

ANTIGUA AND BARBUDA



CIVIL REGISTRATION (VITAL STATISTICS) ACT, 2020

No. 6 of 2020

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ANTIGUA AND BARBUDA
CIVIL REGISTRATION (VITAL STATISTICS) ACT, 2020
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[L.S.]



I ASSENT,

Rodney Williams,
Governor-General.

27th May, 2020.

ANTIGUA AND BARBUDA

CIVIL REGISTRATION (VITAL STATISTICS) ACT, 2020

No. 6 of 2020

AN ACT to make provision for the registration of vital statistics respecting life events such as births, deaths, marriages, divorces, adoptions and change of names and for other connected purposes.

ENACTED by the Parliament of Antigua and Barbuda as follows:

PART I

PRELIMINARY

1. Short title and commencement

(1) This Act may be cited as the Civil Registration (Vital Statistics) Act, 2020.

(2) This Act shall come into force on a day appointed by the Minister by Notice published in the official *Gazette*.

2. Interpretation

For the purpose of this Act-

“abandoned infant” means an infant that is abandoned or left deserted by its parents and who is discovered and cared for by others;

“birth” means the complete expulsion or extraction from its mother, irrespective of the duration of pregnancy, of a foetus in which, after such expulsion or extraction, there is breathing, beating of the heart, pulsation of the umbilical cord, or unmistakable movement of voluntary muscle, whether or not the umbilical cord has been cut or the placenta is attached;

“civil penalty” means a sum of money payable to the Registrar, Civil Registry by a person who fails to perform a mandatory administrative duty or obligation under this Act;

“Civil Registry” means the office responsible for civil registration as established under the Civil Registry Act 2019;

“Coroner” means a person duly so appointed and required by law to confirm and certify a death, and where the circumstances of a death so requires, to conduct an inquest into the matter as to the cause of such death;

“data” includes representations of facts, information or concepts that are being prepared or have been prepared in a form suitable for use in an electronic system including electronic program, text, images, sound, video and information within a database or electronic system;

“death” means the permanent disappearance of all evidence of life in a person at any time after the person’s birth;

“Form” means one of the relevant documents set out in Schedule II;

“index” means a physical index related to register or electronic identifiers together with search criteria and search routines;

“Informant” means a person under duty to give information about the happening of a life event under this Act;

“life event” or “vital event” means any event related to a live birth, death, stillbirth, marriage, divorce, adoption, legitimization, recognition of parenthood, annulment of marriage, legal separation or the changing of a name related to a natural person;

“Medical facility” means a hospital, clinic or any other like facility;

“Minister” means the Minister with responsibility for Legal Affairs;

“prescribed fee” means a fee set out in Part I and Part II of Schedule III;

“Registrar” means the Registrar of the Civil Registry;

“register” means –

- (a) an entry on the electronic register or the physical register; or
- (b) the book or media file used for the recording and storage of information regarding the life event of a person;

“relevant enactment” means one or more of the statutes listed in Schedule I;

“State” means the State of Antigua and Barbuda;

“Stillbirth” means the complete expulsion or extraction from its mother after at least twenty weeks pregnancy, or after attaining a weight of five hundred grams or more, of a foetus in which, after such expulsion or extraction, there is no breathing, beating of the heart, pulsation of the umbilical cord or unmistakable movement of voluntary muscle.

“vital statistics” means data relevant to or as a consequence of the activities or any life event relating to persons under a relevant enactment.

3. Purposes of the Act

The purposes of the Act are to provide for-

- (a) the registration of births, deaths, marriages, divorces, nullities of marriages, changes of name and adoptions;
- (b) the recording and preserving of information concerning births, deaths, marriages, divorces, nullities of marriages, changes of names and adoptions;
- (c) the creation of an electronic system which records life events of births, deaths, marriages, divorces, adoptions and change of names;
- (d) limited access to the vital statistics contained in the register or the database and, in appropriate cases by private and public agencies, by members of the public, from within and outside of the State; and

- (e) the collection and dissemination of vital statistics for the purpose of managing and recording human development indices and other indices.

4. Application of the Act

This Act applies to vital records and statistics generated under this Act or under a relevant enactment.

PART II ADMINISTRATIVE FUNDAMENTALS

5. Registration generally

(1) After the commencement of this Act, notification and registration of the vital events concerning every person in Antigua and Barbuda shall be carried out at the Civil Registry.

(2) Notwithstanding subsection (1), a person who resides outside of Antigua and Barbuda but who –

- (a) is a citizen of Antigua and Barbuda;
- (b) was resident in Antigua and Barbuda and who celebrated any life event while being so resident; or
- (c) is a relative of a person within the meaning of paragraphs (a) or (b);

may apply to the Registrar for the registration at the Civil Registry of a life event celebrated by a person within the meaning of (a) or (b).

(3) A person who resides outside of Antigua and Barbuda and who desires to register a life event in accordance with subsection (2) shall provide the Registrar with the original certificate or a certified copy of the original certificate or court order issued in relation to the life event that he or she is seeking to register.

(4) The documents referred to in subsection (3) –

- (a) may be hand delivered to the Registrar, or sent by registered post or express post to the Registrar, Civil Registry, St. John's, Antigua and Barbuda; and
- (b) must be accompanied by the appropriate registration fee.

6. Appointment of Registrar

(1) The Registrar of the Civil Registry appointed in accordance with the Civil Registry Act 2019 is the Registrar for the purposes of this Act.

(2) Any reference to Registrar General in any relevant enactment is deemed to be a reference to the Registrar of the Civil Registry.

7. Transfer of vital records

The Registrar of the High Court shall cause all registers, certificates, records, court orders and the like, pertaining to births, deaths, marriages, divorces, nullities of marriages and adoptions, and all deed polls filed at the High Court Registry to be delivered to the Registrar, on such date that may be agreed after the commencement of this Act.

8. Duty to maintain register

(1) It shall be the duty of the Registrar to maintain the following registers –

- (a) Register of Births;
- (b) Register of Adoptions including foreign adoptions;
- (c) Register of Deaths;
- (d) Register of Marriages;
- (e) Register of Nullities;
- (f) Register of Divorces; and

such other registers as may be specified, from time to time by any enactment.

(2) A register shall be maintained in any legible form or in any other form that is capable of being converted into a legible form and of being used to make a legible copy or reproduction of an entry.

(3) Evidence of an entry in the register and of the facts stated therein may be given by the production of a document purporting to be a legible copy of the entry and certified to be a true copy by the Registrar or a person authorised to act on behalf of the Registrar.

9. Register books not in use to be properly kept

All register books not in use shall –

- (a) be reproduced into digital format; and
- (b) be kept by the Registrar in such safe place as to maintain the integrity of the physical books/record for an indefinite period.

10. Administrative fundamentals

(1) No person shall enter any data on the register unless it is obtained from an appropriate document filed in support of an application for registration.

(2) A document to be used in support of the registration of a life event must be an original or a certified copy of the original, unless a relevant enactment provides otherwise.

(3) No person shall make any amendment to any entry on the register unless the amendment is made in accordance with the relevant provisions of this Act, a relevant enactment or pursuant to an order of a court of competent jurisdiction.

(4) No member of staff of the Civil Registry or other person having access to the data or other information contained in the register shall accept any fee, payment or other gift from any person in connection with the provision or disclosure of any information on the register unless it is a lawful fee relating to a transaction in the Civil Registry and accepted by the staff member assigned to accept fees and other payments;

(5) No person having access to the data or information on the register shall share such access with an unauthorized person;

PART III

REGISTRATION OF BIRTHS, STILLBIRTHS AND ABANDONED INFANTS

11. Notification of births and stillbirths

(1) In this Part, “the register” means, as the context requires, the register of births or the register of stillbirths and cognate words shall be construed accordingly.

(2) Each medical practitioner, nurse practitioner or midwife who attends at a birth must give notice of the birth.

(3) If the birth occurs at a hospital or other medical facility, the person having control or management of the facility or a person having responsibility to record and submit the information on behalf of the person having control or management of the facility shall give notice of the birth to the Registrar.

(4) If the birth occurs in circumstances where subsection (2) and (3) do not apply, then the father or mother, or in the case of the death, illness, absence or inability of the father or mother –

(a) the head of the family or of the household in which the child was born;

(b) an occupier of the apartment or the dwelling in which the child was born; or

- (c) a person who resides in or was present at the time and place where the child was born,

shall give notice of the birth to the Registrar.

(5) The person in charge of the jail, poor house, infirmary, psychiatric hospital, or other public or charitable institution are hereby deemed to be the occupier thereof for the purposes of subsection (4)(b).

(6) The notice of the birth shall be given to the Registrar within thirty days after the birth of the child whether the child was born alive or was stillborn.

(7) If a pregnancy resulted in the birth of more than one child, a separate notification must be given for each child and each statement must state the number of children born and the birth order of the child that is the subject of that particular notification.

(8) A person who is required to give notice of a birth or a stillbirth and who fails or refuses to give notice of a birth or stillbirth as required under this section commits an offence.

12. Particulars of notification of Births and stillbirths

(1) Notification of a live birth must be made in **Form A1** and must state the following particulars:

- (a) the day, month and year of the birth of the child;
- (b) the sex of the child;
- (c) the name of the child, if any;
- (d) the names, date of births, address and profession of the father and of the mother of the child;
- (e) the nationality of the father and of the mother; and
- (f) the marital status of the mother and father;

(2) Notification of stillbirths must be made in **Form A2** and must contain, in addition to the particulars referred to in subsection (1), the following additional particulars:

- (a) the weight of the foetus
- (b) the gestational age of the foetus
- (c) the number of this particular pregnancy for the mother; and
- (d) the name of the certifying medical practitioner.

13. Registration of births

(1) The registration of the birth of a child born at any place within Antigua and Barbuda shall be done within six months of the birth of that child.

(2) A statement containing the information required by the Registrar shall be completed by the following individuals and delivered to the Registrar –

- (a) both the mother and the father of the child;
- (b) the child's mother, if the father is incapable, deceased or unacknowledged by or unknown by the mother;
- (c) the child's father, if the mother is incapable or deceased; or
- (d) a person having lawful custody of the child if both parents are incapable or deceased.

(3) If none of the persons referred to in subsection (2) delivers a statement to the Registrar, within the period specified in subsection (1), the Registrar shall, by any means of communication, summons the mother, father or person having lawful custody of the child, to attend before the Registrar and at such time and place specified in the summons.

(4) If none of the persons referred to in subsection (2) appear in answer to the summons issued under subsection (3), or cannot be found after all reasonable efforts have been made, the Registrar may register the birth using the information provided in the notification.

(5) The person providing the statement to the Registrar under subsection (2) shall make a statutory declaration, as required by the Registrar and shall state that the particulars provided of the birth are true according to his or her best knowledge and belief.

(6) The Registrar shall issue a certificate of birth in Form A3.

(7) Registrar may issue a certificate of stillbirth upon the request of the father or the mother in Form A4.

(8) A person who registers or causes to be registered a birth after the time specified in subsection (1) is liable to pay a civil penalty pursuant to section 45.

(9) A person who fails or refuses to appear in answer to a summons issued under subsection (3) is liable to pay a civil penalty pursuant to section 45.

14. Registration of child born to unmarried parents

(1) The Registrar shall not enter the name of any man as the father of a child born to unmarried parents unless the following is submitted to the Registrar –

- (a) a joint application by the mother and father of the child in Form C1 for the father's name to be entered on the register;

- (b) an application made by the mother to have the name of the father registered, supported by a declaration by the man acknowledging himself to be the father of the child; or
- (c) an application by the man acknowledging himself to be the father in the case where the mother cannot be found or is dead, supported by a declaration made by him and an approved DNA test result or the statutory declaration of two credible persons having knowledge of the truth of the birth.

(2) If the birth of a child born to unmarried parents have been registered and no man has been entered on the register as the father of the child, the Registrar may, if the application is made within six months of the birth of the child, reregister the birth to add the name of a man as the father –

- (a) at the joint request in Form C1 of the mother and of the man acknowledging himself to be the father;
- (b) at the request of the mother only on production of a declaration in Form C2 and supported by a declaration in Form C3 made by the man acknowledging himself to be the father of the child or an approved DNA result; or
- (c) at the request of the man acknowledging himself to be the father on production of an approved DNA result or a declaration made by the mother acknowledging that the man is the father.

15. Registration to include particulars of father

(1) At any time after the registration of the birth of a child has been completed or where a period of six months has elapsed since the birth of the child and no man has been named as the father on the register, the Registrar shall authorise the entry of the name and particulars of the father –

- (a) if the Registrar is satisfied that a paternity order in respect of the child has been made by the High Court, or that a judgement of paternity has been made by a Magistrate's Court; or
- (b) if the child's parents were subsequently married to each other or
- (c) on an application made to the Registrar –
 - (i) jointly in Form C1 by the mother of the child and the man acknowledging himself to be the father of the child; or
 - (ii) by the mother only on production of a declaration in Form C2 and supported by a declaration in Form C3 made by the man acknowledging himself to be the father of the child or an approved DNA;

- (iii) by the man acknowledging himself to be the father of the child on production of an approved DNA result or a declaration made by the mother acknowledging that the man is the father.

(2) Where no person has been registered as the father of a child born to a man and a woman who were not married to each other, but the mother of the child was married at the time of the child's birth or at any time during a period of ten (10) months immediately before the birth of the child, the Registrar shall enter the name of the man acknowledging himself to be the father of the child on an application made to the Registrar in accordance with subsection (1)(c).

(3) Where no person has been registered as the father of a child and both the mother of the child and the alleged father of the child are deceased, a relative of the child may apply to the Registrar to have the name and particulars of the father entered on the register.

(4) The Registrar may approve the application in subsection (3) if the application is supported by –

- (a) an affidavit given by the applicant stating his or her relationship to the child and the facts of the birth of the child; and
- (b) the baptismal certificate for the child naming the person whose name is to be registered as father, provided that the baptism was done within the first six (6) months of the child's birth; or
- (c) any other evidence proving paternity.

(5) For the purpose of this section –

“relative” means the grandmother, grandfather, aunt, uncle or an older sister or older brother of the child.

16. Late registration

(1) In this section, “late registration” refers to the registration of a birth after the time specified by section 13 (1).

(2) If after six months of the birth of a child, the birth is not registered, an application shall be made to the Registrar for late registration of the birth of the child.

(3) The Registrar shall register the birth –

- (a) if the person making the application qualifies as an informant;
- (b) the information respecting the birth and the reason for the late registration is verified by an affidavit;
- (c) the particulars required under section 12 or 13 are provided to the Registrar; and
- (d) the Registrar is satisfied as to the truth and sufficiency of the information and other matters stated in the affidavit.

(4) If the application does not satisfy the requirements of subsection (3), the Registrar may require the applicant to apply to the High Court for an Order for registration of birth.

(5) The Registrar shall register the birth upon receipt of the Order in the terms thereof and shall specifically note on the register that the registration was done pursuant to an Order of court.

17. Finding of an abandoned infant

(1) Where a living infant is found abandoned, it is the duty of –

- (a) the person who finds the child to contact the emergency services ('911') without delay;
- (b) the emergency services to contact the police and to immediately convey the child to the nearest medical facility for evaluation;
- (c) the supervising nurse into whose care the child was delivered to contact the Director of Social Services, without delay, and to inform the Director of the finding of the abandoned child.

(2) The person who finds the child shall, within 7 days of the finding of the child, give to the police and to the Director of Social Services a statement of all the information that he or she has regarding the particulars of the birth of the child.

18. Registration of an abandoned infant

(1) If after 30 days of the finding of the abandoned infant the Director of Social Services is satisfied that all reasonable effort was made without success to identify the child, the Director shall establish the date of birth of the child and name the child.

(2) The Director of Social Services shall provide the Registrar with evidence on affidavit concerning the finding of the child and requesting that the birth of the child be registered.

(3) The Affidavit shall include the following particulars –

- (a) the day, month and year the child was found;
- (b) the date of birth of the child;
- (c) the sex of the child;
- (d) the weight of the child when found;
- (e) the location in which the child was found;
- (f) the names given to the child;
- (g) the name, residence and profession of the person who found child (informant) if applicable;

- (h) the certifying medical practitioner; and
- (i) any other information arising from a credible source.

(4) Where the date of birth of a child whose birth is required to be registered under this section is not known and a medical practitioner certifies in writing that, in his or her opinion, the birth took place on or about a date specified in the certificate, the Director of Social Services and the Registrar shall regard the date given by the medical practitioner as the date of birth.

(5) The Registrar shall, if satisfied by the information provided, register the birth of the child and issue a certificate of the birth to the Director of Social Services.

(6) If subsequent to the registration of a birth under this section, further information is received by the Registrar affecting the particulars of the birth as registered, or the identity of the child is established to the satisfaction of the Registrar, the Registrar shall, after consultation with the Director of Social Services –

- (a) add to, or correct, the registration of the birth made under this section; or
- (b) cancel the registration of birth made under subsection (5) and cause a new registration in accordance with the facts of the birth to be substituted for the former registration.

(7) If a new registration is made under subsection (6)(b) –

- (a) it must carry the same date as shown on the registration under subsection (5); and
- (b) it shall be regarded as the only registration of the birth of the child and no certificate of birth in respect of the first registration shall be issued.

19. Name of child

(1) The surname of a child must be registered as follows –

- (a) if the parents of a child have the same surname, then the child's surname shall be the parents' surname;
- (b) if the parents of a child have different surnames and the father's name is not entered on the register, then subject to this section, the child's surname shall be the mother's surname;
- (c) if the parents of a child have different surnames and the father's name is entered on the register in accordance with this Act, then the child's surname shall be the father's surname, unless both parents indicate otherwise.

(2) If the Registrar considers that the forename or any other name that a person applying for the registration of a birth or an amendment to a registration of birth seeks to give to a child –

- (a) might reasonably be expected to cause embarrassment to the child or another person;
- (b) is offensive or against public order; or

(c) is sought for an improper purpose,

the Registrar must register the birth without the inclusion of the name or refuse to amend the existing name on the birth certificate, as the case may be.

(3) The Registrar must notify the applicant without delay that the name or amendment has been refused and give the reason for the refusal.

(4) A person who is aggrieved by the decision of the Registrar under subsection (2) may appeal the decision of the Registrar to a Judge in Chambers.

(5) On an appeal under subsection (4), the court may consider any evidence it deems relevant and may make an order confirming the decision of the Registrar or directing the Registrar to register or amend the name in the terms of the order.

20. Baptismal names

(1) The baptismal certificate of a child whose birth is registered may be used to amend or re-register the particulars of a child's birth only in accordance with the provisions of this section.

(2) If a child is baptised within six (6) months of birth, the child shall have any name given to the child in baptism, and the parent or guardian of the child or other person having lawful custody of the child may within seven days after the day of the baptism, deliver to the Registrar a certificate according to Form B signed by the minister who performed the rite of baptism.

(3) If a child is baptized within six (6) months of birth and at the time of the baptism the father of the child was present and his name was entered thereon, the Registrar may, in addition to the presentation of other evidence, rely on the baptismal certificate as establishing the identity of the father of the child as provided in this Act.

PART IV

REGISTRATION OF ADOPTIONS

21. Registration of adoption

(1) In this part –

“register” refers to the Register of Adoptions maintained by the Registrar.

(2) The Registrar shall upon receipt of an order of adoption issued pursuant to section 120 of the Children (Care and Adoption) Act 2015 register the adoption in terms of the order.

(3) If a child whose birth was previously registered is adopted, the Registrar shall, at the time of the registration of the adoption, or at anytime thereafter, amend the original registration of birth in accordance with the facts contained in the order.

(4) If a child whose birth was registered is adopted by virtue of an order, judgment or decree of adoption made by a court of competent jurisdiction in another country, the Registrar shall-

- (a) on receipt of a certified copy of the order, judgment or decree, and
- (b) on production of evidence to the satisfaction of the Registrar of the identity of the child,

register the adoption in the manner referred to in subsection (3).

(5) If a person born outside of the State is adopted by an order of a court of competent jurisdiction within the State, the Registrar may, at the request of the Adoption Committee appointed in accordance with the Children (Care and Adoption) Act, transmit to the registrar or person in charge of the adoption of births in the country where the adopted child was born –

- (a) a certified copy of the order of adoption; and
- (b) a copy of the registration of the adoption.

(6) The country of birth of an adopted child shall be entered in the Register of Adoptions provided the Registrar is satisfied with the identity of the child.

(7) If an adoption order is amended, the entry in the Register of Adoptions relating to it shall be amended accordingly.

(8) If an adoption order is set aside, the entry in the Register of Adoptions shall be cancelled.

22. Privacy of adoption records

(1) No person other than the Registrar or a person authorised by the Registrar shall be entitled to search the Register of Adoptions or an index relating to the Register of Adoptions which makes traceable an entry in the register.

(2) No information from the register or an index relating to the register shall be given to any person except by order of the Registrar or of a court of competent jurisdiction.

(3) A court shall not make an order under subsection (1) or (2), or an order for the discovery, inspection, production or copying of any book, document or record pertaining to the register, or of any extract there from, unless it is satisfied that it is in the best interest of any child concerned to do so.

PART V

CHANGE OF NAMES

23. Application to change name

(1) An adult person who –

- (a) was born in the State;
- (b) is a citizen of Antigua and Barbuda;
- (c) has celebrated a life event in the State; and
- (d) has satisfied the requirements of this Part,

may submit an application to the Registrar in **Form G1** to change his or her birth name.

(2) An application under subsection (1) must be accompanied by –

- (a) evidence of the applicant’s current name; and
- (b) payment of the prescribed fee.

(3) A parent may, on behalf of a son or daughter who has attained the age of 18 years, submit an application in Form G1 for a change of name of the said son or daughter, but the application must be accompanied by notarised letter of consent in Form G3 given by the son or daughter acknowledging that he or she has authorised the parent to make the application and consents to the application being made.

24. Application to Registrar for change of child’s name

(1) If a child is –

- (a) born in the State; or
- (b) domiciled or ordinarily resident in the State

the parent of the child may apply to the Registrar in **Form G2** to change the name of the child.

(2) The application may be made by one parent if –

- (a) the intended applicant is the sole parent named in the registration of the child’s birth under this Act or any other enactment; or
- (b) there is proof that the child’s other parent has died.

(3) If the parents of a child are dead or cannot be found, or for some other reason cannot exercise their parental responsibilities over the child, the child’s guardian may apply to change the name of the child.

25. Hearing of application

(1) The Registrar may hear and determine an application depending on the nature and content thereof or may place the application before a Judge in Chambers, notwithstanding anything contained in any enactment.

(2) Where the application has been placed before a Judge, the Registrar shall inform the applicant of the date and time of the hearing of the application and of his or her right to have an Attorney-at-Law present at the hearing.

26. Registration of change of name

(1) If the Registrar is satisfied that the name of a person whose birth is registered in the State has been changed in accordance with this Act, or by order of a court of competent jurisdiction of another State, the Registrar may, upon receiving proof of payment of the prescribe fee, register the change of name if the Registrar considers that it is appropriate so to do.

(2) The Registrar may refuse to register a change of name if, the name to be registered is offensive or against public order or is sought for an improper purpose.

27. Entries to be made on register

(1) The Registrar must register a change of name by making an entry about the change of name on the register including such particulars as the Registrar considers appropriate to register the change of name.

(2) If the birth of the person whose name has been changed is registered under this Act, the Registrar may note the change in the entry relating to the birth.

(3) If the birth of the person whose name has been changed is registered under a corresponding law of another jurisdiction, the Registrar may notify the relevant registering authority of the change of name.

28. Change of name by repute or usage

Nothing in this Part prevents a change of name by repute or usage, if it is made after the commencement of this Act.

29. Deed poll

(1) After the commencement of this Act, any change of name purporting to be effected by deed poll shall be of no legal effect unless an application is made pursuant to section 23.

(2) A deed poll generated in other jurisdictions shall be accepted with an application for a change of name pursuant to Section 23, provided that an apostille accompanies the document.

PART VI REGISTRATION OF DEATHS

30. Obligation to notify and register death

(1) Subject to subsection (4), where in any hospital or other medical or care facility, house, apartment dwelling house, villa, hotel or in any other building in which a death occurs-

- (a) the owner or occupier thereof;
- (b) the next of kin, the head of the household or of person residing therein;
- (c) the person ordering or causing the interment of a dead body; or
- (d) the person in charge of a hospital or other medical facility,

shall, within thirty (30) hours after such death, give or cause notification to be given to the Registrar, in **Form D1** in which shall be stated the residence and related details of the deceased together with a certificate of the cause of death in **Form D2** from a medical practitioner who was in attendance before death and until the death of the deceased.

(2) Subject to subsection (1), where a certificate of the cause of death is received from the medical practitioner, the details shall be entered on the register and the Registrar shall cause to be prepared a death certificate in **Form D3**. Where there was no medical practitioner in attendance, a warrant of internment under the hand of the Coroner and the particulars of such a certificate or warrant shall, in each case, be entered on the register and the Registrar shall cause to be prepared a death certificate in **Form D3**.

(3) Where a dead body is found, the Coroner shall within five (5) days give notice thereof, and of the locality in which the body was found to the Registrar.

(4) Notwithstanding subsection (1), where the cause of death is not known and cannot be determined within sixty days after death, the Registrar shall register the cause of death as pending investigation and the Registrar shall cause to be prepared a death certificate in **Form D3**.

(5) Notwithstanding anything to the contrary contained in this section, in the case of a stillborn, any medical practitioner may issue a certificate in **Form E** where it appears to such medical practitioner, from credible information, or otherwise, that no useful purpose would be served by having the Coroner view the body of such a stillbirth.

31. Coroner to communicate with Registrar after inquest

(1) Where an inquest is held on a dead body, the jury shall enquire of the particulars required in this regard to be registered concerning the death.

(2) Where a jury has enquired into a death, the Coroner shall communicate the finding of the jury in writing to the Registrar who must make the appropriate entry on the register.

(3) For the purpose of subsection (2), the Coroner is not required to sign the register as the informant; but the Registrar must state in the entry of such a death that the information was received from the Coroner.

PART VII

INTERMENT AND CREMATION OF THE DEAD AND RELATED MATTERS

32. Requirement for certificate prior to interment

(1) Except as provided in this section, no person shall inter or cause to be interred a dead body unless the death has been previously registered and a certificate of registration of death is issued by the Registrar in such form as the Registrar determines.

(2) An ordained minister of religion may, where thirty-six hours has elapsed since the death, inter the body, but notice of such interment shall be given to the Registrar by the ordained minister of religion within thirty-six hours after the interment.

(3) The notice from the ordained minister of religion shall state the name of the deceased, the place in which he died and the name of the person at whose request or instance the grave was dug or vault opened.

(4) Where the body of a deceased person has been moved into the State for interment (and no order has been given by the Coroner in respect thereof) the Registrar may, upon an application by the person procuring the interment, grant a certificate in **Form F**, if satisfied that the death is not required by law to be registered in the State, but the details of the death must be entered on the register.

(5) Any person who interrs a dead body contrary to subsection (1) is liable to pay a civil penalty of two thousand dollars.

(6) An ordained minister who fails to give the Registrar notice of an interment as required under subsection (2) shall be liable to pay a civil penalty of two thousand dollars.

(7) No interment shall be carried out except by an ordained minister of religion.

(8) A person who contravenes subsection (7) commits an offence and is liable on summary conviction to a fine not exceeding five thousand dollars.

33. Requirement for certificate prior to cremation

(1) Except as provided in this section, no person shall cremate or cause to be cremated a dead body unless the death has been previously registered and a certificate of registration of death is issued by the Registrar in such form as the Registrar determines.

(2) Where the body of a deceased person has been moved into the State for cremation (and no order has been given by the Coroner in respect thereof) the Registrar may, upon an application by the person procuring the cremation, grant a certificate in **Form F**, if satisfied that the death is not required by law to be registered in the State, but the details of the death must be entered on the register.

(3) No cremation shall be carried out except in accordance with the Public Health Act.

(3) A person who contravenes subsection (3) commits an offence and is liable –

(a) on summary conviction, to a fine not exceeding twenty-five thousand dollars;

(b) on conviction on indictment, to a fine not exceeding one hundred and fifty thousand dollars or to imprisonment for a term not exceeding 10 years or to both such fine and imprisonment.

34. Registration of death prior to removal of body from the State

(1) The body of a deceased person whose death is required to be registered under this Act shall not be removed out of the State unless the death of such person has been previously registered, and the Registrar has issued a certificate to that effect.

(2) Subsection (1) does not apply to cadavers.

(3) Any person who contravenes subsection (1) is liable to pay a civil penalty of five thousand dollars.

35. Grant of permissive warrant to bury

(1) Where an inquest is held on a dead body, the jury shall enquire, and in every case in which a Coroner has granted a permissive warrant to bury any dead body without holding an inquest, the Coroner shall ascertain the particulars required by law to be registered concerning the death, and the Coroner must communicate, in writing, the particulars, as ascertained by him to the Registrar who shall cause, the appropriate entries to be made on the register.

(2) The Coroner shall not be required to sign the register as the informant, but the Registrar must state in the entry respecting such death, that the information was received in the approved form from the Coroner.

36. Notification of deaths in certain circumstances

Where the master or keeper of a poor house, psychiatric or general hospital, infirmary or any other public health institution which is required by law to give notice of a death, the person so required shall not be required to sign the entry on register; but the Registrar must make an entry, stating from whom the information was received.

37. Registration of death after six months

The Registrar shall not, except in accordance with the provisions of this section, register the death of any person where the death or finding of the dead body occurred more than six months before the application for registration.

38. Issue of forms to medical practitioners

(1) The Registrar shall, from time to time, furnish, electronically or otherwise, free of cost, to every registered medical practitioner the relevant forms for the purposes of this Act.

(2) The forms so issued must be completely filled out and delivered, free of cost, by every registered medical practitioner to any person required under this Act to submit such information.

PART VIII

REGISTRATION OF MARRIAGES AND DIVORCES

39. Register of Marriages and Register of Divorces

In this Part,

“register” refers to the Register of Marriages or the Register of Divorces as the context permits.

40. Registration of marriages

(1) Every marriage solemnized within the State pursuant to the Marriage Act must be registered as provided in this Act and the provisions of the Marriage Act.

(2) Immediately after the solemnization of a marriage, the person authorized by law to solemnize the marriage shall facilitate the recording of the particulars of the marriage in Form C which must be signed by –

- (a) each of the parties to the marriage;
- (b) two witnesses to the solemnisation of the marriage; and
- (c) the person who solemnised the marriage.

(3) Subject to subsection (4), no entry of a marriage shall be made on the Register of Marriages unless the completed Form C has been submitted to the Registrar.

(4) If the Registrar is satisfied that a completed Form C in relation to a duly solemnized marriage has been lost, destroyed or damaged, the Registrar may –

- (a) direct the appropriate officer to complete another duplicate Form C and arrange, in so far as it is practicable to do so, for its signature by the persons referred to in subsection (2); and
- (b) on receipt of a completed Form C, enter the particulars of the marriage as specified in Form C in the Register of Marriages in such manner authorised by the Registrar.

(5) A marriage solemnize in the State shall be registered within six (6) months from the date of the marriage.

41. Late registration of marriage

The Registrar shall register a marriage after the period of six months from the date of the marriage only if –

- (a) the application for registration is accompanied by –
 - (i) an Affidavit from the applicant respecting the marriage and the reasons for the filing; and
 - (ii) such other evidence as may be prescribed by the Registrar; and
- (b) the Registrar is satisfied as to the truth and sufficiency of the information contained in the Affidavit.

42. Marriage certificates

(1) A certificate of a marriage may be issued by the Registrar, on application in the prescribed form and on payment of the prescribed fee, only to the following persons:

- (a) either party to the marriage;
- (b) a person who has written authorization from a person described in paragraph (a) to be issued the certificate;

- (c) an officer of any government department or statutory body or institution who requires the certificate for use in the discharge of official duties; or
- (d) any other person who satisfies the Registrar concerning the good faith of the person's cause for requiring the certificate.

(2) The Registrar may issue to any person a certified electronic extract of a registration of marriage on application in the prescribed form and on payment of the prescribed fee.

43. Registration of Divorces

(1) The Registrar of the High Court of Justice shall provide the Registrar with notice, once per month, of all divorces granted by the High Court during the preceding month.

(2) The notice under subsection (1) shall state the following particulars –

- (a) the year and suit number of the proceedings;
- (b) the forenames and surnames of the Parties to the divorce proceedings;
- (c) the date and place of marriage;
- (d) the name of the Judge that granted the Order;
- (e) the date that the Order was granted;
- (f) the time period by which the divorce is to take effect.

(3) The Registrar shall not enter the particulars of any divorce on the Register of Divorces except the Registrar is provided with a copy of the Order granting the Divorce.

(4) The Registrar may amend or cancel or cause to be amended or cancelled any entry in the register upon receiving a notification of the amendment or cancellation from the Registrar of the High Court.

PART IX

OFFENCES AND PENALTIES

44. Neglect or refusal to issue certificate by medical practitioner

A medical practitioner who –

- (a) refuses or neglects to furnish a medical certificate of cause of death after a request for the certificate has been made by the Registrar; or
- (b) charges a fee for the medical certificate of cause of death,

commits an offence and is liable on summary conviction to a fine not exceeding five hundred dollars.

45. Failure to register birth, death, marriage, divorce, adoption or change of name

A person who –

- (a) fails to register a birth, death, marriage, adoption or change of name in accordance with the provisions of this Act;
- (b) fails or refuses to appear before the Registrar when summoned; or
- (c) refuses to give information based on the questions asked by the Registrar or anyone so authorised

is liable to pay a civil penalty of two hundred dollars.

46. Unlawful access to the register

A person who unlawfully obtains access to the register, for whatever reason, commits an offence and is liable on conviction to a fine not exceeding one hundred thousand dollars or to imprisonment for a term not exceeding 10 years or to both such fine and imprisonment.

47. Wilful destruction, counterfeiting or forging of record

A person who –

- (a) wilfully damages or destroys or cause to be damaged or destroyed any register or any part thereof or any sheet or forms upon which any entry is made under this Act;
- (b) falsely makes or counterfeits a register or a part of such register or cause to be falsely made or counterfeited any register or any part of such register or any entry in such sheet or form or register;
- (c) wilfully inserts or causes to be inserted in any register any false entry of any birth or death;
- (d) certifies any writing to be a copy or extract of any register knowing the same to be false in any respect; or
- (e) forges or counterfeits the signature of the Registrar or any authorised person on an entry or certificate or extract of any register,

commits an offence and is liable on conviction to a fine not exceeding one hundred and fifty thousand dollars or to imprisonment for a term not exceeding fifteen years or to both such fine and imprisonment.

48. Penalty for false statement

Any person who with intent –

- (a) wilfully makes any false answer to a question put to him or her by the Registrar, Deputy Registrar or Assistant Registrar concerning any birth or death;
- (b) wilfully swears or makes any false affidavit, certificate or other document relating to the registration of any birth or death, or falsifies any such affidavit or certificate;
- (c) knowingly files with the registry or makes use of any affidavit, certificate or other document that is forged or false;
- (d) knowingly distributes to any person any forged or false certificate or document purporting to be issued by the Registrar;
- (e) wilfully makes any false statement with intent to have the same entered in the register,

is liable –

- (i) on summary conviction to a fine not exceeding three thousand dollars or to imprisonment for a term not exceeding twelve months; or
- (ii) on conviction on indictment to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding 5 years or to both such fine and imprisonment.

49. Recovery of penalties and service of summons

(1) All civil penalties imposed by this Act may be sued for and be recovered on behalf of the Crown as a civil debt owed to the Crown.

(2) Where an information is lodged or complaint made before any Magistrate, the Magistrate may issue a summons requiring the party offending or complained against to appear at time and place named therein, and every such summons shall be served on the party offending or complained against, or shall be left at his last known place of abode or business, if he cannot reasonably be located.

(3) Where the party to whom subsection (2) applies does not appear, then upon proof of due service of the summons, the Magistrate may hear and determine the case in the absence of the party, or if he appears, upon proof of the offence either by confession of the party offending or complained against, or upon the oath of one or more credible witness, the Magistrate may convict the offender.

(4) A Magistrate, for the purposes of this section, may summon witness he considers necessary for the case.

(5) The Magistrate, may upon such conviction order the offender to pay the penalty imposed, and if the moneys and costs mentioned in such conviction is not paid immediately, or within the time limited in the order, the Magistrate may, by warrant, commit the offender to prison for a term not exceeding six months, unless the money and costs be sooner paid and satisfied.

50. Penalty excluded in certain cases

No penalty shall be imposed on any person for failing to give any notice as required by this Act, if it appears to the Registrar that the failure to give notice was not occasioned by wilful neglect, and that the person required by this Act to give notice had used every reasonable endeavour to comply with the obligation.

51. Imposition of criminal penalties by Magistrate

Notwithstanding anything contained in the Magistrate's Code of Procedure Act, Cap 255 or any other enactment, a Magistrate has the jurisdiction to apply and impose the penalties set out in this Act.

PART X

MISCELLANEOUS

52. Forms

(1) The forms relevant to this Act are prescribed in **Schedule II**.

(2) The Minister may by Order amend any prescribed Form or prescribe new Forms in relation to any matter in this Act whether or not a Form was previously prescribed.

53. Index and searches

(1) The Registrar shall cause an index of all data stored at the Civil Registry to be prepared and updated one hour prior to the close of business each day or not later than one hour after the opening on the next day of business.

(2) The index so prepared shall be made available to members of the public, so long as the requirements of subsection (3) are satisfied.

(3) Any person on payment of the fee as prescribed in **Schedule III** is entitled to search the index during the working hours at the Civil Registry and a limited search capability after working hours may be provisioned through suitable means so long as it does not cause harm to personal rights and privacy.

(4) A person to whom subsection (3) applies is entitled to have a copy of the relevant pages or information of the index upon payment of the fee prescribed in **Schedule III**.

(5) Any page of or extraction from the index to which subsection (4) applies must be dated, stamped and certified by the Registrar.

54. Certificate of Non-Marriage

(1) The Registrar may issue a certificate of non-marriage to an applicant who satisfies the requirements of subsection (2) and pays the prescribed fee.

(2) An applicant must satisfy the Registrar with the following information:

- (a) the full name, and any former name used as a result of a lawful name change;
- (b) applicant's national ID number if known;
- (c) applicant's sex;
- (d) applicant's date of birth;
- (e) applicant's place of birth;
- (f) full name of mother;
- (g) full name of father;
- (h) applicant's address (es) for the last 10 years; and
- (i) reason for the certificate.

(3) Non-nationals and persons who have lived overseas for the last five years must produce a non-marriage certificate or other proof of singleness before marriage can be executed.

(4) A certificate of non-marriage must be in **Form J1**.

(3) The Registrar shall, in writing, inform an applicant to make corrections of an application within three (3) working days of such decision.

(4) The fees prescribed in **Schedule III** are payable upon an application under this section.

55. Correction of errors in registration

(1) No alteration may be made to any registration under this Act, except as authorised by this Act.

(2) Any clerical error on the register may be corrected by the Registrar or any person duly authorised in this regard by the Registrar.

(3) An error of fact or substance on the register may be corrected –

- (a) upon declaration by the applicant, by an entry in the database without an entry on the original entry; or
- (b) if the Registrar deems it necessary, upon declaration by the applicant, by the making of a further entry with a reference to the original entry by the Registrar or by a person authorized by the Registrar,

upon production to the Registrar or such duly authorised person requiring such error to be corrected, as set out in an affidavit setting forth the nature of the error and the true facts of the case, and made by a person required to give information concerning in reference to which the error was made, or in default of such a person then by two credible persons having knowledge of the truth of the case.

56. Fee suspension period

(1) The Cabinet may, for the purpose of the accuracy and up-to-date status of vital statistics, declare a suspension period during which no prescribed or other fee shall be payable at the Civil Registry by persons seeking to make or who desire to make correction or rectification of information or update vital statistics in which they have a real and substantial connection.

(2) During a suspension period the Registrar may, for the purpose of ensuring completeness and accuracy of the register, invite persons ordinarily resident in the State to come to the Civil Registry in order to update or make amendments to records or to supply original documents.

(3) For the avoidance of doubt, no prescribed or other fee shall be payable during the suspension period by a person to whom subsection (1) applies.

(4) For the purposes of this section "real and substantial connection" means a connection by blood or by law.

57. Rules and regulations

The Minister may make rules or regulations for the purpose of giving effect to the provisions of this Act.

58. Amendment of certain enactments

The enactments contained in Schedule IV, being the Children (Care and Adoption) Act, 2015 and the Marriage Act, Cap. 261 are amendment to the extent specified.

59. Repeal and savings

(1) The Births and Death (Registration) Act, Cap. 53 is repealed.

(2) The vital statistics generated at the High Court Registry under the Births and Death (Registration) Act, Cap. 53 are hereby saved and are hereby deemed to constitute a portion of the data for the Civil Registry.

SCHEDULE I

(Section 2)

The relevant enactments are:

1. Children (Care and Adoption) Act, 2015
2. Divorce Act, 1997
3. Registration and Records Act, Cap. 375
4. Marriage Act, Cap.261
5. Status of Children Act, 2015
6. The Coroners Act, Cap.105

SCHEDULE II

(Section 4)

FORMS TO BE USED FOR THE PURPOSES OF THIS ACT



Civil Registration (Vital Statistics) Act, 2020

Form A1

(Section 12(1))

Notification of Birth

(Please note that all sections of this form must be completed wherever possible)

Birth Centre Name: _____ Birth Record #: _____ Entry date: _____
(DD:MMM:YYYY)

PARTICULARS OF BIRTH

Date of Birth: _____ Sex : Male [] Female [] Time Delivered: _____
(DD) (MMM) (YYYY)

First Name of Child _____

Middle Name(s) 1. _____ 2. _____ 3. _____
(Minimum of 1; Maximum of 3)

Surname of Child _____

Type of Birth: Live [] Still Birth [] No of Infants: Single Birth [] Multiple birth [] _____
(Identify number here)

PARTICULARS OF MOTHER

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

Country of Birth: _____

Date of Birth: _____ Occupation/Profession: _____
(DD) (MMM) (YYYY)

Civil Status of Mother:

Single [] Married [] Divorced [] Widowed [] Number of previous births for the Mother: _____

- Note(s):
1. Name must be submitted to Birth Centre or Civil Registry before Registrar can issue birth certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name
 3. As it relates to the Child's Surname, If Parent's are not married to each other, the child's father and mother must apply to the Registrar, Civil Registry to include his name on the child's birth certificate.
 4. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

PARTICULARS OF FATHER

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

_____ Country of Birth: _____

Date of Birth: _____ Occupation/ Profession: _____
(DD) (MMM) (YYYY)

Civil status of Father:

Status of Father to Mother:

Single [] Married [] Divorced [] Widowed []

Spouse [] Partner []

I _____ (*Print name*), hereby certify that the above information which I have given to the Birth Centre is true and correct to the best of my personal knowledge, information and belief.

Signed : _____ Date: _____
(DD-MMM-YYYY)

Witness by: _____ (Registered Nurse/ Certified Midwife on behalf of Head of Birth Centre: _____)

_____ Date: _____
Print Name Signature (DD-MMM-YYYY)

- Note(s):
1. Name must be submitted to Birth Centre or Civil Registry before Registrar of can issue birth certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name
 3. As it relates to the Child's Surname, If Parent's are not married to each other, the child's father and mother must apply to the Registrar, Civil Registry to include his name on the child's birth certificate.
 4. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)



Civil Registration (Vital Statistics) Act, 2020

Form A2

(Section 12(2))

Notification of Stillbirth/Foetal Death

Please note that all sections of this form must be completed wherever possible

Death Facility Name: _____ Death Record#: _____ Entry date: _____
(DD-MMM-YYYY)

PARTICULARS OF STILLBIRTH OR FOETAL DEATH

First Name _____

Middle Name(s) _____

Surname _____

Date of Death: (DD) _____ (MMM) _____ (YYYY) _____ Sex : Male [] Female []

Date of Notification: (DD) _____ (MMM) _____ (YYYY) _____ Gestational Period : _____
(in Months)

Weight: _____ Birth Order: _____
(in Grams)

Place of Death: _____ Parish _____

PARTICULARS OF MOTHER

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

Country of Birth: _____

Date of Birth: (DD) _____ (MMM) _____ (YYYY) _____ Occupation/Profession: _____

Civil Status of Mother: Single [] Married [] Divorced [] Widowed []

PARTICULARS OF FATHER

First Name _____

Middle Name(s) _____

Surname _____

- Note(s):
1. Name must be submitted to Death Centre or Civil Registry before Registrar of can issue Death certificate.
 2. Name must be extracted from birth certificate or deed poll
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

Address: _____

Country of Birth: _____

Date of Birth: _____ Occupation/Profession: _____
(DD) (MMM) (YYYY)

Civil status of Father: _____ Status of Father to Mother: _____
Single [] Married [] Divorced [] Widowed [] Spouse [] Partner [] Not Applicable []

Certifying Physician: _____

Please attach Medical certificate indicating cause of death inclusive of contributory causes and showing the ICD11 codes associated wherever possible.

I _____ (*Print name*), hereby certify that the above information which I have given to the Death Centre is true and correct to the best of my personal knowledge, information and belief.

Signed : _____ Date: _____
(DD-MMM-YYYY)

Witness by: _____ (Physician on behalf of Head of Death Centre: _____)

Print Name Signature Date: _____
(DD-MMM-YYYY)

- Note(s):
1. Name must be submitted to Death Centre or Civil Registry before Registrar can issue Death certificate.
 2. Name must be extracted from birth certificate or deed poll
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

Civil Registration (Vital Statistics) Act, 2020



ANTIGUA AND BARBUDA Certificate of Birth

Form A3
Section 13(6)

Issued by The Civil Registry

1978

Birth in the Parish of
Certificate Number

CHILD

ID Number: _____

First Name: _____ Surname: _____ Suffix: _____

Middle Name(s): _____

Date of Birth: _____ Place of Birth: _____

Sex: **Female** **Male**

CERTIFIED COPY

MOTHER

First Name: _____ Surname: _____

Middle Name(s): _____

Maiden Name: _____ Date of Birth: _____

Occupation: _____

Address: _____

Country of Birth: _____

FATHER

First Name: _____ Surname: _____

Middle Name(s): _____

Date of Birth: _____

Occupation: _____

Address: _____

Country of Birth: _____

INFORMANT

Name: _____

Relationship to Child: _____

Profession: _____

Address: _____

AMENDMENTS

Registrar at Birth: _____ Date Registered: _____ Late Registration: Yes No

I hereby certify that the above is a true copy of an Entry in the Register of Births.

Name of Registrar, Title: _____

Date: _____



Civil Registration (Vital Statistics) Act, 2020



ANTIGUA AND BARBUDA

Form A4
Section 13(7)

Certificate of Stillbirth

Issued by The Civil Registry

2020

Death in the Parish of
Certificate Number

Birth Order Number:

Date of Death: _____ Death Facility: _____ Gestational age: _____

Full Name (if applicable): _____ Birth Order _____ Sex:
Female
Male

Place of Death: _____

ID Number: _____ ID Number: _____

First Name: _____ Surname: _____ First Name: _____ Surname: _____

Middle Name(s): _____ Middle Name(s): _____

Maiden Name: _____ Date of Birth: _____ Date of Birth: _____

Occupation: _____ Occupation: _____

CERTIFIED COPY
MOTHER

FATHER

CAUSE OF DEATH
Main _____

Contributory _____

Certified by (Medical Practitioner/Coroner) _____

Registrar at Stillbirth _____ Date Registered _____

I hereby certify that the above is a true copy of an Entry in the Register of deaths.

Name of Registrar, Title



Date

Civil Registration (Vital Statistics) Act, 2020

Form B

Section 20(2)

Certificate of Infant Baptism/Blessing

Certificate Number: _____

Name of Church: _____

Church Address: _____

First Name of Child _____

Middle Name(s) 1. _____ 2. _____ 3. _____

(Minimum of 1, Maximum of 3)

Surname of Child _____

Sex: Male [] Female []

Born on the _____

(Date of Birth)

(DD)

(MMM)

(YYYY)

Mother: _____ Father: _____

Residing at _____ Residing at _____

Was baptized/blessed at _____

(Address)

By: _____

(Name of Clergy)

(Position)

On the _____

(DD)

(MMM)

(YYYY)

God parents:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

I certify that this is a true copy of an entry in the Register of Infant Baptism or Blessing

Name of Clergy: _____

Signed: _____

Date: _____

(DD)

(MMM)

(YYYY)

Note(s): 1. Name must be extracted from birth certificate or documentation proving change of name
2. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)



Civil Registration (Vital Statistics) Act, 2020
CAP 261
Form C

(Section 39(2))

Notification of Marriage

(Please note that all sections of this form must be completed wherever possible)

PARTICULARS OF MARRIAGE

Marriage Location: _____

Parish _____ Marriage Type: Religious [] Civil [] In Articulo Mortis (*death-bed marriage*) []

Date of Marriage: Marriage Officer: _____
(DD) (MMM) (YYYY)

Parental Consent for Bride (if minor): Consented [] Not Consented []

Parental Consent for Groom (if minor): Consented [] Not Consented []

PARTICULARS OF BRIDE

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

Country of Birth: _____

Date of Birth: Occupation or Profession: _____
(DD) (MMM) (YYYY)

Civil Status: Single [] Married [] Divorced [] Widowed []

Surname after marriage shall be: _____

PARTICULARS OF HUSBAND

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

Country of Birth: _____

Date of Birth: Occupation or Profession: _____
(DD) (MMM) (YYYY)

Civil status:

- Note(s):
1. Name must be submitted to Civil Registry before Registrar of can issue Marriage certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name. In the case of non-nationals, upon the presentation of a picture ID
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

Single [] Married [] Divorced [] Widowed []

PARTICULARS OF WITNESS 1

First Name _____
 Middle Name(s) _____
 Surname _____
 Address: _____

 _____ Country of Birth: _____

PARTICULARS OF WITNESS 2

First Name _____
 Middle Name(s) _____
 Surname _____
 Address: _____

 _____ Country of Birth: _____

Print Name, Bride _____	Signature _____	Date: _____ <i>(DD-MMM-YYYY)</i>
Print Name, Groom _____	Signature _____	Date: _____ <i>(DD-MMM-YYYY)</i>
Print Name, Witness 1 _____	Signature _____	Date: _____ <i>(DD-MMM-YYYY)</i>
Print Name, Witness 2 _____	Signature _____	Date: _____ <i>(DD-MMM-YYYY)</i>

Print Name _____	Registrar Signature _____	Date: _____ <i>(DD-MMM-YYYY)</i>
------------------	---------------------------	-------------------------------------

I _____ *(Print name)*, hereby certify that the above information which I have given to the Registrar is true and correct to the best of my personal knowledge, information and belief.

Signed : _____
 Marriage Officer

Note(s): 1. Name must be submitted to Civil Registry before Registrar of can issue Marriage certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name. In the case of non-nationals, upon the presentation of a picture ID
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

Civil Registration (Vital Statistics) Act, 2020



ANTIGUA AND BARBUDA

Section 41(1)

Certificate of Marriage

CAP 261
Issued by The Civil Registry

2020

Marriage in the Parish of
Certificate Number

This is to Certify That

CERTIFIED COPY	B	ID Number: _____	R	I	ID Number: _____
	R	First Name: _____ Surname: _____	I	D	First Name: _____ Surname: _____
	I	Middle Name(s): _____	D	E	Middle Name(s): _____
	E	Maiden Name: _____ Profession: _____	E	E	Profession: _____
	E	residing at _____	E	E	residing at _____
	E	Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>	E	E	Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>
	E	whose marital status is _____	E	E	whose marital status is _____
	E	Born on _____ In country of _____	E	E	Born on _____ In country of _____

Were Married

on _____ at _____
Date of Marriage Place of Marriage

by _____ as witnessed by _____
Marriage Officer/Registrar Marriage Witness

Marriage Type
Civil/Licence Religious/Banns In Articulo Mortis Marriage Witness _____

Amendments

Registrar at time of Marriage _____ Date Registered _____

I hereby certify that the above is a true copy of an Entry in the Register of Marriages.

Name of Registrar _____ Date _____



CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM C1

(Sections 14(2)(a))

**JOINT DECLARATION BY MOTHER WITHIN SIX MONTHS OF BIRTH
RECOGNISING MAN ACKNOWLEDGING HIMSELF TO BE THE FATHER OF A
CHILD BORN OUT OF WEDLOCK**

No.

We,of

.....

andof

.....

on this day of 20.... hereby declare as follos –

1. That we are the father and mother, respectively, of

.....

who was born on theday of 20 –

at

2. We hereby further make application to have our said names entered on the register as the father and mother of the said

3. We do hereby swear/affirm that the matters stated in the application are true and correct to the best of our knowledge and belief.

.....
Applicant

.....
Applicant

.....
Notary or Commissioner of Oaths

CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM C2

(Sections 14(2)(b))

DECLARATION OF UNMARRIED MOTHER FOR THE PURPOSE OF REGISTERING THE PATERNITY OF HER CHILD

No.

I, of

.....

a by profession hereby declare as follows:

1. On the day of, 20....., I gave

birth to a girl/boy child to whom was given the name(s)

.....

2. That the father of the said child is of

.....

a(n) by profession.

3. The said has acknowledged that he is the father of

the child and .I hereby make application to have his name entered on the register as the father.

4. I do hereby swear/affirm that the matters stated in the application are true and correct to the best of our knowledge and belief.

DECLARED thisday of.....20.....

.....

Declarant

Before me..... Notary/Commissioner of Oaths

.....
Notary or Commissioner of Oaths

CIVIL REGISTRY

CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM C3

(Sections 14(2)(b))

DECLARATION BY A MAN ACKNOWLEDGING HIMSELF TO BE FATHER OF A CHILD OF AN UNMARRIED MOTHER

I,

of

a(n) by profession hereby declare as follows:

1. That I had an intimate relationship with

of.....

a(n) by profession.

2. As a result of the said relationship a girl/boy child was born on the day of 20__

whom we named

3. That it is hereby acknowledged and declared by me that I am the father of the said child.

4. I do hereby swear/affirm that the matters stated in the application are true and correct to the best of our knowledge and belief

DECLARED on this day of20.

.....
Declarant

BEFORE ME.:

.....
Notary or Commissioner of Oaths



Civil Registration (Vital Statistics) Act, 2020

Form D1

(Section 30(1))

Notification of Death

(Please note that all sections of this form must be completed wherever possible)

Death Facility Name: _____ Death Record#: _____ Entry date: _____
(DD-MMM-YYYY)

PARTICULARS OF DEATH

First Name _____

Middle Name(s) _____

Surname _____

Alias : _____ Sex : Male [] Female []

Date of Death: _____ Date of Birth: _____
(DD) (MMM) (YYYY) (DD) (MMM) (YYYY)

Place of Death: _____ Parish _____

Civil Status: Single [] Married [] Divorced [] Widowed []

Last Known Address: _____

Country of Birth: _____

Last known occupation or profession of deceased: _____

PARTICULARS OF MOTHER

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

Country of Birth: _____

Date of Birth: _____ Occupation or Profession: _____
(DD) (MMM) (YYYY)

Civil Status of Mother: Single [] Married [] Divorced [] Widowed []

- Note(s):
1. Name must be submitted to Death Centre or Civil Registry before Registrar can issue Death certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

PARTICULARS OF FATHER

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

_____ Country of Birth: _____

Date of Birth: _____ Occupation or Profession: _____
(DD) (MMM) (YYYY)

Civil status of Father:

Status of Father to Mother:

Single [] Married [] Divorced [] Widowed []

Spouse [] Partner [] Not Applicable []

PARTICULARS OF SPOUSE

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

_____ Country of Birth: _____

Date of Birth: _____ Occupation or Profession: _____
(DD) (MMM) (YYYY)

PARTICULARS OF INFORMANT

First Name _____

Middle Name(s) _____

Surname _____

Address: _____

_____ Country of Birth: _____

Date of Birth: _____ Occupation or Profession: _____
(DD) (MMM) (YYYY)

Relationship to the Deceased: _____ Certifying Physician: _____

Please attach Medical certificate indicating cause of death inclusive of contributory causes and showing the ICD11 codes associated wherever possible.

- Note(s):
1. Name must be submitted to Death Centre or Civil Registry before Registrar of can issue Death certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

I _____ (*Print name*), hereby certify that the above information which I have given to the Death Centre is true and correct to the best of my personal knowledge, information and belief.

Signed : _____ Date: _____
(DD-MMM-YYYY)

Witness by: _____
(Physician on behalf of Head of Death Centre: _____)

_____ Date: _____
Print Name Signature (DD-MMM-YYYY)

- Note(s):
1. Name must be submitted to Death Centre or Civil Registry before Registrar of can issue Death certificate.
 2. Name must be extracted from birth certificate or documentation related to change of name
 3. MMM is related to the shortened form of the month instead of using the number (e.g. Jan, Feb, Oct)

CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM D2

(Sections 30(1))

MEDICAL CERTIFICATE OF CAUSE OF DEATH

No:.....

Parish.....

Name of deceased.....

Residence.....

Sex: Male:..... Female:.....

Occupation.....

Date of death.....

Place of death

Last seen alive by me on

Approximate

Interval

Between

onset and death

CAUSE OF DEATH

Disease are condition directly leading to death

(a) due to or as a
consequence of

(b)
.....
.....

Due to or as a
consequence of .

morbid conditions, if any, given
rise to above cause stating the
underlying condition last

(c).....
.....
.....

Other significant conditions
Contributing to the death,
but not related to the
disease or condition

.....
.....
.....

Autopsy conducted: Yes..... No.....

This does not mean that the mode of dying e.g. heart failure, asthma, etc. it means the disease, injury, re complication which caused the death.

I hereby certify that the particulars and cause of death above written are true to the best of my knowledge and belief.

.....

Signature

Qualification as registered

Residence:

Date

Civil Registration (Vital Statistics) Act, 2020



ANTIGUA AND BARBUDA

Certificate of Death

Form D3
Section 30(2)

Issued by The Civil Registry

2020

Death in the Parish of
Certificate Number

ID Number: _____

Date of Death: _____ Place of Death: _____ Date of Birth: _____ Age: _____

First Name: _____ Surname: _____ Alias: _____ Sex: Female Male

Middle Name(s): _____ Marital Status: Single Married Divorce Widowed

Address: _____

CERTIFIED COPY

MOTHER First Name: _____ Surname: _____

MIDDLE NAME(S): _____

MAIDEN NAME: _____ DATE OF BIRTH: _____

OCCUPATION: _____

FATHER First Name: _____ Surname: _____

MIDDLE NAME(S): _____

DATE OF BIRTH: _____

OCCUPATION: _____

SPOUSE Name: _____

DATE OF BIRTH: _____ OCCUPATION: _____

INFORMANT Name: _____

RELATIONSHIP TO DECEASED: _____

OCCUPATION: _____

CAUSE OF DEATH Main: _____

CONTRIBUTORY: _____

CERTIFIED BY (MEDICAL PRACTITIONER/CORONER) _____

AMENDMENT(S): _____

Registrar at Death: _____ Date Registered: _____

I hereby certify that the above is a true copy of an Entry in the Register of deaths.

Name of Registrar, Title _____ Date _____



CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM E

(Sections 30(5))

REPORT ON PARTICULARS OF STILLBIRTH

I, of

ain the

SERVICES OF THE GOVERNMENT reported to me on the day of

, 20 and that report was confirmed by

Of, a

**In the service of the government, that the body of a still born child of
..... (name of father) and name of mother of
..... has been viewed by**

**..... in the Medical District of Antigua and Barbuda and they have reported
to me that they have no reason to think that the death occurred by other than natural causes.**

Name:

Profession:

Residence:

Countersigned by

This day of 20.....

CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM G1

(Sections 23(1))

APPLICATION TO CHANGE NAME OF ADULT

No:.....

1. I,

Of

Hereby make application to change my name from

.....to

*Hereby make application on behalf of my son/daughter to change his/her name from

..... to

2. The following documents are submitted with this application

.....

.....

*additionally, a notarised letter of consent from my son/daughter in Form G3 dated

..... is also submitted with this application

3. The application fee has been paid and a receipt is attached.

4. I hereby swear/affirm that the contents of this application are true and correct.

.....

Notary Public/Commissioner of Oaths

Applicant

Dated

Dated

CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM G2

(Sections 24(1))

APPLICATION TO CHANGE NAME OF CHILD

No:.....

1. I,.....
of

Hereby make application to change the name of my son/daughter who is a minor,
he/she having been born on
from
to

2. The following documents are submitted with this application
.....
.....

3. The application fee has been paid and a receipt is attached.

4. I hereby swear/affirm that the contents of this application are true and correct.

.....

Notary Public/Commissioner of Oaths

Applicant

Dated

Dated

CIVIL REGISTRATION (VITAL STATISTICS) ACT 2020

FORM G3

(Sections 23(3))

CONSENT TO APPLICATION BY PARENT MADE ON BEHALF OF A SON/DAUGHTER 18 YEARS AND OVER

No:.....

TO: REGISTRAR OF THE CIVIL REGISTRY

I,.....

of

being 18 years or more hereby authorise AND give my consent for

..... of

.....

who is my father/mother/legal guardian/adopted parent to make an application on my behalf to change my name from

..... to

.....

Notary Public/Commissioner of Oaths * Name

Dated

Dated

*(*A valid photo-identification of the person giving Consent MUST be attached to this document)*

Civil Registration (Vital Statistics) Act, 2020



Form J1
Section 53(4)

ANTIGUA AND BARBUDA

Certificate of Non-Marriage

CERTIFIED COPY

On the _____ day of _____ 20____, I _____, Registrar, Civil Registry state that

I have conducted a search of the register of marriages related to those marriages that were executed in the nation of Antigua and Barbuda. After having examined the records held by the Civil Registry of Antigua and Barbuda for the following individual:

Name Address, Sex, Date of Birth, Name of Mother and Father;

I HEREBY CERTIFY THAT:

- No entry of marriage was found for _____ in the nation of Antigua and Barbuda.
- An Entry of Marriage was found for _____ who was married on the _____ day of _____ 20____.
- An entry of divorce was found for _____ who was divorced on the _____ and no entry of marriage was found for _____ since that date.

Dated the _____ day of _____ 20____

Name of Registrar, Title



SCHEDULE III
PENALTIES AND FEES

(Section 49)

PART I
CIVIL PENALTIES

The penalties in this Part are civil penalties payable to the Registrar

NO.	PROVISION	FACTUAL AND LEGAL BASIS	FEE/PENALTY
1.	Section 13(8)	Registration of birth 30 days after the time prescribed for registration	\$200.00
2.	Section 13(9)	Failure to appear in answer to a summons by the Registrar	\$200.00
3.	Section 32(5)	Interment of body without the required certificate of Registrar	\$2,000.00
	32(6)	Failure by ordained minister of religion To give notice of interment	\$2,000.00
	32(8)	Interment of dead other than by an ordained Minister of religion	\$5,000.00
4.	Section 33(3)	Removal of body out of state without prior registration	\$5,000.00
5.	Section 45	Failure to register birth, death, marriage Adoption etc. within the time specified	\$200.00
6.	Section 45(2)	Failure to attend when summoned by Registrar	\$500.00

PART II**FEEES**

NO.		FEE
1.	For every search	
	General	\$10.00
	Special	\$50.00
2.	For every certified copy of an entry on the register	\$50.00
3.	Issue of a Certificate of Baptism	\$20.00
4.	Application for certificate of non-marriage	\$50.00
5.	For reproduction of divorce certificate	\$50.00
6.	Application to make correction or amendment	\$100.00
7.	Application to change name of an adult	\$1,500.00
8.	Change of name of minor	\$500.00
9.	Further application to make correction or amendment	\$200.00
10.	Exhibits	\$10.00

SCHEDULE IV

(Section 55)

The enactments specified herein are amended to the extent indicated.

1. The Children (Care and Adoption) Act, 2015 is amended as follows:

(1) In the Arrangement of Sections delete “128 Adoption register” and “129 Post adoption entry”

and substitute the following “128. Adoption entry” and “129. Post adoption entry”;

(2) In section 120 by repealing subsections (3), (4) and (6) thereof and replacing them as follows:

“(3) Every adoption order shall contain a direction to the Registrar of the Civil Registry to make such entry in the adoption register pursuant to Part XV in the prescribed form and shall specify the particulars to be entered.

(4) As soon as possible after the making of an Adoption Order –

- (a) the Registrar of the High Court shall transmit the Order of the Court to the Registrar of the Civil Registry in electronic; and
- (b) the Registrar of the Civil Registry shall cause compliance to be made with the directions contained in the order both in regard to marking any entry in the Register of Births with the word "Adopted" and in regard to making the appropriate entry in the Adoption Register.

(6) Where an adoption order is made by the Court in respect of an infant who has previously been the subject of an adoption order made under the provisions of this Act or of the former Act, the order shall contain a direction to the Registrar of the Civil Registry to cause the previous entry in the Adoption Register to be marked with the word "Re-adopted".”

(3) In section 128 as follows -

- (a) in the section heading, by repealing the words “Adoption Register” and replacing it with the words, “Entry of adoptions at the Civil Registry”
- (b) by repealing the word “Registrar” wheresoever it appears in the section and replacing this with the words, “Registrar of the Civil Registry”

- (c) by repealing the word “Adoption Register” and replacing these with the words, “Register of Adoptions”
- (d) by repealing subsections (3), (4) and (5) thereof.

2. The Divorce Act 1997 is amended in section 12 as follows:

- (a) by renumbering the current section as subsection (1); and
- (b) by inserting after subsection (1) the following new subsections as subsections (2) and (3) respectively –

“(2) The Registrar of the High Court shall send an electronic copy of the Order of Divorce to the Registrar of the Civil Registry immediately upon the Order having been filed with the High Court.

(3) The Registrar of the Civil Registry shall cause an entry to be made in the Register of Divorces in accordance with the Civil Registration (Vital Statistics) Act 2020.”

3. The Marriage Act, Cap. 261 is amended as follows:

(1) In section 2, by repealing the term “Registrar General” and the meaning therefor and replacing this with the following-

“Registrar” means Registrar of the Civil Registry;

(2) By repealing the term “Registrar General” wheresoever it appears in the Marriage Act and replacing these occurrences with the word “Registrar”.

(3) In section 41, by adding the following as subsection (5) –

“(5) Without prejudice to anything contained in subsections (1) to (4) of this section persons giving notice of marriage shall indicate whether the surname to be used by the female will be –

- (a) her existing surname,
 - (b) her existing surname in combination with the surname of her male partner; or
 - (c) the surname of her male partner.”
-

Passed the House of Representatives
this the 25th day of February, 2020.

Passed the Senate this 9th day of March, 2020.

Londel Benjamin,
Deputy Speaker

Alicia Williams Grant,
President

A. Peters,
Clerk to the House of Representatives. (Ag.)

A. Peters,
Clerk to the Senate. (Ag.)