

A B C D E F G H I J K L M N O P Q R S T U V W

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**CHAPTER 51 - BIRTHS AND DEATHS REGISTRATION ACT: SUBSIDIARY LEGISLATION****INDEX TO SUBSIDIARY LEGISLATION**

Births and Deaths Registration Districts Order

Births and Deaths Registration (General) Rules

Births and Deaths Registration (Aircraft) Rules

**BIRTHS AND DEATHS REGISTRATION DISTRICTS ORDER**

[Section 3]

Arrangement of Paragraphs

*Paragraph*

1. Title
2. Registration districts

[Order by the Minister]

SI 209 of 1973.

1. Title

This Order may be cited as the Births and Deaths Registration Districts Order.

2. Registration districts

Zambia is hereby divided, for the purposes of the Act, into districts, the names and boundaries of which shall be identical with those of the administrative districts of Zambia as defined in the Provincial and District Boundaries Act.

**BIRTHS AND DEATHS REGISTRATION (GENERAL) RULES**

[Section 21]

[Currency mentioned in this regulation should be re-denominated as stipulated under S 4 of Re-denomination Act, 2012, read with S 29 of Bank of Zambia Act, 1996.]

Arrangement of Rules

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SECOND SCHEDULE

[Rules by the Minister]

**PART I  
PRELIMINARY**

1. Title

These Rules may be cited as the Births and Deaths Registration (General) Rules.

2. Interpretation

In these Rules, unless the context otherwise requires—

“**Assistant Registrar**” means the registration officer designated as such at a sub-centre by the Minister;

“**birth**” does not include still-birth;

“**Deputy Registrar**” means a person designated as such by the Minister to assist a Registrar in the discharge of his functions;

“**disposal certificate**” means a certificate issued by a Registrar, police officer or magistrate under section 18(6) and (8) of the Act;

“**entry**” means a record of the particulars relating to a birth, still-birth or death appearing in the appropriate district or central register;

“**maiden surname**”, in relation to a woman, includes the surname under which she contracted her marriage (or where she has married more than once, her first marriage);

“**medical practitioner**” means a registered medical practitioner;

“**midwife**” means a midwife registered under the provisions of the Nurses and Midwives Act;

“**name**”, in relation to a person, includes all names by which he is known and called;

“**nationality of parents**” means nationality of the parents at the time of birth or death of the child, as the case may be;

“**notification of disposal**” means a notification as to the date, place and means of disposal of the body of a deceased person which a person effecting the disposal is required by section 18 (2) of the Act to deliver to the Registrar;

“**occupation**” includes rank or profession;

“**registration office**” means part of the District Secretary’s office or other office set aside in the sub-centres for the registration of births and deaths.

**PART II  
PRESCRIBED FORMS AND REGISTERS**

3. Prescribed forms

The forms set out in the First Schedule are hereby prescribed for the respective purposes mentioned in each form.

4. Registrars

The Registrar-General shall keep registers of births, still-births and deaths in Forms I, II and III, as applicable, set out in the First Schedule.

[R 4 am by r 2 of SI 44 of 2016.]

**PART III  
BIRTH AND DEATH CERTIFICATES**

5. Issue of birth and death certificate

(1) When an application is made by a person to the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar for a certificate containing particulars of information which has been registered with regard to the birth or death of a person, the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar shall issue a certificate in Form IV or V, as applicable, set out in the First Schedule.

(2) The Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar may, where an applicant wishes to have a shortened form of birth certificate instead of the full form of birth certificate, issue the shortened form of birth certificate in Form VII set out in the First Schedule.

[R 5 subs by r 3 of SI 44 of 2016.]

**PART IV  
APPOINTMENT OF REGISTRARS, DEPUTY REGISTRARS AND ASSISTANT REGISTRARS DUTIES OF DEPUTY REGISTRARS AND ASSISTANT**

6. Appointment of Registrars, Deputy Registrars and Assistant Registrars of Births and Deaths

(1) All District Secretaries for the existing administrative districts of Zambia shall be deemed to have been appointed Registrars of Births and Deaths for their respective districts.

(2) All Assistant District Secretaries shall be deemed to have been appointed Deputy Registrars of Births and Deaths for their respective districts:

Provided that, where in any district there are more than one Assistant District Secretary, the Minister shall designate one of the Assistant District Secretaries as Deputy Registrar of Births and Deaths.

(3) The Minister shall appoint suitable persons as Assistant Registrars of Births and Deaths at the sub-centres.

7. Duties of Deputy Registrars

(1) Subject to the provisions of rule 9, a Deputy Registrar may in the absence of a Registrar perform any of the functions of a Registrar under the Act, notwithstanding that his absence may not be unavoidable or occasioned by illness; and a Deputy Registrar shall—

(a) carry out any of the duties of a Registrar as may be delegated to him from time to time;

(b) register a birth, still-birth or death in respect of which a Registrar acts as informant;

(c) call at the offices of Assistant Registrars in his district at fortnightly intervals for the purpose of collecting notices of births and deaths for entry into the district registers and for onward transmission to the Registrar-General.

#### 8. Duties of Assistant Registrars

It shall be the duty of Assistant Registrars to—

(a) assist informants within their areas to complete and sign notices of births, still-births and deaths;

(b) issue general receipts for all payments made in respect of births and deaths certificates; and

(c) render fortnightly accounts to the Deputy Registrar for all moneys, receipts and documents collected during that period.

#### 9. Duality of functions

A Registrar shall not register a birth, still-birth or death of which he is an informant.

#### 10. General conduct of registration officers

(1) A Registrar, Deputy Registrar or Assistant Registrar shall not, while discharging his official duties with any person attending upon him at his office or otherwise coming into communication with him in his official capacity, transact or attempt to transact or to further the transaction of any business of a private nature, either on his own behalf or on behalf of any other person or body.

(2) A Registrar, Deputy Registrar or Assistant Registrar shall not, without the express authority of the Registrar-General, publish or communicate to any person, otherwise than in the ordinary course of the performance of his official duties, any information acquired by him while performing those duties.

(3) A Registrar, Deputy Registrar or Assistant Registrar shall comply with any instruction or direction, whether particular or general, given to him by the Registrar-General in any matter relating to the due performance of his duties.

#### 11. Statistical returns

Every Registrar or Deputy Registrar shall at such times and in such manner as the Registrar-General may direct send to the Registrar-General such statistical returns concerning births, still-births and deaths as he may require to be extracted from the records kept by such Registrar or Deputy Registrar, as the case may be.

#### 12. Inspection of registers

Every Registrar, Deputy Registrar or Assistant Registrar shall submit all books and forms in his possession to inspection by any person authorised in that behalf by the Registrar-General and shall, if so required by the Registrar-General, give him a statement as to the books and forms in his possession.

### PART V

#### GENERAL PROVISIONS RELATING TO ENTRIES IN REGISTERS

#### 13. Registration in more than one place

(1) A Registrar or Deputy Registrar shall not register a birth, still-birth or death which has already been registered unless the Registrar-General gives his authority so to do.

(2) Where a birth, still-birth or death is re-registered on the authority of the Registrar-General, the Registrar making the new entry and the Registrar having custody of the register in which the original entry was made shall make such notes (if any) in the margin of the respective entries as the Registrar-General may direct.

#### 14. Cancellation of entry space

Where, during the registration of a birth, still-birth or death, it becomes necessary to cancel an entry space on the appropriate form or register, the Registrar or Deputy Registrar, as the case may be, shall draw a line in ink through that space before calling upon the informant to certify the entry.

#### 15. Signature by mark or in foreign characters

Where a person who is required under any provision of these Rules to sign his name in a register or form makes a mark or signs in characters other than those used in the English language, the Registrar shall write against the mark or signature the words "The mark (or signature) of ....." inserting the name of the person.

### PART VI

#### REGISTRATION OF BIRTHS

#### 16. Particulars to be registered

The particulars concerning a birth to be registered shall be entered in Form IV set out in the First Schedule.

[R 16 subs by r 4 of SI 44 of 2016.]

#### 17. Particulars as at date of birth

Subject to rule 18, the particulars to be recorded in respect of the parents of a child must be appropriate as at the date of birth of the child and shall be recorded in Form IV set out in the First Schedule.

[R 17 subs by r 4 of SI 44 of 2016.]

#### 18. Manner of registration

(1) The Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar shall, on receiving information of the particulars required by rule 16 from an informant, register the birth in the presence of the informant by inserting the required particulars in Form IV set out in the First Schedule.

(2) The particulars referred to in sub-rule (1) shall be entered by the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar, in accordance with the instructions in Form VIII set out in the First Schedule.

[R 18 subs by r 4 of SI 44 of 2016.]

#### 19. Verification of particulars

The Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar shall, after inserting the particulars referred to in rule 18(1), request the informant to verify the particulars entered and if it appears that any error has been made in those particulars the Registrar shall, in the presence of the informant, make the necessary correction.

[R 19 subs by r 4 of SI 44 of 2016.]

#### 20. Signatures

(1) The Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar shall call upon the informant to sign the notice of birth in the appropriate places and if the informant is illiterate, to affix the informant's mark on the notice.

(2) If, pursuant to section 15 of the Act, an entry has been made of the name of the person acknowledging to be the putative father of child born out of wedlock, the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar shall call first upon that person and then upon the mother to sign the notice or, if they are illiterate, to affix their marks on the notice.

[R 20 subs by r 4 of SI 44 of 2016.]

#### 21. Signature of Registrar

When the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar has signed the notice of birth, the name and stamp of the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar, as applicable, shall be impressed under the signature.

[R 21 subs by r 4 of SI 44 of 2016.]

#### 22. Registration after one month but within twelve months

(1) Subject to section 9 of the Act, the Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar may in appropriate cases register the birth of a child which has occurred more than one month previously.

{mprestriction ids="2,3,5"}

(2) The registration under sub-rule (1), shall be done within 12 months from the date of the birth of the child.

[R 22 subs by r 4 of SI 44 of 2016.]

#### 23. Registration after twelve months

(1) Where a person informs the Assistant Registrar that a birth which occurred more than 12 months previously has not been registered, the Assistant Registrar shall make a report to the Registrar.

(2) The report under sub-rule (1) shall state to the best of the Assistant Registrar's knowledge and belief—

(a) the particulars required to be registered concerning the birth, the source of the Assistant Registrar's information; and

(b) the name and address of any informant available to give information for the registration.

(3) Where an informant attends to give information for the registration of a birth which occurred more than 12 months previously, the written authority of the Registrar for registering the birth shall be obtained and the fact that such authority has been given shall be entered in the register and endorsed on the notice of birth.

(4) Before the Registrar authorises in writing the registration of a birth which has occurred more than 12 months previously, the informant shall state the reason or reasons for the late notification of the birth for Registrar's consideration in Form VIII set out in the First Schedule.

(5) A notification under this rule shall be accompanied with a baptism certificate or a certificate from the health facility where the child was born naming the mother and the date of birth.

(6) Where the child was not born in a health facility an affidavit each in Form IX set out in the First Schedule from two reliable witnesses to the birth shall be submitted to the Registrar.

(7) Upon giving written authority for the late registration of a birth under sub-rule (4), the Registrar shall forward the notification to the Assistant Registrar of the district in which the birth occurred and on receipt of the notification the Assistant Registrar shall retain the original copy and return the duplicate copy to the Registrar.

[R 23 subs by r 4 of SI 44 of 2016.]

#### 24. Alteration of name after registration

Where the name or altered name of a child is registered under section 17 of the Act, the Registrar-General or Deputy Registrar-General shall issue a duplicate birth certificate stating the former names and the new names of the child as set out in Form V in the First Schedule.

[R 24 subs by r 4 of SI 44 of 2016.]

#### 25. Replacement of birth or death certificate

The Registrar-General, Deputy Registrar-General, Registrar or Assistant Registrar shall issue a duplicate certificate in accordance with instructions in Form V(b) set out in the First Schedule, where a person requests replacement of a lost or destroyed certificate.

[R 25 subs by r 4 of SI 44 of 2016.]

### **PART VII RE-REGISTRATION OF BIRTHS OF LEGITIMATED PERSONS**

#### 26. Re-registration to be in accordance with section 3 and the Schedule to the Legitimacy Act

(1) The birth of a legitimated person whose birth has already been registered in Zambia shall be re-registered in accordance with section 3 and the Schedule to the Legitimacy Act.

(2) Information required for such re-registration shall be furnished by the parents of the legitimated person within three months of the date of the parents' marriage to the Registrar-General who shall authorise such re-registration if he considers that the information as furnished by the parents of the legitimated person is satisfactory.

### **PART VIII BIRTH ENTRIES OF ADOPTED CHILDRENPART**

#### 27. Making of birth entry of adopted child

The Registrar-General shall, in compliance with an adoption order issued by the High Court, make an appropriate entry in the Adopted Children Register, maintained under the provisions of section 11 of the Adoption Act, and insert the word "Adopted" against the previous entry in the register of births relating to the adopted child.

### **PART IX REGISTRATION OF STILL-BIRTHS**

#### 28. Application to still-births of certain provisions relating to births

(1) The provisions of section 16 of the Act which require the finder of an exposed child to furnish the prescribed particulars for purposes of registration shall apply to a still-born child as they apply to a live-born child.

(2) The particulars to be registered are those prescribed in Form X set out in the First Schedule.

[R 28(2) am by r 5 of SI 44 of 2016.]

#### 29. Manner of registration

In the case of any still-birth with respect to which there has been delivered to the Registrar—

- (a) a written certificate of a medical practitioner or registered midwife referred to in section 14 (2) (a) of the Act; or
- (b) a declaration as referred to in section 14 (2) (b) of the Act;

the Registrar, on receiving from an informant at any time within one month after the date of the still-birth, information of the particulars required by rule 28 (2), shall register the still-birth in the presence of the informant.

#### 30. Entry of nature of evidence of still-birth

(1) Where the still-birth is registered on the production of a written certificate of a medical practitioner or a registered midwife, the Registrar shall enter in the appropriate space on Form X set out in the First Schedule the cause of death precisely as stated therein, followed by the words “Certified by .....” and the name and qualification of the medical practitioner or, as the case may be, the name of the midwife and the words “Registered Midwife”.

[R 30(1) am by r 6 of SI 44 of 2016.]

(2) Where the still-birth is registered on the production of a declaration as referred to in section 14(2)(b) of the Act, the Registrar shall enter in the appropriate space on Form X set out in the First Schedule the words “Declaration by informant”.

[R 30(2) am by r 6 of SI 44 of 2016.]

#### 31. Disposal certificate

(1) After completing registration of the still-birth, the Registrar shall issue a—

- (a) disposal certificate, in Form XI set out in the First Schedule, for the purpose of burial of the still-birth; and
- (b) still-birth certificate in Form XII set out in the First Schedule.

[R 31(1) am by r 7 of SI 44 of 2016.]

(2) Where the Registrar has reason to believe that the child was born alive, he shall report the matter of the still-birth to a coroner or police officer for investigation.

#### 32. Exposed child

(1) Where a new-born living or still-born child is found exposed and if the date of birth of the child is unknown, references in these Rules to the doing of anything within a specified period after the birth shall be construed as references to the doing thereof within the same period after the child was found.

(2) If the place of birth of the new-born living or still-born child is unknown, references in these Rules to the place where a birth or still-birth occurred shall be construed as references to the place where the child was found.

### PART X REGISTRATION OF DEATHS

#### 33. Particulars to be registered and certificate of cause of death

The particulars concerning a death required to be registered pursuant to section 18 (1) of the Act shall be the particulars required in Form XIII set out in the First Schedule; and a certificate of cause of death issued under the provisions of section 18 (3) of the Act shall be in the form prescribed in Medical Form No. 14.

[R 33 am by r 8 of SI 44 of 2016.]

#### 34. Procedure where medical certificate of cause of death is produced

(1) In the case of any death which occurred in the Registrar’s district with respect to which a medical certificate of cause of death has been delivered to the Registrar at any time within twelve months of the date of death, the Registrar shall register the death in the presence of the informant.

(2) Where the death relates to a dead body in relation to which the date and place of death are unknown, the Registrar shall enter in appropriate spaces on Form XIII set out in the First Schedule the words “Dead body found on .....” and the date of finding the body, followed by “at .....” and the place of finding.

[R 34(2) am by r 9(a) of SI 44 of 2016.]

(3) The Registrar shall enter in the appropriate space the cause of death precisely as certified in the medical certificate, followed by the words “certified by .....” and the name and qualification of the medical practitioner who gave the medical certificate.

[R 34(3) subs by r 9(b) of SI 44 of 2016.]

(4) Subject to the provisions of rules 36 and 38, no Registrar shall register a death with respect to which no medical certificate of cause of death has been delivered to him.

[R 34(4) deleted and 34(5) renumbered as 34(4) by r 9(c) of SI 44 of 2016.]

#### 35. Verification of particulars

(1) After completing the appropriate spaces of Form XIII set out in the First Schedule, the Registrar shall call upon the informant to verify the particulars, and, if it appears that any error has been made in those particulars, the Registrar shall thereupon in the presence of the informant make the necessary correction.

[R 35(1) am by r 10(a) of SI 44 of 2016.]

(2) The Registrar shall then call upon the informant to sign on the appropriate space in Form XIII set out in the First Schedule and, when the Registrar has signed in the appropriate space, the Registrar shall impress the Registrar’s name stamp under the Registrar’s signature.

[R 35(2) subs by r 10(b) of SI 44 of 2016.]

(3) The Registrar shall thereafter send the notice of death together with the medical certificate or a coroner’s certificate of cause of death to the Registrar-General.

#### 36. Registration of death after inquest

Where the Registrar receives a coroner’s certificate upon an inquest with reference to a death, the Registrar shall register the death on Form XIII set out in the First Schedule, except that in the space for the informant’s signature, the Registrar shall enter the words “certificate received from ...” and the name and description of the coroner and the words “Inquest held ...” and the date for the inquest as stated in the certificate.

[R 36 subs by r 11 of SI 44 of 2016.]

#### 37. Registration after twelve months

Where a Registrar is informed that the death of a person who died more than twelve months previously has not been registered, the Registrar shall seek and obtain the Registrar- General’s authority before registering the death in the presence of the informant.

**PART XI  
DISPOSAL OF BODIES OF DECEASED PERSONS**

38. Disposal certificate

A Registrar shall give a disposal certificate, in Form XI set out in the First Schedule, for the disposal of the body of a deceased person on a form provided by the Registrar-General—

[R 38 am by r 12 of SI 44 of 2016.]

- (a) where the death is one which is not required to be reported to the coroner and a certificate of cause of death has been delivered to him; or
- (b) where a magistrate or the police are satisfied that the case is not one to which section 4 or 10 of the Inquests Act applies;
- (c) with respect to cases falling under paragraph (b) the police shall furnish the prescribed particulars to the Registrar.

39. Notification of disposal

A person effecting the disposal of the body of a deceased person shall write, sign and date a notification of disposal which shall be delivered to the Registrar immediately after the disposal of the body.

40. Inquiry in default of notification of disposal

Where the notification required under section 18 (2) of the Act has not been delivered to the Registrar within a period of thirty days, the Registrar shall make necessary inquiries from the custodian or other person having charge or control of the place of disposal.

41. Exposed body of deceased person

(1) Where the body of a deceased person is found exposed, and if the date of death of the deceased person is unknown, references in these Rules to the doing of anything within a specified period after the death shall be construed as references to the doing thereof within the same period after the body of the deceased person was found.

(2) If the place of death of the deceased person is unknown, references in these Rules to the place where the death occurred shall be construed as references to the place where the body of the deceased person was found.

**PART XII  
REGISTRATION OFFICES**

42. Registration offices

The place in each district at which births and deaths may be registered and registers inspected shall be the registration office in each district, and the hours at which registration and inspection may be effected shall be the normal Government office hours and such other times as may be convenient to the officer in charge of the registration office.

**PART XIII  
FEES**

43. Prescribed fees

- (1) No fee is chargeable for the registration of a birth or death if notice is given in the prescribed form containing the prescribed particulars of the birth within one month thereof.
- (2) The several fees specified in the Second Schedule shall be payable in respect of matters therein specified.

44. Notice of birth or death on board ship

Notice of a birth or a death on board ship while within the territorial waters of Lake Tanganyika shall be given to the Registrar of the Mbala Registration District.

**FIRST SCHEDULE**

[Rules 3, 4, 5, 16, 17, 18, 23, 27, 32 and 37]

[First Sch subs by r 13 of SI 44 of 2016.]

**PRESCRIBED FORMS**

**FORM I**

[Rule 4]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

REGISTER OF BIRTHS

No.	Date and place of birth	Names and surname of Child	Sex	Names and surname of Father	Occupation and social security and National Identity No. of Father	Names, surname, maiden surname of Mother	Occupation and social security and National Identity No. of Mother	Residential address(es) of Father and Mother of Child	Name description and residence of informant	When registered	Name of Registrar

**FORM II**

[Rule 4]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

REGISTER OF STILL-BIRTHS

No.	Date and place of birth	Surname	Sex	Cause of death	Names and surname of Father	Names, surname, maiden surname and social security number of Mother	Occupation and social security number of Father	Name description and residence of informant	When registered	Name of Registrar
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**FORM III**

[Rule 4]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

REGISTER OF DEATHS

No.	Date and place of death	Names and surname	Sex	Age	Occupation and social security number/NRC number	Cause of death	Name description and residential address of informant	When registered	Name of Registrar
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**FORM IV**

[Rule 5]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

BIRTH CERTIFICATE

No.: ..... District: .....

Date of Birth: .....

Place of Birth: .....

Surname of Child: .....

Other Names: .....

Names and Surname of Father: .....

Occupation of Father: .....

Father's NAPSA or any other Social Security Scheme Number: .....

Father's National Identity No.: .....

Names and Surname of Mother: .....

Mother's Maiden Surname: .....

Mother's NAPSA or any other Social Security Scheme Number: .....

Mother's National Identity No.: .....

Name of Informant: .....

Informant's Residential Address: .....

Postal Address: .....

Date of Registration: .....

Name of Registrar: .....

I hereby certify that the above certificate is a true copy of the particulars recorded in relation to the birth of the said child in the Register of Births kept at Lusaka.

Dated this ..... day of ....., 20.....

.....  
*Registrar-General/Deputy Registrar-General*  
*Registrar/Assistant Registrar*

**FORM V**

[Rule 5]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

DEATH CERTIFICATE

No.: ..... District: .....

Date of Death: .....

Place of Death: .....  
Names and Surname of Deceased: .....  
Sex: ..... Age: .....  
Nationality: .....  
Occupation: .....  
NAPSA or any other Social Security Scheme Number: .....  
National Identity No.: .....  
Cause of Death: .....  
.....  
Name of Informant: .....  
Relationship to Deceased: .....  
Date of Registration: .....  
Name of Registrar: .....

I do hereby certify that the above certificate is a true copy of the particulars registered in relation to the death of the person named in the Register of Deaths kept at Lusaka.

Dated this ..... day of ....., 20.....

.....  
*Registrar-General/Deputy Registrar-General*  
*Registrar*

**FORM VI (a)**

[Rule 24]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

DUPLICATE BIRTH CERTIFICATE

No.: ..... District: .....

Date of Birth: .....

Place of Birth: .....

Surname of Child: .....

Other Names: .....

Former Names of Child: .....

Names and Surname of Father: .....

Occupation of Father: .....

Father's NAPSA or any other Social Security Scheme Number: .....

Father's National Identity No.: .....

Names and Surname of Mother: .....

Mother's Maiden Surname: .....

Mother's NAPSA or any other Social Security Scheme Number: .....

Mother's National Identity No.: .....

Name of Informant: .....  
Informant's Residential Address: .....  
Postal Address: .....  
Date of Registration: .....  
Name of Registrar: .....

I hereby certify that the above certificate is a true copy of the particulars recorded in relation to the birth of the said child in the Register of Births kept at Lusaka.

Dated this ..... day of ....., 20.....

.....  
*Registrar-General/Deputy Registrar-General*

**FORM VI (b)**

[Rule 25]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

DUPLICATE BIRTH CERTIFICATE

No.: ..... District: .....

Date of Birth: .....  
Place of Birth: .....  
Surname of Child: .....  
Other Names: .....  
Names and Surname of Father: .....  
Occupation of Father: .....  
Father's NAPSA or any other Social Security Scheme Number: .....  
Father's National Identity No.: .....  
Names and Surname of Mother: .....  
Mother's Maiden Surname: .....  
Mother's NAPSA or any other Social Security Scheme Number: .....  
Mother's National Identity No.: .....  
Name of Informant: .....  
Informant's Residential Address: .....  
Postal Address: .....  
Date of Registration: .....  
Name of Registrar: .....

I hereby certify that the above certificate is a true copy of the particulars recorded in relation to the birth of the said child in the Register of Births kept at Lusaka.

Dated this ..... day of ....., 20.....

.....  
*Registrar-General/Deputy Registrar-General/  
Registrar/Assistant Registrar*

**FORM VII**

[Rule 5]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

SHORTENED FORM OF BIRTH CERTIFICATE

This is to certify that the following information in respect of the record of birth of ..... is a true extract from the Register of Births kept at Lusaka.

Christian Name(s): ..... Sex: .....

Date of Birth: ..... Place of Birth: .....

Extracted this ..... day of ....., 20.....

.....  
*Registrar-General/Deputy Registrar-General/Registrar*

**FORM VIII**

[Rules 16, 17, 18 and 23]

(To be completed in duplicate)

(Stocked by DNRPC)

REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

**WARNING:** In terms of section 9 of the Births and Deaths Registration Act, Cap. 51; any person who is obliged to make a registration and refuses or neglects to state any particular required on this form or gives any false information for the purpose of registration commits an offence and may, on conviction, be fined or imprisoned, or fined and imprisoned.





NOTE 1 – The informant should be father or mother of the child and only if neither is able to give necessary information is one of the following persons entitled to give notice—

- (a) the occupier of the house or the person in-charge of the hospital or institution where the child was born;
- (b) a person present at birth; or
- (c) the person now having charge of the child.

NOTE 2 – In terms of section 15 of the Act, a Registrar shall not enter in the Births Register the name of any person as father of an illegitimate child except at the joint request of the mother and the person acknowledging himself in writing in the presence of the Registrar to be the father of the child.

NOTE 3 – If you are a member of the National Pension Scheme Authority please quote your Social Security Number as this will assist the fund in the payment of benefits.

INSTRUCTIONS FOR COMPLETING NOTICE OF BIRTH

1. Fill in all applicable spaces using BLOCK LETTERS only without ERASURES or use of CORRECTING FLUID.
2. Use black or blue ink only.
3. Ensure that the information provided on the Form is correct to the best of your knowledge.

4. Once the forms have been submitted, the information provided will be considered correct details of the applicant.

**FORM IX**

[Rule 23(6)]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

AFFIDAVIT OF BIRTH BY INDEPENDENT WITNESS

I (deponent's full names) ..... of (address) ..... aged ..... and holder of National Registration Card No. ....  
..... hereby make \*oath/\*affirmation and say that I have personal knowledge of the birth of ..... (child's name).

He/she is my (relationship) ..... He/she was born on ..... at \*Village/\*House No. ....  
..... District ..... Country .....

I further declare that to the best of my knowledge and belief his/her parents' names are as follows:

Father: ..... Tribe: ..... Village: .....

District: ..... Country: .....

Mother: ..... Tribe: ..... Village: .....

District: ..... Country: .....

I make this \*oath/\*affirmation conscientiously believing the same to be true.

Signed .....

\*Sworn/\*affirmed before me at ..... this ..... day of ..... 20.....

.....

*Magistrate/Commissioner for Oaths*

\*Delete as appropriate

**FORM X**

[Rules 27 and 29]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

NOTICE OF BIRTH OF A STILL-BORN CHILD

No. .... District .....

WARNING- In terms of section 9 of the Births and Deaths Registration Act, any person who is obliged to make a registration and refuses or neglects to state any particular required on his form or gives any false information for the purpose of registration shall be guilty of an offence and may, on conviction, be imprisoned for one month and/or fined two hundred penalty units.

*Child:*

Surname: .....

Date of Birth: ..... Sex: .....

Cause of death and nature of evidence that Child was still-born: .....  
.....  
.....

**Parents of Child:**

Names and Surname of Father: .....

Occupation of Father: .....

Z.N.P.F. or any other Social Security Scheme Number, if any: .....

Names and Surname of Mother: .....

Maiden Surname of Mother: .....

Mother's Z.N.P.F. or any other Social Security Scheme Number, if any: .....

Nationality of Parents: .....

Date of Parents' Marriage: .....

**Informant:**

Signature or Mark: .....

(Name to be printed in addition to his/her signature)

Relationship to Child: .....

Residential Address: .....

Postal Address: .....

Date of giving Notice: .....

Signature of Assistant Registrar (where applicable): .....

(Name stamp to be impressed under signature)

Signature of Registrar: .....

(Name stamp to be impressed under signature)

NOTE 1 – The informant should be the father or mother of the child and only if neither is able to give the necessary information should one of the following persons be entitled to give notice:

- (a) the occupier of the house or the person in charge of the hospital or the institution where the child was born; or
- (b) a person present at the birth.

NOTE 2 – In terms of section 15 of the Act, a Registrar shall not enter in the Births Register the name of any person as father of an illegitimate child except at the joint request of the mother and the person acknowledging himself in writing in the presence of the Registrar to be the father of the child.

NOTE 3 – If you are a member of the Zambia National Provident Fund or any other Social Security Scheme please quote your Social Security Number as this will assist the Fund or Scheme in the payment of benefits.

NOTE 4 – In terms of section 14(2) of the Act, this notice must be accompanied either by a written certificate that the child was not born alive, signed by a registered medical practitioner or certified midwife who was in attendance at the birth or who has examined the body of the child, or in default thereof the informant should complete the following declaration:

I, ..... (name of person giving notice) of ..... do solemnly and sincerely declare that no medical practitioner or midwife was present at the birth or has examined the body and that the child was not born alive. And that I make this declaration, conscientiously believing the same to be true.

Declared at ..... this ..... day of ....., 20.....

Signature or Mark .....

Before me: .....  
*Registrar/Assistant Registrar*

**FORM XI**  
[Rules 30 and 37]  
(To be completed in duplicate)  
(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

PERMIT FOR BURIAL OR OTHER DISPOSAL OF A BODY

In accordance with \*subsection (6)/subsection (8)(b) of section 18 of the Births and Deaths Registration Act, I hereby authorise the burial or disposal by  
..... of the body of ..... who died at ..... on the ..... day of  
....., 20.....

\*Registrar  
Magistrate  
Police Officer

Other officer specially empowered

\*Delete whichever is not applicable

**FORM XII**

[Rule 30]

(To be completed in duplicate)

(Stocked by DNRPC)



REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

STILL-BIRTH CERTIFICATE

No.	Date and place of birth	Surname	Sex	Cause of death	Names and surname of Father or Mother	Names, surname, maiden surname and social security number of Mother	Occupation and social security number of informant	Name description and residence of informant	When registered	Name of Registrar

I hereby certify that the above certificate is a true copy of the particulars recorded in relation to the birth of the said child in the Register of Still-Births kept at Lusaka.

Dated this ..... day of ....., 20.....

.....  
*Registrar-General/Deputy Registrar-General/Registrar*

**FORM XIII**

[Rule 32]

(To be completed in duplicate)

(Stocked by DNRPC)

REPUBLIC OF ZAMBIA

The Births and Deaths Registration Act  
(Laws, Volume 5, Cap. 51)

The Births and Deaths Registration (General) (Amendment) Rules, 2016

**WARNING:** In terms of section 9 of the Births and Deaths Registration Act, Cap. 51; any person who is obliged to make a registration and refuses or neglects to state any particular required on this form or gives any false information for the purpose of registration commits an offence and may, on conviction, be fined or imprisoned, or fined and imprisoned.





NOTE 1 – The informant should be a relative present at the death or in attendance during the last illness of the deceased, and in default thereof the person from the following:

- (a) A relative living in the district where the deceased died;
- (b) A person present at the death; and
- (c) The undertaker.

NOTE 2 – The Medical Certificate showing the cause of death must be attached to this form.

NOTE 3 – If the deceased was a member of the National Pension Authority, please quote his/her Social Security Number as this will assist the Fund in the payment of benefits.

INSTRUCTIONS FOR COMPLETING NOTICE OF DEATH

1. Fill in all applicable spaces using BLOCK LETTERS only without ERASURES or use of CORRECTING FLUID.
2. Use black or blue ink only.
3. Ensure that the information provided on the Form is correct to the best of your knowledge.

4. Once the forms have been submitted, the information provided will be considered correct details of the applicant.

**SECOND SCHEDULE**

[Rule 6]

**PRESCRIBED FEES**

	<i>Type of Service</i>	<i>Fee Unit</i>
A	NATIONAL REGISTRATION CARDS (NRC)	
1.	Issuance of national registration Card (Green)	Gratis
2.	Issuance of Commonwealth NRC (Pink)	100.00
3.	Issuance of Alien NRC (Blue)	100.00
4.	Replacement of Lost NRC	10.00
5.	Replacement of Damaged NRC (Green, Blue or Pink)	5.00
6.	Correction of Typing Errors on NRC	2.00
7.	Change of Name by Deed Poll	20.00
8.	Change of Name on the Certificate	15.00
B	BIRTH CERTIFICATE	
1.	Replacement of Lost Birth Certificate with Number	20.00
2.	Replacement of Lost Birth Certificate without Number	10.00
3.	Change of Name on the Certificate	15.00
C	DEATH CERTIFICATE	
1.	Issuance of Death Certificate with Number	1.00
2.	Issuance of Lost Death Certificate without Number	15.00
3.	Search Fee	15.00

[Second Sch sub by Rule 2 of SI 40 of 2014.]

**BIRTHS AND DEATHS REGISTRATION (AIRCRAFT) RULES**

[Section 21]

**Arrangement of Rules**

*Rules*

1. Title
2. Interpretation
3. Returns relating to births and deaths by owners of aircraft
4. Saving for father of illegitimate child

FIRST SCHEDULE

SECOND SCHEDULE

[Rules by the Minister]

SI 247 of 1973.

1. Title

These Rules may be cited as the Births and Deaths Registration (Aircraft) Rules.

2. Interpretation

In these Rules, unless the context otherwise requires—

“aircraft” includes all balloons, whether captive or free, gliders, airships and flying machines;

“journey” is deemed to commence when a traveler enters an aircraft registered in Zambia for the purpose of the journey and to continue until that traveler alights there from on completion of the journey, notwithstanding any intermediate stop or break in the journey;

“person in command of an aircraft” means, in a case where a person other than a pilot is in command of the aircraft, that person, and in any other case, the pilot;

“traveler”, in relation to an aircraft, includes a member of the crew.

3. Returns relating to births and deaths by owners of aircraft

(1) The owner of an aircraft registered in Zambia, or if he be not resident in Zambia, his agent in Zambia, shall, as soon as practicable but not later than six months after the occurrence in any part of the world of a birth or death in the aircraft, or of a death outside Zambia of a traveler in the aircraft who is killed on the journey in consequence of an accident, transmit to the Registrar-General a return of such birth or death in the form, in accordance with the instructions, and containing the particulars prescribed in the First Schedule in the case of a birth or in the Second Schedule in the case of a death:

Provided that, if such particulars are not known to the owner of the aircraft or his agent, he shall transmit as aforesaid so many of such particulars as he is reasonably able to ascertain having regard to the circumstances of the birth or death.

(2) To facilitate the rendering of returns in accordance with this rule, the person in command of an aircraft registered in Zambia shall forthwith, on the occurrence in any part of the world of a birth or death in the aircraft, or of the death outside Zambia of a traveler in the aircraft who is killed on the journey in consequence of an accident, record in the journey log book, or other appropriate document relating to that aircraft, the particulars of the birth or death mentioned in sub-rule (1) and shall make such record available to the owner or his agent as soon as practicable:

Provided that, if all such particulars are not known to the person in command of an aircraft and cannot be readily ascertained by him, he shall record and make available as aforesaid so many of such particulars as are readily ascertainable.

(3) Where any aircraft has been bona fide demised, let or hired out for a period exceeding fourteen days to any other person by the owner thereof, and no pilot, commander, navigator or operative member of the crew of the aircraft is in the employment of the owner, the provisions of this rule shall have effect as though for references to the owner there were substituted references to the person to whom the aircraft has been so demised, let or hired out.

(4) For the purposes of this rule, a person shall be deemed to be dead if there are reasonable grounds for believing that he has died in consequence of an accident.

4. Saving for father of illegitimate child

In the case of the birth of an illegitimate child, the name of any person as father of such child shall not be entered in any return or record of particulars of the birth of such child unless the mother of the child and the person acknowledging himself to be the father of the child shall have signed a completed form of return as informants.

FIRST SCHEDULE

[Rule 3 (1)]

REG-GEN FORM No. 30

REPUBLIC OF ZAMBIA

BIRTHS AND DEATHS REGISTRATION ACT

BIRTH

RETURN FOR THE PURPOSES OF RULE 3 (1) OF THE BIRTHS AND DEATHS REGISTRATION (AIRCRAFT) RULES

- 1. Registration marking of aircraft .....
- 2. Date of birth (a) .....
- 3. Place of birth (b) .....
- 4. Name (c) .....
- 5. Sex (d) .....
- 6. Name, surname, usual residence and nationality of father (e)  
.....
- 7. Name, surname, maiden surname, usual residence and nationality of mother (f)  
.....
- 8. Date and place of marriage of parents .....
- 9. Profession or occupation of father, and rank or title (if any) (e)  
.....
- 10. Name, description and home address of informant (if any) (g)  
.....
- 11. Signature of informant(s)  
.....

Signature and rank of person completing the return

Date (a) .....

NOTES

- (a) Day and month in words, year in figures.
- (b) Approximate position, e.g. “25 kilometres west of Lusaka”, “over Nairobi”, “over Zimbabwe”.
- (c) Full Christian names of child.
- (d) “Boy” or “girl”, as the case may be.

(e) Christian names in full and followed by surname; surname to be written in BLOCK CAPITALS. If child is illegitimate (see rule 4), the particulars relating to the father must not be recorded in the return unless at the joint request of the mother and of the person acknowledging himself to be the father of the child, in which case such person shall, as well as the mother, sign a completed form of return as informant.

(f) Christian names in full and married surname followed by the word "formerly" and the maiden surname.

(g) The informant's full names, relationship (if any) to the child, and full postal address should be stated.

Except in the circumstances mentioned in Note (e), only one person (usually the mother or father) should act as informant.

**SECOND SCHEDULE**

[Rule 3 (1)]

**REG-GEN FORM No.31**

REPUBLIC OF ZAMBIA

**BIRTHS AND DEATHS REGISTRATION ACT**

**DEATH**

**RETURN FOR THE PURPOSES OF RULE 3 (1) OF THE BIRTHS AND DEATHS REGISTRATION (AIRCRAFT) RULES**

- 1. Registration marking of aircraft .....
- 2. Date of death (a) .....
- 3. Place of death (b) .....
- 4. Name and surname (c) .....
- 5. Usual residence at time of death (d) .....
- 6. Sex (e) .....
- 7. Age (f) .....
- 8. Profession or occupation, rank or title (if any) and nationality (g) .....
- 9. Cause of death.....
- 10. Name, description and home address of informant (if any) (h) .....
- 11. Signature of informant .....

*Signature and rank of person completing the return*

Date (a) .....

**NOTES**

- (a) Day and month in words, year in figures.
- (b) Actual position if known. Otherwise approximate position, e.g. "25 kilometres west of Lusaka", "over Nairobi", "over Zimbabwe".
- (c) Christian names in full, followed by surname. Surname to be written in BLOCK CAPITALS.
- (d) The full postal address should be stated.
- (e) "Male" or "female".
- (f) To be recorded in complete years, or in months or days.
- (g) Women and children.

In the case of a married woman or a widow, the words "wife of" or "widow of" shall be entered, followed by the name, profession or occupation, rank and title, and nationality of the husband. In the case of an unmarried woman, there shall be inserted—

- (i) the word "spinster", followed by her profession or occupation (if any), rank or title (if any) and her nationality, and
- (ii) the words "daughter of" followed by the name, profession, etc., of her father.

In the case of children under the age of sixteen years, the words "son of" or "daughter of" shall be followed by the name, profession, etc., of the father.

(h) The informant's full name, relationship (if any) to deceased, and full postal address should be stated.

{/mprestriction}



