cooperación alemana
DEUTSCHE ZUSAMMENARBEIT

Implementada por:
giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

DIRECCIÓN GENERAL DEL REGISTRO DEL ESTADO CIVIL

MINISTERIO DE JUSTICIA

Manual on Administrative Solutions for Registration Errors and Omissions





NATIONAL GOVERNMENT
Construyendo Juntos Un Nuevo Rumbo

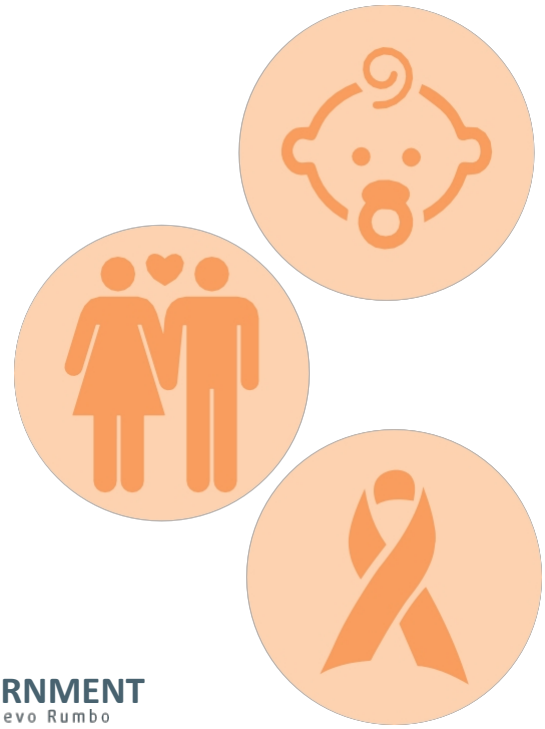
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MINISTERIO DE JUSTICIA

Manual on Administrative Solutions for Errors and Omissions in Public Records



NATIONAL GOVERNMENT
Construyendo Juntos Un Nuevo Rumbo

Published by:
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President of the Republic of Paraguay

His Excellency
Dr. SHEILA ABED
Minister of Justice

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About the Use of Gender-Neutral Language:

The use of language that does not discriminate or draw distinctions between men and women is one of our concerns.
Linguists have not yet reached a consensus on the various solutions proposed regarding its use in our language.
In order to avoid the linguistic excess involved in using gender markers in Spanish, such as “o/a,” to differentiate between the two sexes, we have decided to use the generic masculine form, assuming that all references in that gender always represent everyone—men and women—and clearly encompass both sexes.

FOREWORD

Without a doubt, human rights are those inherent to all human beings, as the name itself implies. They are enshrined in law and guaranteed by it; they are interrelated, interdependent, and indivisible in every individual.

Thus, the right to identity is a fundamental, constitutional, and inalienable human right, recognized by the Paraguayan State following the ratification of the Convention on the Rights of the Child (Law 57/90) and the Code on Children and Adolescents (Law 1680/91).

Let us recall that identity is the coherent set of specific attributes belonging exclusively to a person. Legal identity is the legal civic status provided by the State through the Civil Registry.

In Paraguay, the Civil Registry has been the sole institution responsible for providing identity to individuals since September 26, 1880.

The institution's vision is to ensure that the Civil Registry's services are accessible to all citizens and deliver efficient results.

For this reason, this Directorate is strongly committed to the ongoing training of its staff. The purpose of this commitment is for staff members to participate consistently in training programs, thereby gradually improving their skills and acquiring technical and pedagogical knowledge in the performance of their duties. This will foster their comprehensive development and, consequently, enable them to provide better service to the Paraguayan public, while also working toward achieving universal registration of individuals. This ongoing training is to be carried out at the Center for Registry Studies (CER), promoted by this administration, based on the Project for the Exchange of Experiences in Training Management between RENIEC of Peru and REC of Paraguay, with the collaboration of German Cooperation implemented by GIZ. This project has made it possible to produce two essential resources for ongoing training:

Instruction Manual for Officials and Applicants, and Manual of Errors and Omissions

Identity is not merely about issuing an identity document to a person; it is about building a bridge to eradicate poverty in the nation, since once a person has an identity document, they are included in the state's systems. Therefore, it is essential to have a master database based on the data recorded in the Civil Registry, as this information is crucial for developing the country's public policies.

I am certain that this ongoing training will be very useful not only for the development of individuals but also for helping to build a nation that is better every day, free from extreme poverty.

José Nicolás Cogliolo, Esq.
Director General,
Civil Registry of Paraguay

INTRODUCTION

The Civil Registry (REC) is responsible for recording vital events and legal acts of all residents of the Republic of Paraguay; as such, it is the governing body of the State charged with granting and safeguarding identity, as well as other acts related to the civil status of individuals.

With the aim of ensuring legal certainty in civil registry records, the General Directorate has developed this tool, through which officials will apply administrative procedures to resolve any issues that may arise with registry records (birth, marriage, and death).

To ensure that the Manual is an easy-to-understand resource for officials, the information has been structured as follows:

1- **Scenarios (problem)**: identifies the problem in the civil registry records.

2- **Procedure (what to do)**: describes the steps to follow to correctly resolve the registry problem identified in the Scenario.

3- **Solution**: This is the application of the appropriate procedural remedy—whether administrative or judicial—to the problem identified.

This Manual enables Civil Registry officials to identify problems in each field of the registry record (Birth, Marriage, Death) and to proceed correctly as appropriate.

Finally, this tool helps improve the service provided by the Civil Registry, in compliance with the regulations governing it, and expedites its administrative procedures.

What is the Manual of Errors and Omissions?

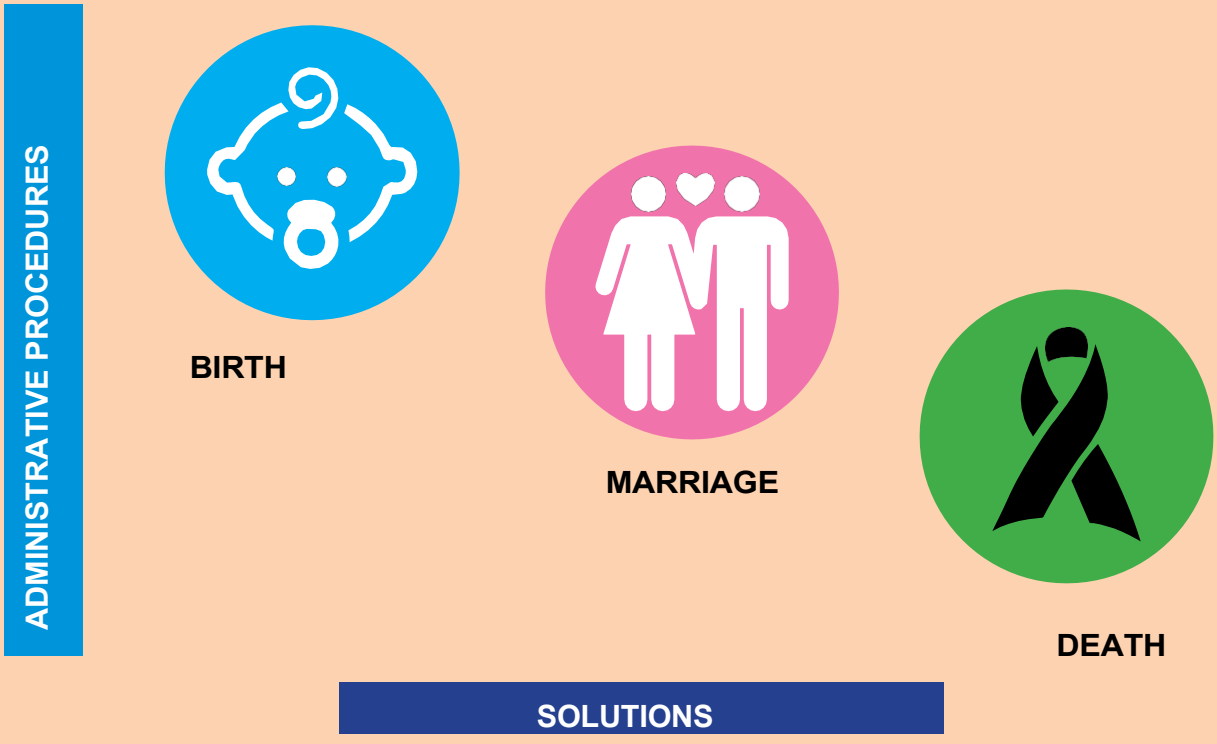
“It is the document that outlines the administrative procedures (correction, reconstitution, and validation) and common cases of errors or omissions in records, along with their solutions.”
In the context of the registry, *an administrative procedure* refers to the process followed through administrative steps to manage corrections—whether they involve rectifying registry errors or omissions, validating records, or reconstructing registry entries.

Purpose of the “ ” Manual

The Manual will help Civil Registry officials identify registry issues so they can then apply the correct procedure to resolve each case, in addition to standardizing the legal criteria for applying the regulations.

Who is the “ ” Manual intended for?

Civil Registry officials, in particular, and public officials in general.



The use of this book will be regulated by the General Directorate

CORRECTIONS

DEFINITION OF CORRECTION: *This refers an administrative correction to be the procedure that allows for the correction of errors and omissions in registry records.*

In this regard, Article 118 of Law 1266/87 provides as follows: ***"The General Directorate of the Civil Registry may also, by means of a well-founded resolution—either on its own initiative or at the request of a party, and with the opinion of the Legal Advisory Office—order the correction of a record when omissions or material errors are found therein."***

I. BIRTH CERTIFICATE



Birth Certificate Template

Oficina Número Folio Número 0147

Oficina del Registro del Estado Civil de.....

Acta número.....

En..... , República del Paraguay, a

..... día del mes de ..... del año

dos mil ..... siendo las ..... horas,

procedo a inscribir el ..... de

.....

de sexo ..... nacido(a) en ..... el

día ..... del mes de ..... , del

año ..... , a las

..... horas.- El(la) inscripto(a) es hijo(a) del Señor

.....,

quien acredita su identidad con el documento legal .....,

.....,

domiciliado en ..... y

de la señora ..... , quien

acredita su identidad con el documento legal .....,

.....,

domiciliada en ..... La

presente inscripción se realiza por declaración de .....

.....

domiciliado(a) en .....,

acredita su identidad con el documento legal .....,

.....,

Toma nota de estas observaciones:.....

.....

.....

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.....

.....

.....

Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe,-

Firma: .....

Oficial del Registro del Estado Civil
Firma y Sello

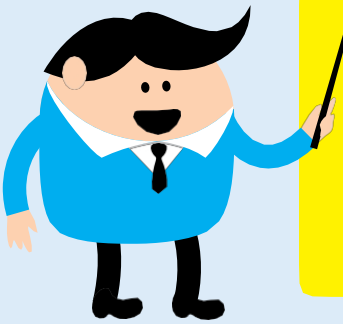
Firma: .....

A) ERRORS

A.1. Error in the office number entry



SCENARIOS	PROCEDURES	SOLUTION
The error is identified in a single entry in the ledger.	• Verify the preceding and following entries. • Verify the office's identification stamp at the bottom of the record, which proves the error made by the registry official.	**Administrative correction via a resolution issued by the General Directorate.**
The error is identified in multiple entries in the same register.		
The error is identified in one entry in both books.		
The error is identified in multiple entries in both registers.	Inability to produce administrative evidence.	**Legal action will be taken.**

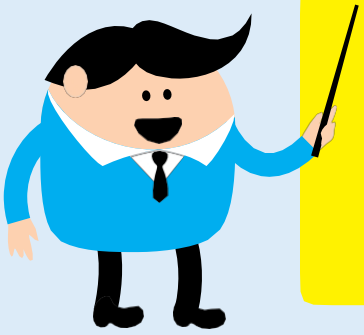


Remember:
The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.2. Error in Recording the Case Number



SCENARIOS	PROCEDURES	SOLUTION
The error is identified in a single entry in the register,	The remaining records will be verified, if they show a sequential relationship.	**In all cases, a correction will be made through administrative channels by resolution of the General Directorate.**
If the error is identified in multiple copies of the same book.	The other copy of the book, if they demonstrate correlation.	
The error is identified in a single entry in the book.	The previous entry and subsequent pages of both copies, if in the The correlation is demonstrated in these document themselves.	
Errors are identified in several records, in both copies.	There is no possibility of producing evidence through administrative channels.	**The matter is referred to the competent court.**

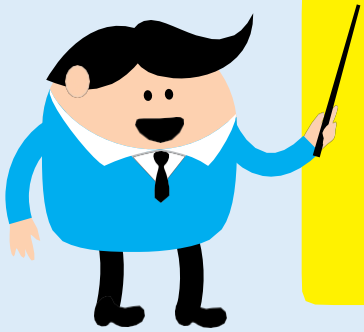


Remember: The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.3. Error in Place and Date of Registration

En ....., República del Paraguay, a
..... día del mes de ..... del año
dos mil ..... siendo las ..... horas,

SCENARIOS	PROCEDURES	SOLUTION
The error is identified in an entry in the registry.	Verify the preceding and subsequent entries to confirm that they show the correct date.	**Administrative correction by resolution of the General Directorate.**
The error is identified in several entries in the same ledger.	The other copy of the book corresponding to the entries to be corrected is verified to confirm that the correct date is consistent.	
The date error is identified in an entry in both ledgers.		
The error is identified in multiple entries in both ledgers.	Inability to produce evidence.	**Legal action will be taken.**



Remember: The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

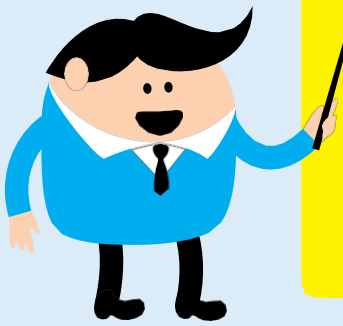
A.4. The Purpose of Registration

Birth Registration: The act by which the Civil Registrar records, for the first time, a birth, thereby granting the registrant an identity.

Registration of Acknowledgment: A procedure that takes place after the birth registration, in which one of the parents acknowledges paternity or maternity of a previously registered child born in wedlock by signing the certificate.



CASE SCENARIOS	PROCEDURES	SOLUTION
When the term "birth" is used instead of "acknowledgment." When the term "recognition" is written instead of "birth."	Verify • the other copy, and • the supporting documents for the registration, to see if they prove the official's error.	**An administrative correction will be made by resolution of the General Directorate.**



Remember: The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.5. Error in the name of the person being registered

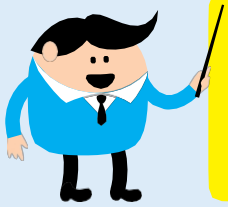
procedo a inscribir el ..... de

.....

SCENARIOS	PROCEDURE	SOLUTION
• Use of liquid correction fluid. • Unqualified amendments, overwriting, smudges, and cross-outs.	Verify • the other minutes book, • the supporting documents for the registration, • and the certificate issued on the date of registration.	**If this confirms an error by the registrar, proceed an administrative correction by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
Error in the spelling of the same name between one register and another, e.g., "Yannina," "Jannina," or "Giannina"	Verify the other copy of the register, the supporting documents for the registration, and the first certificate issued on the date of registration.	**If this confirms an error by the registrar, an administrative correction by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
Reversal of the order of names in one birth certificate and another, e.g., "Giannina Celeste" instead of "Celeste Giannina"		
Reversal of the order of names between a birth certificate and a certificate of recognition	Verify the birth certificate and the issued certificate.	**If this confirms the official's error, an administrative correction will be made pursuant to a resolution from the General Directorate (Art. 70, Law No. 1266/87, 2nd paragraph).**

Note: The registrar will inform the citizen that, for a judicial correction, they must appear before the Court of First Instance for Civil and Commercial Matters, accompanied by a licensed attorney or, if applicable, a public defender.

Definition of Article 70 of Law No. 1266/87:
Art. 70, second paragraph: "The initial registration shall remain in full force and effect unless a judicial decision to the contrary is issued."



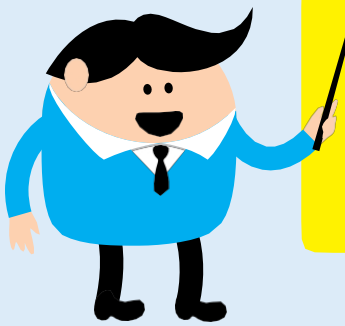
Remember: The official may correct his or her error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.6. Error in the registrant's last name

procedo a inscribir el ..... de

.....

SCENARIOS	PROCEDURES	SOLUTION
Amendment without reservation. Use of liquid correction fluid. Spelling error in the registrant's last name or that of the parents. Strikethroughs and overwriting.	Check • the other record, • the identification document presented at the time of registration, or the parents' birth certificates, • If the registrant already has an identity card, verify a copy of it.	**If this confirms an error on the part of the registrar, proceed with the administrative correction by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
Order of last names (maternal and paternal).	The first certificate issued on the date of registration will be requested.	**If this proves the official's error, a request for administrative correction will be filed in accordance with Law No. 985/92, which amends Article 12 of Law No. 1/92.**



Remember: The official may correct their error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

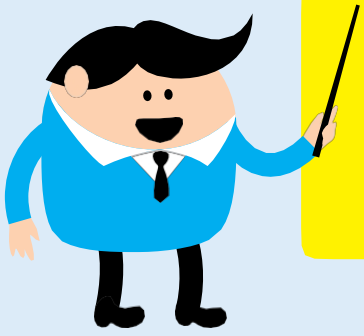
A.7. Error in sex, place, and date of birth

de sexo ..... nacido(a) en ..... ,el
día ..... del mes de ..... , del
año ..... , a las
..... horas.- El(la) inscripto(a) es hijo(a) del Señor

SCENARIOS	PROCEDURES	SOLUTION
Error in the entry of: a) "female instead of male," or vice versa. b) place of birth, c) date of birth.	Check • the other record, • a certified copy of the live birth certificate issued by the relevant registry office, or • the first certificate issued on the date of registration.	**If this confirms the registrar's error, an administrative correction is made by resolution from the General Directorate; otherwise, the matter will be referred to the competent judicial body.**

Remarks field: This field is used to record corrections and judicial annotations.

Toma nota de estas observaciones: .....
.....
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.....



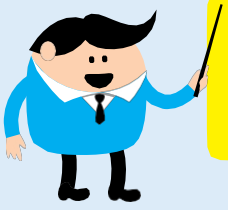
Remember: The registrar may correct their error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.8. Error in Recording the Parents' and/or Declarant's Information



.....,
quien acredita su identidad con el documento legal .....,
.....,
domiciliado en .....y
de la señora ....., quien
acredita su identidad con el documento legal .....,
.....,
domiciliada en .....La
presente inscripción se realiza por declaración de .....
.....
domiciliado(a) en .....,
acredita su identidad con el documento legal .....,
.....,

SCENARIOS	PROCEDURES	SOLUTION
Error in the entry of: a) Name of the father and/or mother.	Check • the other record, and • documents (marriage and birth certificates, and identification documents of the parents or declarants).	**If this confirms an error by the registrar, proceed with the administrative correction by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
Error in the entry of: b) The document number of the parents or declarants. c) Error in the field for the location of the parents' and/or declarants' document.	• Check the other register. • Request a certified copy of the identity card, report (original), and a certified copy of the criminal record issued by the National Police Identification Department.	



Remember: The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

B) OMISSIONS

An omission is defined as a mistake made by the Civil Registrar by failing to include certain information in the certificate.

B.1. Omission of the office number



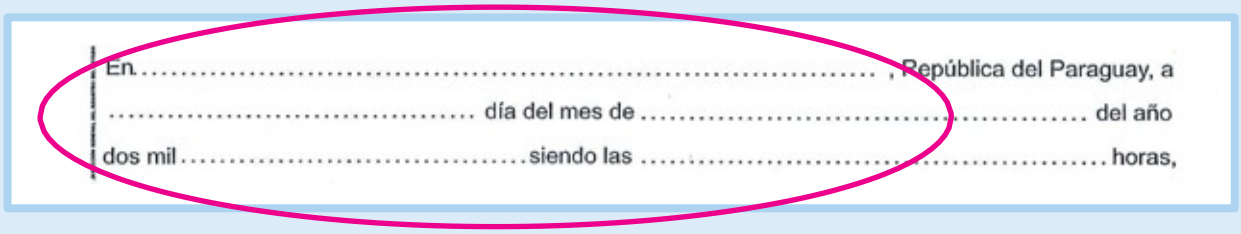
CASE SCENARIOS	PROCEDURES	SOLUTION
The omission is identified in a single entry in the register.	Verify • the preceding and subsequent entries, thereby demonstrating the error made by the registry official, and • the seal affixed at the bottom of the record.	**Administrative correction by resolution issued by the General Directorate**
The omission is identified in several entries in the register.	Verify • in the other register corresponding to the record to be corrected, • the seal at the bottom of the record. If it is missing, request a report from the human resources office.	
The omission is identified in both ledgers	It is not possible to produce administrative evidence.	**Correction through the courts**

B.2. Omission of the Record Number



SCENARIOS	PROCEDURES	SOLUTION
The omission is identified in a single entry in the register.	The remaining records are verified to determine if they are sequentially numbered.	**In all cases, the correction will be made through administrative channels by resolution of the General Directorate.**
The omission is identified in several entries in the same book.	Proceed to verify the other copy of the book if the entries in both copies are found to be sequential.	
The omission is identified in a single entry in both copies of the book.	Verify the entry immediately preceding and following the omission in both copies, provided that the sequential order is consistent in both.	
The omission of several entries is identified in both copies.	There is no possibility of producing evidence through administrative channels.	**The matter is referred to the competent court.**

B.3. Omission of place and date of registration


En ..... , República del Paraguay, a
..... día del mes de ..... del año
dos mil ..... siendo las ..... horas,

CASE SCENARIOS	PROCEDURES	SOLUTION
1- The omission of the date is identified in a single entry in the register. 2- The omission of the place is identified in a single entry in the register.	1- Verify the preceding and following entries to determine whether they show a consistent sequence of dates. 2- Verify the preceding and subsequent entries and the seal affixed at the bottom of the entry.	**Correct the error through an administrative process by resolution of the General Directorate.**
1- The omission of the date is identified in several entries in the same book. 2- The omission of the location is noted in several entries in the book.	1- The other book corresponding to the records to be corrected is checked, thereby confirming the correct date. 2- The other book is verified, and the seal affixed at the bottom of the entry.	
The omission is identified in both books.	There is no possibility of presenting evidence.	**The matter is referred to the competent court.**

B.4. Omission of the Subject Matter



CASE SCENARIOS	PROCEDURES	SOLUTION
When the term is omitted of the subject of the registration (birth or acknowledgment).	Verify in the other register, and the supporting documents for the registration, if, together wi the This in itself demonstrates the error of the official.	**The registration entry will be corrected** **administrative correction by resolution** **those of the General Directorate.**

B.5. Omission of the registrant's name



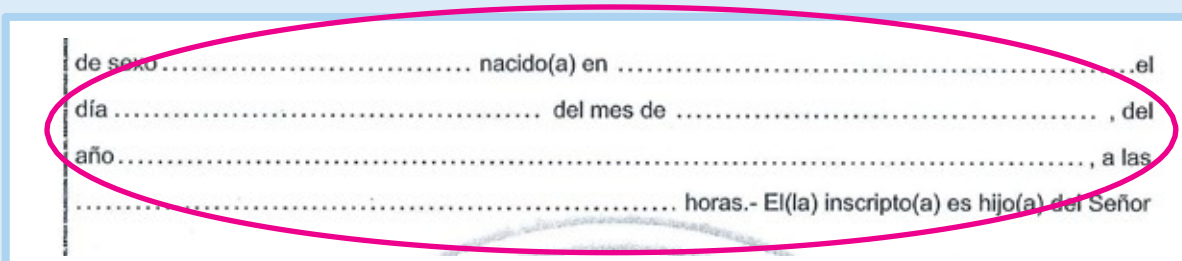
CASE SCENARIOS	PROCEDURE	SOLUTION
The registrant's name is missing.	No administrative evidence needs to be submitted.	**The correction will be made through the appropriate judicial process.**

B.6. Omission of the registrant's last name



CASE SCENARIOS	PROCEDURES	SOLUTION
Last name is missing father's name and/or maternal.	Verify in the other book, the identity of the declarant with the signature appearing at the bottom of the record, and the document respectively, the marriage certificate, if any, the parents' identification documents.	**If this confirms the registrar's error , the correction through administrative in accordance with Law No. 985/96, by resolution issued by the General Directorate.**

B.7. Omission of sex, place, and date of birth



CIRCUMSTANCES	PROCEDURES	SOLUTION
Omission in the ent. of: 1. Gender 2. Place of birth 3. Date of birth	Verify the other book, a certified copy of the live birth certificate issued by the relevant registry office, or the first certificate issued on the date of registration.	**If this confirms an omission by the registrar, an administrative correction by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**

B.8. Omission in the Recording of Parents' and/or Declarant's Information



.....,

quien acredita su identidad con el documento legal .....,

.....,

domiciliado en .....y

de la señora ....., quien

acredita su identidad con el documento legal .....,

.....,

domiciliada en .....La

presente inscripción se realiza por declaración de .....

.....

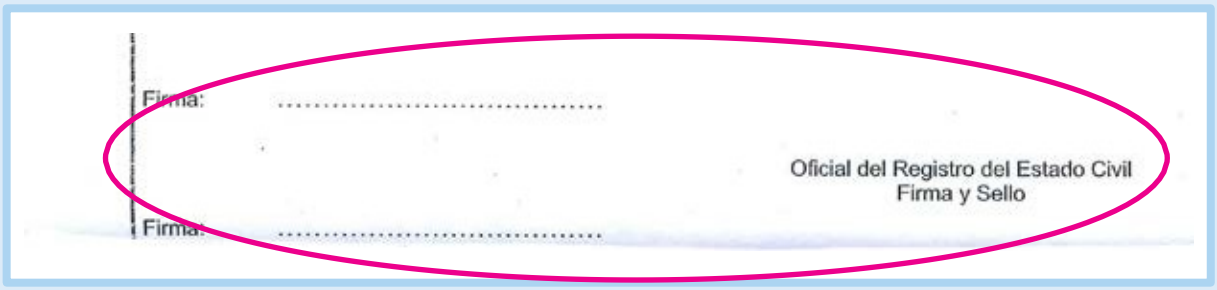
domiciliado(a) en .....,

acredita su identidad con el documento legal .....,

.....,

CASE SCENARIOS	PROCEDURES	SOLUTION
Omission in the entry of father's name and/or mother.	Verify the other ledger, documents (marriage certificates, birth certificates and identification documents of the parents or declarants), the declarant's signature appearing at the bottom of the record.	**If this confirms the omission of the employee's registrar, the administrative correction by resolution of the General Directorate; in the case Otherwise, the matter will be referred to the competent judicial body.**
Omission of the number of the document.	Verify the other book. Request a certified copy of the and report (original) issued by The Identification Department of the National Police.	

B.9. Omission of the Declarant's Signature on the Certificate



CASE SCENARIOS	PROCEDURE	SOLUTION
Missing signature of a declarant (and two copies are provided) in a single book.	The matter regarding the signature cannot be administratively corrected due to the impossibility of submit evidence.	**The document may be issued (certificate or record) from the book that includes the signatures of both declarants.**
Missing signature of a declarant (and two are recorded) in both books.		**The document may be issued (certificate or record) using declarant as the person who signed the record.**
If both are missing declarants in a single book.		**The document (certificate or record) may be issued from the book in which requires the signatures of both declarants.**
If both are missing declarants in the pairs of books.		**No document may be issued, it is considered that the minutes do not have declarant, and is therefore invalid.**

Sample Corrected Certificate

Oficina Número 02 Folio Número 0174

Oficina del Registro del Estado Civil de Segunda Seccion

Acta número cuatrocientos veintidos

En Asuncion Capital de los , República del Paraguay, a

diez y seis día del mes de febrero del año

dos mil ocho siendo las ocho y treinta horas,

procedo a inscribir el de

Wayeli Monserrath Duarte Suarez

de sexo femenino nacido(a) en Asuncion el

día tres del mes de marzo , del

año dos mil dos

catorce y treinta horas.- El(la) inscripto(a) es hijo(a) del Señor

quien acredita su identidad con el documento legal

domiciliado en y

de la señora Gloria Lorena Duarte Suarez quien

acredita su identidad con el documento legal cedula de identidad civil

número 2.003.xxx.

domiciliada en La

presente inscripción se realiza por declaración de la madre

domiciliado(a) en

acredita su identidad con el documento legal

Toma nota de estas observaciones:

Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe,-

Firma:

Oficial del Registro del Estado Civil
Firma y Sello

Firma:

Por Resolución Nº xxx de fecha 16/09/2013 el Director General del Registro del Estado Civil Abog. xxxxxx, refrendado por el secretario General xxxxx Resuelve: Hacer lugar a la rectificación de la presente acta, en el sentido de consignar correctamente el número de Cédula de Identidad Nº 1221.xxx.

Asunción, 1/10/13
Exp. 555/13

II. TION OF MARRIAGE CERTIFICA



Sample Marriage Certificate

Oficina Número Folio Número 0010

Oficina del Registro del Estado Civil de.....

Acta número.....

En....., República del Paraguay, a

..... día del mes de..... del año

dos mil..... siendo las..... horas,

PROCEDO A CELEBRAR E INSCRIBIR EL MATRIMONIO DE:

.....

de.....años de edad, de nacionalidad..... de

profesión....., de estado civil..... nacido en

....., el día..... del mes de

....., del año.....

domiciliado en.....

acredita su identidad con el documento legal.....

.....

Es hijo del señor....., de

.....años de edad, de nacionalidad....., de

profesión....., domiciliado en.....

..... y de la

señora.....

de.....años de edad, de nacionalidad.....de

profesión....., domiciliada en.....

.....

Y de.....

de.....años de edad, de nacionalidad....., de

profesión....., de estado civil..... nacida en

....., el día..... del mes de

....., del año.....

domiciliada en.....

acredita su identidad con el documento legal.....

.....

Es hija del señor....., de

..... años de edad, de nacionalidad....., de

profesión....., domiciliado en.....

..... y de

la señora..... de

..... años de edad, de nacionalidad.....de

profesión....., domiciliada en.....

.....

Hago constar que.....

.....

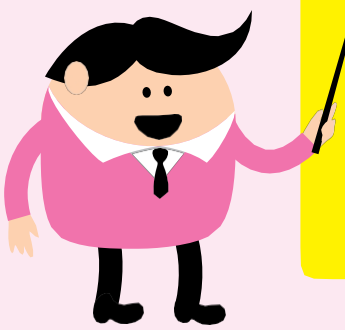
.....

A) ERRORS

A.1. Error in Name and Office Number



CASE SCENARIOS	PROCEDURE	SOLUTION
The error is identified in a single entry in the ledger.	Verify • The preceding and following entries, and • The seal affixed at the bottom of the entry, thereby proving the error made by the registry official.	**Administrative correction by resolution of the General Directorate.**
The error is identified in several entries in the register.	Verify • The other book corresponding to the record to be corrected, • The seal affixed at the bottom of the certificate, an • The family register issued on the date of the ceremony.	
The error is identified in several records in both books.	There is no possibility of producing administrative evidence.	**The matter is referred to the competent court.**

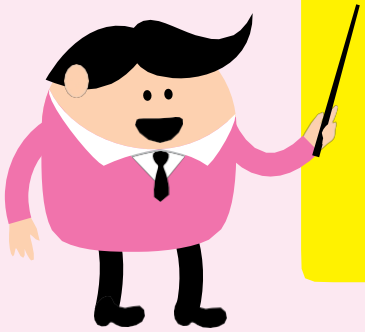


Remember: The official may correct the error immediately in the field designated for "Remarks" while the couple and witnesses are still present.

A.2. Error in Recording the Certificate Number

Acta número.....

SCENARIOS	PROCEDURES	SOLUTION
The error is identified in a single entry in the register.	The other records are verified to determine if they are sequentially consistent.	**Correct the error through administrative channels by resolution of the General Directorate.**
The error is identified in multiple entries in the same ledger.	Verify • the other copy of the register to see if the entries in both are consistent, and • The family register issued on the date of the marriage.	
The error is identified in both books.	It is not possible to produce evidence through administrative channels.	**The matter is referred to the appropriate court.**

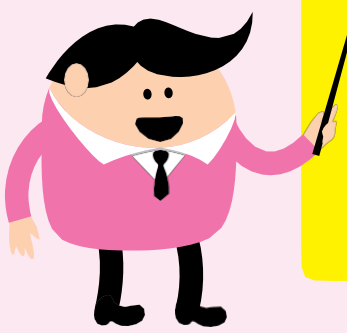


Remember: The official may correct the error immediately in the field designated for "Remarks" while the couple and witnesses are still present.

A.3. Error in the Place and Date of the Ceremony

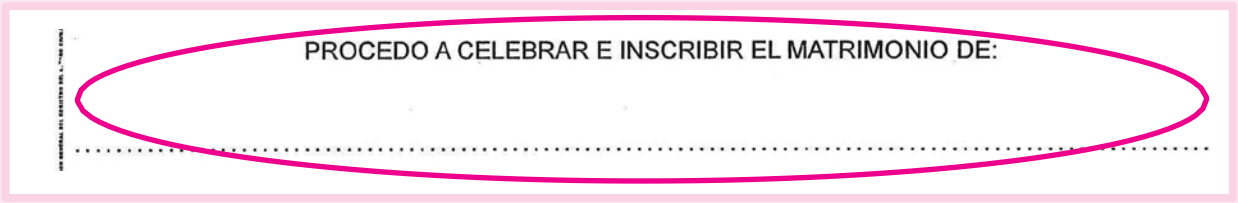
En....., República del Paraguay, a
..... día del mes de..... del año
dos mil..... siendo las..... horas,

SCENARIOS	PROCEDURES	SOLUTION
1- The error in the date is identified in a single entry in the book. 2- The location error is identified in a single entry in the book.	1- Verify • the preceding and subsequent records to determine whether they show a consistent sequence of dates, • The family register issued on the date of the ceremony. 2- The following are verified: • The preceding and subsequent entries, and • The seal affixed at the bottom of the record, or • The family register issued on the date of the ceremony.	**Administrative correction by resolution of the General Directorate.**
1-An error in the date is identified in several entries in the same register. 2-An error in the place is identified in several records in the book.	1- The other register corresponding to the records to be corrected is verified, thereby confirming the correct date. 2- Verify • the other book, and • The seal affixed at the bottom of the record.	
The omission is identified in both books.	There is no possibility of presenting evidence.	**Legal action is taken.**



Remember: The official may correct the error immediately in the field designated for "Comments" while the contracting parties and witnesses are still present.

A.4. Error in the Names of the Parties

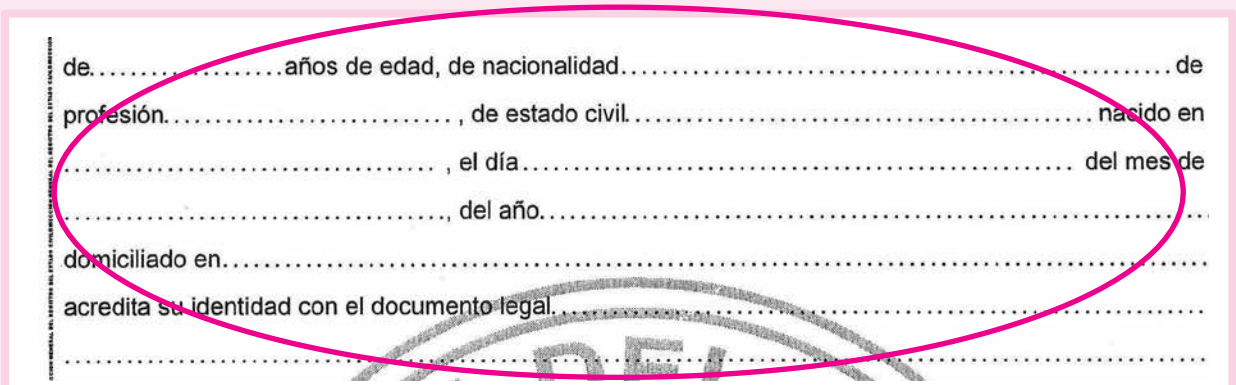


SCENARIOS	PROCEDURES	SOLUTION
1- Error in the book's record regarding the nam of one or both parties (use of correction fluid, overwriting, amendment, underlining, or omissio the saved portion, spelling errors, and cross-c and smudges).	Verify the other register, Identity Card submitted at the time of the signing, Certified copy of the date of birth, Copy of family register.	**If this demonstrates the error in the official; the following applies correction via by a decision by the General; otherwise, otherwise, the matter must be referred to the competent judicial authority.**
2- Error in the name of one or both parties in the marriage registry (use of correction fluid, overwriting, amendment, underlining, omission of the signature block, error in spelling, cross-outs, and erasures).		

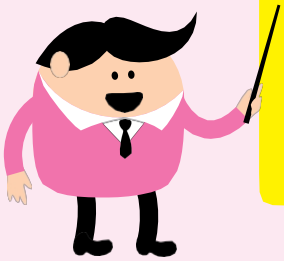


Remember: The official may correct their error immediately in the field designated for "Remarks" while the contracting parties and witnesses are still present.

A.5. Error in the personal information of one or both parties

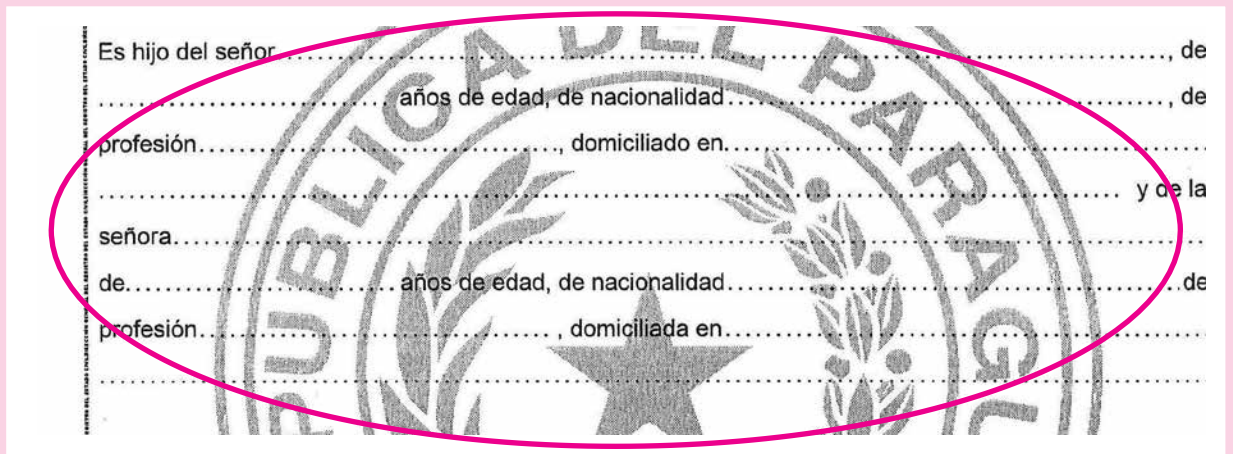

de.....años de edad, de nacionalidad.....de
profesión....., de estado civil.....nacido en
....., el día.....del mes de
....., del año.....
domiciliado en.....
acredita su identidad con el documento legal.....
.....

SCENARIOS	PROCEDURES	SOLUTION
1- Error in vital information on a marriage certificate regarding age, place, date of birth, and nationality (use of correction fluid, overwriting, amendment, underlining, omission of the notary's seal, spelling error, or dual name, cross-outs, and smudges). 2- Error in the ID number and marital status (use of correction fluid, overwriting, amendment, underlining, omission of the seal, spelling errors or dual names, cross-outs, and smudges).	1- Verify • The other document, • Identity card presented at the time of the ceremony, • Certified copy of the birth certificate, • Copy of the family register. 2- In addition to the above requirements, a report issued by the Department of Identification and a certified copy of the criminal record are required.	**If this demonstrates that the official made an error, the correction will be made through administrative channels by resolution of the General Directorate, ; otherwise, the matter must be referred to the competent judicial authority.**
3- Errors in vital information on both birth certificates of one or both spouses (use of correction fluid, overwriting, amendments, underlining, failure to use a correction slip, spelling errors, or dual names, cross-outs, and smudges)	Verify • the identity card presented at the time of the ceremony, • Certified copy of the birth certificate, • Copy of the family register.	

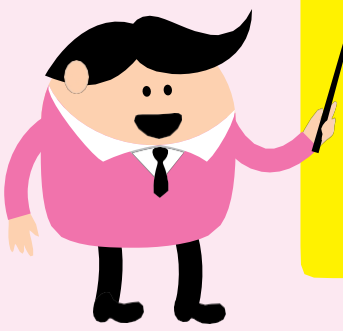


Remember: The official may correct any error immediately in the field designated for "Remarks" while the couple and witnesses are still present.

A.6. Error in Parents' Information

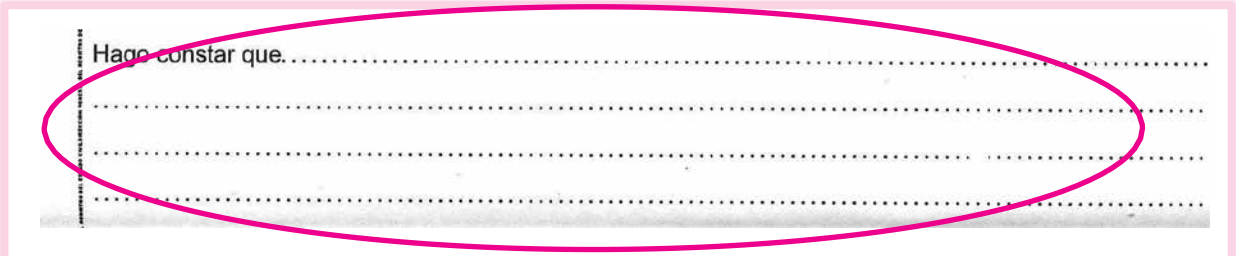

Es hijo del señor ....., de
..... años de edad, de nacionalidad ....., de
profesión....., domiciliado en.....
..... y de la
señora.....
de..... años de edad, de nacionalidad ..... de
profesión..... , domiciliada en.....
.....

SCENARIOS	PROCEDURES	SOLUTION
1- Error in a registry entry regarding the parents' information for one or both parties to the marriage (use of correction fluid, overwriting, amendments, underlining, omission of the notary's seal, spelling errors, cross-outs, and smudges).	Verify • The other copy in the register, • Certified copy of the birth certificate.	**If this proves the official's error, the correction will be made through administrative channels by resolution of the General Directorate; otherwise, the matter must be referred to the competent judicial body.**
2- Error in the parents' information for one or both parties to the marriage in the registry entry (use of correction fluid, overwriting, amendments, underlining, omission of the "salvado" notation, spelling errors cross-outs, and smudges).	It is impossible to produce administrative evidence, as the recording of parental information in the marriage certificate is a declaratory act.	**The matter must be referred to the competent judicial authority.**

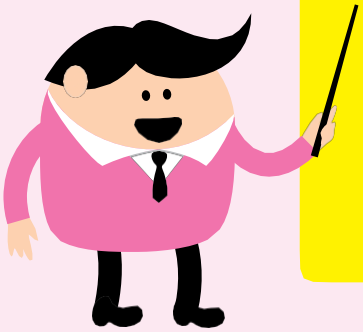


Remember: The official may correct the error immediately in the field designated for "Remarks" while the parties and witnesses are still present.

A.7. Error in the "Remarks" field



SCENARIOS	PROCEDURE	SOLUTION
1- Error in a single record in the "Remarks" field (information regarding divorced, widowed, or minor spouses).	Check • The other record, and • The supporting documents for the marriage.	**If this proves that the official made an error, the matter will be rectified by administrative resolution of the General Directorate; otherwise, the matter will be resolved through the appropriate judicial channels.**
2- Error in both registers in the "Remarks" field (information regarding divorced or widowed spouses, or minors).	There is no evidence to be presented in the administrative proceedings.	**The matter will be referred to the appropriate court.**



Remember: The official may correct the error immediately in the field designated for "Remarks" while the contracting parties and witnesses are still present.

B) OMISSIONS

B.1. Omission of Name and Office Number



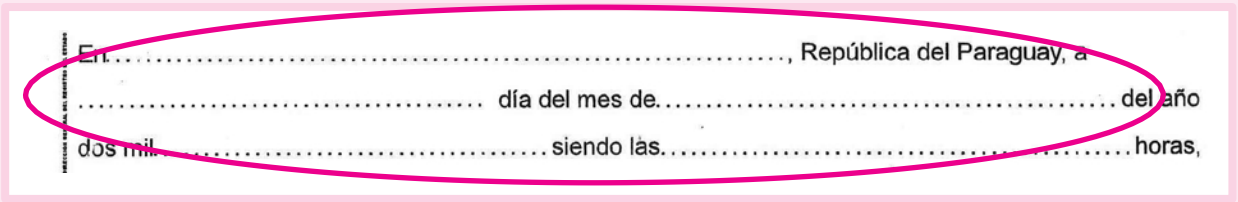
CASE SCENARIOS	PROCEDURES	SOLUTION
1- The omission is identified in a single entry in the registry.	Verify the preceding and following entries, thereby demonstrating the error made by the registry official.	**Correct the error through an administrative process by means of a resolution issued by the General Directorate.**
2- The omission is identified in multiple entries in the register.	Verify • the other register corresponding to the entry to be corrected, and • the family register issued on the date of the marriage.	
3- The omission is identified in several entries in both registers.	It is not possible to produce administrative evidence.	**Correction through the courts.**

B.2. Omission of the certificate number

Acta número.....

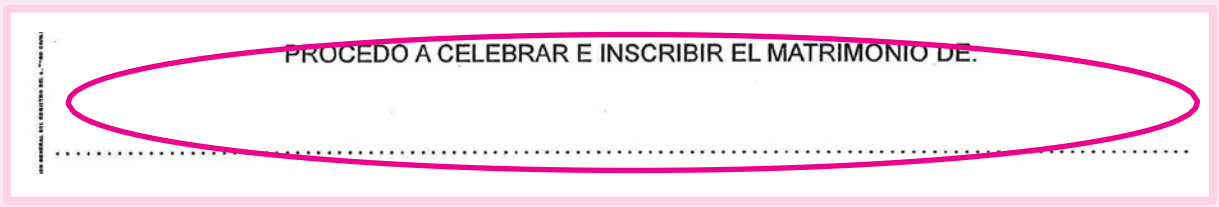
CASE SCENARIOS	PROCEDURES	SOLUTION
1- The omission is identified in a single certificate in the register.	Proceed to verify the other records to determine if they are sequentially numbered.	**Correct the error through administrative channels by resolution of the General Directorate.**
2- The omission is identified in multiple entries in the same ledger. 3- The omission of the same entry is identified in both books.	Verify • The other register, if the entries in them show consistency, and • Family register issued on the date of the marriage.	
4- The omission is identified in several entries in both registers.	There is no possibility of producing evidence through administrative channels.	**The matter is referred to the competent court.**

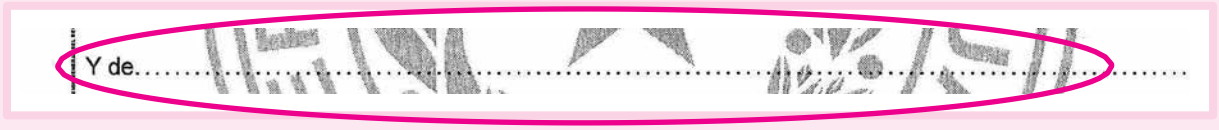
B.3. Omission of the Place and Date of the Ceremony


En....., República del Paraguay, a
..... día del mes de..... del año
dos mil..... siendo las..... horas,

CASE SCENARIOS	PROCEDURES	SOLUTION
1- The omission of the date is identified in a single entry in the book. 2- The location is missing from a single entry in the book.	1- Verify • Previous and subsequent entries, • Family register issued on the date of the ceremony, in order to verify the consistency of the date. 2- Verify • Previous and subsequent records, • The official seal at the bottom of the record, or • Family register issued on the date of the ceremony.	**Administrative correction by resolution of the General Directorate.**
1- The omission of the date is identified in several records in the same register. 2- The omission of the place is identified in several records in the same register.	1- Verify • The other register corresponding to the entries to be corrected, and • the family register, in order to determine the correct date. 2- Verify • The other book, and • The seal affixed at the bottom of the recor	
The omission is identified in several records in both registers.	There is no possibility of producing evidence through administrative channels.	**Legal action is being taken.**

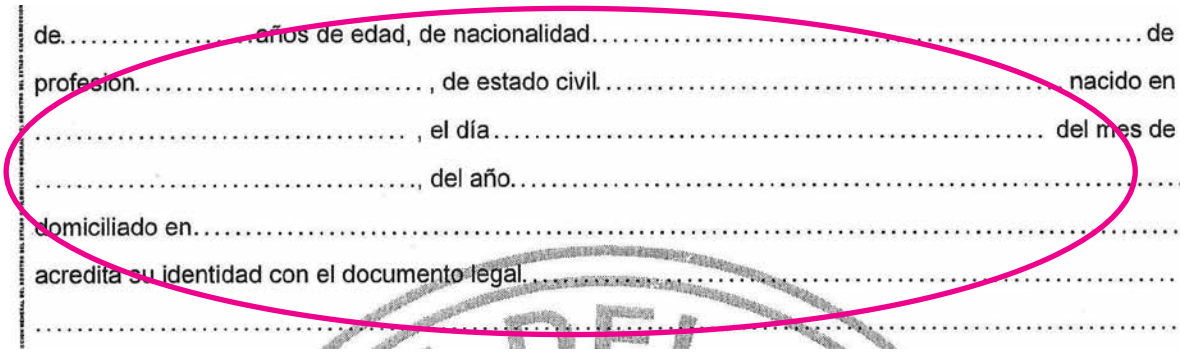
B.4. Omission of the names of the parties to the marriage





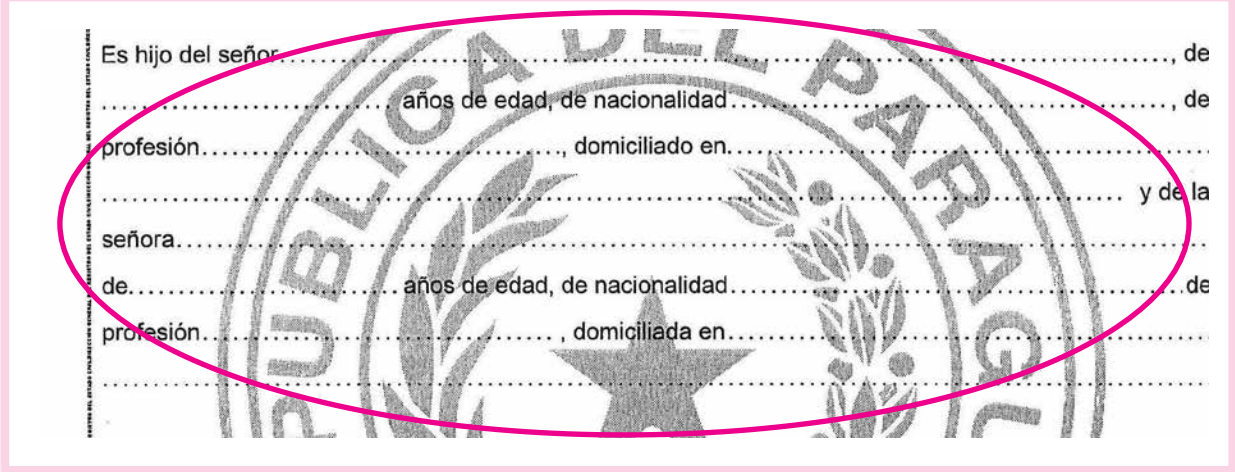
CASE SCENARIOS	PROCEDURES	SOLUTION
1- Omission of the name of one or both parties in a single-volume marriage certificate.	Verify • The other register, • Identity card presented at the time of the ceremony, • Certified copy of the birth certificate, • Copy of the family register.	**If this proves the official's error, the correction will be made through administrative channels by resolution of the General Directorate; otherwise, the matter must be referred to the competent judicial body.**
2- Omission of one of the names of the contracting party or parties in both registers.		
3- Omission of the names of one or both parties to the marriage in the pair of marriage registers.	It is not possible to provide evidence through administrative channels.	**The matter is referred to the courts**

B.5. Omission of vital information regarding one or both parties to the marriage.


de..... años de edad, de nacionalidad..... de
profesión..... , de estado civil..... nacido en
..... , el día..... del mes de
....., del año.....
domiciliado en.....
acredita su identidad con el documento legal.....
.....

CASE SCENARIOS	PROCEDURES	SOLUTION
1- Omission of vital information in a marriage record regarding age, place, date of birth, and nationality. 2- Omission of the identification number and marital status.	1- Verify • The other record, • Identity card presented at the time of the ceremony, • Certified copy of the birth certificate, • Copy of the family register. 2- In addition to the requirements listed in the previous item, a certified copy of the criminal record and a report (original) issued by the National Police Identification Department are required.	**If this demonstrates an error on the part of the official, the correction will be made through administrative channels by resolution of the General Directorate; otherwise, the matter must be referred to the competent judicial body.**
1- Omission of vital information regarding one o the spouses in both certificates.	Verify Identity card presented at the time of the ceremony, certified copy of the birth certificate, copy of the family register.	
2- Omission of vital information regarding both parties in the marriage registry.	It is not possible to provide evidence through administrative channels	**Legal action is being taken.**

B.6. Omission of parental information



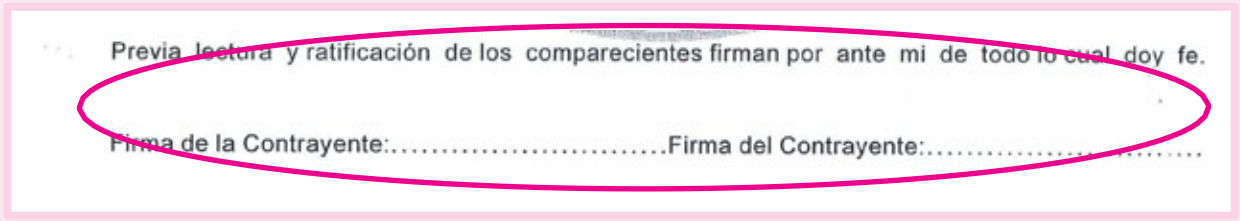
CASE SCENARIOS	PROCEDURES	SOLUTION
1- Omission of the parents' information for one or both spouses in a marriage certificate.	Verify • The other register, • Certified copy of the birth certificate.	**If this proves the official's error, the correction will be made through administrative channels by resolution of the General Directorate; otherwise, the matter must be referred to the competent judicial body.**
2- Omission of the parents' information for one or both spouses.	It is impossible to produce administrative evidence, as the inclusion of parental information on the marriage certificate is a declaratory act.	**The matter must be referred to the competent judicial authority.**

B.7. Omission in the "Remarks" field



CASE SCENARIOS	PROCEDURE	SOLUTION
1- Omission in a single registry book, in the "Remarks" field (information regarding spouses , widowed, or minors).	Check • the other book, and • supporting documents regarding the marriage.	**If this demonstrates the official's error, the administrative correction will be made by resolution of the General Directorate. Otherwise, the matter will be resolved through the appropriate judicial channels.**
2- Omission in both registers, in the "Remarks" field (information regarding divorced or widowed spouses, or minors).	No evidence needs to be presented in the administrative process.	**The matter will be referred to the appropriate court.**

B.8. Omission of the signatory's signature on the marriage certificate



Previa lectura y ratificación de los comparecientes firman por ante mi de todo lo cual doy fe.

Firma de la Contrayente:.....Firma del Contrayente:.....

CASE SCENARIOS	PROCEDURE	SOLUTION
1- Missing signature in a single marriage register for one of the spouses (and both spouses are listed).	The issue regarding the signature cannot be administratively corrected due to the inability to produce evidence.	**A document (certificate or record) may be issued from the register that includes the signatures of both contracting parties.**
2- Missing signature in both marriage registers for one of the parties (where two parties are listed).		**No document may be issued; the record is considered invalid.**
3- Missing signature in only one of the two marriage registers for both parties.		**A document (certificate or record) may be issued from the register that includes the signatures of both contracting parties.**
4- Missing signatures in both marriage registers for both parties.		**No document may be issued. The marriage certificate is considered invalid.**

III. TION OF DEATH CERTIFICATE



Sample Death Certificate

Oficina Número Folio Número 0069

Oficina del Registro del Estado Civil de .....

Acta número .....

En ..... , República del Paraguay, a ..... días

del mes de ..... del año dos mil ..... siendo

las ..... horas, procedo a inscribir la defunción de

.....

de ..... años de edad, de sexo ..... de estado

civil ..... , de nacionalidad .....

de profesión .....

domiciliado en .....

nacido(a) en ..... quien falleció el día .....

del mes de ..... del año dos mil ..... ; a

las ..... horas, en la Ciudad de .....

a causa de .....

al fallecido(a) corresponde el documento legal .....

.....

Era hijo(a) del señor ..... de nacionalidad

..... ; y de la señora

.....

de nacionalidad ..... con domicilio en

.....

Nombre y Apellido del cónyuge .....

La presente inscripción se realiza por declaración del/la Señor/a .....

.....

con domicilio en ..... quien acredita su

identidad con el documento legal .....

.....

Además del declarante testifican el fallecimiento .....

.....

con domicilio en .....

quien acredita su identidad con el documento legal .....

.....

y .....

con domicilio en .....

quien acredita su identidad con el documento legal .....

.....

Tomo nota de estas observaciones: .....

.....

.....

.....

Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe.-

Firma Declarante .....

Firma Testigo .....

Firma Testigo .....

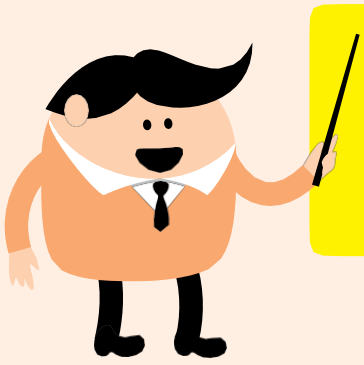
Oficial del Registro del Estado Civil
Firma y Sello

A) ERRORS

A.1. Error in Name and Office Number

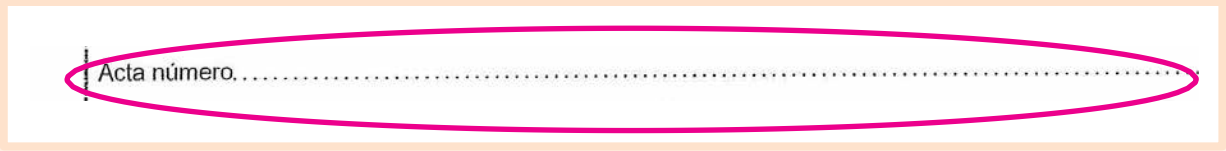


SCENARIOS	PROCEDURES	SOLUTION
1- The error is identified in a single entry in the ledger (use of correction fluid, overwriting, correction, underlining, omission of the signature, spelling error, cross-outs, and smudges).	Verify • the preceding and following entries, • The seal at the bottom of the entry, which proves the error made by the registry official.	**Administrative correction by resolution issued by the General Directorate.**
2- The error is identified in several entries in the register (use of correction fluid, overwriting, amendments, underlining, omission of the "salvado," spelling errors, cross-outs, and smudges).		
3- The error is identified in several entries in both registers (use of correction fluid, overwriting, amendment, underlining, omission of the approval stamp, spelling error, cross-outs, and smudges).	There is no possibility of producing administrative evidence.	**Correction through the courts.**

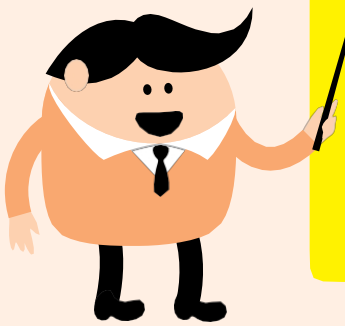


Remember: The official may correct their error immediately in the field designated for "Comments."

A.2. Error in Entering the Record Number

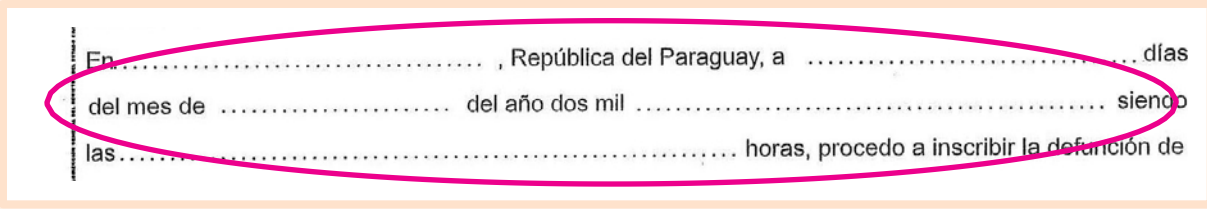


SCENARIOS	PROCEDURES	SOLUTION
1- The error is identified in a single entry in the register.	Proceed to verify the other records to ensure they are sequentially numbered.	**Correct the error through administrative channels by resolution of the General Directorate.**
2- An error is identified in multiple entries in the same ledger.	The other ledger is then verified to determine whether the entries are consistent.	
3- An error is identified in multiple entries in both ledgers.	It is not possible to produce evidence through administrative channels.	**The matter is referred to the competent court.**

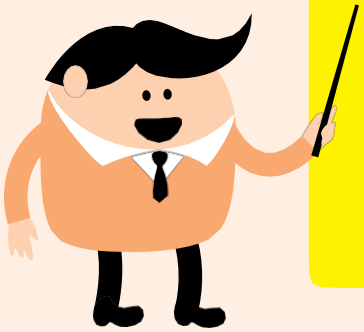


Remember: The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.3. Error in the place and date of registration

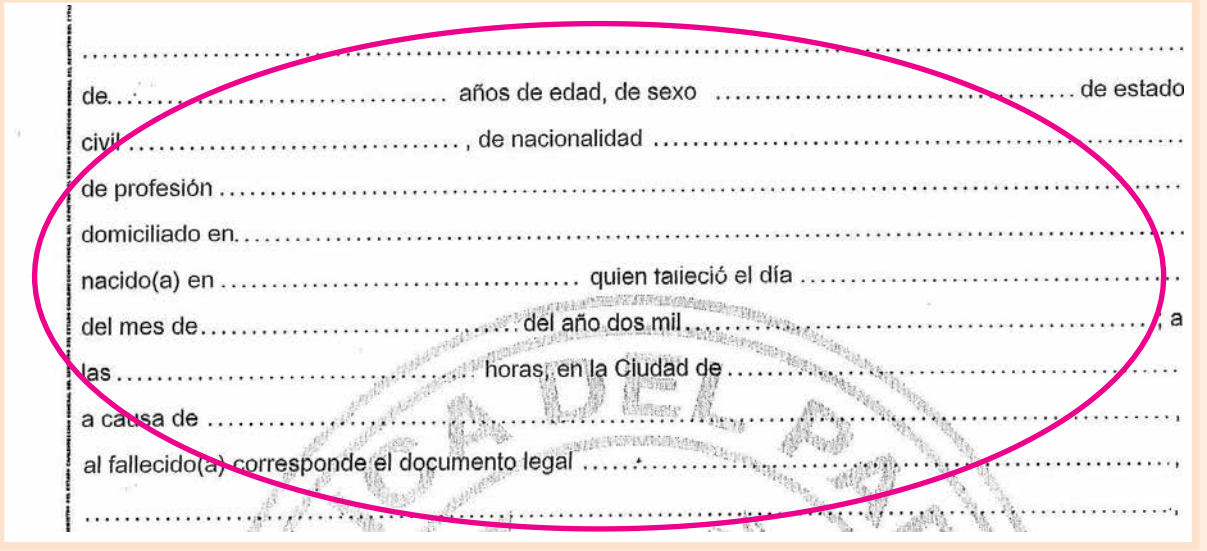

En ..... , República del Paraguay, a ..... días
del mes de ..... del año dos mil ..... siendo
las ..... horas, procedo a inscribir la defunción de

SCENARIOS	PROCEDURES	SOLUTION
1- The error is identified in a single entry in the register (use of correction fluid, overwriting, amendments, underlining, omissions, spelling errors, cross-outs, and erasures). 2- The error is identified in the two records from both registers (use of correction fluid, overwriting, amendments, underlining, omission of the "salvado" notation, spelling errors, cross-outs, and smudges).	Verify • The preceding and subsequent records, • A copy of the medical death certificate, and • The official seal at the bottom of the record, to verify the consistency of the date.	**If the official's error is proven, a correction will be sought through administrative channels by resolution of the General Directorate; otherwise, a request will be filed with the competent court.**



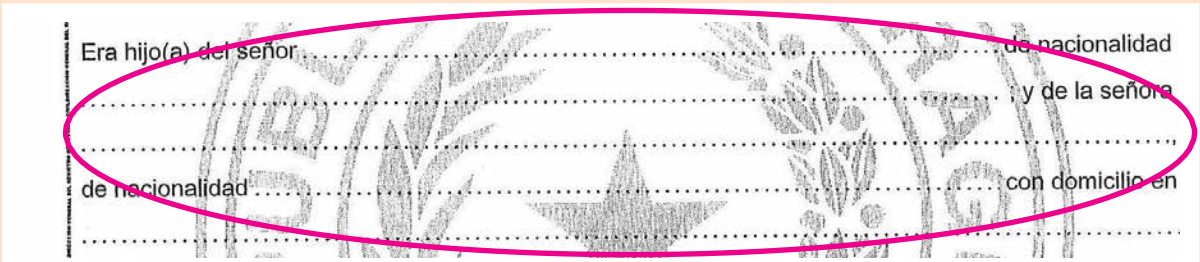
Remember: The official may correct their error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

A.4. Error in the Name and Information of the Deceased



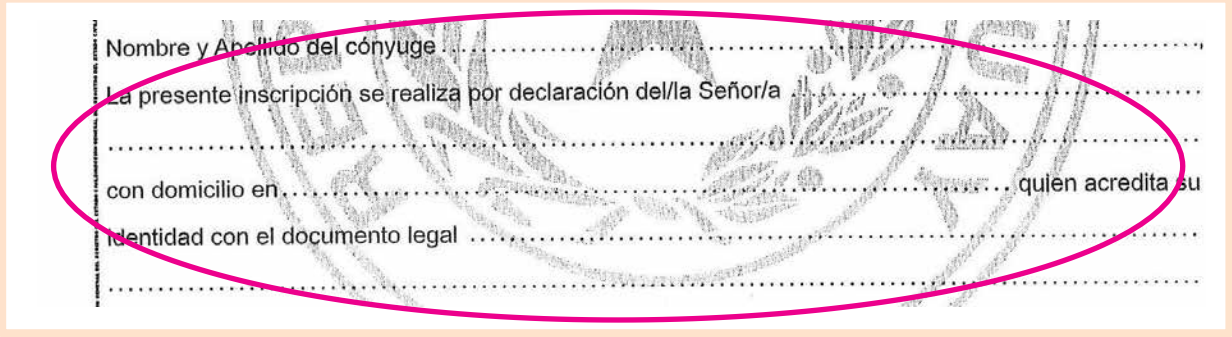
SCENARIOS	PROCEDURE	SOLUTION
1- Error in the entry of data in a single registry, first and/or last name, age, year, s nationality, date of birth, date of death, cause of death. 2- Error in recording the identification number and marital status in a single registry (use of correction fluid, overwriting, amendments, underlining, failure to affix the official seal, spelling errors, cross-outs, and smudges).	1- Verify • The other register, • Certified copy of the medical death certificate, • Birth certificate, and • Certified copy of the identity card. In addition to the requirements in item 1, verify a copy of the marriage certificate and report, and a copy of the criminal record issued by the of Identification of the National Polic	**If this confirms the registrar's error, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
1- Error in the entry of data in both registers: First and/or last name, age, year, sex, nationality, and date of birth Date of death, cause of death. 2- Error in the entry of ID number, marital status, and spouse's name in a single-book record (use correction fluid, overwriting, amendment, underlining, unvalidated entry, or spelling error).	1- Verify • The other register, • Certified copy of the medical death certificate, • Birth certificate, • Certified copy of the identity card. 2- In addition to the requirements in item 1, verify the copy of the marriage certificate and report, and a copy of the criminal record issued by the National Police Identification Department.	**If this confirms the registrar's error, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**

A.5. Error in the name and information of the deceased's parents



CASE SCENARIOS	PROCEDURE	SOLUTION
1- Error in the entry of information in a single record—first name, last name, and nationality of the parents (use of correction fluid, overwriting, amendment, underlining, omission of the correction mark, spelling error, cross-outs, and smudges). 2- Error in the entry of the spouse's first and last names (use of correction fluid, overwriting, amendments, underlining, omission of the correction mark, spelling errors, cross-outs, and smudges)	Verify • The other record, • Birth certificate of the deceased, • Certified copies of the birth and marriage certificates (if available) of the father and/or mother. 2- Verify • The other document, • Copy of the deceased's marriage certificate, • Certified copy of the identity card, • Report and copy of the criminal record issued by the Police Identification Department.	**If this evidence confirms the registrar's error, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
1- Errors in the entry of data in both registers, including the parents' first name, last name, and nationality (use of correction fluid over handwritten text, amendments, underlining, omission of the "salvado" entry, spelling errors, cross-outs, and smudges). 2- Errors in entering the spouse's first and last name (use of correction fluid, overwriting, amendments, underlining, failure to sign the correction, spelling errors, cross-outs, and smudges).	1- Verify • The deceased's birth certificate, • Certified copies of the birth and marriage certificates (if available) of the father and/or the mother. 2- Verify • A copy of the deceased's marriage certificate, • A certified copy of the identity card, • Report and copy of the criminal record issued by the Police Identification Department.	**If this evidence confirms the registrar's error, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**

A.6. Error in the Declarant's Information


Nombre y Apellido del cónyuge .....
La presente inscripción se realiza por declaración del/la Señor/a .....
.....
con domicilio en ..... quien acredita su
identidad con el documento legal .....
.....

CASE SCENARIOS	PROCEDURE	SOLUTION
1- Error in a record regarding the declarant's information.	Verify • In the other register, a certified copy of the declarant's identity card.	**If the official's error is confirmed, the correction will be made through administrative channels by resolution of the General Directorate.**
2- Error in both records regarding the information provided by the declarant.	There is no possibility of providing evidence through administrative channels.	**The matter will be referred to the competent court.**

B) OMISSIONS

B.1. Omission of name and office number

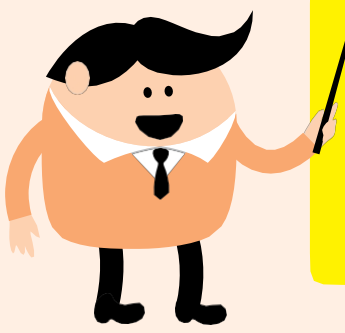


CASE SCENARIOS	PROCEDURES	SOLUTION
1- The omission is identified in a single entry in the registry.	Verify the preceding and following entries, as well as the registry office's seal at the bottom of the entry, thereby demonstrating the registry official's omission.	**Administrative correction via a resolution issued by the General Directorate.**
2- The omission is identified in multiple entries in the register.	Verify the other register corresponding to the entry to be corrected and check the registry office's seal at the bottom of the entry, thereby demonstrating the registry official's omission.	
3- The omission is identified in several entries in both books.	It is not possible to produce administrative evidence.	**Correction through judicial proceedings.**

B.2. Omission of the Record Number

Acta número.....

SCENARIOS	PROCEDURES	SOLUTION
1- The omission is identified in a single entry in the register.	Verify the other records to confirm the sequential numbering.	**Correct the error through administrative channels by resolution of the General Directorate.**
2- The omission is identified in several entries in the same book.	Verify the entry in the other ledger to demonstrate the sequential order.	
3- The omission is identified in multiple entries in both ledgers.	It is not possible to produce evidence through administrative channels	**Recourse is made to the competent court.**

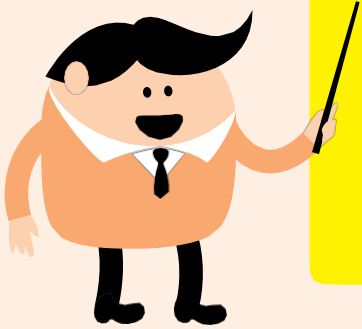


Remember: The official may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

B.3. Omission of the place and date of registration

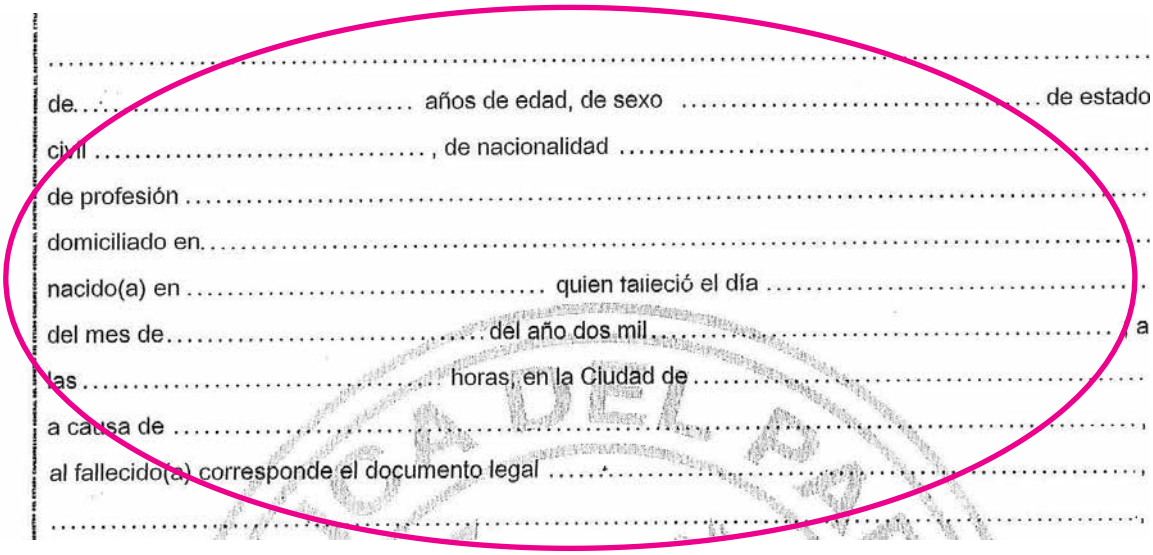
En ..... , República del Paraguay, a ..... días del mes de ..... del año dos mil ..... siendo las ..... horas, procedo a inscribir la defunción de

CASE SCENARIOS	PROCEDURES	SOLUTION
1- The omission is identified in a single entry in the register.	Verify the preceding and subsequent entries, a copy of the medical death certificate, and the stamp at the bottom of the record to demonstrate the registrar's omission.	**The correction will be made through administrative channels by means of a resolution issued by the General Directorate; otherwise, a correction will be sought through judicial proceedings before the competent court.**
2- The omission is identified in the two records from both registers.	Verify the other register corresponding to the records to be corrected, a copy of the medical death certificate, and the seal at the bottom of the record, in order to demonstrate the registrar's omission.	



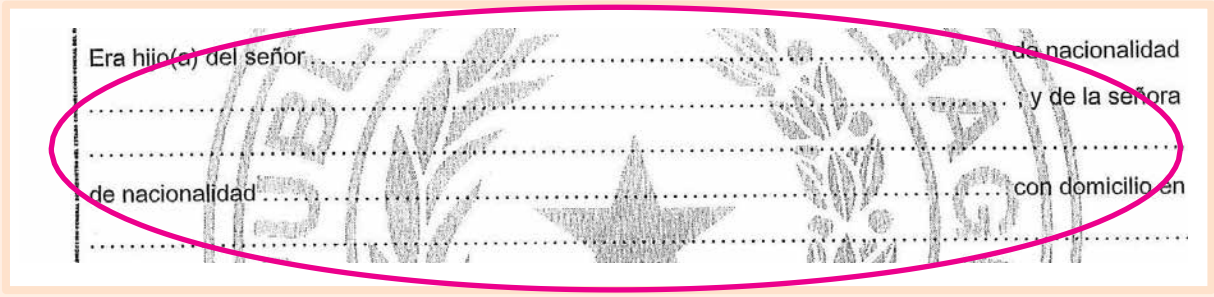
Remember: The registrar may correct the error immediately in the field designated for "Remarks," while the parties and witnesses are still present.

B.4. Omission of the Deceased's Name and Information



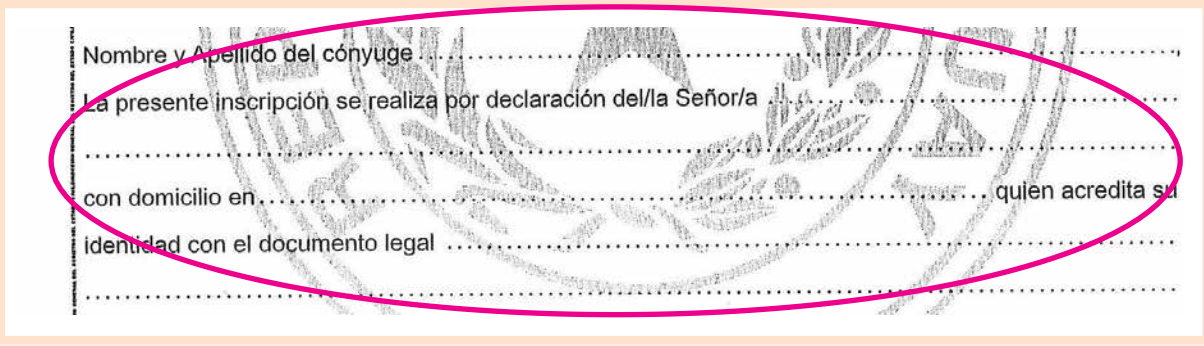
SCENARIOS	PROCEDURES	SOLUTION
1- Failure to record a single first name or a single last name in a register.	Check the other record for certified copy of the medical death certificate, birth certificate, and a certified copy of the identity card.	**If this confirms an omission by the registrar, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
2- Failure to record both first names or both last names in a single register.	The record is considered incomplete, and it is impossible to produce evidence through administrative channels.	**The correction will be made through judicial proceedings ordered by the competent judge. Note: The certificate may be issued based on the register that contains the complete information.**
3- Failure to record the following information in a single register: age, year, sex, nationality, date of birth, date of death, and cause of death.	Verify the other record, certified copy of the medical death certificate, birth certificate, and a certified copy of the identity card.	**If this confirms an omission by the registrar, an administrative correction shall be made by resolution of the General Directorate; otherwise, the matter shall be referred to the competent judicial body.**
4- Omission of the identification number and marital status in the record of a single register.	A copy of the marriage certificate, along with the report and a copy of the record issued by the National Police Identification Department.	**If it is determined that the omission of the identification number and marital status is the responsibility of the registrar, an administrative correction will be made. If the omission is attributable to the declarant, the matter will be referred to the courts.**
5- Omission of the following information in both registers: age, year, sex, nationality, date of birth, date of death, and cause of death.	Verify the other book, certified copy of the medical death certificate, birth certificate, certified copy of the identity card.	**If this proves that the registrar made an error, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
6- Failure to include the identification number and marital status in the entries of both registers.	It is presumed that the deceased's identity document required for registration was not presented by the declarant.	**The matter will be referred to the competent court for the required correction.**

B.5. Omission of the deceased's parents' names and information



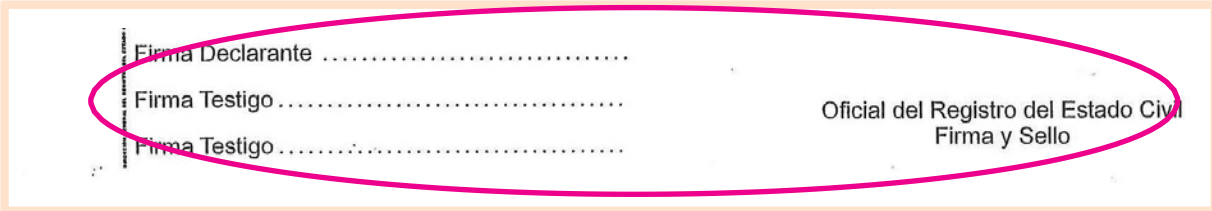
CASE SCENARIOS	PROCEDURES	SOLUTION
1- Omission of information from a single field: first name, last name, and nationality of the parents. 2- Omission of the spouse's first and last names.	1- Check the other record, the deceased's birth certificate, and a certified copy of the birth and marriage certificates (if available) of the father and/or mother. 2- Check the other record, a copy of the deceased's marriage certificate, a certified copy of the identity card, report and a copy of the criminal record issued by the National Police's Identification Department.	**If this evidence confirms the registrar's omission, an administrative correction will be made by resolution of the General Directorate; otherwise, the matter will be referred to the competent judicial body.**
1- Omission of information in both registers: first name, last name, and nationality of the parents. 2- Omission of the spouse's first and last names.	It is presumed that the omission is the responsibility of the declarant and not of the registrar.	**The appropriate judicial proceedings will be initiated to obtain the required correction.**

B.6. Omission in the Declarant's Information


Nombre y Apellido del cónyuge .....
La presente inscripción se realiza por declaración del/la Señor/a .....
.....
con domicilio en ..... quien acredita su
identidad con el documento legal .....
.....

CASE SCENARIOS	PROCEDURES	SOLUTION
1- Omission of the declarant's information in a record.	Check the other book, a certified copy of the appearing party's identity card.	**If the official's omission is confirmed, the matter will be rectified through administrative channels by means of a resolution issued by the General Directorate.**
2- Omission in both records of the declarant's information.	It is not possible to produce evidence through administrative channels.	**The matter will be referred to the competent court.**

B.7. Omission of the signature on the record


Firma Declarante .....
Firma Testigo .....
Firma Testigo .....
Oficial del Registro del Estado Civil
Firma y Sello

CASE SCENARIOS	PROCEDURES	SOLUTION
1- Lack of signature by the declarant in a single book.	It may not be corrected administratively regarding regarding the signature due to the impossibility of submission of evidence.	**The document may be issued (certificate or record) from the book that contains the declarant.**
2- Absence of the declarant's signature in both books.		**The document (certificate or record); the record is considered invalid.**

VALIDATIONS

DEFINITION OF VALIDATION: *A procedure that rectifies the absence of the Civil Registrar's signature on birth, acknowledgment of paternity, marriage, and death records, provided that the signatures of the witness(es) and the declarant(s) are present. Likewise, the absence of a witness's signature is rectified when the signatures of the Civil Registrar and the declarant(s) are present.*

Article 122: If any of the records of births, marriages, acknowledgments of paternity, legitimation, or deaths are missing only the signature of the Civil Registrar, such records shall be validated by the Director of the Civil Registry. The Director shall make a marginal note on the record referring to the application of this Law and any other clarifying circumstances that may be necessary.

Article 123: Records in the aforementioned registers shall be validated in the same manner as provided in the preceding article if they lack only the signatures of the witnesses and have been initialed by the Civil Registrar.

IV. VALIDATION OF MINUTES

A) Validations

RECORDS	CASE SCENARIOS	PROCEDURE	SOLUTION
BIRTH MARRIAGE DEATH	Missing signature on the registrar.	The records in both registers will be thereby confirming the omission signatures.	**Validation will be carried out by the administrative procedure 122 of Law No. 1266/87***



NOTE: Article 122 of Law No. 1266/87 provides: "If any of the records in the registers of births, acknowledgments of paternity, marriages, and deaths are missing only the signature of the civil registrar, such records shall be validated by the Directorate of the Civil Registry."

The Directorate shall make a marginal note on the record, referring to the application of this Law and any other clarifying circumstances that may be necessary.

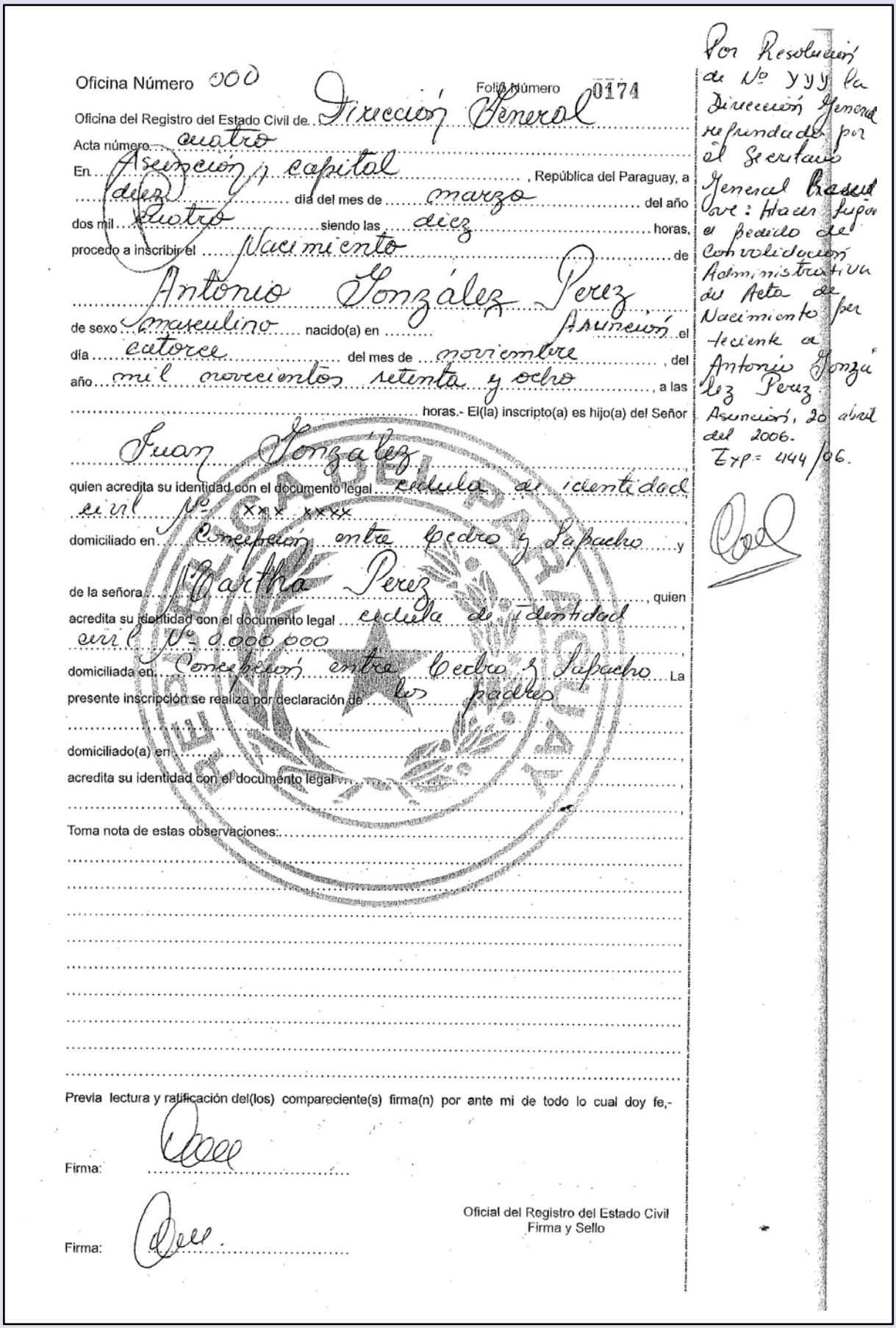
B) Validations

MINUTES	CIRCUMSTANCES	PROCEDURE	SOLUTION
BIRTH MARRIAGE DEATH	Missing Signature of the witnesses.	The records in both registers will be verified, proving the omission of signatures.	**Validation will be carried out through administrative** **in accordance with Article 123 of Law No. 1266/87***



NOTE: Article 123 of Law No. 1266/87 provides: "They shall be validated in the same manner as set forth in the preceding article if the records of the aforementioned registries lack only the signatures of the witnesses and have been initialed by the Civil Registrar."

Sample of a Validated Certificate



Oficina Número 000 Folio Número 0174

Oficina del Registro del Estado Civil de Dirección General

Acta número cuatro

En Asunción, capital, República del Paraguay, a diez día del mes de marzo del año dos mil cuatro siendo las diez horas, procedo a inscribir el Nacimiento de Antonio González Perez de sexo masculino nacido(a) en Asunción el día catorce del mes de noviembre, del año mil novecientos setenta y ocho, a las ..... horas.- El(la) inscripto(a) es hijo(a) del Señor Juan González quien acredita su identidad con el documento legal cédula de identidad civil Nº x.xxx.xxx domiciliado en Concepción entre Pedro y Sapucho y de la señora Martha Perez, quien acredita su identidad con el documento legal cedula de identidad civil Nº 0.000.000 domiciliada en Concepción entre Pedro y Sapucho. La presente inscripción se realiza por declaración de los padres domiciliado(a) en ..... acredita su identidad con el documento legal .....

Toma nota de estas observaciones: .....

Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe,-

Firma: .....

Firma: .....

Oficial del Registro del Estado Civil
Firma y Sello

Por Resolución de Nº yyy la Dirección General respaldada por el Secretario General Rascel ave: Hacer lugar el pedido de Convalidación Administrativa del Acta de Nacimiento perteniente a Antonio González Perez Asunción, 20 abril del 2006. Exp: 444/06.

RECONSTITUTION

DEFINITION OF RECONSTITUTION: *The act by which which a record that has been partially or totally damaged or destroyed is reconstructed.*

Article 115: The Director of the Civil Registry, by means of a well-founded decision, shall order the reconstruction of civil registry books or records that have been damaged, rendered unusable, or totally or partially destroyed.

To this end, all available records, documents, and evidence shall be consulted. Courts and tribunals, notaries, public archives and agencies, and any person in possession of documents that may be useful for the reconstitution of records or entries are required to provide them to the Civil Registry Directorate, which must return them once they have been used.

V. RECONSTITUTION OF A RECORD

A) Reconstitutions

RECORDS	CASE SCENARIOS	PROCEDURE	SOLUTION
BIRTH	The loss, damage, or total or partial destruction of the certificate.	• A report must be requested from the original registry office and the REC's central archive. • A copy certified by the Department of Identification of the document (certificate or birth record) to be reconstructed.	**The reconstruction will be carried out in accordance with Art. 115 of Law No. 1266/87***
MARRIAGE	The loss, damage, or total or partial destruction of the certificate.	• A report must be requested from the original registry office and the REC's central archive. • A copy certified by the Department of Identification of the document (certificate or marriage record) to be reissued. In the absence of this, the family register (original or certified copy).	**The reconstitution will be carried out in accordance with Art. No. 115 of Law 1266/87***
DEATH	The loss, damage, or total or partial destruction of the certificate.	• A report must be requested from the original registry office and the REC's central archive. • A copy certified by the Identification Department of the document (certificate or birth record) to be reconstructed.	**Reconstruction will proceed in accordance with Art. 115 of Law No. 1266/87***



NOTE: Article 115: Without prejudice to the provisions of the preceding Article, the Director of the Civil Registry, by a well-founded resolution, shall order the reconstruction of registry books or records that are damaged, rendered unusable, or totally or partially destroyed.

All available records, documents, and evidence shall be used for this purpose. Courts and tribunals, notaries, public archives and agencies, and any person in possession of documents that may be useful for the reconstruction of registers or records are required to provide them to the Civil Registry Directorate, which must return them once they have been used.

Reconstruction Template

Oficina Número 36 Folio Número 0174

Oficina del Registro del Estado Civil de Secretaría General

Acta número doscientos Quince

En Asunción Capital de la, República del Paraguay, a

veintiseis día del mes de noviembre del año

dos mil catorce siendo las diez y treinta horas,

procedo a inscribir el reconstitución de

Celeste Rotela Franco

de sexo femenino nacido(a) en Lupe el

día veintidos del mes de marzo , del

año mil novecientos noventa , a las

horas.- El(la) inscripto(a) es hijo(a) del Señor

Victor Rotela

quien acredita su identidad con el documento legal

domiciliado en y

de la señora Arenia Franco , quien

acredita su identidad con el documento legal

domiciliada en La

presente inscripción se realiza por declaración de l padre

domiciliado(a) en

acredita su identidad con el documento legal

Toma nota de estas observaciones: Reconstituido por Resolucion Nº xx/x/ 2014 de fecha 25 de noviembre del 2014 dictado por la Direccion General y refrendado por el Secretario General Exp Nº 111/14.

Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe.-

Firma:

Oficial del Registro del Estado Civil
Firma y Sello

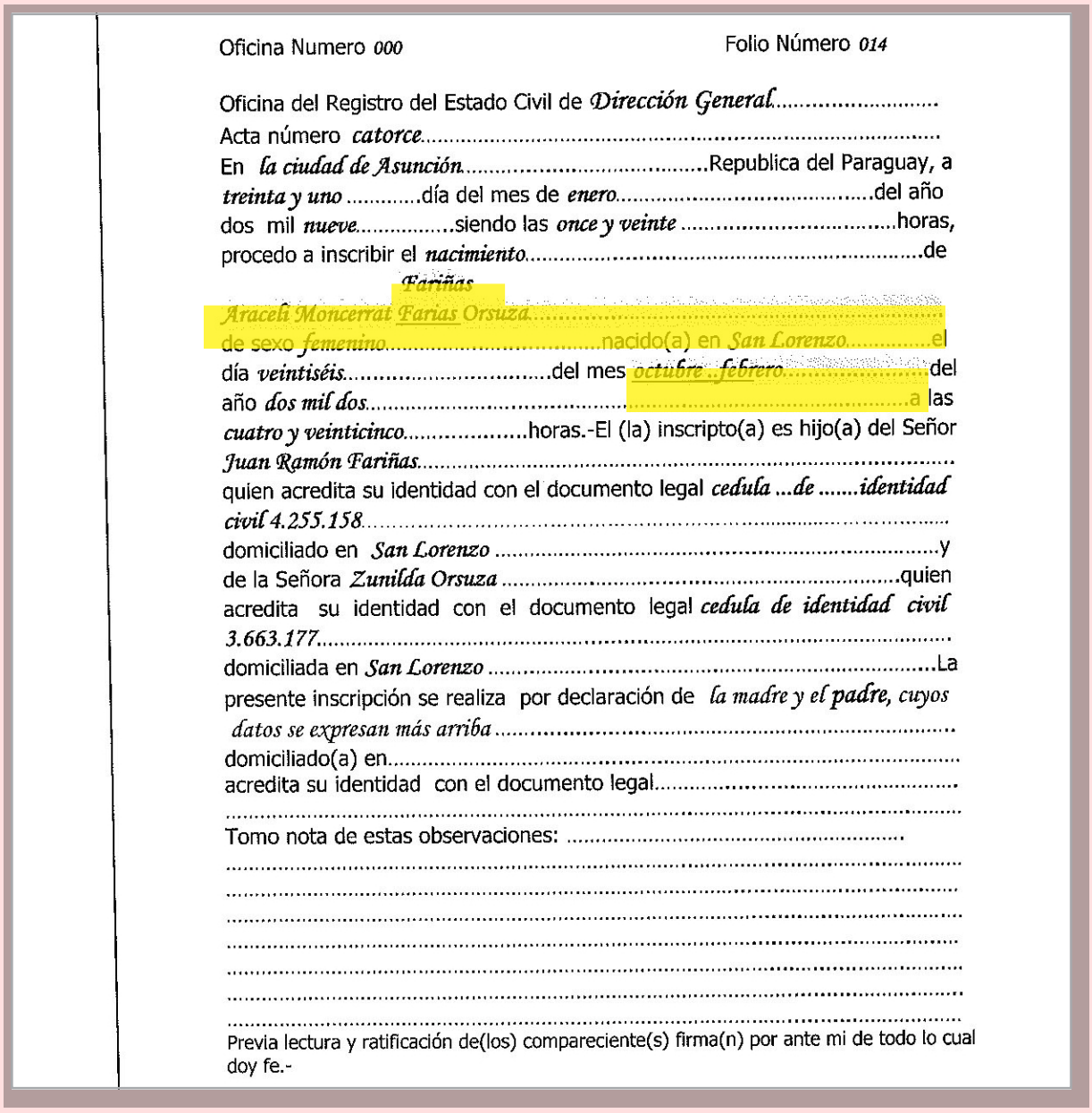
Firma:

COMMON CASES

VI. GENERAL CASE STUDIES

1- Amendments and errors that are underlined are not valid.

- Verify whether the requirements established and detailed in the chapter on corrections in this manual are met; if so, forward them to the Legal Department along with the relevant report; otherwise, judicial intervention will be required to modify or confirm the data.



Oficina Numero *000* Folio Número *014*

Oficina del Registro del Estado Civil de *Dirección General*.....
Acta número *catorce*.....
En *la ciudad de Asunción*.....Republica del Paraguay, a *treinta y uno* .....día del mes de *enero*.....del año dos mil *nueve*.....siendo las *once y veinte* .....horas, procedo a inscribir el *nacimiento*.....de *Fariñas*
Araceli Moncerrat Farias Orsuza.....
de sexo *femenino*.....nacido(a) en *San Lorenzo*.....el día *veintiséis*.....del mes *octubre ..febrero*.....del año *dos mil dos*.....a las *cuatro y veinticinco*.....horas.-El (la) inscripto(a) es hijo(a) del Señor *Juan Ramón Fariñas*.....
quien acredita su identidad con el documento legal *cedula ...de .....identidad civil 4.255.158*.....
domiciliado en *San Lorenzo* .....y de la Señora *Zunilda Orsuza* .....quien acredita su identidad con el documento legal *cedula de identidad civil 3.663.177*.....
domiciliada en *San Lorenzo* .....La presente inscripción se realiza por declaración de *la madre y el padre, cuyos datos se expresan más arriba* .....
domiciliado(a) en.....
acredita su identidad con el documento legal.....
.....
Tomo nota de estas observaciones: .....
.....
.....
.....
.....
.....
.....
.....
Previa lectura y ratificación de(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe.-

2- The text between the lines is not exempt, but the underlined text is.

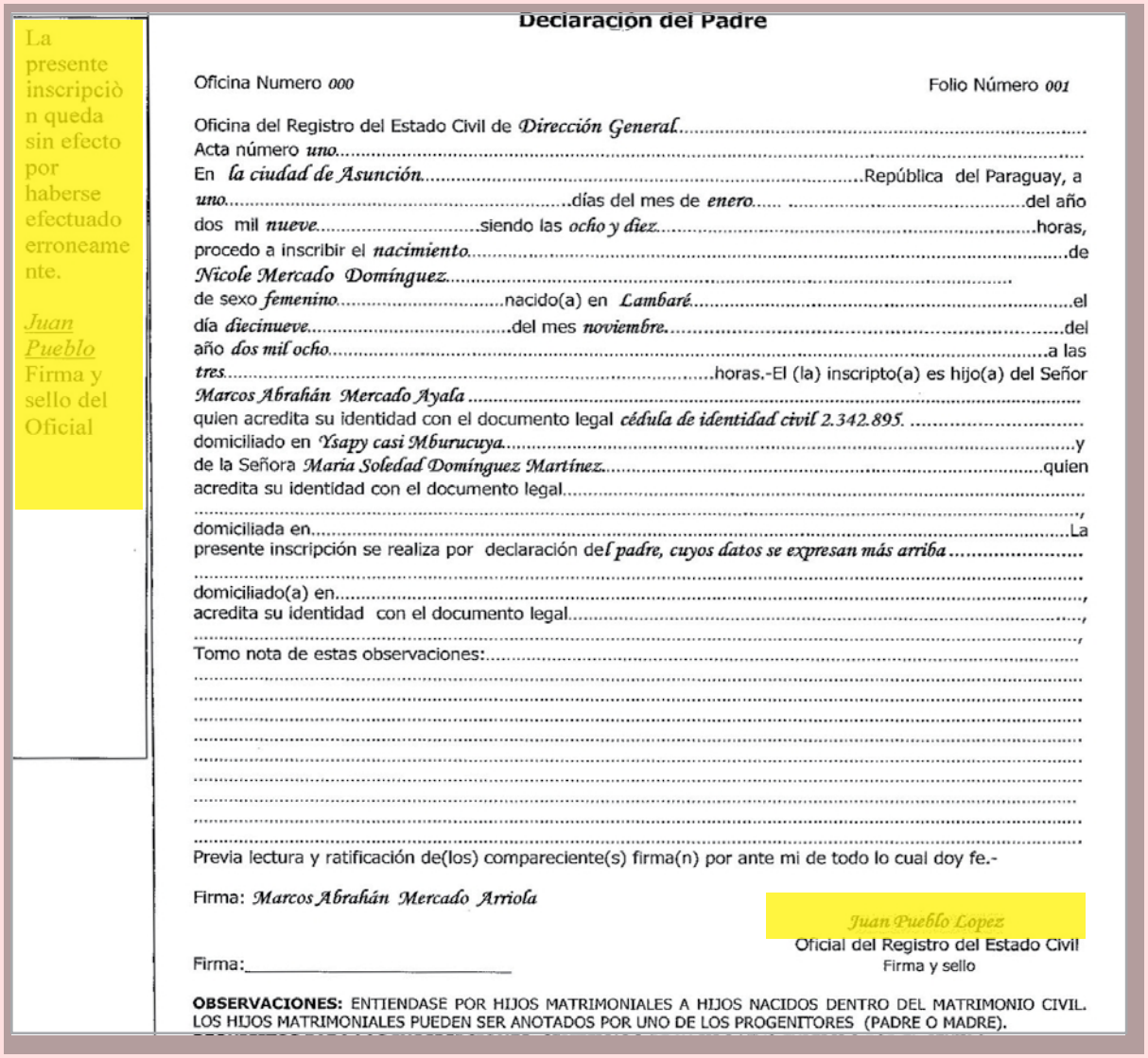
- It is issued with the relevant note regarding the issue.

3- The data differs between one volume and its counterpart.

- Make a marginal note referencing the corresponding entries, specifying the registry data. This note must be unique and identical in both copies, provided that the signatories' signatures correspond to the same individuals who signed the books.
- If the signatures belong to different declarants, the entries will be considered valid in only one book, in which the declarants' information matches the signatures at the bottom of the record.

4- Signing of the Minutes and Subsequent Annulment.

- If the minutes have already been signed by the Registrar, the Registrar may not annul them without a court order directing such action.



La presente inscripciòn queda sin efecto por haberse efectuado erroneamente.

Juan Pueblo
Firma y sello del Oficial

Declaración del Padre

Oficina Numero *000* Folio Número *001*

Oficina del Registro del Estado Civil de *Dirección General*.....
Acta número *uno*.....
En *la ciudad de Asunción*.....República del Paraguay, a *uno*.....días del mes de *enero*.....del año dos mil *nueve*.....siendo las *ocho y diez*.....horas, procedo a inscribir el *nacimiento*.....de *Nicole Mercado Domínguez*.....
de sexo *femenino*.....nacido(a) en *Lambaré*.....el día *diecinueve*.....del mes *noviembre*.....del año *dos mil ocho*.....a las *tres*.....horas.-El (la) inscripto(a) es hijo(a) del Señor *Marcos Abrahán Mercado Ayala*.....
quien acredita su identidad con el documento legal *cédula de identidad civil 2.342.895*.....
domiciliado en *Ysapy casi Mburucuya*.....y
de la Señora *María Soledad Domínguez Martínez*.....quien acredita su identidad con el documento legal.....
.....,
domiciliada en.....La presente inscripción se realiza por declaración de*l padre, cuyos datos se expresan más arriba*.....
.....
domiciliado(a) en.....,
acredita su identidad con el documento legal.....,
.....,
Tomo nota de estas observaciones:.....
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.....
Previa lectura y ratificación de(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe.-

Firma: *Marcos Abrahán Mercado Arriola*

Juan Pueblo Lopez
Oficial del Registro del Estado Civil
Firma y sello

Firma:_____

OBSERVACIONES: ENTIENDASE POR HIJOS MATRIMONIALES A HIJOS NACIDOS DENTRO DEL MATRIMONIO CIVIL. LOS HIJOS MATRIMONIALES PUEDEN SER ANOTADOS POR UNO DE LOS PROGENITORES (PADRE O MADRE).

5- Omission of dates and signatures in marginal notes.

- Even if the registration date is missing but the official's signature is present, the certificate may be issued.
- The absence of reference information, such as the volume or record number, does not affect the validity of the record. Provided that the name of the mother or father, as applicable, has been recorded, the certificate will be issued without issue.
- When the official's signature is missing, the marginal note must be administratively validated by a resolution of the General Directorate.
- When the official's signature is missing, the marginal note must be administratively validated by a resolution of the General Directorate.

6- Improper application of the laws governing birth and marriage registrations.

- If the registration was performed under a legal provision different from the purpose of the registration, it will not be valid as a public instrument, and its nullification or correction must be processed before the competent court.

7- Use of printed letters in the minutes.

- This procedure does not invalidate the document, provided that the information is recorded correctly and has not been altered.

8- Two different handwriting styles appear in the same record.

- This is not correct, but the certificate may be issued with the appropriate notes.

9- Judicial entries in the sections and branch offices of the civil registry.

- Registry offices are not authorized to make entries originating from judicial bodies, but those that have already been recorded shall be considered valid, without prejudice to the registrar's liability, provided that the registration was carried out in compliance with all applicable legal provisions governing the matter, since it constitutes an error of form rather than of substance, with the exception of those mentioned in Article 1, paragraph 7, of Resolution No. 1025/2008, which shall be considered valid when entered in the books of the General Directorate.

10- Omission in the title page and table of contents of the books.

- The absence of this information does not affect the validity of the book's content; this deficiency must be corrected at the receiving office (book reception). In such cases, the information on the stamp and the code corresponding to the office number should be used as reference points.

11- Outdated format of the Live Birth Certificate.

- The format is not of great importance as long as the date of birth corresponds to the time the document was issued.

12- Procedure in Case of Loss of the Live Birth Certificate.

- Currently, under Law No. 1266/87, the loss of a Live Birth Certificate must be reported to the judicial authority responsible for birth registration.

13- Omission of the physician's signature and seal, the institution's seal, missing information, or alterations on the live birth certificate.

- The child's birth will not be registered.

14- Omission of the child's name on the live birth certificate.

- Registration is still valid because the name is determined at the time of registration in the Civil Registry.
- The official shall record the child's name and registration details on the back of the live birth certificate, with the signature(s) of the declarant(s), for subsequent filing.

15- Registration of a child born out of wedlock with the father's name omitted from the live birth certificate.

- Both parents must be present at the time of registration with the Civil Registry, with their respective identification documents.
- The father, whose information is not recorded on the live birth certificate, may not personally declare the child's birth without the mother's presence and must instead apply to the competent court for this purpose.

16- Omission of the physician's signature and personal stamp, missing information, absence of the institution's stamp, or altered information on the medical death certificate.

- Registration will not proceed.

17- Procedure for registering a death when more than 24 hours have elapsed since the medical certificate was submitted for registration with the Civil Registry.

- Currently, under Law No. 1266/87, once 24 hours have elapsed since the death, the competent judicial authority must be contacted to register the event; the same procedure applies if the medical death certificate is lost.

- When registration cannot be completed, the Civil Registry official will issue authorization for burial.

18- In the case of registering the death of a child where only the birth certificate is presented as identification and the parents' names are omitted from the death certificate.

- The civil registrar must record, to the extent possible, all required information on the death certificate; however, such an omission does not affect the validity of the certificate.

19- Incomplete information in the "remarks" field regarding a prenuptial agreement on the marriage certificate.

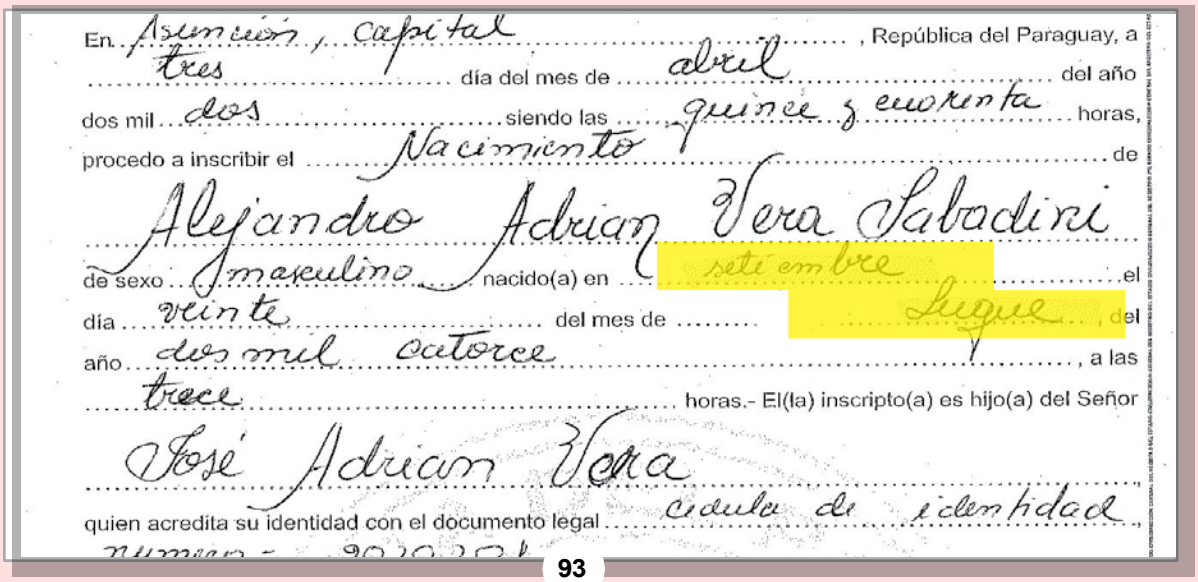
- This must be processed through administrative channels, provided that the date of the prenuptial agreement was prior to the marriage ceremony.

20- Failure to close the previous year's record.

- Verify the records from the one where the error occurred up to the one where the irregularity was detected, continue with the record numbers that correspond to those records, and request that the General Directorate correct the erroneously numbered records.

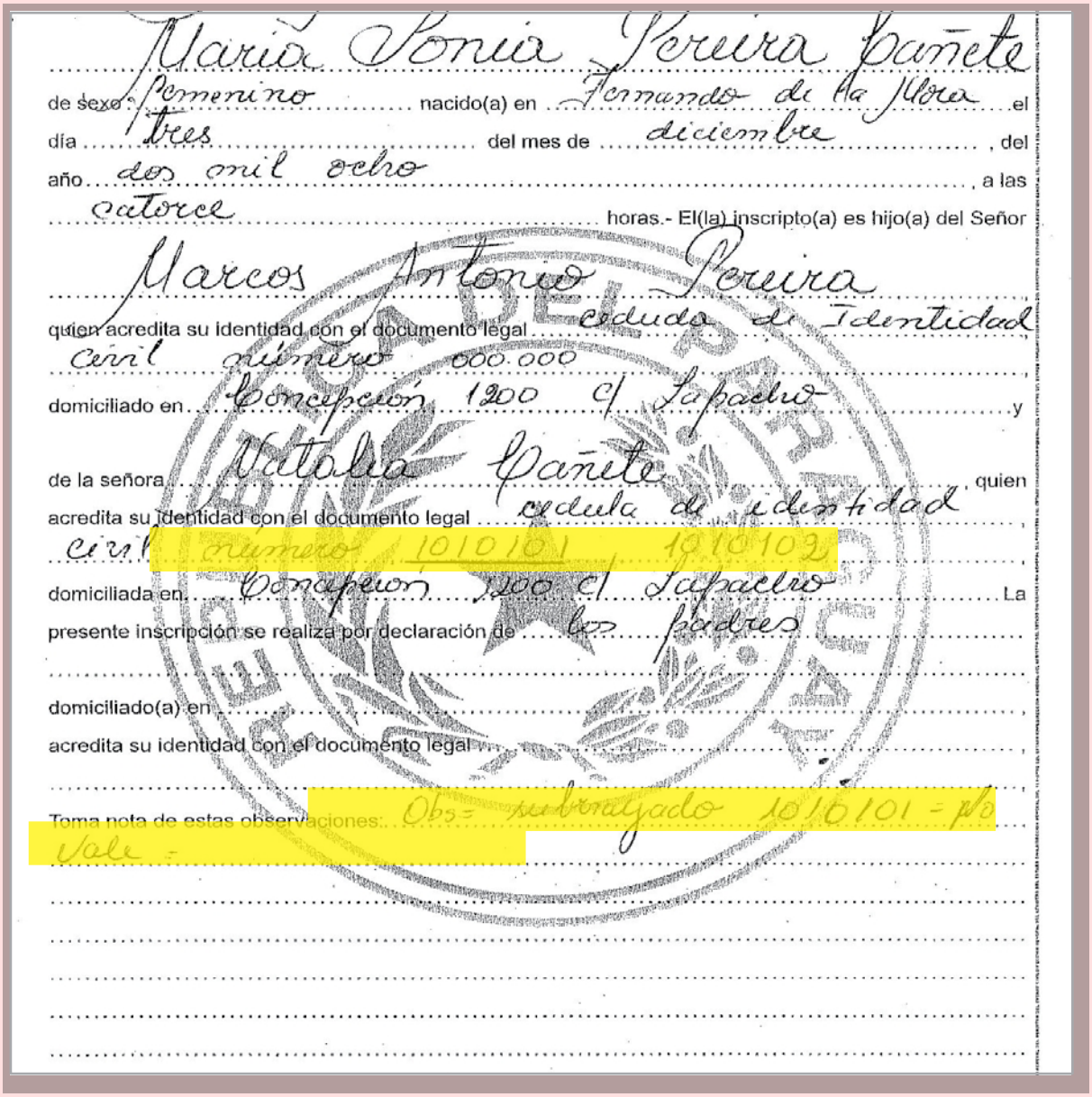
21- Entry of data in incorrect fields.

- If the official still has the supporting documents for the registration in their files, they must inform the General Directorate so that the latter, by administrative resolution, may proceed to correct the erroneously entered data.


En. Asunción, capital, República del Paraguay, a tres día del mes de abril del año dos mil dos siendo las quince y cuarenta horas, procedo a inscribir el Nacimiento de Alejandro Adrian Vera Sabadini de sexo masculino nacido(a) en setiembre el día veinte del mes de Luque del año dos mil catorce, a las trece horas.- El(la) inscripto(a) es hijo(a) del Señor José Adrian Vera quien acredita su identidad con el documento legal cédula de identidad

22- In the event of an erroneous entry of the national ID number (how to correct the error).

- The correct way to correct the identity document number is to enter the complete number on the same line.

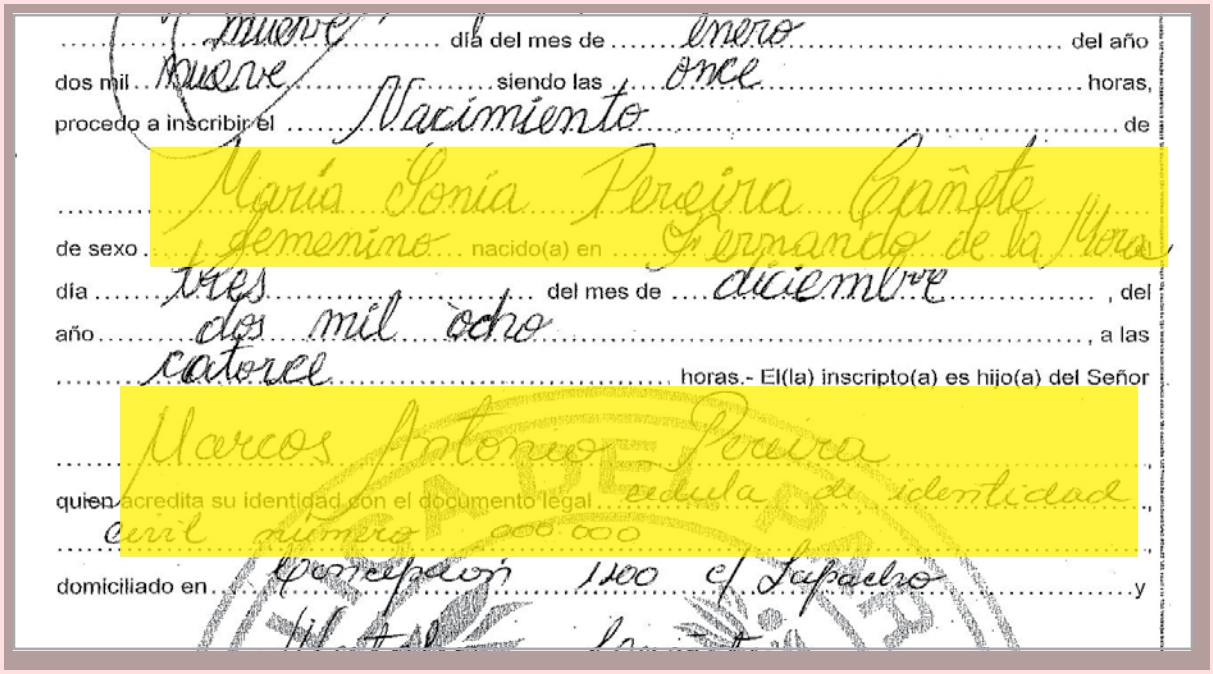


23- Discrepancies between the numbers and the written form.

- It will be issued as entered, but it will be understood that the correct way to write these numbers is sixteen…, eighteen…, twenty-one…, twenty-seven through twenty-nine.

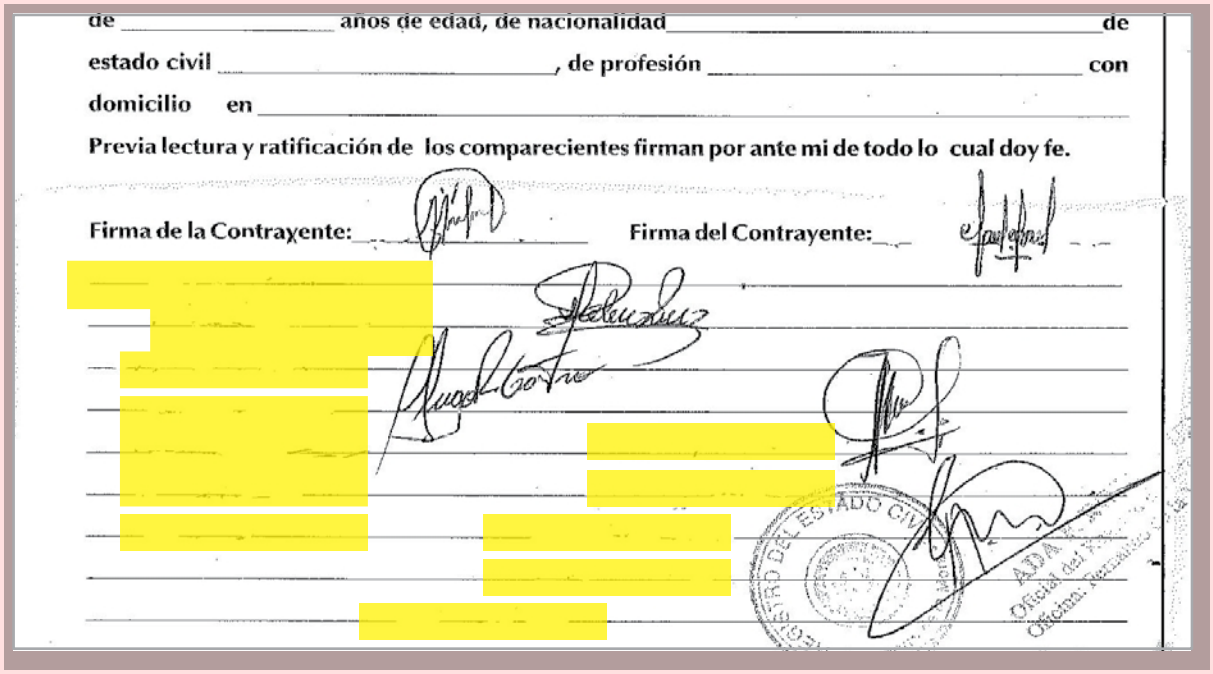
24- Document filled out using two different typefaces.

- The certificate is issued with the relevant notes.



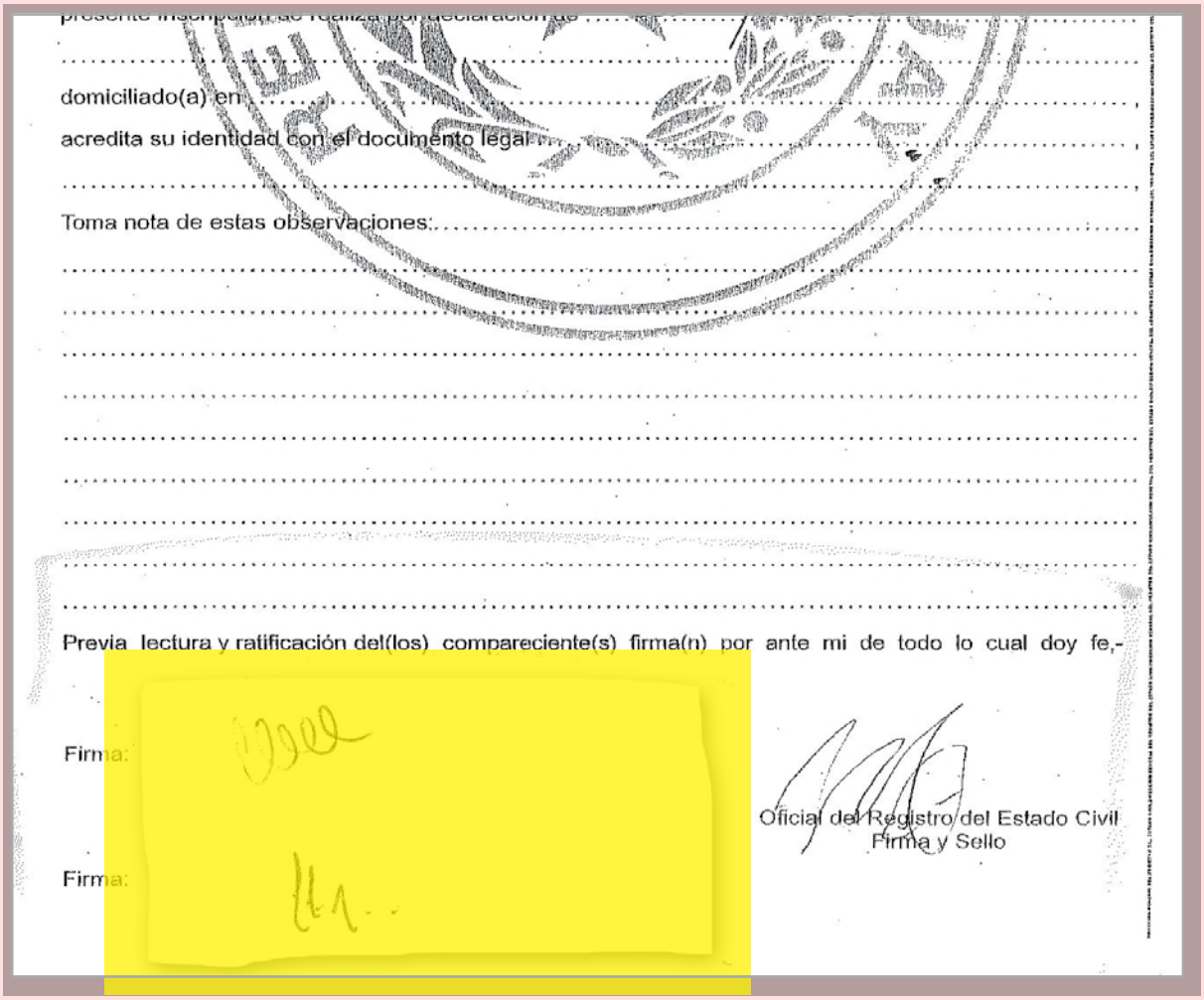
25- The signature of the declarant or declarants is crossed out with correction fluid.

- The certificate cannot be issued, and the correction must be requested through the appropriate legal channels.



26- Tampering with the signature field of the record (A signed piece of paper is pasted into the declarant's signature field).

- The certificate cannot be issued, and the matter must be referred to the competent judicial authority for the appropriate action.



27- When a photocopy is pasted onto the existing (already completed) record.

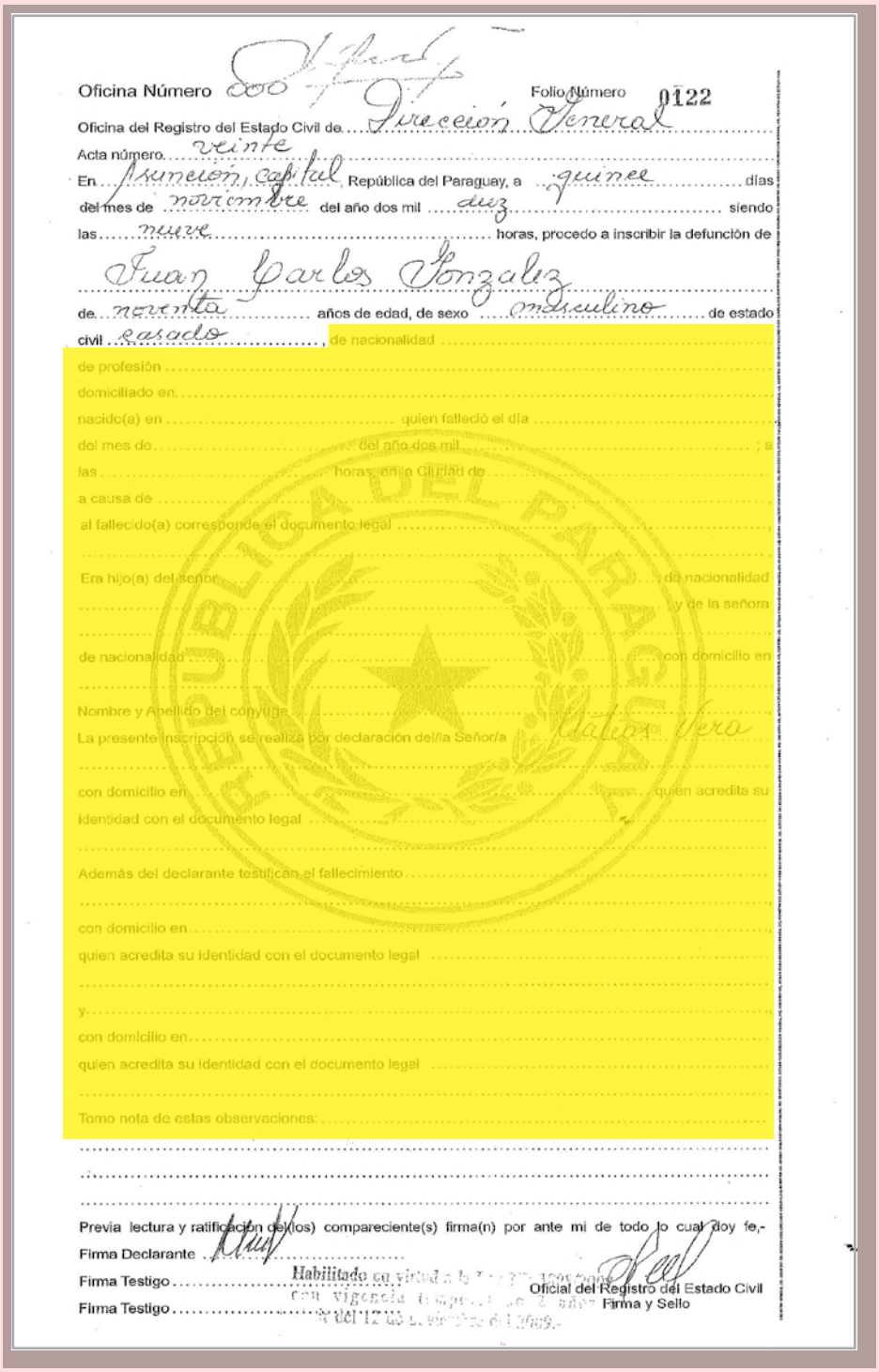
- An entry in the other ledger will be considered valid as long as that ledger is the original.

28- Omission of a marginal note regarding the closing of the register.

- This does not affect the issuance of the certificate; the omitted procedure will be recorded administratively, without prejudice to the registrar's liability.

29- Incomplete entry in the register.

- An essential requirement for the validity of the record is that it must be fully completed; however, in the case of registers that have already been recorded, documents may be issued with the relevant observations, unless they pertain to information such as the names of the registrant and the declarant.



Oficina Número 000 Folio Número 0122

Oficina del Registro del Estado Civil de Dirección General

Acta número veinte

En Asunción, capital República del Paraguay, a quince días

del mes de noviembre del año dos mil diez siendo

las nueve horas, procedo a inscribir la defunción de

Juan Carlos Gonzalez

de noventa años de edad, de sexo masculino de estado

civil casado de nacionalidad

de profesión

domiciliado en

nacido(a) en quien falleció el día

del mes de del año dos mil ; a

las horas, en la Ciudad de

a causa de

al fallecido(a) corresponde el documento legal

Era hijo(a) del señor de nacionalidad

y de la señora

de nacionalidad con domicilio en

Nombre y Apellido del cónyuge

La presente inscripción se realiza por declaración del/la Señor/a Carlos Vera

con domicilio en quien acredita su

identidad con el documento legal

Además del declarante testifican el fallecimiento

con domicilio en

quien acredita su identidad con el documento legal

y

con domicilio en

quien acredita su identidad con el documento legal

Tomo nota de estas observaciones:

Previa lectura y ratificación de(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe,-

Firma Declarante

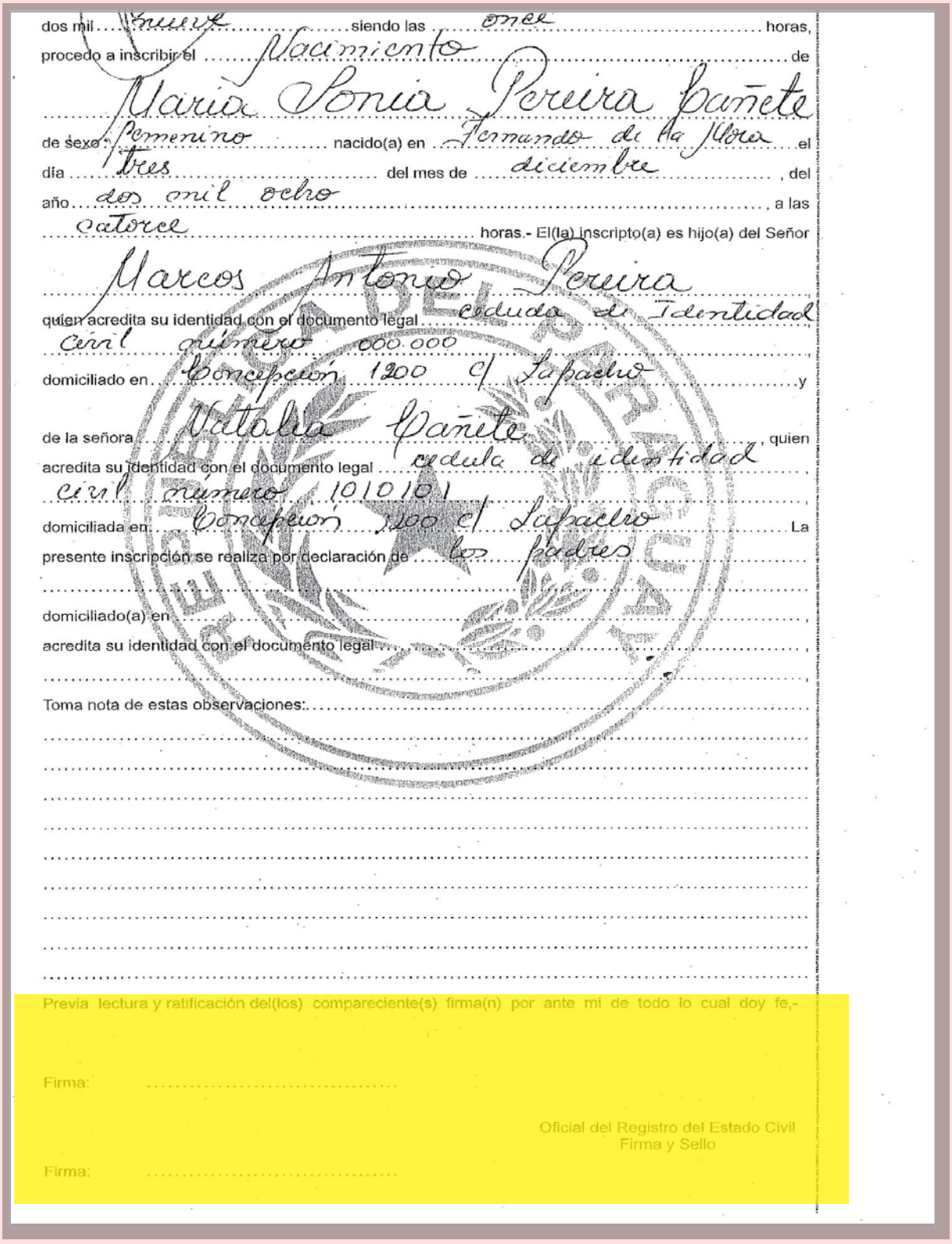
Firma Testigo Habilitado en virtud a la [illegible] con vigencia [illegible]

Firma Testigo

Oficial del Registro del Estado Civil
Firma y Sello

30- Omission of the signature of the official, the declarant, and the declarants or witnesses.

- The certificate may not be issued, nor may its validation be requested; the matter must be referred to the competent judicial body for the appropriate action.



dos mil Nueve siendo las once horas,
procedo a inscribir el Nacimiento de
María Sonia Pereira Cañete
de sexo Femenino nacido(a) en Fernando de la Mora el
día tres del mes de diciembre , del
año dos mil ocho , a las
catorce horas.- El(la) inscripto(a) es hijo(a) del Señor
Marcos Antonio Pereira
quien acredita su identidad con el documento legal cedula de Identidad
Civil número 000.000
domiciliado en Concepción 1200 c/ Tapacho y
de la señora Natalia Cañete , quien
acredita su identidad con el documento legal cedula de identidad
civil número 1010101
domiciliada en Concepción 1200 c/ Tapacho La
presente inscripción se realiza por declaración de los padres
domiciliado(a) en ,
acredita su identidad con el documento legal ,
,
Toma nota de estas observaciones:

Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe,-

Firma:

Oficial del Registro del Estado Civil
Firma y Sello

Firma:

31- Procedures for registering children born in wedlock when one parent is deceased.

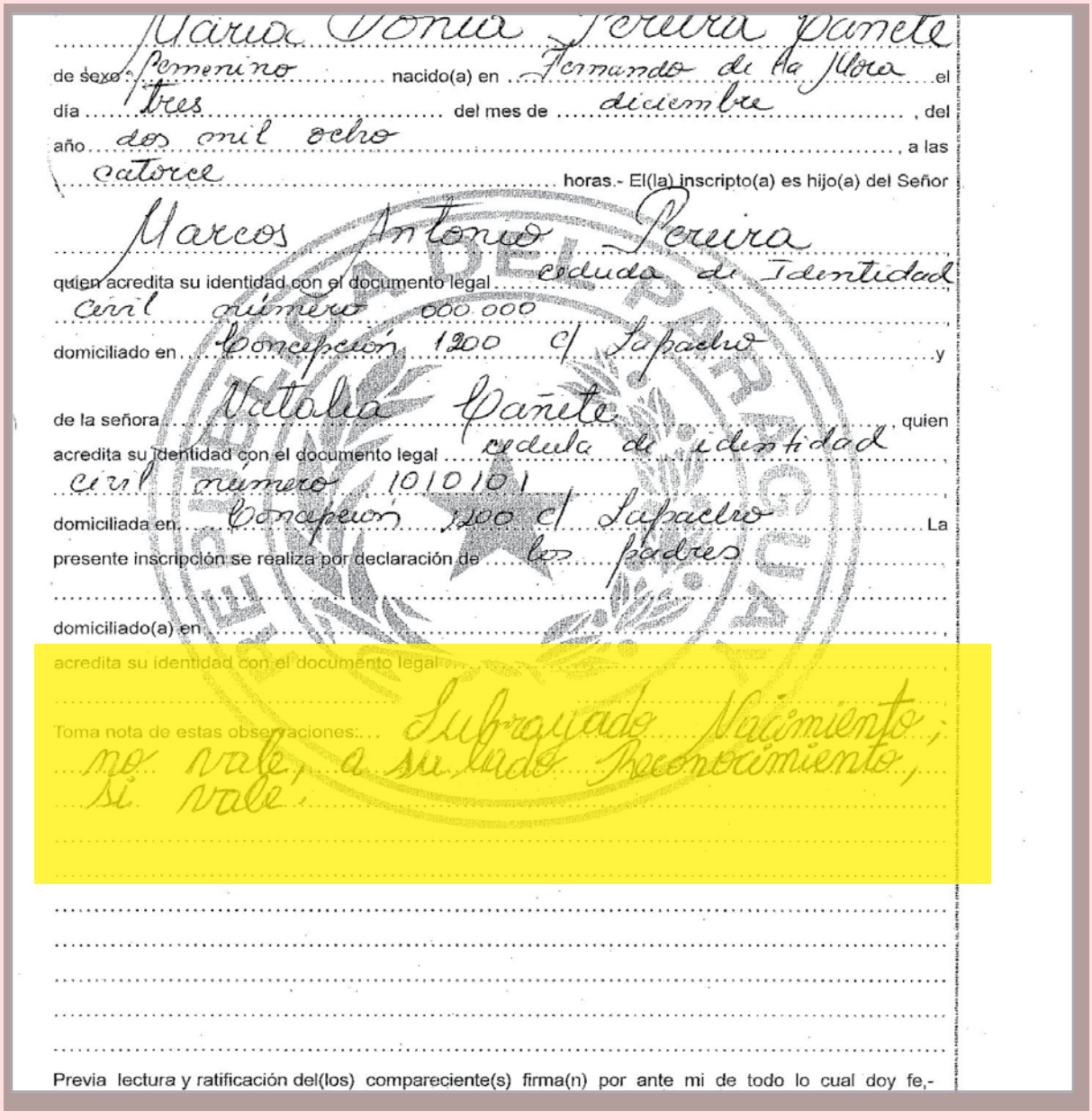
- In these cases, the following documents are required: birth certificate, identity document, marriage certificate, or family register of the declarant.

32- The official's signature in the register differs from the sample.

- The certificate is issued without any remarks.

33- Correction made in a different handwriting.

- The certificate is issued with the relevant note.


María Elena Pereira Pañete
de sexo femenino nacido(a) en Fernando de la Mora el
día tres del mes de diciembre, del
año dos mil ocho
catorce horas.- El(la) inscripto(a) es hijo(a) del Señor
Marcos Antonio Pereira
quien acredita su identidad con el documento legal cedula de identidad
civil número 000.000
domiciliado en Concepción 1200 c/ Lapacho y
de la señora Natalia Pañete, quien
acredita su identidad con el documento legal cedula de identidad
civil número 1010101
domiciliada en Concepción 1200 c/ Lapacho La
presente inscripción se realiza por declaración de los padres
domiciliado(a) en
acredita su identidad con el documento legal
Toma nota de estas observaciones: Subrayado Nacimiento; no vale, a su lado Reconocimiento, si vale.
Previa lectura y ratificación del(los) compareciente(s) firma(n) por ante mi de todo lo cual doy fe.-

34- Age requirement for registration of acknowledgment.

- Declarant: Must be of legal age as established by law.
- Person Being Registered: Age is not a factor.

35- Competent authority to declare a signed record null and void.

- Only a judge of the Court of First Instance in Civil Matters is authorized to declare the document null and void.

36- Registration of the birth of children born to parents married abroad. Procedure.

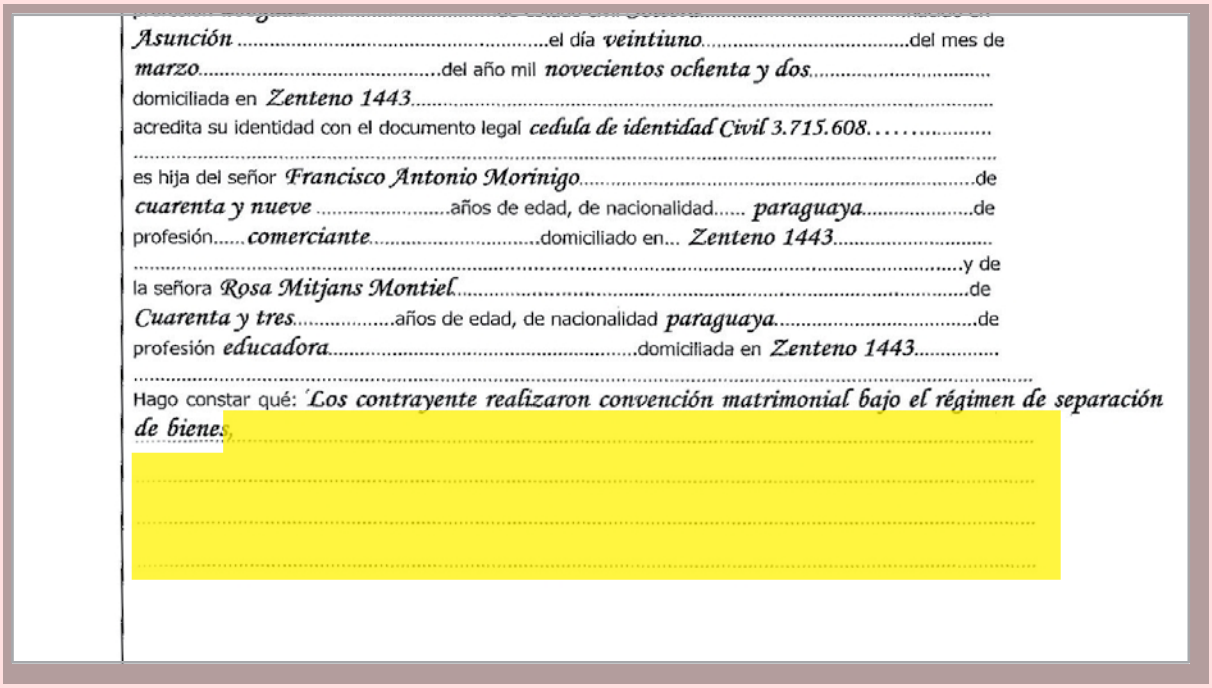
- Registration is carried out based on a declaration by both or one of the parents, accompanied by the relevant documentation.

37- Omission of the former spouse's name in the "Remarks" field of the divorce certificate.

- This does not affect the issuance of the document.

38- Omission in the marriage certificate of the property regime adopted by the spouses.

- By resolution of the General Directorate, the omission may be corrected as a marginal note on the marriage certificate, provided that supporting documentation proving the stated fact is submitted.


Asunción .....el día veintiuno.....del mes de
marzo.....del año mil novecientos ochenta y dos.....
domiciliada en Zenteno 1443.....
acredita su identidad con el documento legal cedula de identidad Civil 3.715.608.....
es hija del señor Francisco Antonio Morinigo.....de
cuarenta y nueve .....años de edad, de nacionalidad..... paraguaya.....de
profesión.....comerciante.....domiciliado en... Zenteno 1443.....
.....y de
la señora Rosa Mitjans Montiel.....de
Cuarenta y tres.....años de edad, de nacionalidad paraguaya.....de
profesión educadora.....domiciliada en Zenteno 1443.....
Hago constar qué: Los contrayente realizaron convención matrimonial bajo el régimen de separación de bienes.

39- Omission of the deceased spouse's information from the marriage certificate.

- This does not affect the issuance of the certificate; however, the law requires the submission of the death certificate in order for the surviving spouse to remarry.

40- Issuance of a marriage certificate with the divorce notation omitted.

- The certificate is issued provided that the marital status matches the identity document presented.

41- Omission of one of the witnesses' signatures on the death certificate.

- Request validation through an administrative resolution from the General Directorate.

42- Omission of the deceased's identification document on the death certificate.

- The certificate may be issued, and a court order must be obtained to have the omitted information added.

43- Procedure for registering the death of a Paraguayan citizen who died abroad.

- This will be carried out by court order issued by a judge of first instance in civil matters in Paraguay, based on the presentation of the medical death certificate or proof of death registration from the civil registry of the place where the death occurred, duly authenticated and legalized.

44- Death occurring abroad and improperly registered at the Registry Office.

- A certified photocopy of the record—not the certificate—is issued, regardless of the civil and criminal liability of the registrar who performed the registration.

45- The certificate may not be issued when:

a- The required signature is missing.

b- The declarant's fingerprint is missing.

c- There is no note regarding the signature at the request of the declarant.

46- Omission of the record number.

- An administrative correction will be made provided that the requirements established and detailed in the chapter on administrative corrections in this manual are met; the certificate may be issued with the relevant note.

47- Marriage of a minor under 16 years of age without judicial authorization.

- The relevant certificate is issued, regardless of the administrative, civil, and criminal liability of the official who performed the ceremony.

  NOTE: Law No. 1/92, Art. 17, para. 1: “Minors of either sex who have not reached the age of 16 may not enter into marriage, except with a special dispensation for exceptional cases starting at age 14, granted by the Judge for Children and Adolescents.”

48- Marriage of a person between the ages of 16 and 18 without parental consent.

- The relevant certificate is issued, regardless of the administrative, civil, and criminal liability of the official who performed the act.

  NOTE: Art. 20 of Law No. 1/92 “Minors who have reached the age of 16 but have not yet reached the age of 18 require the consent of their parents or guardian to marry. In the absence or incapacity of one parent, the consent of the other shall suffice. If both parents are incapacitated or have lost parental authority, the Judge for Children and Adolescents shall decide.

  Minor children born out of wedlock also require the consent of the father or mother who recognized them, or, where applicable, of both. In the absence of such consent, the judge shall decide.”

49- Omission of one of the contracting parties’ signature on the marriage certificate.

- No document will be issued on the grounds that the marriage was not formalized.

50- Marriage ceremony with only two witnesses.

- The certificate will be issued with a note referring to the omission, taking into account the format of the certificate.

51- Marriage register in the old format from 1900 that has not been validated.

- It is issued with the relevant note and can be administratively rectified by resolution of the General Directorate.

52- Registration of an adoption in a branch office or subsidiary.

- A birth certificate relating to an adoption may not be issued unless the adoption is recorded in the General Directorate's registers designated solely for that purpose.

53- Procedures for declaring signatures invalid due to non-correspondence with the parties involved in the registration process.

- A signature may not be invalidated except by a court order from the competent judge.

54- Procedures in the event of registrations made on different pages in both books.

- The book that is in proper order shall be used to issue the certificate, and a marginal note referencing both registrations shall be entered in the administrative records, provided that the signatures of the parties appearing at the bottom of the record match the information recorded therein.

55- Error in the subject matter of the registration. Issuance of the certificate.

- The certificate is issued, and the error may be corrected if the requirements established and detailed in the chapter on corrections in this manual are met, by resolution of the General Directorate.

56- Entry of the parents' names in incorrect fields.

- The certificate may be issued with the relevant note, and the error may be corrected by an administrative resolution issued by the General Directorate. The procedure is detailed in the chapter on administrative corrections in this manual.

57- Incomplete marginal reference note to a previous registration (Birth or Acknowledgment of Paternity).

- The certificate will be issued with the reference note provided that it contains the registry data corresponding to the other entry made based on the declaration of the other parent.

58- Omission of the time of registration.

- The corresponding certificate will be issued.

59- Omission of the registrant's sex.

- The certificate may be issued with the relevant note. This omission may be administratively corrected if there are supporting documents for the registration or if the information was recorded in another copy of the registry. Otherwise, the matter must be referred to the competent court.

60- Legitimation of Children Born Out of Wedlock Without Recognition by One of the Parents.

- To legitimize children born before the marriage took place, the parents must present the birth certificates and acknowledgments of paternity at the time of marriage registration.
- In cases of legitimation without prior acknowledgment, the children will be considered born out of wedlock, and the interested parties must apply to the competent court for the purpose of acknowledgment.

61- Omission of the declarant's or contracting party's signature and failure to include a note regarding the signature at the request of the party in the remarks section of the record, accompanied by a fingerprint.

- The certificate cannot be issued, but a photocopy of the record may be provided.

62- Information regarding the witnesses was omitted, but their signatures were recorded.

- The certificate may be issued, and to correct the noted omission, an administrative appeal may be filed with the General Directorate, provided that the supporting documents for the registration are available. Otherwise, the matter must be referred to the appropriate judicial authority.

63- Requirements for a marriage by proxy.

- A special power of attorney must be submitted within 90 days, legalized and translated if necessary, accompanied by the relevant documents required for a standard marriage ceremony.

64- Marriage Celebrated Abroad with Children Registered in Paraguay.

- The birth registration details of children registered in Paraguay cannot be entered in a family register issued abroad.

65- When a printed sheet is added to the index.

- Any sheet added to the registry book shall not be considered valid pursuant to Art. 21 of Law No. 1266/87.

66- Omission of a fingerprint from a declarant who does not sign.

- The certificate may not be issued, and the registration will be considered to lack a declarant; recourse must be made to the competent judicial authority.

67- Registration of a child born out of wedlock based on a third-party declaration.

- The certificate is issued with the corresponding note, taking into account the date of registration.

68- Sequential numbering of records when a registration is annulled.

- The sequential numbering must be continued in the next record, using the number that would have corresponded to the record that was voided.

69- Registration of an adult based on a third-party declaration.

- The certificate is issued with the relevant note, and the appropriate legal proceedings must be initiated for the relevant purposes.

70- Procedure in the case of registration under a special law when that law has already been repealed.

- The certificate may not be issued, and the interested party must file a petition with the appropriate court, since the law is not retroactive.

71- Registration under a special law in a standard registry.

- The certificate is issued with the relevant note.

72- If a note is entered in the “Remarks” section that does not pertain to the registration.

- The certificate is issued with the relevant note, and a correction may be requested through administrative channels.

73- Registration of a birth in two separate records, with the parents having appeared separately on the same day at the same office.

- The first record is issued as a birth registration, and the second as an acknowledgment of paternity.

74- A registration signed by two different officials in each register.

- The certificate will be issued regardless of any liability the official may have.

75- Issuance of certificates for records that were signed and later annulled.

- Certificates may not be issued for annulled records. The validity of the annulment shall be determined by the competent judge or by an administrative decision issued by the General Directorate.

76- Entry in the family register of children born before marriage and not declared at the time of marriage registration.

- Children born before marriage whose details were not recorded in the marriage certificate at the time of the marriage ceremony may not be entered in the family register.

77- Regarding court orders (judicial orders).

- Civil registry officials may not execute court orders on their own.
- Judicial orders shall be executed solely at the General Directorate of the Civil Registry and shall then be communicated to the relevant offices of origin.

  (Pursuant to Resolution 1025/08, as amended by Resolution 772/13 of the General Directorate of the Civil Registry.

  NOTE: If an official has executed the order on their own, the certificate may be issued with the relevant note, regardless of the official's civil and criminal liability.

78- Timeframe within which records may be consolidated.

- June 1992.

79- Procedure for registering a marriage celebrated abroad.

- Application filed by one of the spouses with the General Directorate of the Civil Registry, attaching a certificate of life and residence, identification documents for both spouses, and the document to be registered, duly legalized and translated (record or certificate).

80- Witnesses authorized to register a child born to a mother under 16 years of age.

- The minor's father or mother.
- The closest relative of legal age.
- An adult responsible for the minor.

81- Registration completed in an unauthorized format.

- The certificate cannot be issued. Article 21 of Law 1266/87 establishes that registrations must be recorded in the designated registers and initialed by the General Directorate; otherwise, they will be considered null and void.

82- The registration is being processed without a live birth certificate pursuant to Article 53 of Law No. 1266/87.

- Registration will not be processed based on statements from third parties without a live birth certificate.

83- Registration of the birth of a child born out of wedlock to a deceased mother and an unknown father.

- The registration shall be carried out by order of the judge of the Juvenile and Adolescent Court in the jurisdiction where the child resides.

84- Registration of a child born to a minor mother, when incorrect information is recorded in the remarks section.

- The certificate is issued with the relevant note, regardless of the civil and criminal liability of the official responsible for the error.

85- Procedure for registering a child born and registered abroad.

- Upon being registered in another country, the child acquires the nationality of that country; therefore, to be recognized in Paraguay, the child must first choose a nationality. Otherwise, the father or mother may recognize the child in the country of origin. To apply for a choice of nationality, paternal recognition is not required if the mother is Paraguayan.

APPEND

OUTLINE OF GENERAL ADMINISTRATIVE PROCEDURES



OUTLINE OF PROCEDURE

SOLICITUD



CALIFICACIÓN

Asesoría Jurídica

ELABORAR RESOLUCIÓN



Secretaría General



Nota marginal Archivo Central

ANOTACIÓN



Firmar Resolución Dirección General

Live Birth Certificate Template

11 Nº 0222110

MINISTERIO DE SALUD PUBLICA Y BIENESTAR SOCIAL
CERTIFICADO DE NACIDO VIVO

Segunda Parte: Para uso del Registro Civil
Autorización de Inscripción para el Registro Civil de Nacido Vivo

Nombre del niño /a _____ Sexo M ☐ F ☐ I ☐ Etnia _____

Lugar de Nacimiento _____ Fecha ☐☐ ☐☐ ☐☐ Hora ____ : ____
Día Mes Año

Nombre de la Institución _____

Nombres y Apellidos de la Madre _____

Nombres y Apellidos del Padre _____

Nombre de la persona que asistió al parto _____ Título _____ Nº de Reg. _____ Firma _____

Nombre del Informante _____ Parentesco _____ C.I _____ Firma _____

Nombre y Apellido del Funcionario del Establecimiento de Salud _____

Tomo	Folio	Acta	Año

Firma _____

Ciudad o Pueblo _____ Día ☐☐ Mes ☐☐ Año ☐☐

DEBE SER LLENADO POR EL FUNCIONARIO DEL MSP Y BS

HA DE SER ENTREGADO A LOS PADRES Y/O FAMILIARES

MINISTERIO DE SALUD PÚBLICA Y BIENESTAR SOCIAL
CERTIFICADO DE NACIDO VIVO No. 000000

Constancia de Inscripción en el Registro Civil

Fecha ☐☐ ☐☐ ☐☐ HORA ____ : ____
DIA MES AÑO

Nombre del niño /a _____

Lugar de Nacimiento _____ SEXO : M ☐ F ☐ I ☐

Nombre del Declarante _____ Firma _____

Tomo	Folio	Acta	Año

Firma y Sello del Oficial del R.C. _____

Ciudad o Pueblo _____ Día ☐☐ Mes ☐☐ Año ☐☐

NO VALIDO PARA INSCRIPCION

DEBE SER LLENADO POR EL FUNCIONARIO DEL REGISTRO CIVIL

HA SER ENTREGADO A LOS PADRES Y / O FAMILIARES

_____
Firma

Sample Birth Certificate



MINISTERIO DE JUSTICIA Y TRABAJO

DIRECCIÓN GENERAL DEL REGISTRO DEL ESTADO CIVIL

CERTIFICADO DEL ACTA DE NACIMIENTO

Nº

OFICINA Nº

OFICINA REGISTRAL | DATOS DE LA INSCRIPCIÓN | FECHA | DÍA | MES | AÑO

TOMO DEL LIBRO | FOLIO Nº | ACTA Nº

NOMBRES Y APELLIDOS DE LA PERSONA INSCRIPTA | SEXO

LUGAR DE NACIMIENTO | FECHA DE NACIMIENTO DÍA MES AÑO

NOMBRES Y APELLIDOS DEL PADRE | CÉDULA DE IDENTIDAD Nº

NOMBRES Y APELLIDOS DE LA MADRE | CÉDULA DE IDENTIDAD Nº

PERSONA QUE DECLARÓ EL NACIMIENTO | CÉDULA DE IDENTIDAD Nº

OBSERVACIONES

DATOS DE LA EXPEDICIÓN DEL CERTIFICADO | LUGAR Y FECHA

EJECUTOR FIRMA Y SELLO | REVISOR FIRMA Y SELLO | FIRMA Y SELLO DEL FUNCIONARIO AUTORIZADO

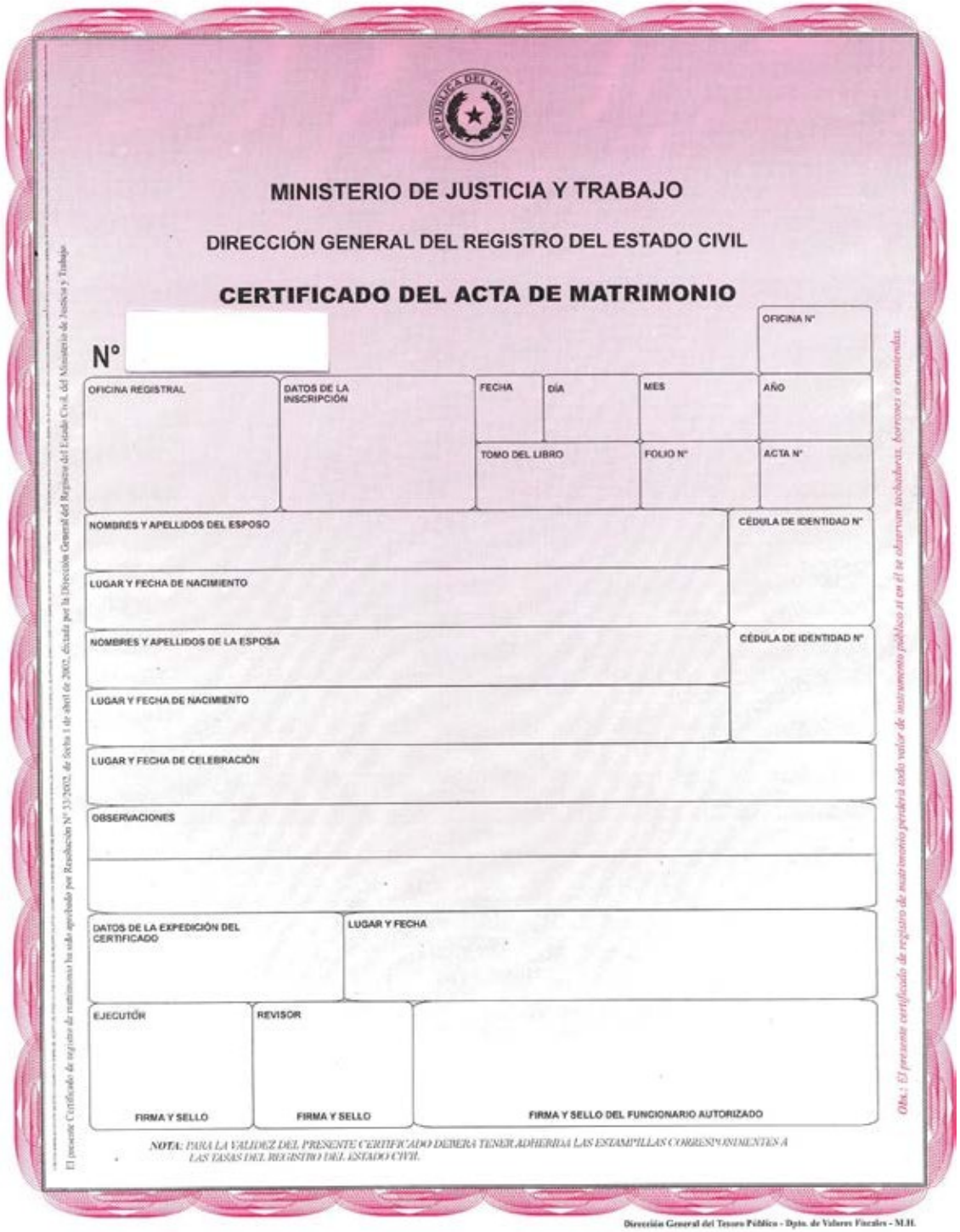
NOTA: PARA LA VALIDEZ DEL PRESENTE CERTIFICADO DEBERÁ TENER ADHERIDA LAS ESTAMPILLAS CORRESPONDIENTES A LAS TASAS DEL REGISTRO DEL ESTADO CIVIL

El presente Certificado de Registro de nacimiento ha sido aprobado por Resolución Nº 33/2002, de fecha 1 de abril de 2002, dictada por la Dirección General del Registro del Estado Civil, del Ministerio de Justicia y Trabajo.

Obs.: El presente certificado de registro de nacimiento perderá todo valor de instrumento público si en él se observan raduras, borrones o enmiendas.

Dirección General del Tesoro Público - Dpto. de Valores Fiscales - M.H.

Sample Marriage Certificate



MINISTERIO DE JUSTICIA Y TRABAJO

DIRECCIÓN GENERAL DEL REGISTRO DEL ESTADO CIVIL

CERTIFICADO DEL ACTA DE MATRIMONIO

N°

OFICINA N°

OFICINA REGISTRAL | DATOS DE LA INSCRIPCIÓN | FECHA | DÍA | MES | AÑO

TOMO DEL LIBRO | FOLIO N° | ACTA N°

NOMBRES Y APELLIDOS DEL ESPOSO | CÉDULA DE IDENTIDAD N°

LUGAR Y FECHA DE NACIMIENTO

NOMBRES Y APELLIDOS DE LA ESPOSA | CÉDULA DE IDENTIDAD N°

LUGAR Y FECHA DE NACIMIENTO

LUGAR Y FECHA DE CELEBRACIÓN

OBSERVACIONES

DATOS DE LA EXPEDICIÓN DEL CERTIFICADO | LUGAR Y FECHA

EJECUTOR | REVISOR | FIRMA Y SELLO DEL FUNCIONARIO AUTORIZADO

FIRMA Y SELLO | FIRMA Y SELLO

NOTA: PARA LA VALIDEZ DEL PRESENTE CERTIFICADO DEBERÁ TENER ADHERIDAS LAS ESTAMPILLAS CORRESPONDIENTES A LAS TASAS DEL REGISTRO DEL ESTADO CIVIL.

Obs.: El presente certificado de registro de matrimonio perderá todo valor de instrumento público si en él se observan inclusiones, borrones o enmiendas.

El presente Certificado de registro de matrimonio ha sido aprobado por Resolución N° 33/2002, de fecha 1 de abril de 2002, dictada por la Dirección General del Registro del Estado Civil, del Ministerio de Justicia y Trabajo

Dirección General del Tesoro Público - Dpto. de Valores Fiscales - M.H.

Sample Death Certificate



MINISTERIO DE JUSTICIA Y TRABAJO

DIRECCIÓN GENERAL DEL REGISTRO DEL ESTADO CIVIL

CERTIFICADO DEL ACTA DE DEFUNCION

Nº

OFICINA Nº

OFICINA REGISTRAL | DATOS DE LA INSCRIPCIÓN | FECHA | DÍA | MES | AÑO

TOMO DEL LIBRO | FOLIO Nº | ACTA Nº

NOMBRES Y APELLIDOS DE LA PERSONA FALLECIDA

SEXO | CÉDULA DE IDENTIDAD Nº | ESTADO CIVIL

LUGAR Y FECHA DE NACIMIENTO

DOMICILIO

LUGAR Y FECHA DE FALLECIMIENTO

NOMBRES Y APELLIDOS DEL ULTIMO CONYUGE | CÉDULA DE IDENTIDAD Nº

OBSERVACIONES

DATOS DE LA EXPEDICIÓN DEL CERTIFICADO | LUGAR Y FECHA

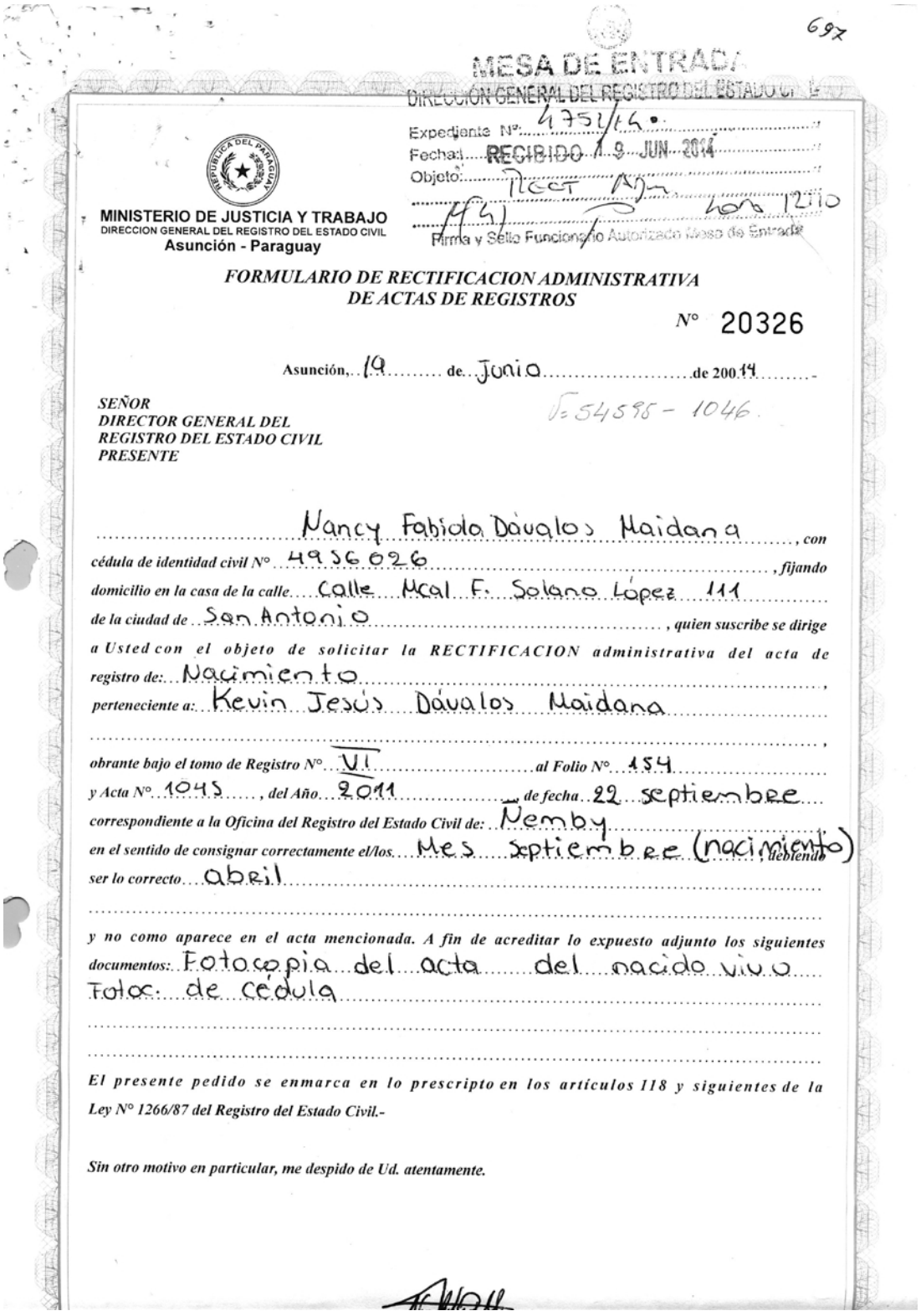
EJECUTOR — FIRMA Y SELLO | REVISOR — FIRMA Y SELLO | FIRMA Y SELLO DEL FUNCIONARIO AUTORIZADO

NOTA: PARA LA VALIDEZ DEL PRESENTE CERTIFICADO DEBERA TENER ADHERIDA LAS ESTAMPILLAS CORRESPONDIENTES A LAS TASAS DEL REGISTRO DEL ESTADO CIVIL

El presente Certificado de Registro de defunción ha sido aprobado por Resolución Nº 33/2002 de fecha 1 de abril de 2002, dictada por la Dirección General del Registro del Estado Civil, del Ministerio de Justicia y Trabajo.

Obs.: El presente certificado de registro de defunción perderá todo valor de instrumento público si en él se observan suchaduras, borrones o enmiendas.

Sample Application for Correction



697

MESA DE ENTRADA
DIRECCIÓN GENERAL DEL REGISTRO DEL ESTADO CIVIL
Expediente N°: 4751/14
Fecha: RECIBIDO 19 JUN 2014
Objeto: Rect Adm
Firma y Sello Funcionario Autorizado Mesa de Entrada

MINISTERIO DE JUSTICIA Y TRABAJO
DIRECCION GENERAL DEL REGISTRO DEL ESTADO CIVIL
Asunción - Paraguay

FORMULARIO DE RECTIFICACION ADMINISTRATIVA DE ACTAS DE REGISTROS

N° 20326

Asunción, 19 de Junio de 2014

SEÑOR
DIRECTOR GENERAL DEL
REGISTRO DEL ESTADO CIVIL
PRESENTE

V.54595 - 1046

Nancy Fabiola Dávalos Maidana, con cédula de identidad civil N° 4956026, fijando domicilio en la casa de la calle Calle Mcal F. Solano López 111 de la ciudad de San Antonio, quien suscribe se dirige a Usted con el objeto de solicitar la RECTIFICACION administrativa del acta de registro de: Nacimiento, perteneciente a: Kevin Jesús Dávalos Maidana, obrante bajo el tomo de Registro N° VI al Folio N° 154 y Acta N° 1045, del Año 2011 de fecha 22 septiembre correspondiente a la Oficina del Registro del Estado Civil de: Nemby en el sentido de consignar correctamente el/los Mes septiembre (nacimiento) debiendo ser lo correcto abril

y no como aparece en el acta mencionada. A fin de acreditar lo expuesto adjunto los siguientes documentos: Fotocopia del acta del nacido vivo
Fotoc. de cédula

El presente pedido se enmarca en lo prescripto en los artículos 118 y siguientes de la Ley N° 1266/87 del Registro del Estado Civil.-

Sin otro motivo en particular, me despido de Ud. atentamente.

Final Decision Form (Page 1)

MINISTERIO
DE JUSTICIA

DIRECCIÓN GENERAL REGISTRO DEL ESTADO CIVIL DE LAS PERSONAS

POR LA CUAL SE ORDENA HACER LUGAR A LA RECTIFICACION ADMINISTRATIVA DEL ACTA DE INSCRIPCIÓN DE NACIMIENTO PERTENECIENTE A **"KEVIN JESÚS DÁVALOS MAIDANA"**.---------

RESOLUCION N°_____/2014.

Asunción,

VISTO: El Expediente **Nº 4.751/14** de fecha **19 de junio de 2014**, sobre pedido de Rectificación Administrativa del Acta de Inscripción de Nacimiento perteneciente a **"KEVIN JESÚS DÁVALOS MAIDANA"**; y, ----------

CONSIDERANDO:

Que, según formulario de Rectificación Administrativa, obrante a fs. 01 (uno), se presentó la Señora **"NANCY FABIOLA DÁVALOS MAIDANA"**, a solicitar la Rectificación Administrativa del Acta de Inscripción de Nacimiento, perteneciente a **"KEVIN JESÚS DÁVALOS MAIDANA"**; en el sentido de consignar correctamente el mes de nacimiento del Inscripto, escrito como **SETIEMBRE**, debiendo ser lo correcto **"ABRIL".**----------

Que, a fin de justificar el extremo alegado presentó los siguientes documentos: Fotocopia autenticada del Acta de Inscripción de Nacimiento del Inscripto proveniente de la Oficina de Origen; Fotocopia autenticada del Certificado de Nacido Vivo proveniente de la Oficina de Origen; Fotocopia simple de la Cédula de Identidad Civil de la recurrente.----------

Que, la Asesoría Jurídica del Registro del Estado Civil emitió un Dictamen que copiado dice: En relación al pedido de Rectificación Administrativa (fs. 01) del Acta de Inscripción de Nacimiento, perteneciente a **"KEVIN JESÚS DÁVALOS MAIDANA"**, obrante bajo el Tomo de Registro N° VI, al Folio N° 154, y Acta N° 1046, de fecha 20 de noviembre de 2012, correspondiente a la Oficina del Registro del Estado Civil N° 574, Primera Sección, de Ñemby, Departamento Central; en el sentido de consignar correctamente el mes de nacimiento del Inscripto, escrito como **SETIEMBRE**, debiendo ser lo correcto **"ABRIL". Que**, a fs. 02 (dos), se anexa la fotocopia autenticada del Acta de Inscripción de Nacimiento, que obra en la Oficina de Origen, perteneciente a **KEVIN JESÚS DÁVALOS MAIDANA**, nacido en Ñemby en fecha 22 de setiembre de 2011, hijo de **Nancy Fabiola Dávalos Maidana**. **Que**, a fs. 03 (tres), se adjunta la fotocopia del Certificado de Nacido Vivo, expedido en el Hospital de Ñemby, el cual expresa que en fecha 22 de abril de 2011, en el Hospital Distrital de Ñemby, nació una criatura de sexo masculino, hijo de **Nancy Fabiola Dávalos**, firmado por la **Lic. Teodora Benítez S.**, en fecha 22 de abril de 2011. **Que**, a fs. 06 (seis), se adjunta la fotocopia autenticada del Acta de Inscripción de Nacimiento que obra en el Archivo Central, perteneciente a **KEVIN JESÚS DÁVALOS MAIDANA**, nacido en Ñemby en fecha 22 de setiembre de 2011, hijo de **Nancy Fabiola Dávalos Maidana**. **Que**, a fs. 13 (trece), se agrega la Constancia del Hospital Distrital de Ñemby, expedido en fecha 16 de Octubre de 2014, expresando que: la señora **Nancy Fabiola Dávalos**, con Cédula de Identidad Civil **N° 4.956.026**, domiciliada en la Ciudad de Ñemby, dio a luz en fecha 22 de abril de 2011, siendo las 17:25 hs, a un niño, de sexo masculino, con un peso de 3,100 kilogramos, parto normal, asistió el parto la **Lic. Teodora Benítez** con Registro Profesional N° 746. Conforme a las instrumentales arrimadas al expediente, se concluye que el Oficial registrador incurrió en un error al consignar en el Acta de Inscripción de Nacimiento en cuestión, el mes de .../1/...

Dirección General del Registro del Estado Civil

Final Resolution Template (Page 2)

MINISTERIO
DE JUSTICIA

POR LA CUAL SE ORDENA HACER LUGAR A LA RECTIFICACION ADMINISTRATIVA DEL ACTA DE INSCRIPCIÓN DE NACIMIENTO PERTENECIENTE A "**KEVIN JESÚS DÁVALOS MAIDANA**".---------

RESOLUCION N°_____/2014.

.../2/... nacimiento del referente como **SETIEMBRE**, debiendo ser lo correcto **ABRIL**. En base a estas consideraciones, esta Asesoría Jurídica, es del criterio que la Dirección General podrá pronunciar Resolución **FAVORABLE**, al pedido de rectificación Administrativa, en virtud a las disposiciones del **Art. 118 de la Ley N° 1266/87 "Del Registro del Estado Civil" – Dictamen N° 8.961 – 29/10/2014**.----------

POR TANTO, y en uso de sus atribuciones, ----------

EL DIRECTOR GENERAL DEL REGISTRO DEL ESTADO CIVIL

R E S U E L V E:

Art. 1°.- **HACER LUGAR** al pedido de **Rectificación Administrativa** del Acta de Inscripción de Nacimiento de **"KEVIN JESÚS DÁVALOS MAIDANA",** nacido en fecha 22 de setiembre de 2011, obrante bajo el Tomo de Registro N° VI, al Folio N° 154, y Acta N° 1046, de fecha 20 de noviembre de 2012, correspondiente a la Oficina del Registro del Estado Civil de Ñemby, Departamento Central; en el sentido de consignar correctamente el mes de nacimiento del Inscripto, escrito como **SETIEMBRE**, debiendo ser lo correcto "**ABRIL**"..----------

Art. 2°.- **ORDENAR** al **Jefe del Archivo Central de la Dirección General del Registro del Estado Civil**; y a la **Oficina del Registro del Estado Civil N° 574, Primera Sección, de Ñemby, Departamento Central**, a fin de que proceda a rectificar el Acta de referencia según los términos de la presente Resolución a través de la sección correspondiente.----------

Art. 3°.- **COMUNICAR** a quienes corresponda y cumplido archivar.----------

SG/jae.

Dirección General del Registro del Estado Civil

GLOSSARY

CERTIFICATE: An official document in which a civil registrar records and registers a vital event (birth, death) and legal acts (acknowledgment of paternity, marriage, divorce, etc.).

ERASURE: The act of removing the contents of a registry record using an eraser.

SEQUENCE: Refers to the page number and record number that immediately follow another in an ordered series.

DECLARANT: A person who appears before the registrar to register a vital event or legal act (e.g., a father requesting the registration of his child's birth).

SUPPORTING DOCUMENTS: Documents that support registration proceedings (certificate of live birth, copy of identity card, affidavit, etc.).

AMEND: A legible or illegible alteration or modification of the data recorded by the registrar.

ISSUE: To issue, to grant.

SIGN: The act by which the parties involved affix their first name, last name, and signature—by which they identify themselves—at the bottom of a written document, thereby validating the document's content and formalizing the completion of the act.

MATERIAL ERROR:
A manifest error is one that arises from analysis: either within the record itself or from a comparison of the record with the documents in the case file (supporting evidence).

ERRORS:
Errors have a registry origin because they are those committed by the Registrar when entering the registration record. They are characterized by mistakes made during the registration process, such as incorrect dates or names, or entering data in the wrong fields, by the civil registrar who performed the registration.

This includes:

1. Mispelled information, except for first names in the case of birth certificates.
2. Data entered in the wrong fields.
3. Reversed last names.
4. Non-existent dates.

FOLIO: A printed and numbered page in a book.

INSERTION: The process of adding a word between two words or above a word on the same line.

NAME REVERSAL: Changing the order of the first name or last name.

OMISSION: Failure to enter certain information in the designated field of the record.

ATTACHED: The act of affixing a piece of paper over the original content of the registry record in order to record something different.

REFERENCE GUIDE: A summary listing the procedures related to identity documents, so they are available when needed.

OVERWRITING: A procedure by which information on a registry record is written over to replace it, rendering it illegible.

CORRECTION: The act of correcting a clerical error in the record by following the procedure established by Law No. 1266/87.

SCRABBING: A procedure by which the surface of a record is worn away in order to remove or alter its content.

STRIKINGS: A line or set of lines or smudges used to cross out what has been written.



DIRECCIÓN GENERAL DEL
REGISTRO DEL ESTADO CIVIL

Concepción and Lapacho - Hipódromo Neighborhood - Asunción.
Phone: (021) 560 400 / 6
www.registrocivil.gov.py email:
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