation of their identity through fingerprint and/or facial biometric authentication and digital signature certification, and will be sent to the email address provided by the holder.



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If a user states that they did not receive the certificate issued by the EIS at the email address originally provided and requests that it be resent (to the same email address), the respective Registry Office is responsible for channeling the user's request and sending an email to the Citizen Information Service Group (caic@registraduria.gov.co) requesting said resend and confirming the holder's details. If the holder requests that it be resent to an email address other than the one provided in the initial request, in these cases, facial or fingerprint authentication must also be carried out at the Registry Office in the EIS to confirm ownership or identity, and the transaction ID and its result must be reported to the email address in question. If the above is not completed in full and ownership is not confirmed, the request cannot be processed.

26.2.1.2. Certificate of Nationality—Generated manually

This method of issuance will be used in cases where biometric authentication (facial or fingerprint) is not successful through the EIS Station, performing the procedure manually as follows:

The holder's data will be verified in the National Identification Archive (ANI), which must be exactly the same as the information contained in the identification document presented by the citizen in person. Likewise, the status of the document being requested must be validated on the institutional website as "Valid." Therefore, when the document is canceled due to loss or renunciation of nationality, multiple identification cards, false identity, or impersonation, the certificate cannot be issued and, therefore, the form will not be completed, informing the applicant of the reason why the certificate cannot be issued.

In cases where the Registry Office or headquarters where the procedure is carried out does not have access to the National Identification Archive (ANI), a query will be submitted to the Departmental Delegation-District Registry Office to obtain and/or confirm all the information required in the form.

Once the data has been confirmed, the form "Certificate of Nationality - Citizen Information Service Group" will be pre-filled. This form is available on the intranet and must be sent to caic@registraduria.gov.co.

The subject line of the email must state: type of certificate - first name, last name - citizen ID number, and indicate the email address provided by the citizen in the body of the email. The following files (3) must also be attached separately in PDF format:



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- PDF - Certificate format with a **"recent"** photograph, maximum size 4x5, in color with a white background and a legible fingerprint.
- PDF - The PIN number of the digital payment receipt or deposit slip, if provided.
- PDF- Full identity form RAFT01, with legible fingerprints and in accordance with the person's distinguishing features.

The certificate form must be completed in full, with correct and complete information (place of birth and issuance must include the department and city or municipality, in accordance with the ANI), respecting the fields or spaces designated for the fingerprint, as well as the location of the photograph, which must not overlap or obscure the citizen's biographical information. Likewise, ensure that it is digitized in a straight line, without tilting and in a legible manner, under penalty of return.

It should be noted that requests must be individualized, i.e., one email per request to caic@registraduria.gov.co .

Note: Dates must be written in the format dd-month-yyyy. Example: For September 1, 2024, it would be: 01-September-2024.

To find the pre-filled certificate form, log in to the Intranet and go to Process Map – Documentation and Services Certification – Forms – "Certificate of Nationality – Citizen Information Service Group."

26.2.1.3. Certificate of Nationality - Civil Registry and Identification Abroad Group

For the issuance of exceptional certificates of nationality for compatriots abroad, the consulate will fill out the form "Certificate of Nationality - Civil Registry and Identification Abroad Group" form in the SITAC tool, via email to t o consulados@registraduria.gov.co , attaching the scanned proof of payment, providing the email address provided by the citizen, with personal presentation by the holder over 18 years of age, which is authorized with a digital signature and delivered virtually (sent to the email address provided by the citizen).

However, consulates that have Integrated Service Stations (EIS) may issue nationality certificates through the aforementioned module, once authorized by the central level.



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The legalization of documents generated in consular offices will be carried out in accordance with the parameters established by the Administrative and Financial Management - Documents Group.

26.3. Competence for the issuance of certificates of nationality and exceptional certificates of citizen information

Next, the authority to issue certificates is established at both the central and decentralized levels, regardless of where the document is issued; however, citizens may submit their application at any location, and according to Table 1, it will be forwarded to the departmental or central level:

Type of certificate	Type of service	Competence for issuance	Delivery time
Change of biographical data	In-person service Essential	<ul style="list-style-type: none"> • Departmental offices • Opadi Bogotá: at Supercade headquarters, Calle 13 - District Registry Office • Opadi Medellín • Bogotá Citizen Information Service Group 	5 to 10 business days
Base document Not registered (NOT ANI) Double identification Note: See exceptions and special cases in sections 26.3.1 and 26.4	In person or by email		*At GSIC , in-person applications are delivered within the same day with a digital signature digital signature sent by mail.
Voter registration card (old).	In person or By email	<ul style="list-style-type: none"> • Opadi Bogotá: at Supercade headquarters, Calle 13 - District Registry Office • Bogotá Citizen Information Service Group 	5 to 10 business days *In GSIC, in-person requests are delivered within the same day with a digital signature digital signature sent by email



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Type of certificate	Type of service	Competence for issuance	Delivery time
	In-person service required	<ul style="list-style-type: none"> Civil Registry and Identification Abroad Group 	2 to 10 business days for applications processed at consulates in SITAC.
Certificate of status (validity) – Colombian Gold	Online service	Can be generated online free of charge via the website at https://certvigenciacedula.registraduria.gov.co/?AspxAutoDetectCookieSupport=1 The certificate has a verification code	

The signing of certifications implies disciplinary, administrative, and criminal responsibility. The issuance of documents with false, erroneous, or unsupported information may result in penalties, including dismissal and disqualification (Law 1952 of 2019) and penalties for ideological falsehood or malfeasance.

For the issuance of certificates of nationality and exceptional citizen information, the citizenship card and/or identity card must have been issued, and the information must be in the National Identification Archive or in the consultation database.

At the central level, the Citizen Information Service Group (GSIC) of the National Identification Directorate and the Civil Registry and Identification Abroad Group will issue certificates digitally signed by authorized officials.

Certificates issued by the Departmental Delegations will be sent to the email address provided by the citizen or in physical form on an exceptional basis (without a digital signature), with the exception of Super Cade Calle 13, which has a certified digital signature.

Special, auxiliary, and municipal registrars may not issue certificates of any kind. Exceptions are those authorized at the central level to be issued through the modules at integrated EIS service stations, such as certificates of nationality and particular signs.



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For certificate requests received at Special, Auxiliary, and Municipal Registries, the official must inform the citizen of the procedure and process the request by sending it by email, attaching the PIN from the digital payment receipt (in PDF format). For certificates of change of biographical data, the registrar must also send the respective Departmental Delegation the image of the biometric validation generated by the EIS, showing the transaction ID and the email provided by the citizen in the body of the email.

Certificates of nationality and particular characteristics issued through the EIS will be valid for apostille procedures; in cases where the citizen requires any other type of certification for apostille purposes, registrars must send them directly to the Citizen Information Service Group for issuance.

Note: Applications received through consulates for the issuance of exceptional certificates of nationality will be processed through the SITAC tool, and those for citizen information will be forwarded to the Civil Registry and Identification Abroad Group via email at consulados@registraduria.gov.co, attaching the scanned proof of payment and providing the email address provided by the citizen. It should also be indicated whether an apostille is required. The legalization of documents generated in consular offices will be carried out in accordance with the parameters established by the Administrative and Financial Management - Documents Group.

For exceptional certificates or certificates of nationality that must be sent to the Citizen Information Service Group (CAIC), the request must be sent as follows, attaching three (3) PDF files (each separately) in the same email.

1. Proof of physical or digital payment in PDF format, if provided, or the payment PIN number.
2. Valid nationality certificate form, duly completed (available on the intranet).
3. Full identity form (RAFT01) if the fingerprint attached to the certificate is not clearly defined (clear).
4. The subject line of the email should read as follows: certificate -first name last name -citizen's ID number.
5. Indicate the email address to which the certificate provided by the citizen should be sent.



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26.3.1. Exceptions and restrictions on the issuance of exceptional certifications

Requests for the issuance of certificates containing sensitive and confidential information must be handled in accordance with the provisions of this circular and, in any case, with the provisions of the Law, for the delivery of personal information that is legally confidential.

When an inconsistency is detected between the applicant's document and the information in the records consulted in the database, the official receiving the request must complete form CDFT26 "Record of requests for verification of information in the ANI database for the issuance of exceptional certificates and certificates of nationality" and request the respective verification from the Identification Archives Group of the National Identification Directorate via email at archivoidenticacion@registraduria.gov.co to determine the origin of the update in the National Identification Archive (ANI). Once the response has been received, the citizen will be informed of the situation and the approximate response time.

Certificates related to a change of sex will **only** be issued to the holder in accordance with the law.

Certifications of specific signals and biographical data changes will only be issued to the document holder or to a third party with their authorization in CDFT25 format with signature and fingerprint to process and/or claim it, in which case the identity of the third party must also be validated by facial or fingerprint biometric authentication, through the EIS station module or manual fingerprint comparison; Where this station is not yet available, the comparison will be requested from the CAIC by email at caic@registraduria.gov.co.

Mass delivery of certificates is not possible. If required, the request must be sent to the 'Management of agreements and terms of access to civil registry and identification databases' Group at protecciondedatos@registraduria.gov.co, so that it can issue a feasibility report on the supply or consult the databases in accordance with the provisions of Resolution No. 27145 of 2023.

Finally, citizens may request any certificate by email, except for nationality certificates, by providing the PIN number of the payment receipt or the digital receipt, and must comply with the established requirements.

26.3.2. Request for exceptional certificates of citizen information by State entities

Requests for exceptional citizen information certificates made by State entities to respond to and conduct investigations will be free of charge.

26.4. General aspects to consider regarding the issuance of exceptional certificates and certificates of nationality

- a. All exceptional certifications of citizen information not subject to legal confidentiality that are issued must be generated from the Citizen Services module of the National Identification Archive (ANI), except for those certifications that are implemented through the EIS tool. Similarly, on an exceptional basis, as ordered by the judicial authority and instructed by the DNI Legal Group, the Citizen Information Service Group shall issue certificates that comply with the judicial requirement and are not covered by the stipulations. If they cannot be generated by the ANI, they must be done manually based on the information contained in the identification databases, recording the background information on which their issuance was ordered.
- b. The information to be certified must be complete, accurate, and consistent with that contained in the databases.
- c. The certificates issued are not valid as identification documents.
- d. Exceptional and nationality certifications will be valid for thirty (30) days, considering that the database of the National Identification Archive (ANI) (source for their issuance) is dynamic, so that during this period it is possible that there may be changes in the validity or updating of the citizen's biographical and/or biometric data due to rectification.
- e. Judicial requests or requirements related to the issuance of any type of certificate will be handled in accordance with the established jurisdiction, without the need to refer them to the Central Level. They will only be redirected when there is no jurisdiction for their issuance.
- f. Requests for certifications of particular characteristics and changes to biographical data made by third parties without the express authorization of the holder shall not be issued, in accordance with Article 213 of Decree 2241 of 1986 and Law 1581 of 2012. This also applies to requests for data subject to legal confidentiality that are submitted. However, in cases where the identity card



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is is canceled due to death, may request
it by those who can demonstrate a legal interest.

- g. If a possible discrepancy is identified in the National Identification Archive (ANI) when compared with other databases, or if the data in the National Identification Archive (ANI) is correct but the certificate of identity card status (validity) on the institutional website www.registraduria.gov.co is out of date or contains inconsistencies in any of its data, you must request the corresponding update from the Technical Support Group, via email atsoporterc@registraduria.gov.co, and the Identification Files Group, via email atf@registraduria.gov.co, for the purposes of verifying and updating the National Identification Archive (ANI) when appropriate. The changes made will be reflected after the update in the ANI.
- h. The **special cases** mentioned below, which require certification by the Entity, must be sent to the Citizen Service and Information Center (CAIC) at caic@registraduria.gov.co :
- Posthumous corrections.
 - Multiple identification cards or false identity.
 - Corrections or changes to biographical data in the event that the ID card has been canceled due to death.
 - Voter registration card (old).
 - Any of the exceptional certificates, when required for apostille, except those issued through the EIS certification module that are delivered immediately and with a digital signature.

In the following cases, requests will be forwarded to the Information Access and Personal Data Protection Group for analysis:

- Documents that have been issued with errors in their data.
 - Documents issued with errors in their NUIP assignment.
- i. In all cases, the information or image of the payment receipt with the ID number and name of the holder must be available in order to issue the certificates. If payment has not been made prior to service, the applicant must be informed of the corresponding fees and payment points.
- j. For the issuance of the certificate of nationality and particular marks to be carried out at the EIS, payment is usually reflected immediately



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immediately at the EIS, but it should be noted that in some cases it may take 24 hours after payment for it to be reflected in the system.

- k. If a request for information other than that covered by the certifications established in this Circular is received, it must be dealt with in accordance with Article 213 of Decree 2241 of 1986, regarding legal confidentiality, and communicated by those responsible in the Departmental Delegations or authorized Offices at no cost to the user and without the need to refer the matter to the Citizen Information Service Group.

26.5. Information supporting the payment of certifications

All nationality certifications issued at the Integrated Service Stations (EIS) will be automatically charged to the Revenue Control System (SCR).

The office that receives the request for issuance of a certificate shall be responsible for validating the payment in the Revenue Control System (SCR), regardless of whether the issuance of said certificate falls under the jurisdiction of the Departmental Delegation, Opadi, or the Citizen Information Service Group.

Special, Auxiliary, and Municipal Registry Offices must send the Departmental Delegations or District Registry Office the deposits and other documentation supporting the payment of exceptional citizen information and nationality certificates for the respective control and collection, in accordance with the guidelines or policies established in the area of collection management.

The Departmental Delegations, District Registry Office (its authorized officials), and Consulates shall report the collections in accordance with the provisions of Circular 121 of October 13, 2017, which establishes the "Policy for the management of collection through the Revolving Fund for identification services provided by the National Civil Registry" and Circular 85 of 2022, which modifies paragraph 3. Likewise, they shall comply with any other instructions from the Administrative and Financial Directorate related to the matter in question.

Consulates shall report proof of payment for exceptional certificates of citizen information and nationality in the report they must submit monthly to the Revenue Group.



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26.6. Responsibility for updating the National Identification Archive (ANI)

The IT Management - Technical Support Group for Civil Registration and Identification will implement and maintain the necessary measures to ensure that the information consulted in the ANI at the national level is up to date.

Additionally, the ANI must be updated in accordance with the provisions of procedure RAPD04 "UPDATE OF THE NATIONAL IDENTIFICATION FILE - ANI."

If users and permissions for issuing certificates need to be updated, a request must be made to the "Management of agreements and terms of reference for civil registry and identification databases" group at the following email address: protecciondedatos@registraduria.gov.co .

Each office is responsible for the personal and non-transferable use of authorized users to generate and issue the respective certifications.

27. Preparation of identification materials for Colombians who have been disengaged and/or reintegrated from the armed conflict

Based on Decree 899 of May 29, 2017, which establishes the measures and instruments for the proper collective and individual economic and social reintegration of FARC-EP members, and with the aim of improving service delivery and optimizing identification processes and procedures, the following aspects should be taken into account when processing any request for the identification of Colombians who have been disengaged and/or reintegrated from the armed conflict.

The foregoing is understood to mean that, in order to fulfill its identification mission, the Entity must carry out processes that require prior validation to guarantee the suitability and accuracy of the information provided, as an effective means of controlling the security and quality of the service offered to Colombians.

For this reason, it is necessary to indicate that the preliminary procedure to be established for the preparation of identity documents for Colombians who have been disengaged and/or reintegrated from the armed conflict is as follows:

- a. Complete the "summary to establish full identity" form in its entirety. **(Form, RAFT 01)**



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Forms for establishing full identity, which are sent to central government agencies or requested by them, must be sent in original form only, as photocopied or scanned forms do not have the same quality and definition, thus losing the characteristics of fingerprints.

- b. The results of the investigation will be sent by email to the requesting Registry Office to continue with the appropriate procedure based on the results obtained...

It is important to advise the Registrar receiving the request of the obligation to fill in the alphanumeric data contained in the review form in order to establish full identity, in particular the contact details of the Colombian citizen.

This guideline is strictly enforceable and must comply with the protocol established in Resolution No. 12009 of November 21, 2016, issued by the National Registrar of Civil Status and its regulatory circular.

28. Issuance of civil registry copies and certificates

Within the functions conferred by the Political Constitution in Articles 120 and 266, by Decree Law 1260 of 1970, Decree 1010 of 2000, and other related regulations, the National Registrar of Civil Status produces and administers databases for the purpose of managing and organizing civil registration and identifying individuals.

Statutory Law 1581 of 2012, "which establishes general provisions for the protection of personal data," aims to "... develop the constitutional right of all persons to know, update, and rectify the information that has been collected about them in databases or files, and the other constitutional rights, freedoms, and guarantees referred to in Article 15 of the Political Constitution, as well as the right to information enshrined in Article 20 thereof."

For the processing of information contained in these databases, with regard to the functions of civil registration of persons, the following instructions must be followed:

28.1. Copies and certificates of civil registration

28.1.1. Public nature of data relating to the civil status of individuals

Article 101 of Decree 1260 of 1970 establishes that "Civil status must be recorded in the civil registry. The registry is public." In this regard, Article 3(f) of Law 1266 of 2008⁴⁴ defines public data as "*data classified as such according to the provisions of the law or the Constitution and all data that is not semi-private or private, in accordance with this law. **Public data includes, among other things, data contained in public documents, duly enforced court rulings that are not subject to confidentiality, and data relating to the civil status of individuals.***" (Boldface added).

Similarly, Decree 1377 of 2013, which partially regulates Law 1581 of 2012, defines public data as "*data that is not semi-private, private, or sensitive. **Public data includes, among other things, data relating to a person's marital status, profession or trade, and status as a merchant or public servant. By its nature, public data may be contained, among other things, in public records, documents***

⁴⁴ Whereby the general provisions of habeas data are enacted and the handling of information contained in personal databases is regulated, especially financial, credit, commercial, service, and third-country information, and other provisions are enacted."



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public records, gazettes, official bulletins, and duly enforced court rulings that are not subject to confidentiality." (Boldface added).

In ruling C-748 of 2011, the Constitutional Court stated that public information *"is that which can be obtained without any restrictions, including public documents, given the mandate set forth in Article 74 of the Constitution. Other examples can be found in court rulings, **data on the civil status of individuals, or on family composition.** This information may be acquired by any person without the need for any authorization."* (Boldface added).

The legislature has repeatedly granted public status to data relating to the marital status of individuals, which has been confirmed by the Constitutional Court in its rulings on the constitutionality of Statutory Laws 1266 of 2008 and 1581 of 2012.

28.1.2. The consent of the data subject in the processing of data relating to the civil status of individuals

Regarding the processing of personal data relating to the marital status of individuals, paragraph e) of Article 10 of Law 1581 of 2012 establishes that the processing of data relating to the civil registry of individuals does not require the authorization of the data subject.

Similarly, in ruling C-748 of 2011, the Constitutional Court stated that *"The bill outlines the cases in which authorization is not necessary, specifically when: the information is required by a public or administrative entity in the exercise of its legal functions or by court order, the data is of a public nature, in cases of medical or health emergencies, treatment authorized by law for historical, statistical, or scientific purposes, and **data related to the civil registry of individuals**, cases in which there are important constitutional interests that justify such a limitation."* **Boldface added**

It follows from the above that, although the general rule for data processing is the free, prior, and informed consent of the data subject, **in the case of data related to the civil registry of individuals, such authorization is not required.**

Likewise, Article 7 of Law 1581 of 2012 establishes that the processing of personal data of children and adolescents is prohibited, except for data that is public in nature and, as indicated in Article 3(f) of Law 1266 of 2012, data relating to the civil status of individuals is public data.



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On this point, the court states in ruling C-748 of 2011 that "*This Chamber observes that the interpretation of the second paragraph should not be understood to mean that there is an almost absolute prohibition on the processing of data relating to minors under the age of 18, except for data of a public nature, as this would give rise to the denial of other superior rights of this population, such as social security in health, an interpretation that is not in accordance with the Constitution. What is at stake, then, is recognizing and ensuring the full validity of all the fundamental rights of this population, including habeas data.*"

28.1.3. Issuance of copies and certificates of civil registration

Given that data relating to a person's civil status is public in nature, copies and certificates of civil registries of birth, marriage, and death may be issued to any person without the prior and express authorization of the holder, **unless the civil registry contains sensitive data.**

Issuance of copies when the civil registry contains sensitive data

If the civil registry contains any data that could be classified as sensitive because it affects the privacy of the holder or whose misuse could lead to discrimination, such as data relating to adoption processes, the correction of sex, the registration of intersex persons, the registry official may only issue a copy of that civil registry to the holder, their successors, their legal representatives, public or administrative entities in the exercise of their legal functions, by court order, or to third parties authorized by the holder or by law.

Note: It is important to note that, although civil status data is public, the databases produced and administered by the National Civil Registry are related to matters of national defense and security, in accordance with the ruling of the Third Chamber of the Council of State in case 26776 of August 29, 2012, such that the complete information contained in the databases is not public in nature.

28.1.4. Issuance of digital copies of civil registry records

The National Civil Registry has set up an online service that allows Colombians to obtain digital copies of civil records through the entity's website. This service is available for civil records of birth, marriage, and death that are recorded and digitized in the database, making it quick, easy, and secure to obtain them.



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The digital copy of the civil registry is issued in PDF format, has the same legal validity as the printed document, and can be used for any procedure that requires it without space for notes, including affiliation to the health system, enrollment in kindergartens and schools, the processing of documents, and affiliation to family compensation funds, among others.

This new document bears the digital signature of the competent official, which guarantees its legal validity. It also includes a QR verification code that allows its authenticity to be confirmed.

The digital copy of the civil registry is legally valid for all public and private acts, in accordance with the provisions of Article 21 of Law 962 of 2005⁴⁵. However, there are some exceptions where a copy with space for notes is required (marriage, inheritance proceedings, passports for children and adolescents, among others), in which case it can only be issued at the office where the registration was made.

On the other hand, this document does not expire. Only for certain procedures such as pensions, social security affiliation, occupational hazards, marriage, and divorce is it required that the date of issue not exceed three (3) months, in accordance with the provisions of paragraph 21 of Law 962 of 2005.

A digital copy of the civil registry can be requested at the following link: <https://copiaderegistrocivil.registraduria.gov.co/sign-in>

29. Exemption from fees for the issuance of corrections and duplicates of identification documents and the issuance of copies and certification of civil registry records

Public servants who, pursuant to Resolution 31428 of 2022⁴⁶, are responsible for processing and authorizing requests for exemption from payment must follow the instructions below:

- a. The issuance and application of Resolution No. 31428 of 2022 is made by virtue of and in accordance with the provisions of Law 1163 of 2007.

⁴⁵ Article 21. Copies of civil status records. Copies of civil status records issued by the National Civil Registry or Notaries Public by magnetic and optical means shall have full probative value. The cost of these copies shall be borne by the citizen, taking into account the fee set annually by the National Civil Registry, which shall be determined in accordance with constitutional and legal provisions, and in no case may the price set exceed the cost of reproduction.

⁴⁶ Or the current Exemption Resolution



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- b. Exemption requests apply to duplicates and corrections of citizenship cards and identity cards, in any of the formats approved by the National Registrar of Civil Status (including digital cards); copies and certifications of civil registration.
- c. Taking into account that paragraph 1 of Article 1 states that *"For the application of the exemption to the aforementioned population groups, the information on the supporting document (issued by the competent local, departmental, or national authority) proving such status must be entered into the system, it should be understood that each population has a competent authority to which it can turn for certification, as the case may be, as established in paragraph 3 of Article 1 of the aforementioned resolution:*
- Demobilized, reintegrated, or disengaged personnel: the certificate issued by the Operational Committee for the Laying Down of Arms (CODA) or the list issued by the Office of the High Commissioner for Peace.
 - LGBTI community in vulnerable situations: the mayor's office or municipal ombudsman's office of the city or municipality.
 - People with disabilities in poverty: the mayor's office or municipal representative of the city or municipality.
 - Homeless persons: the mayor's office or municipal representative of the city or municipality.
 - Victims of natural disasters or catastrophes: the mayor's office, municipal ombudsman's office, or governor's office.
 - Repatriated persons: the mayor's office or municipal ombudsman's office of the city or municipality or the governor's office.
 - People in prisons and penitentiaries in the country and those in specialized centers for adolescents deprived of their liberty: the directors of the respective prisons, penitentiaries, and specialized centers.
 - Members of indigenous communities and/or peoples of Colombia: certification from the competent indigenous authority.
 - Permanent employees of the National Civil Registry, their spouses or permanent partners, children, parents, and siblings. The employee must prove the relationship or degree of kinship and fulfill the other legal requirements according to the procedure.
 - Special situations assessed by the National Civil Registry. By instruction of the National Registrar or his delegate for this purpose.

29.1. Procedure for carrying out the exemption

- a. The National Civil Registry, through its IT Department, implemented the "SisbenWeb" and "VictimasWeb" applications, which allow the entity's offices nationwide to consult the persons who are accredited as such in the Sisben or in the Single Registry of Victims



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Victims Registry (RUV) in order to validate their status and exempt them from paying for duplicates and/or corrections of identity cards, citizenship cards, and copies or certifications of civil registry documents on a one-time basis.

- b. With regard to the cases referred to in paragraphs a) to c) of Resolution No. 31428 of 2022, the official must verify the *Sisben Consultation* and *Victims Law Consultation* databases, which are available to the entity on the Intranet, where membership of any of these groups can be verified. The exemption procedure **MUST NOT BE SUBMITTED** to the Departmental Delegates or the District Registry, as the case may be. Therefore, the proper verification of compliance with the conditions and the respective decision to grant the exemption must be made by the special, municipal, and auxiliary registrars and consuls, after evaluating the application submitted.
- c. In relation to the cases referred to in paragraphs d) to l), the officials responsible for authorizing the exemption from payment for duplicates, rectification of documents, or the issuance of copies or civil registry certifications shall be the Departmental Delegates, District Registrars, and Consuls.

To this end, the applicant shall complete the form *"request for exemption from payment for identification and civil registry documents for Colombian citizens residing in Colombia or abroad."*

(Form for requesting exemption from payment for identification and civil registry documents for Colombian citizens residing in Colombia or abroad. Code RAFT 15)

The public servant must verify that the application has attached the document indicating the condition under which the person will be eligible for the exemption.

- d. Municipal, Special, and Auxiliary Registrars who receive a request for exemption from those contemplated in paragraphs d) to l) must forward the supporting documents to the Departmental Delegation or the District Registry, as appropriate, and these must respond by the most expeditious means, within a period not exceeding three (3) days from receipt of the documents. If no response has been received by the end of this period, the exemption shall be deemed viable and the procedure shall continue.

Once the response has been received, the public servant at the decentralized level or abroad shall inform the citizen (at the telephone numbers or email addresses registered



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in the application) whether or not their application has been accepted, so that they may go to the Registry Office or Consulate to complete the respective procedure.

- e. Article 4 of Resolution No. 31428 of 2022 must be interpreted to mean that the concept of exemption includes the right of a person, on a one-time basis, to be exempted from paying for the processing of a citizenship card and civil registry.

This implies:

- That the exemption is only applicable once in a lifetime.
- If the person fits more than one cause, they must choose one and use it, in which case it will be understood that they have made use of the exemption and may not reapply for it for the same or any other cause.
- The exemption applies, on a one-time basis, to both the civil birth registration (copy or certificate) and the citizenship card (duplicate or correction).

However, in accordance with Resolution No. 31428 of November 2022, the same beneficiary may be exempted from payment more than once when requesting the issuance of a duplicate or correction of an identity document, such as copies or civil registry certifications, only in the following cases:

- a) Requests handled during the sessions referred to in Resolution 2370 of 2024.
- b) When it corresponds to procedures carried out by court order.
- c) Procedures requested by members of indigenous communities and/or peoples of Colombia.
- d) Procedures requested by victims of catastrophes or natural disasters.
- e) Requests from permanent employees of the National Civil Registry, their spouses or permanent partners, children, parents, and siblings.

The exemption for permanent employees of the National Civil Registry, their spouses or permanent partners, children, parents, and siblings shall only apply once in the same year to the same beneficiary of this provision.



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30. Validity

This circular unifies all previous circulars on Civil Registry and Identification issues discussed herein and is therefore the only one that provides guidance on the matters regulated herein, with all others becoming null and void as of this date.

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FORMS AND GUIDES

The formats and guides can be found on the Intranet at:

INTRANET → **PROCESS MAP** → **SYSTEM**
REGISTRATION AND UPDATING

Review form to establish full identity Code RAFT 01

Form for rejection of material due to quality control Code RAFT 06

Formats for canceled or damaged identification cards and identity cards Code RAFT 07

Late civil birth registration application form RAFT Code 13

Witness statement form for civil birth registration RAFT code 14

Application form for exemption from payment for identification documents and civil registration of Colombian citizens residing in Colombia or abroad RAFT code 15

Blocking request form Code RAFT 26

Irregularity report in civil registry entries Code RAFT 28

Form for control of sending first copies of civil registry records Code RAFT 29

Monthly production report form RAFT code 30

Fingerprint comparison certificate for cancellations RAFT code 28



Version of events form Code RAFT 35

Non-compliant product and/or output form Code
RAFT 36

Format for reporting registrations in the Civil Registry of Births of children over seven (7)
years of age born in Venezuela to Colombian parents Code RAFT 38

Statistical consolidation of care Code
RAFT39

Format for Requesting Posthumous Data Correction Code
RAFT44

Full Identity Review Form - Integrated Service Station - EIS Code RAFT45

Printing Ink and Other Supplies Control Form for the Production of Identity Documents
Code RAFT46

Post-recording Form Code
RAFT47

Data inconsistency control form for data submitted by judicial offices Code RAFT50

Format for Declaration by adult applicant for registration in the civil birth registry
Code RAFT51

Format for certification/recertification of digital service operators Code RAFT52

Format for monitoring service provision at EIS stations Code RAFT53

Guarantee form for mobile assistance to vulnerable persons Code RAFT54

Form for endorsing documents issued during mobile assistance days for people in
vulnerable situations



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Code RAFT55

Statistics form for delivery of documents during mobile outreach days for people in vulnerable situations

Code RAFT56

Format for monitoring and control of Civil Registry material assigned to mobile service days for people in vulnerable situations – serial numbers

Code RAFT57

Format for monitoring and control of Civil Registry material assigned to mobile services for people in vulnerable situations – stickers

Code RAFT58

Form Support for the application for identification procedures for persons with hearing disabilities

Code RAFT59

Format 1:N comparison - Integrated service station (EIS) Code

RAFT60

Format Control of ten-fingerprint reception at pilot collection center Code RAFT61

Guide for updating or modifying information in the National Identification Archive (ANI)

Code RAGU01

Guide to Exceptional Paper Procedures - Sharepoint Code

RAGU04

Protocol for handling requests from the Missing Persons Search Unit (UBPD)

Code RAPT02

Protocol for Civil Registry and Identification Days and Delivery of Identity Documents to Vulnerable Populations

Code RAPT03

NOTE: Given the dynamic nature of the entity's document system, when officials need to use the forms and references and require them to be printed, they should use the latest version published on the intranet. Likewise, to consult the current guides, protocols, manuals, and procedures, it is recommended to press F5 to obtain the current version.



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Annex 1 GLOSSARY OF ACRONYMS IDENTIFICATION

Abbreviation / Term	Definition
ABIS	Automatic Biometric Identification System
AFIS	Automatic Fingerprint Identification System
ANI	National Identification Archive
BD	Database
BDR	Civil Registry Database
BI	Business Intelligence
CC	Citizenship Card
CC PV	First-time citizenship card
CC DUP	Duplicate citizenship card
CC REN	Citizenship card renewal
CC REC	Correction of citizenship card
CC DIG	Digital ID card
CCT	Technical consultation center
CIUD	Civil Registry Database Registration Table
DCU	Paper Data Capture Unit
EIS	Integrated service station
HLED-WEB	Web-based document delivery logistics tool
ICAO	In English: International Civil Aviation Organization, ICAO, In Spanish: Organización de Aviación Civil Internacional (OACI).
IP	An IP address is a set of numbers that logically and hierarchically identifies a network interface (communication/connection element) of a device (computer, laptop, smartphone) that uses the Internet Protocol (IP), which corresponds to the network layer of the TCP/IP model.
Abbreviation / Term	Definition



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LEN	Batch of Identification Documents
LEX	Identification document dispatch batch: yellow card and identity card
LMU	Municipality batch of an identification document: yellow card and identity card
MBSS	Multimodal biometric engine capable of providing facial, fingerprint, and iris recognition algorithms.
MTR	Identity document production system. (Transaction Manager).
NAFS	Data set consisting of first names, last names, date of birth, and gender of the registered person.
NIP	Personal Identification Number
NUIP	Unique Personal Identification Number
PLMU	Municipality Lot of an identification document in the form of a personalized polycarbonate digital ID card
PLEX	Shipping Lot of an identification document in the form of a personalized digital ID card made of polycarbonate
QS	In English Quality Service, in Spanish Calidad del servicio
RNEC	National Civil Registry
SCR	Collection Control System
SITAC	Comprehensive System for Citizen Procedures (Foreign Ministry)
IT	Identity card
IT PV	First-time identity card
TI DUP	Duplicate identity card
TI REN	Identity card renewal



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TI REC	Identity card rectification
URL	Uniform Resource Locator.
VPN	In English Virtual Private Network (VPN), In Spanish: Red Privada Virtual
WAN	Wide Area Network: a computer network that connects several local networks.

Appendix 2. GLOSSARY OF IDENTIFICATION TERMS

Abbreviation / Term	Definition
Magnetic file	File containing digital information, which may include data from fingerprint cards.
Biometric fingerprint authentication	This consists of verifying a subject's identity based on inherent and unique morphological elements, confirming "that a person is who they say they are" based on the characteristic features of their fingerprints.
Facial biometric authentication	This consists of verifying the identity of a subject based on inherent and unique morphological features, confirming "that a person is who they say they are" based on the characteristic features of their face.
Database	This is a set of data or information belonging to the same context and stored in a grouped, structured, or systematic manner for later use.
Biometrics	A word derived from the Greek bios (life) and metron (measure); it refers to the taking of standardized measurements of living beings or biological processes. Biometrics also refers to the study of the unambiguous recognition of individuals based on one or more intrinsic behavioral or physical characteristics, rather than mechanical ones.
Letter of Naturalization	Document granting Colombian nationality by adoption to a foreigner from a country other than Latin America, the Caribbean, or Spain.



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Facial capture	This is one of the sources of biometric information used to identify Colombian citizens. It is obtained by capturing the individual's face in accordance with the characteristics and distinguishing features indicated in the "EIS Integrated Service Station Operating Manual: RAMN04." It is used for first-time citizenship card and identity card applications, as well as for corrections, duplicates, and renewals that are done in person. Facial capture can be performed using electronic devices at Integrated Service Stations (EIS), or, in exceptional cases, by incorporating a physical photograph using the "Identity Card and ID Card Form," which will be processed at the collection center.
Citizenship card	This is the identification document used by Colombians over the age of 18 to identify themselves in all civil, political, administrative, and judicial matters.
First-time citizenship card	This is the procedure carried out to obtain the document issued at the request of Colombians once they have reached the age of majority. It is currently issued in two valid versions: i) digital citizenship card (physical and digital, activated on a mobile device) and ii) yellow card with holograms. It is free of charge.
Digital citizenship card	This is the document in digital format that is functionally equivalent to the physical citizenship card, with which Colombians can fully identify themselves in both remote and in-person scenarios in all civil, political, administrative, and judicial matters.
Colombia digital ID card	Mobile application through which Colombians can carry their digital ID card, available for iOS and Android devices.
Physical polycarbonate security ID card	This is the new physical identification document required to process and activate the digital document. Colombians can use it to identify themselves in person in all civil, political, administrative, and judicial matters.
Colombian Gold Certificate	ID card status certificate issued to people over 65 years of age. This distinction is included for those who apply for the ID card status certificate issued through the entity's website.



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Abbreviation / Term	Definition
Certificate of change of biographical data	Provides information on changes made to biographical data, which occurs when corrections are made to the citizenship ID card.
Electoral ID card certificate (Old)	This certification provides information on identity cards issued before November 24, 1952, a document that lost its validity under the provisions of Article 1 of Law 39 of July 18, 1961.
Certificate of base document	This certification provides information on the previous document presented by the Colombian citizen at the time of registration.
Certificate of identity card status	This certificate provides information on the various statuses that a Colombian citizen's identity card may have: valid, canceled due to death, loss or suspension of political rights, double registration, false identity, impersonation, canceled due to foreign citizenship, among others.
Certificate of nationality	Certification that allows proof of Colombian nationality for persons over 18 years of age whose identity card has been issued and is not canceled.
Certificate of non-identification	Information on cases in which there is no record of an individual's identification card in the entity's databases, according to the names and/or identification card numbers provided by the interested party.
Certificate of Distinguishing Features	Provides information on a person's visible distinguishing features, such as: general condition of fingers, ectrodactyly, syndactyly, amputations, etc.
Password or proof of document in process	This is the receipt given to Colombians once they have completed the procedure, which indicates that the document application is being processed by the National Civil Registry. When registration is carried out using digital tools, it is sent to the Colombian's email address. The receipt does not constitute an identification document.
Corrections due to minority	The correction of the citizenship card due to minority is the modification made in the database of the National Identification Archive (ANI) regarding the date of issue of the identity document, in order to allow Colombians to rectify their date of birth when they reach the legally established age of majority.



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Posthumous corrections	These are updates made to the National Identification Archive (ANI) database regarding the biographical data (names, surnames, date and place of birth, date of issue, sex, and RH component) of a citizenship card that has been canceled due to death.
1:1 comparison	Process of comparing an applicant's biometric data with their own version of the data stored in the MBSS multi-biometric engine, also known as closed search or authentication.
1:N comparison	Process of comparing an applicant's biometric data with all versions of data stored in the MBSS multi-biometric engine, also known as open search or identification.
Biographical or alphanumeric data	This is data relating to the identity of Colombian citizens, including their first names, surnames, date and place of birth, date and place of issue, NUIP or ID card number, sex, blood type and RH factor, and height, which is included in an identity document.
Biometric data	This is data relating to the identity of Colombian citizens, including photograph, fingerprint, and signature.
Ten-fingerprint	This is the main part of the identity card and ID card form that contains the citizen's information and on which the fingerprints of both hands are captured. This part is sent for processing.
Basic document	Documents that will be used as supporting documentation or as the basis for issuing identity documents include, primarily, birth certificates, letters of naturalization, registration resolutions, and baptismal certificates.
Duplicate citizenship card	This is the procedure carried out at the request of Colombian citizens when their citizenship card has been damaged or lost. It is generated with the preparation of material and a physical document in yellow format with holograms is issued.
Duplicate identity card	This procedure is carried out at the request of Colombian citizens when their identity card has been damaged or



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	lost. This document is issued in a blue biometric format.
Duplicate Citizenship Card	This is the procedure carried out at the request of a Colombian citizen when their citizenship card has been damaged or lost and, for its issuance, no preparation of material is required. A physical document in yellow format with holograms is issued, which corresponds to a replica of the last document issued to the holder.
Duplicate Web identity card	This procedure is carried out at the request of Colombian citizens when their identity card has been damaged or lost and does not require any preparation of materials for its issuance. A physical document in biometric blue format is issued, which is a replica of the last document issued to the holder.
EIS	Integrated service station used to prepare identification documents, through which Colombian citizens' information is digitally incorporated.
Enrollment	This is the procedure for capturing Colombians' biographical and/or biometric information when they apply for an identification document, which is stored in a list or database for the purpose of generating the identity document.
Marital status	The legal status of a person in the family and society determines their ability to exercise certain rights and assume certain obligations.
Status of the ID card	<p>This is a quality that defines whether a citizen's ID card is valid for exercising their civil, political, administrative, and judicial rights.</p> <p>The status that validates the ID card is: Valid The statuses in which validity or effectiveness is permanently lost are: canceled due to death, multiple ID cards, false identity, impersonation, renunciation of nationality, or, for foreigners who do not have a letter of naturalization or a valid naturalization resolution. The temporary status that restricts a citizen's rights is: suspension due to the revocation of rights, established by court order, and the status of validity is restored upon completion of the sentence.</p>



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Identification card and identity card format	Official form used to incorporate the biographical and biometric information of a Colombian citizen for the purpose of applying for an identification document. It contains three parts: the ten fingerprints, the alphabetical information, and the password. This physical form is used in offices that do not yet have stations for incorporating the information from the digitally using EIS or for special cases with prior authorization.
Digital Services Trainer	A competent official providing technical support in the implementation and maintenance of digital services at the decentralized level.
Digital Services Manager:	An official competent in the administration, control, and monitoring of digital services at the decentralized level.
Document Manager:	Correspondence Information System, which corresponds to a magnetic database containing the requests submitted to the National Civil Registry – Central Level, the status of the procedure, the responsible public servant, and the responses issued.
Identity	The set of attributes specific to an individual, delimit their personality, define their situation in the family and society, and allow them to be differentiated from others.
Identification	Instrumentalization of these individual characteristics, materialized in a document containing a number assigned solely to that individual.
Lot	This is a file containing one or more citizenship card numbers that will be affected in their validity status for the same reason, to which the ANI system will assign a unique number to reference the effect.
Morphotop	Electronic device for simultaneous fingerprint capture in digital format.
ID card update	This corresponds to information on changes in the status of the ID card, which involve updating the ANI database and affecting the validity status. The affectation is supported by an administrative act (manual or with a digital signature) or reference to a batch.
Digital Services Operator	This is an official accredited as competent (certified or recertified) to prepare digital identity applications through the Integrated Service Station (EIS) and other technological tools. They are responsible for the preparation, processing, and management of digital identity through the EIS Stations.
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Polycarbonate	High-security material used to manufacture the physical version of the digital citizenship card, on which information is personalized according to technical specifications.
Legal personality	The legal nature of human beings, which distinguishes them from all other living beings (Political Constitution, Art. 14).
Rejection	A status that may arise when inconsistencies are found in the biographical and/or biometric data during the validation checks of an application, preventing the production of a document. The document cannot be issued until the issue is resolved. cause that led to this situation.
CC Reconstruction First Time	This occurs in cases where biographical and biometric data has not been migrated to the current MTR production system, and enrollment must be carried out using the information with which the citizen was registered. This procedure does not generate plastic. This procedure does not generate plastic, therefore, once it is confirmed that the information has been correctly uploaded to the PMT II, the user must carry out the corresponding procedure (renewal, duplicate, renewal).
Correction of citizenship card	This is the procedure that is carried out when one or more pieces of information about the holder's identity change, whether biographical or biometric data, and therefore involves the modification of the identification document. A physical document in yellow format with holograms is issued.
Rectification of identity card	This is the procedure carried out when one or more pieces of information relating to the holder's identity change, whether biographical or biometric data, and therefore involves modifying the identification document. A physical document is issued physical document in biometric blue format is issued.
Business Rules	Business Rules describe the policies, standards, operations, definitions, and restrictions present in an organization and that are of vital importance for achieving its mission objectives.
Relaunch	Procedure for re-entering a request into the workflow of the production system for a request that entered into investigation.
Renewal of the citizenship card	This is the procedure carried out for the holder of the document when they still have the white laminated or brown plasticized citizenship card and the change is made to the current yellow card format with holograms. It is free of charge.
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Renewal of the Identity Card	This procedure is exclusively for minors who still have a pink identity card. They may request a one-time renewal to obtain the blue biometric card, without having to wait until they turn 14. It is free of charge.
Reprocessing	This consists of preparing a new application in person at no cost in cases of duplicates and corrections, as a result of a rejection or non-compliant output during the production flow of identification documents (identity card or citizenship card). These may originate in different source systems (Integrated Service Stations (EIS), Web Procedures, DCU (paper) or SITAC (Foreign Ministry)).
Reprocessing of a paper procedure	This refers to the reprocessing at the pilot collection center of a ten-fingerprint card that is assigned a different preparation number than the original, or the preparation number is retained for those ten-fingerprint cards that have not entered the production system.
Fingerprint review	It is one of the sources of biometric information for identifying Colombian citizens and is obtained by capturing the fingerprints of each finger according to the characteristics and particular features of the citizen in accordance with the "Review Manual: RAMN01." It is used for first-time citizenship card and identity card applications, as well as for corrections, duplicates, and renewals that are done in person. Fingerprinting can be performed using electronic fingerprint capture devices at Integrated Service Stations (EIS), in accordance with the "Integrated Service Station Operating Manual: RAMN04," or, in exceptional cases, by manual capture with ink in the format of the identity card and identity card format when previously authorized.
Registration Resolution	Document granting Colombian nationality by adoption to a foreigner from a Latin American or Caribbean country and Spain.
Digital Citizen Services	It is the set of cross-cutting solutions and processes that provide the State with the capabilities and efficiencies for its digital transformation and enable adequate interaction with citizens, guaranteeing the right to use electronic means before the public administration. These services are classified into basic services and special services.
Retreatment	Correction procedure carried out when there is an alphabetical inconsistency in a request. Errors may be due to (Name or
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	Surnames, date of birth, place of birth, date of issue, place of issue, and RH).
Alphabetical card	This is the second part of the identification card and identity card format that is kept in the document preparation office and contains the following information: NUIP, date of preparation, first and last names, date and place of birth, height, fingerprint of the holder (right index finger or whichever applies), photograph, among others.
Ten-fingerprint card:	This is the main part of the identification card and identity card format that contains the biographical information, photograph, signature, and corresponding fingerprints. This format is sent for processing at the Collection Centers.
Identity card	It is the identification document by which children and adolescents between the ages of 7 and the age of majority can identify themselves in all situations where they are required to prove their identity.
First-time identity card	This is the procedure for obtaining the document that is issued at the request of Colombian citizens once they have reached the age of 7. This document is issued in blue biometric format. It is free of charge.
TESLIN:	Synthetic paper used for the manufacture of yellow citizenship cards with holograms and identity cards, according to technical specifications.
Type of document	This refers to the specification of the type of identity document to be issued, which can be an identity card or a citizenship card.
Type of procedure	Refers to the specification of the type of identity procedure to be carried out, which may be first-time, duplicate, renewal, or rectification.