

Rwanda

## Ministerial Order determining the Number, Type, Format and Use of Civil Status Registers

Ministerial Order 2 of 2020

Legislation as at 29 July 2020

FRBR URI: /akn/rw/act/mo/minister-of-local-government/2020/2/eng@2020-07-29

There may have been updates since this file was created.

PDF created on 21 February 2024 at 16:27.

[Check for updates](#)



### About this collection

The legislation in this collection has been reproduced as it was originally printed in the Government Gazette, with improved formatting and with minor typographical errors corrected. All amendments have been applied directly to the text and annotated. A scan of the original gazette of each piece of legislation (including amendments) is available for reference.

This is a free download from the Laws.Africa Legislation Commons, a collection of African legislation that is digitised by Laws.Africa and made available for free.

[www.laws.africa](http://www.laws.africa)  
[info@laws.africa](mailto:info@laws.africa)

There is no copyright on the legislative content of this document.

This PDF copy is licensed under a Creative Commons Attribution 4.0 License (CC BY 4.0). Share widely and freely.

## Ministerial Order determining the Number, Type, Format and Use of Civil Status Registers

### Contents

Article One – Purpose of this Order .....	1
Article 2 – Number and types of civil status registers .....	1
Article 3 – Format of civil status registers .....	1
Article 4 – Provision of civil status registers .....	2
Article 5 – Transfer of physical registers .....	2
Article 6 – Number of registers used in each civil status office .....	2
Article 7 – Prohibition regarding the closed civil status registers .....	2
Article 8 – Archiving of civil status registers .....	2
Article 9 – Repealing provision .....	2
Article 10 – Commencement .....	3
Annex I-Annex VII .....	3

## Rwanda

# Ministerial Order determining the Number, Type, Format and Use of Civil Status Registers

## Ministerial Order 2 of 2020

Published in Official Gazette special on 29 July 2020

**Assented to on 27 July 2020**

**Commenced on 29 July 2020**

*[This is the version of this document from 29 July 2020.]*

### **The Minister of Local Government,**

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Pursuant to Law n° 32/2016 of 28/08/2016 governing persons and family as amended to date, especially in Article 74;

Having reviewed Ministerial Order n° 001/07.01 of 23/10/2016 determining the number, types, formats and use of civil status registers;

After consideration and approval by the Cabinet, in its meeting of 16/06/2020;

### **ORDERS:**

### **Article One – Purpose of this Order**

This Order determines the number, type, format and the use of civil status registers.

### **Article 2 – Number and types of civil status registers**

The civil status registers are seven (7) in the following types:

- 1° register of birth records;
- 2° register of death records;
- 3° register of marriage records;
- 4° register of guardianship records;
- 5° register of recognition of children born out of wedlock;
- 6° register of adoption records;
- 7° register of divorce records.

### **Article 3 – Format of civil status registers**

Each physical civil status register is composed of twenty-nine point seven centimeters (cm 29, 7) long and twenty-one centimeters (cm 21) large papers.

Electronic civil status registers do not have specific measurements. However, records and extracts from those registers must have the measurements mentioned in Paragraph One of this Article.

The format of records from each type of civil status register is mentioned in annexes of this Order, in the following way:

- 1° annex I: register of birth records;
- 2° annex II: register of death records;
- 3° annex III: register of marriage records;
- 4° annex IV: register of guardianship records;
- 5° annex V: register of recognition of children born out of wedlock;
- 6° annex VI: register of adoption records;
- 7° annex VII: register of divorce records.

#### **Article 4 – Provision of civil status registers**

Each District provides civil status registers to civil status offices in its jurisdiction.

However, provisions of Paragraph One of this Article do not apply to electronic registers.

#### **Article 5 – Transfer of physical registers**

When a civil status office is removed, the former civil status registrar establishes a document showing the number and type of transferred physical registers. The former civil status registrar submits the document to the new civil status office and provides a copy to the supervisor of the civil status registrar of that office.

When a civil status office of a private health facility is removed, the former civil status registrar establishes a document showing the number and type of transferred physical registers, and submits the document to the civil status office of the supervising Sector and provides a copy to the supervisor of the civil status registrar of that office.

The transferred physical registers mentioned in Paragraph one and 2 of this Article are closed and archived and new registers are used.

#### **Article 6 – Number of registers used in each civil status office**

In each civil status office, one register of each type of civil status record is used physically or electronically.

#### **Article 7 – Prohibition regarding the closed civil status registers**

It is prohibited for a civil status registrar to use a civil status register after its closure.

#### **Article 8 – Archiving of civil status registers**

Civil status registers are archived chronologically in the civil status office where they were used and do not expire.

Electronic civil status registers are archived electronically and do not expire.

#### **Article 9 – Repealing provision**

Ministerial Order n° 001/07.01 of 23/10/2016 determining the number, type, format and the use of civil status registers and all other prior provisions contrary to this Order are repealed.

## **Article 10 – Commencement**

This Order comes into force on the date of its publication in the Official *Gazette* of the Republic of Rwanda.

## **Annex I-Annex VII**

### **Forms**

*[Editorial note: The forms have not been reproduced]*