

Statutory Instrument No. 18 of 1969.

**THE BIRTHS AND DEATHS REGISTRATION
ACT, 1968**

**THE BIRTHS AND DEATHS REGISTRATION
REGULATIONS, 1969**

(Published on 15th February, 1969)

In the exercise of the powers vested in him by section 22 of the Births and Deaths Registration Act, 1968 (No. 48 of 1968), the Minister of Home Affairs hereby makes the following regulations —

Citation

1. These Regulations may be cited as the Births and Deaths Registration Regulations, 1969, and shall come into operation on the 1st April, 1969.

Interpretation

2. In these Regulations —

“the District Registrar” means the District Registrar of the district or area in which the relevant birth or death took place.

Duties and Powers of Registrar

3. Subject to the provisions of the Act, the duties and powers of the Registrar shall be —

- (a) to take charge of and preserve all books, Registers and records of births and deaths which occurred prior to the commencement of the Act;
- (b) to examine and amend as may be necessary any Register, return or documentary proof, or order the amendment thereof, and to call for any documentary proof he may deem necessary;
- (c) to take charge of and preserve all such books, forms, Registers, returns and other documents as form part of the records of the Registrar's Office;
- (d) to receive and deal with applications for searches and for certified copies of Births and Deaths Registers or other documentary proofs and to obtain and furnish such information concerning births and deaths as may be required;
- (e) to cause indices to be made of all births and deaths records in his custody;
- (f) to have the general control and superintendence of the registration of births and deaths; and all officers on whom by the Act or these Regulations any power or duty is imposed or conferred shall, in the exercise of such power or duty, conform to the lawful instructions of the Registrar.

Duties and Powers of District Registrars

4. Subject to the provisions of the Act, the duties and powers of a District Registrar shall be —

- (a) to fill in the prescribed forms on behalf of persons who verbally give information concerning births or deaths occurring in his district;

- (b) to receive forms of information accompanied by declarations, if required, verifying the information given therein ;
- (c) to examine forms of information received and any documents in support thereof and cause any defect therein to be supplied or inaccuracy corrected ;
- (d) to superintend and control, subject to the lawful instructions of the Registrar, the registration of births and deaths in his district.

Registers

5. The Births Register shall be in Form B1 in the First Schedule and the Deaths Register shall be in Form B2 in the said Schedule and the Registers shall contain the particulars therein set forth.

Notification of Births

6. Any person who wishes to give notice of a birth in terms of section 6 of the Act, or whose duty it is to give notice of a birth in terms of section 9 of the Act, shall either send to the District Registrar of the district in which the birth took place an information form in Form B3 in the First Schedule or give verbal notice of the birth to the District Registrar who shall complete Form B3 in respect of such birth and cause it to be signed by the informant.

Notification of Deaths

7. Any person, not being the medical practitioner who attended during the last illness of the deceased, who wishes to give notice of a death in terms of section 7 of the Act, or whose duty it is to give notice of a death in terms of section 10 of the Act, shall either send to the District Registrar of the district in which the death took place an information form in Form B4 in the First Schedule, or give verbal notice of the death to the District Registrar who shall complete Form B4 in respect of such death and cause it to be signed by the informant.

Notification of Death by Medical Practitioner

8. Any medical practitioner whose duty it is to give notice of a death in terms of section 10 of the Act or who is required by the Registrar or other person to do so in terms of section 18 of the Act shall send to the District Registrar a notice in Form B5 in the First Schedule.

Birth and Death Certificates

9. Birth certificates issued by the Registrar in terms of section 13 (1) of the Act shall be in Form B6 in the First Schedule and death certificates so issued shall be in Form B7 in the said Schedule, and the fees payable therefor shall be as prescribed in the Second Schedule.

Late Registration of Births and Deaths

10. An application for the registration of a birth or death in terms of section 14 (2) of the Act shall be made by delivering notice of such birth or death to the District Registrar in Form B3 or Form B4 in the first Schedule, as the case may require, accompanied by the appropriate fee as prescribed in the Second Schedule.

Appeal to the Minister

11. Any person who wishes to exercise the right of appeal to the Minister in terms of section 14 (5) of the Act shall lodge notice of appeal in writing, specifying the grounds

on which he claims to be aggrieved, with the Minister within 30 days of the refusal of the Registrar to register the birth or death in question.

Registration as father of Illegitimate Child

12. The consent, in terms of section 16 of the Act, of the father of an illegitimate child to have his name entered in the information form relating to the birth of such child or in the Births Register as father of the child shall be in Form B8 in the First Schedule and shall be transmitted to the District Registrar.

Amendment of Birth Registration after Legitimation

13. Whenever the Registrar is satisfied that the alleged parents of a person, application for the registration of whose birth is made in terms of section 17 of the Act, are in fact his parents and that they are married to each other, he shall enter the particulars of the birth in the Births Register and shall cause the information form relating to the birth to be amended accordingly and shall cancel the previous entry in the Register relating to the birth.

Inspection of Registers etc.

14. Any person shall be entitled, on giving 24 hours notice and on paying the prescribed fee to the Registrar, to search the indices and to inspect any entry in the Registers and any document kept in terms of these regulations in the custody of the Registrar.

Certified Copies of Entries in Registers etc.

15. Any person shall be entitled on payment of the prescribed fee to have a copy of any entry in the Registers or of any other document kept in terms of these regulations in the custody of the Registrar. Every such copy shall be an exact copy of the entry or other document with a certificate at the foot in Form B9 in the First Schedule and shall be signed by the Registrar :

Provided that a copy of an entry or other document relating to the registration of the birth of a person shall not include any particulars of the parentage or adoption of such person.

Extended Birth Certificates

16. Notwithstanding anything in regulation 9 or 15, if the Registrar is satisfied that an extended birth certificate is required for legal, judicial or official purposes he may on application and on payment of the fee prescribed for a birth certificate referred to in regulation 9 furnish such extended certificate in Form B10 in the First Schedule to a legal practitioner or governmental authority, whether in or outside Botswana, on the express condition and understanding that such certificate shall be used only for the purpose for which it is furnished, and except to the extent which such purpose may necessarily involve, shall not be exhibited or disclosed to any member of the public.

Fees

17. (1) The fees payable in respect of any act, matter or thing required or authorised to be done under the Act shall be those specified in the Second Schedule.

(2) The Minister may, where in his opinion special circumstances exist, direct that any fee so payable shall be waived.

Repeal of High Commissioner's Notice No. 211 of 1939

18. High Commissioner's Notice No. 211 of 1939 is repealed.

REPUBLIC OF BOTSWANA
BIRTHS AND DEATHS REGISTRATION ACT, 1968
NOTICE OF DEATH
(Regulation 7)

District Registrar's Serial No.

1. Full name of deceased

2. Date of death..... 3. Sex Male/Female

4. Age of deceasedyears.

If under one year months

If under one month..... days

5. Occupation of deceased.....

6. Exact place of death.....

No. of house and street or road if any Town or Village

.....
If in Hospital name of Hospital

(If deceased not normally resident at above place, state Village or Town and District in which he lived.

7. Normal residence of deceased.....

8. Certificate to be given by informant when no medical practitioner attended during last illness.

APPARENT CAUSE OF DEATH

1. Natural Cause

(a) Cause of Death.....

(If cause not known state "NOT KNOWN")

2. Unnatural Cause (Tick appropriate box)

(a) Accident

(b) Killed by another person

(c) Suicide

(d) Attack by animal or snake

(e) Other (specify).....

(f) Not known

I certify that I am (state relationship to deceased or capacity in which information given)

.....
and that the above information is correct to the best of my knowledge.

Date..... Signature

(If illiterate, witness to mark to sign)

9. Signature of Registrar.....

Date.....

REPUBLIC OF BOTSWANA
BIRTHS AND DEATHS REGISTRATION ACT, 1968
NOTICE OF DEATH BY MEDICAL PRACTITIONER
 (Regulation 8)

District Registrar's Serial No. D.

1. Full name of deceased

2. Date of death 3. Sex Male/Female

4. Age of deceased years

If under one year months, If under one month days

5. Occupation of deceased

6. Exact place of death

No. of house and street or road if any Town or Village

If in Hospital name of Hospital

(If deceased not normally resident at above place, state Village or Town and District in which he lived).

7. Normal residence of deceased

8. To be completed by Medical Practitioner.

A. Cause of death		Approximate interval between onset and death
I. Disease or condition directly leading to death* Antecedent	(a) due to (or as a consequence of)
Morbid conditions, if any, giving rise to the above, cause, stating the underlying condition last.	(b) due to (or as a consequence of)
	(c)
II. Other significant conditions contributing to the death, but not related to the disease or condition causing it

*This does not mean the mode of dying, e.g. heart failure, asthenia, etc. It means the disease, injury, or complication which caused death,

B. Certificate

I certify that —

- (a) I attended the deceased or
- (b) I examined the body after death, or
- (c) I conducted a post mortem examination of the body, and the above information is correct to the best of my knowledge.

*Delete as appropriate

Signature..... Title

Date.....

.....
 (Name in Block Letters)

C. Notice of inability to sign Certificate

I am unable to sign the above certificate for the following reasons :—

.....
.....

Signature..... Title.....

Date.....

.....
(Name in Block Letters)

9. Signature of Registrar.....

Date.....

Form B6

REPUBLIC OF BOTSWANA
BIRTHS AND DEATHS REGISTRATION ACT, 1968
CERTIFICATE OF BIRTH
(Regulation 9)

1. Number
2. Date of Birth
3. Place of Birth
..... District, Botswana.
4. Name(s) & Surname
5. Sex
6. Date of Registration
7. Name if added after Registration of Birth

I hereby certify the above to be a true and correct extract from the Births Register kept at Gaborone in the Republic of Botswana.

Dated this day of 19....

.....
Registrar of Births and Deaths

Form B7

REPUBLIC OF BOTSWANA
BIRTHS AND DEATHS REGISTRATION ACT, 1968
DEATH CERTIFICATE
(Regulation 9)

1. Number
2. Date of Death
3. Place of Death
4. Full Names of deceased
5. Sex
6. Age
7. Occupation
8. Cause of Death
9. Date of Registration

I hereby certify the above to be a true and correct extract from the Deaths Register kept at Gaborones in the Republic of Botswana.

Dated this day of 19.....

.....
Registrar of Births and Deaths

REPUBLIC OF BOTSWANA
BIRTHS AND DEATHS REGISTRATION ACT, 1968
CERTIFICATE
(Regulation 15)

I certify the above to be a true and correct extract from/copy of.....
.....
kept at Gaborones in the Republic of Botswana.

Dated this..... day of 19.....

.....
Registrar of Births and Deaths

Form B10

REPUBLIC OF BOTSWANA
BIRTHS AND DEATHS REGISTRATION ACT, 1968
CERTIFICATE OF BIRTH
(Regulation 9)

1. Number
2. Date of Birth
3. Place of Birth District, Botswana.
4. Name(S)
5. Sex
6. Father's Name(S) and Surname
7. Mother's Name(S) and Maiden Surname.....
8. Date of Registration
9. Name if added after Registration of Birth.....

I hereby certify the above to be a true and correct extract from the Births Register kept at Gaborone in the Republic of Botswana.

Dated this day of 19.....

.....
Registrar of Births and Deaths

SECOND SCHEDULE

(Regulation 17)

SCALE OF FEES

	<i>Amount</i>
1. For compulsory registration of birth or death after expiry of one year from such birth or death. (Sections 9, 10 & 14 of the Act)	50 cents for each year or portion of a year which has elapsed since the birth or death, with a maximum of R5.
2. For voluntary registration of birth or death after expiry of one year from such birth or death. (Sections 6, 7 & 14 of the Act)	Free.
3. Birth and Death Certificate. (Section 13(1) of the Act)	50 cents.
4. Inspection of any Register or document in custody of Registrar. (Regulation 14)	50 cents.
5. Certified copy of entry in any Register or document in custody of Registrar. (Regulation 15)	50 cents.
6. Alteration of Name in Births Register. (Section 15 of the Act)	50 cents.

P.L. STEENKAMP,
Permanent Secretary.

Ministry of Home Affairs,
GABERONES.
23rd January, 1969.