DECREE No. 19102/2002

Regulating Law No. 1266/87 on the Civil Registry, reorganising the structure of the General Directorate of the Civil Registry of the Ministry of Justice and Labour, and establishes the functions and powers of its departments.

Asunción, 21 October 2002

HAVING SEEN: The note from the Ministry of Justice and Labour requesting the regulation of Law No. 1266/87, "On the Civil Registry," the reorganisation of the structure of the General Directorate of the Civil Registry, and the establishment of functions and powers for its departments.

CONSIDERING: That the National Government has defined new policies for the organisation and rationalisation of the Public Administration, within the framework of the State Reform Programme.

That Executive Decree No. 12402 of 5 March 2001 establishes the reorganisation of the structure of the Ministry of Justice and Labour.

That, within the State Modernisation Programme, Sub-Programme No. 2 is aimed at modernising the Civil Registry.

That, pursuant to the provisions of Law No. 1266/87, "On the Civil Registry," this public institution under the Ministry of Justice and Labour is responsible for the collection, documentation, archiving, custody, registration, rectification, reconstitution, validation, and certification of all vital events and legal acts related to the civil status of citizens. That Article 9 of Law No. 1266/87 establishes among the powers of the Director General of the Civil Registry that of directing, planning, organising, coordinating and supervising the functions of the service, as well as proposing the regulations of the aforementioned Law and issuing the Internal Regulations of the Institution.

That, in accordance with the Institution's Modernisation Programme, it is necessary to reorganise and restructure the Directorate General of the Civil Registry of the Ministry of Justice and Labour, and to establish the functions and powers of its departments.

That the General Directorate of the Civil Registry is a specialised body under the Ministry of Justice and Labour, with a national scope of action. In carrying out its functions, it should aim to become the coordinating hub of public administration efforts to meet the demand for timely and efficient public service through a policy that ensures the full application of the principle of legality and, in particular, the legal certainty of facts and acts related to the civil status of individuals.

The functions of the Civil Registry require an administrative structure and an adequate budget allocation to enable it to perform its services efficiently and effectively.

That, in accordance with the aforementioned legal provisions, and in particular Article 133 of Law No. 1266/87, which empowers the Executive Branch to regulate the aforementioned Law, there is a need to reorganise the structure of the Directorate-General of the Civil Registry and establish a legal framework to regulate the functions and powers of its departments and officials.

THEREFORE, in exercise of his constitutional powers;

The President of the Republic of Paraguay DECREES:

CHAPTER I
Operation

Art. 1.- The General Directorate of the Civil Registry functions as a specialised body under the Ministry of Justice and Labour and is governed by the provisions of Law No. 1266/87, its complementary regulations, laws and related resolutions.

CHAPTER II
Resources

Art. 2.- The General Directorate of the Civil Registry shall have the following resources:
a) The allocations granted to it by the General Budget of the Nation;
b) The sums allocated to it by special laws;
c) The amount of revenue from fees and tariffs established by law and its regulations; and
d) The legacies, subsidies, and donations it receives.

CHAPTER III
General Rules

Art. 3.- For the purposes of this Decree, the following definitions shall apply:

a) "REC" means the Civil Registry;
b) By service: The Civil Registry Service;
c) By Directorate-General: That corresponding to the Directorate-General of the Civil Registry;
d) By Director General: The Director General of the Civil Registry;
e) By Departmental Directorate that corresponds Directorate: That to the respective Department;
f) By Director : The Director of the Departmental Directorate of the corresponding Department;

g) By Civil Registry Office: The Registry Office of the corresponding district, city, locality or institution
h) By Civil Registry Officer: The official responsible who, after being sworn in, is in charge of a Registry Office and is responsible for recording vital events and legal acts relating to the civil status of citizens in the respective registers;
i) By Jurisdiction: The legal attribution of the Civil Registry Office and the Registrar to know and exercise their authority in the registration of vital events and legal acts that constitute the civil status of citizens;
j) By jurisdiction: The territorial extent and limits of a Civil Registry Office and the Registrar's authority and jurisdiction.

CHAPTER IV
Organisation of the Directorate General of the Civil Registry

Article 4.- The General Directorate of the Civil Registry shall be composed of the following departments:

a) Directorate General
b) General Secretariat
c) Private Secretariat
d) Legal Advisory
e) Technical Advisory
f) Administration and Finance Department
g) Internal Audit Department
h) Human Resources Department
i) IT Department
j) Audit Department
k) Training Department
l) Vital Statistics Department
m) Organisation and Methods Department
n) Central Registry of Civil Status
o) Office of Civil Registry Officials
p) Departmental Civil Registry Offices
- Department of Concepción
- Department of San Pedro
- Department of Cordillera
- Department of Guairá
- Department of Caaguazú
- Department of Caazapá
- Department of Itapúa
- Department of Misiones

- Department of Paraguari
- Alto Paraná Department
- Central Department
- Department of Ñeembucu
- Department of Amambay
- Department of Canindeyu
- Presidente Hayes Department
- Alto Paraguay Department
- Department of Boquerón

q) Civil Registry Office of the General Directorate;
r) Civil Registry Offices of the Interior;
- Sections of the Civil Registry Offices of the Interior;

s) Civil Registry Office of the General Secretariat;
t) District Civil Registry Offices of the Capital of the Republic:
- Civil Registry Office of the District of Recoleta;
- Civil Registry Office of the District of San Roque;
- Civil Registry Office of the Cathedral District;
- Civil Registry Office of the District of Encarnación;
- Civil Registry Office of the District of Santísima Trinidad;
- Civil Registry Office of the District of Zeballos Cue, and;
- Civil Registry Office Sections of the Capital Districts.

Art. 5.- The General Directorate of the Civil Registry shall have the necessary personnel for its proper functioning in accordance with Law No. 1266/87 on the Civil Registry and this Decree, and shall be provided for in the General Budget of Expenditures of the Nation.

Art. 6.- The General Directorate of the Civil Registry shall have its headquarters and domicile in the capital of the Republic, and shall be under the supervision and operate under the authority of a Director General.

Art. 7.- The General Directorate of the Civil Registry shall also be a Registry Office, whose ownership shall fall to the Director General, who shall act as Civil Registry Officer with all the prerogatives of the position, with jurisdiction and competence throughout the territory of the Republic.

Art. 8.- The General Directorate of the Civil Registry shall have, among others, the following functions:

a) To direct, plan, organise, oversee, administer and supervise the functions of the service;
b) To act as the legal representative of the institution;
c) Exercising supervisory authority over the Departmental Directorates, Civil Registry Offices, and other agencies and departments of the Civil Registry;
d) To administer the resources budgeted by the General National Budget Law, which are transferred to it for direct execution;
e) Collect and administer revenues from fees and charges established by law and its regulations;
f) Have the necessary functional autonomy and adequate budgetary allocation to enable it to perform its duties;
g) Restructure the Departmental Directorates, as well as the Civil Registry Offices of the Districts of the Capital of the Republic and their Sectional Offices; and the Civil Registry Offices of the districts, cities and localities of the interior in the Departments of the Republic;
h) Reorganise the administrative units of the General Directorate;
i) Register the vital events and legal acts that constitute the civil status of citizens, enabling the organisation and functioning of the legal system that governs the relationships of individuals and families and their links with the State;
j) Order the rectification, reconstitution, and validation of records (certificates) of vital events and legal acts of citizens relating to births, deaths, and marriages;
k) Register final judgments of divorce, adoption, nationality options, and any other judicial decisions issued by judges, administrative reconstitution decisions ordered by the Directorate General, registrations from the Consulates of the Republic, registrations of marriages performed outside the territory of the Republic, common-law unions, among others;
l) Issue certificates and/or records from the Central Archive of the Civil Registry to the general public;
m) Request the opening of Registry Offices in districts, cities, and localities where necessary and convenient, in accordance with studies and evaluations carried out by the Institution;
n) Collect all the data necessary to compile vital statistics and send the information collected to the processing agency;
o) Train Registry Officers and applicants for Civil Registry Officers;
p) Reduce the rate of under-registration of births in the national territory through mass registration campaigns;
q) Promote marriage registration campaigns;
r) Exempt, by means of a well-founded resolution, the payment of marriage fees in the registration campaigns referred to in the previous paragraph;
s) Issue the internal regulations of the Institution;
t) Prepare the preliminary draft budget for the institution;

u) Issue the manual of procedures and functions for the departments and officials of the Civil Registry;
v) All the powers and functions established in Law No. 1266/87 on the Civil Registry, laws and regulations;

Art. 9.- The Director General of the Civil Registry shall have the following functions and powers:
a) Ensuring compliance with the rules applicable to the Service and taking the necessary measures to ensure its normal functioning;
b) Formulate general policies for the Service and approve programmes, projects and plans for the full performance of its registration and administrative functions;
c) To determine the information that must be contained in the registers, forms, certificates and other documents used within the Service for the performance of its functions, to establish their format and to adopt the procedures and measures to ensure their security and inviolability;
d) Order the disposal of documents and forms that are no longer valid and those that, although not expired, are not worth keeping;
e) Empower certain officials to sign and authorise, jointly or separately with the Civil Registry Officers of the Republic or the Head of the Central Archive, the certificates and other documents issued by them;
f) Advise and inform the Ministry of Justice and Labour on matters within the jurisdiction of the Civil Registry, when required;
g) Act as a Civil Registry Officer with all the prerogatives of the position, with jurisdiction and competence throughout the territory of the Republic;
h) Order the reorganisation and restructuring of the various Civil Registry Offices of the Republic, as well as their relocation for reasons of better service;
i) Issue the resolutions necessary for the best performance of its functions;
j) Those established in Article 8 of this Decree, and;
k) Those provided for in Law No. 1266/87, Laws and regulations.

CHAPTER V
The General Secretariat, Legal Advisory Service, Technical Advisory Service, Central Archive and Departments of the Directorate-General

Art. 10.- The General Secretariat of the General Directorate of the Civil Registry shall be composed of the following departments:

a) General Secretariat;
b) Civil Registry Office of the General Secretariat;
c) Executive Secretariat;
d) Reception Desk;
e) Archives Division;
f) Legalisation Division

Art. 11.- The General Secretariat of the Civil Registry is a body under the authority of the General Directorate in accordance with this Decree.

Art. 12.- The General Secretariat shall be headed by an official known as the Secretary General.

Art. 13.- The General Secretariat of the Civil Registry shall also be a Registry Office, headed by the Secretary General, who shall act as Civil Registry Officer with all the prerogatives of the position, with jurisdiction and competence in the Capital of the Republic.

Art. 14.- The General Secretariat of the Civil Registry shall have, among others, the following functions:

a) Process the documentation received, issuing any reports requested;
b) Issue technical and administrative provisions, emanating from the Directorate-General, to the various departments of the Institution;
c) Draft decrees, resolutions, notes, reports, and other official documents of the Directorate-General;
d) Forward reports and communications issued by the Directorate-General;
e) Safeguard and maintain the archive of administrative documents, laws, decrees, resolutions, and notes received and sent in relation to the services provided by the Directorate General of the Civil Registry;
f) Register vital events and legal acts relating to: births, deaths, marriages, nationality options, administrative resolutions of orderly reconstitutions of the Directorate General, judicial resolutions, registrations of the Consulates of the Republic, registrations of marriages performed outside the territory of the Republic, de facto unions, among others;
g) Prepare the institution's annual report;
h) Overseeing faithful compliance with the resolutions issued by the Directorate-General; and
i) Other functions and powers determined by the Directorate General.

Art. 15.- The Secretary General of the Directorate General of the Civil Registry shall have the following powers:
a) Those established in Article 14 of this Decree;
b) Assist the Director General and receive instructions for the performance of their duties;
c) Draft and sign routine administrative orders;
d) Those provided for in Law No. 1266/87, laws and regulations;
e) Act as a Civil Registry Officer with all the prerogatives of the position, with jurisdiction and competence in the capital of the Republic; and
f) Other duties and powers determined by the Director General.

Art. 16º.- The Secretariat shall shall becomposed by the following departments:

a) Private Secretariat
b) Press and Public Relations Secretariat
c) Secretariat for Hearings

Art. 17.- The Private Secretariat shall be headed by a Private Secretary, who shall have, among other duties, the responsibility of organising hearings, maintaining the official agenda, coordinating press and public relations activities, organising and planning the activities of the Director General, as well as other duties and powers determined by the Directorate General.

Art. 18.- The Legal Advisory Office of the General Directorate of the Civil Registry shall have, among others, the following departments:

a) Legal Advisory
b) Executive Secretariat

Art. 19.- The Legal Advisory Office shall have, among others, the following functions:

a- Provide comprehensive legal advice to the Director General;
b- Provide legal support for high-level decisions through opinions and recommendations on:

    - Judicial rulings, administrative rulings on registration, rectification, reconstitution, validation and certification of all vital events, and legal acts related to the civil status of citizens;

c- Respond to queries from the various Departmental Directorates, Civil Registry Offices in the Capital and Interior, and the Administrative Departments of the Directorate General;
d- Responding to queries from users of the Service; and
e- Other functions and powers determined by the General Directorate.

Art. 20.- The Technical Advisory Office shall have, among other functions, the execution of Programmes and Projects of the General Directorate.

Art. 21.- The Technical Advisory Office shall have, among others, the following functions:

a) Advising the Director General on the programmes implemented for the execution of the projects of the General Directorate of the Civil Registry.
b) The advisors who are members of the Technical Advisory Board shall perform a staff function (on a temporary basis), in accordance with the organisation of programmes and projects emanating from said Advisory Board by the Directorate-General, and;
c) Other functions and powers determined by the Directorate General.

Art. 22.- The Administration and Finance Department of the Directorate General of the Civil Registry is made up of the following divisions.

a) Administration and Finance Department
b) Secretariat
c) IT Division
- Analysis and Programming Section
- Network Analysis

d) Budget Division
- Budget Programming Section
- Budget Execution Section
- Budget Control Section

e) Cash Management Division
- Capital Expenditure Section
- Current Expenditure Section
- Revenue Collection Section
- Securities Section
- Payments Section
- Salaries Section

f) Transport Division
g) Construction Division
h) Accounting Division
- Accountability Section
- Revenue Section
- Assets Section
- Accounting Section

i) General Services Division
- Communications Section
- Cleaning and Maintenance Section
- Maintenance and Repair Section
- Security Section

j) Purchasing Division
- Procurement Section
- Supply Section

Art. 23.- The Administration and Finance Department shall have, among others, the following functions:

a) Administering the budgetary resources transferred to it for direct execution, as well as the transfers of those funds that must be executed by the General Directorate of the Civil Registry;
b) To develop, control, and update the internal rules and procedures of the General Directorate related to administrative matters, mainly those related to all departments; and
c) Other functions and powers determined by the Directorate General.

Art. 24.- The Internal Audit Department of the General Directorate of the Civil Registry is made up of the following divisions.

a) Internal Audit Department
b) Secretariat
c) Auditors

Art. 25.- The Internal Audit Department shall have, among others, the following functions:

a) The functions of an Internal Audit; as directed by the Director General according to needs, on a periodic and sporadic basis;
b) Verifying documents pending payment before confirming requests for resource transfers;
c) Verifying files before their final archiving in the Accounting Department;
d) Verifying and controlling the income statements submitted by the Administration and Finance Department;
e) Determining, together with the auditors, what data or information they should generate in order to have a good information system that facilitates decision-making and the preparation of reports; and
f) Other functions and powers determined by the General Directorate.

Art. 26.- The Human Resources Department of the General Directorate of the Civil Registry is made up of the following divisions:

a) Human Resources Department
b) Secretariat
c) IT Division
d) Files, Records and Registers Division

e) Personnel Division
- Control and Registration Section
- Staff Welfare Section
- Gatehouse

Art. 27.- The Human Resources Department shall have, among others, the following functions:

a) Distributing, coordinating, and supervising the tasks of the Department's Divisions and Sections, as well as the area of control and registration of the movement of officials who make up the General Directorate;
b) Directly integrate the technical advisory and project development committees on human resources areas;
c) Promoting the social welfare, development and advancement of staff;
d) Administering the human resources of the General Directorate of the Civil Registry and its dependencies, establishing the necessary control within the provisions of the Civil Service Law, the Labour Code and the internal regulations of the Institution;
e) Organise the filing of the files of administrative officials of the Directorate-General and Civil Registry Officers with their corresponding signature records;
f) Submit projects and programmes to be implemented to the Director General for consideration and subsequent application;
g) Granting leave and time off, subject to consideration and approval by the Director General;
h) Plan, organise, control, integrate, motivate, communicate and coordinate the various resources in order to effectively create a product or service and achieve the proper management and development of the administration; and
i) Other functions and powers determined by the Director General.

Art. 28.- The IT Department of the Directorate General of the Civil Registry is made up of the following divisions:

a) IT Department
b) Secretariat

Art. 29.- The IT Department shall have, among others, the following functions:

a) Updating, monitoring, supervising, overseeing, maintaining and operating the computer systems developed by the Civil Registry;
b) Be familiar with all software tools, operating systems, and database management systems used by the institution's IT system.
c) Be familiar with the hardware of the Civil Registry;
d) Analyse, design and generate additional programmes and modules to complement existing systems;
e) Provide lists and reports to decision-makers;

f) Train, assist and provide technical support to system operators and users;
g) Maintain and update existing hardware and software;
h) Document the hardware and software of the Civil Registry;
i) Generate backups of the Institution's information;
j) Monitor the use and operation of hardware and software;
k) Verify that the results (calculation, selection, printing, etc.) and execution of the systems are correct;
l) Coordinate with the Organisation and Methods Department to define new processes and/or modify existing ones;
m) Organise training courses for staff in conjunction with the Training Department;
n) Determine the security measures necessary to: 1) Ensure the functioning of systems – hardware and software – (contingency plan); 2) Prevent unauthorised access to systems;
o) Protect information;
p) Design alternative systems in case of system failure; and
q) Other functions and powers determined by the Directorate General.

Art. 30.- The Inspection Department of the Directorate General of the Civil Registry is made up of the following divisions:
a) Audit Department
b) Secretariat

Art. 31.- The Audit Department shall have, among others, the following functions:
a) To audit and supervise the Civil Registry Offices of the Republic;
b) Verify the condition of the books in the Registry Offices;
c) Verify the number of books missing from the Central Archive that have not yet been sent to the Institution;
d) Oversee and evaluate the completion of registration records and registration formalities;
e) Propose corrective measures; and
f) Other functions and powers determined by the Directorate General.

Art. 32.- The Department of Organisation and Methods of the Directorate General of the Civil Registry is made up of the following divisions:
a) Department of Organisation and Methods
b) Secretariat

Art. 33.- The Department of Organisation and Methods shall have, among others, the following functions:

a) Compiling and updating all information relating to the procedures for the different activities and functions of the Service;
b) Compiling and updating the functions of the different departments, areas and positions of the Directorate General.
c) Coordinating actions with the different departments, areas and positions of the Institution, aimed at achieving efficiency and effectiveness in actions;
d) Creating mechanisms with other institutions linked to the Civil Registry that strengthen inter-institutional relations;
e) Submit suggestions to the Directorate-General aimed at improving institutional management;
f) Organise refresher programmes on current methods and systems to achieve clear interpretation among the officials involved in their application;
g) Serve as a liaison to address concerns of officials and promote awareness of continuous improvement; and
h) Other functions and powers determined by the Directorate General.

Art. 34.- The Vital Statistics Department of the Directorate General of the Civil Registry is made up of the following divisions:
a) Department of Vital Statistics
b) Secretariat
c) Information Reception, Processing and Supply Division
- Book Statistics Section
- Book Reception and Inspection Section

Art. 35.- The Vital Statistics Department shall have, among others, the following functions:
a) Collecting, processing, and analysing information relating to each of the vital events and legal acts recorded in the registers in order to compile vital statistics;
b) Systematise and control the flow of statistical information from the Civil Registry Offices;
c) Process statistical information according to basic tabulations;
d) Prepare reports for the Directorate-General for Statistics, Surveys and Censuses on the information collected, which are forwarded by the Directorate-General;
e) Coordinate on an ongoing basis with the competent bodies the compilation and publication of vital statistics;
f) Train Civil Registry Officers on how to fill out the forms used to collect information;
g) Receive, inspect and supervise the entry of registry books for subsequent referral to the central archive;

h) Collect statistical information contained in the registry books for subsequent referral to the central archive;
i) Submit monthly reports to the Directorate-General on the statistics collected, surveys and censuses for the compilation of vital statistics;
j) Receive the forms sent by the Directorate-General for Statistics, Surveys and Censuses for the preparation of vital statistics;
k) Provide Registry Officers with the forms for the corresponding reports;
l) Keep the pattern of registry books entering the Central Archive up to date; and
m) Other functions and powers determined by the Directorate General.

Art. 36.- The Training Department of the Directorate General of the Civil Registry is made up of the following divisions:
a) Training Department
b) Secretariat

Art. 37.- The Training Department shall have, among others, the following functions:
a) Formulate proposals regarding the education and training of civil servants;
b) Prepare training manuals;
c) Conduct courses, seminars, and workshops on registry updates;
d) Teach theoretical and practical training classes to applicants for Civil Registry Officers;
e) Prepare all kinds of instructional and training materials;
f) Prepare and evaluate theoretical and practical examinations for applicants for Civil Registry Officers;
g) Other duties and responsibilities determined by the Directorate General.

Art. The Central Archive of the Directorate General of the Civil Registry consists of the following departments:
a) Central Archive
- Secretariat

b) Book Archive Division
- Book Reception Section
- Book Binding Section

c) Request Registration Division
- General Inventory Section for Record Books
- Request Reception and Dispatch Section

d) Certificate Issuance Division
- Copies Section
- Review/Audit Section

e) Marginal Notes Division

Art. 39.- The Central Archive shall have, among others, the following functions and powers:

a) Coordinating, monitoring, supervising, and auditing the tasks of the service in the divisions, sections, and units of the Central Archive;

b) Safeguard the integrity, permanence and inviolability of the record books, maintaining, by appropriate means, the information contained in the minutes, as well as the documents that have served as the basis for the marginal notes made in accordance with Law No. 1266/87 and this Decree;

c) To record in the register books held in the Central Archive, in marginal notes, the administrative decisions on rectification and validation issued by the Directorate-General, as well as judicial decisions on rectification, validation, final divorce decrees, annulment of records, among others, subject to the opinion of the Legal Advisory Service;

d) Grant and issue certificates and certified photocopies of the records kept in the Archive's Registry books, which attest to vital events and legal acts to the general public;

e) Receive, classify, verify, and file the record books entering the Central Archive, label and number the boxes and record books, and place them in the respective boxes, through the Book Archive Division;

f) Prepare marginal notes in the Administrative and Judicial Resolutions record books for subsequent signature by the Head of the Central Archive. Also, draft reports requested by citizens, the Judiciary, and other public and private institutions on the records held in the Archive, through the Marginal Notes Division;

g) Receive requests for certificates and certified photocopies of records and subsequently deliver them to citizens using the service, through the Request Reception and Dispatch Section of the Request Registration Division;

h) Classify and organise requests for certificates, locate the numbers of the box, volume, tome, folio and record of the respective book in the general inventory of record books, through the General Book Inventory Section of the Request Registration Division;

i) Search for and locate the record book on the shelves and in the boxes and identify the corresponding record according to the request, through the book searchers and arrangers of the Book Archive Division;

j) Locate and arrange on the shelves and in the boxes the record books used for the preparation of certified copies and photocopies of certificates, through the book searchers and arrangers of the Book Archive Division;

k) Prepare, execute, supervise, and initial the issuance of certificates and certified photocopies of records, through the Copies and

Review/Supervision Sections of the Registry Certificate Issuance Division; and

l) Other functions and powers determined by the General Directorate.

Article 40.- The Office for Civil Registry Officials of the General Directorate is made up of the following departments.

a) Civil Registry Officers' Service Office;
b) Secretariat

Art. 41º.- The Civil Registry Officers' Office shall have, among others, the following functions and powers:

a) Planning and scheduling activities related to the sector;
b) Keeping Civil Registry Officers informed of the provisions and regulations issued by the Directorate General and others issued by the relevant authorities, relating to registry and administrative functions;
c) Overseeing and authorising the delivery and settlement of fees for registry books, as well as the provision of new sets of registry books (birth, marriage and death certificates);
d) Authorise Registry Officers to purchase the corresponding registry forms, such as birth, marriage and death certificates and family record books, to be used in the respective offices;
e) Keep the Directorate General informed of activities and make suggestions for improving institutional management;
f) Organise refresher programmes on current methods and systems to ensure clear interpretation among the officials involved in their application;
g) Create mechanisms and coordinate actions with the different departments, areas and positions of the Institution, aimed at achieving efficiency and effectiveness in the actions of the area;
h) Serve as a liaison to receive concerns from Registry Officers and promote awareness of continuous improvement;
i) Prepare the annual project for the provision and distribution of securities to the Registry Offices; and
j) Other functions and powers determined by the General Directorate.

CHAPTER VI
Departmental Directorates

Art. 42.- The Departmental Directorates of the General Directorate of the Civil Registry shall be composed of the following departments:

a) Departmental Directorates, in accordance with Article 4(n) of this Decree;
b) Departmental Secretariats;
c) Civil Registry Offices of the respective Department;
- Sections of the Civil Registry Offices of the Interior.

Art. 43.- The Departmental Directorates are administrative coordination bodies, reporting to the General Directorate. They shall be headed by Departmental Directors, within the scope of their respective Departments.

CHAPTER VII
The Departmental Director

Art. 44.- The Departmental Director is the official responsible for coordinating the functions of the Service carried out within the territorial limits of his Department.

Art. 45.- The Departmental Director shall have the following functions and powers:
a) To coordinate, supervise, evaluate and periodically report to the Directorate-General on the status and functioning of the registry and administration of the Civil Registry Offices of the corresponding Department;
b) To convene meetings of the Civil Registry Officers of the Department to issue recommendations on the service and resolutions issued by the General Directorate;
c) To supervise the proper performance of the Service's functions, in accordance with the operating rules issued by the General Directorate;
d) Administer the assets and resources made available in accordance with the instructions and orders issued by the Director General;
e) Propose measures, suggestions, and plans for the service for consideration by the Directorate General; and
f) Other functions and powers determined by the Directorate General.

Art. 46.- The Departmental Director of the Civil Registry shall be disqualified from:

a) Performing registration and administrative acts that are the exclusive responsibility of the Director General in accordance with Law No. 1266/87 and related laws and regulations;

b) Issue resolutions of any kind;

c) Ordering transfers, service orders and commissions to officials dependent on the Directorate General;

d) Exercising his or her functions outside the territorial limits of the Department;

e) Delegate his or her duties.

CHAPTER VIII
Civil Registry Offices

Art. 47.- Civil Registry Offices are registration bodies under the General Directorate. They shall have their headquarters, competence and jurisdiction in:

a) The districts of the Capital of the Republic in accordance with Article 4, paragraph
r) of this Decree;

b) The districts, cities, and localities of the departments in the interior of the country.

The Civil Registry Offices may have Sectional Registry Offices, whose headquarters and jurisdiction shall be established by the General Directorate.

Art. 48.- Civil Registry Offices shall bear, in addition to a number to be assigned by the General Directorate, the name of the district, city or locality where they are located.

Art. 49.- When the needs of the service or the community so require, Sectional Civil Registry Offices shall be set up in Hospitals, Public or Private Medical Assistance Centres or other Health entities. These Sectional Registry Offices shall register all vital events (births and deaths) and legal acts (marriages) related to the civil status of citizens that occur within the establishment or institution where they are located.

CHAPTER IX
The Civil Registry Officer

Art. 50.- The Civil Registry Officer is the official appointed or designated by decree of the Executive Branch, responsible for all the functions and actions of the registry service carried out within the territorial limits of their competence and jurisdiction.

Art. 51.- The Civil Registry Officer is the depositary of public faith in all actions carried out in accordance with Law No. 1266/87, other laws and related regulations. In this capacity, they are empowered to authorise, within the territorial limits of their jurisdiction, the records and registrations signed in their presence, to bear witness to the acts performed before them, to issue certificates and to perform other actions specified by law.

Art. 52.- The Registrar of Civil Status shall have, among others, the following functions and powers:
a) To attest to the registrations of vital events and legal acts authorised by them within their jurisdiction and competence;
b) To register births, acknowledgements and deaths that are required within the territorial limits of their jurisdiction in accordance with the law, this Decree and the Resolutions issued by the Directorate-General;
c) To celebrate and register marriages that are required of them, which shall be performed within the territorial limits of their competence in accordance with the Law, this Decree and the Resolutions issued by the Directorate General;
d) To record in the register books kept at the Registry Office under their charge, in marginal notes, the judicial and administrative resolutions issued by the Judiciary and the General Directorate, respectively, which complete, modify or rectify the entries;
e) File, safeguard and preserve the registration records under its responsibility and documentation related to the records, keeping them classified by year and type of registration;
f) Grant and issue certificates or authorised copies of existing entries in the registers under its responsibility;
g) Compile statistical information relating to the events and acts recorded in their registers and forward them to the Directorate-General;
i) Promote marriage registration campaigns;
j) Request from public and private institutions the information and data necessary for the best performance of their duties as Registrar, in accordance with Article 8 of Law No. 1266/87;
k) Other functions and powers determined by the Directorate General; and

l) All the powers and duties established in Law No. 1266/87 on the Civil Registry, and related laws and regulations.

Art. 53.- The Civil Registry Officer shall be disqualified from:
a) Performing registration and administrative acts that are the exclusive powers of the Director General in accordance with Law No. 1266/87, laws and related regulations;
b) Issuing resolutions of any kind;
c) Exercising registry functions outside the territorial limits of his or her jurisdiction;
d) Delegate his or her functions.

Art. 54.- The Civil Registry Officer shall have the following duties and obligations:
a) Attend his Registry Office during the hours when it must remain open to the public, as determined by the Director General;
b) Attend meetings convened by the Director General and Departmental Directors to receive recommendations on the service and resolutions issued by the Directorate General;
c) Participate in training and refresher courses on registration;
d) All the obligations and duties established in Law No. 1266/87 on the Civil Registry, Law No. 1626/00 on the Civil Service, the Paraguayan Civil Code and their respective regulatory provisions.

Art. 55.- The Civil Registry Officer may not cease to perform his or her duties, even in the event of resignation, before being legally replaced by another and having handed over to the incoming officer all the registry books, files, documentation and items related to the Registry Office under inventory, in accordance with Law No. 1266/87.

Article 56.- In cases of impediments, suspensions, absences, or leave granted to a Civil Registry Officer, the Registry Office under their charge shall be temporarily replaced solely and exclusively by another Registry Officer from the nearest Registry Office, by means of a well-founded Resolution from the Director General of the Civil Registry.

Art. 57.- The appointment or designation of the Civil Registry Officer shall be made after evaluation by the General Directorate, which shall request the corresponding appointment or designation decree from the Executive Branch, through the Minister of Justice and Labour.

Art. 58.- The fundamental requirements for appointment or designation as a Civil Registry Officer are:

a) To be a natural-born Paraguayan citizen;
b) Being of legal age

c) Have permanent and proven residence in the district, city or locality where the Registry Office to which they are assigned operates;
d) Have completed secondary education;
e) Have no criminal record with a final and enforceable sentence, enjoy a reputation for integrity and good conduct; and
f) Successfully pass the theoretical and practical assessment exam.

CHAPTER X
Authorised Signatories and the Register of Signatures

Art. 59.- The official with authorised signature is the person designated by the Director General to sign and authorise, jointly or separately with the Civil Registry Officers of the Capital or the Interior of the Republic or the Head of the Central Archive, the certificates of the registry records and other documents issued by them.

Art. 60.- The Director General shall, by reasoned resolution, designate and determine the competence and jurisdiction of the authorised signatory.

Art. 61.- The Registrar of the Civil Registry of the Capital and Interior of the Republic, the Head of the Central Archive, and the officials with authorised signatures shall register their respective signatures with the Directorate General on the forms or cards specially prepared for this purpose.

CHAPTER XI
Final Provisions

Art. 62.- In accordance with Articles 1, 7, and 9 of Law No. 1266/87, the relationship between the Director General of the Civil Registry and the Executive Branch shall be channelled through the Ministry of Justice and Labour, to which he shall report directly.

Article 63.- Establish that the administration and execution of the resources allocated to the General Directorate of the Civil Registry in the General Budget of the Nation, as well as the collection and administration of revenues from fees, tariffs, and sales of forms and securities, established by law and its regulations, shall be administered by the General Directorate of Administration and Finance of the Ministry of Justice and Labour, until the conclusion of Sub-Programme No. 2, Modernisation of the Civil Registry, which is part of the Paraguayan State Modernisation Programme.

Art. 64.- Articles 23(g), 24(g), 26 and 27 of Decree No. 12402 of 5 May 2001 and all provisions contrary to this Decree are hereby repealed.

Art. 65.- This Decree shall be countersigned by the Minister of Justice and Labour.

Art. 66.- Communicate, publish and enter into the Official Register.

Signed: Luís Ángel González Macchi, President of the Republic; Diego Abente Brun, Minister of Justice and Labour.