

BIRTHS AND DEATHS REGISTRATION ACT  
(Cap. 30:01)

**BIRTHS AND DEATHS REGISTRATION (AMENDMENT)  
REGULATIONS, 2003**

*(Published on 6th June, 2003)*

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Amendment of regulation 2 of Cap. 30:01
3. Amendment of regulation 4 of the Regulations
4. Amendment of regulation 5 of the Regulations
5. Amendment of regulation 6 of the Regulations
6. Amendment of regulation 7 of the Regulations
7. Amendment of regulation 8 of the Regulations
8. Amendment of regulation 9 of the Regulations
9. Amendment of regulation 10 of the Regulations
10. Amendment of regulation 12 of the Regulations
11. Amendment of regulation 13 of the Regulations
12. Amendment of regulation 15 of the Regulations
13. Amendment of regulation 16 of the Regulations
14. Amendment of First Schedule to the Regulations
15. Amendment of Second Schedule to the Regulations

FIRST SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Labour and Home Affairs by section 25 of the Births and Deaths Registration Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Births and Deaths Registration (Amendment) Regulations, 2003. Citation
2. The Births and Deaths Registration Regulations (hereinafter referred to as “the Regulations”) are amended in regulation 2 thereof, by inserting therein, in its correct alphabetical order, the following new definition —  
“‘Registration Officer’ means the Registration Officer of an area in which the relevant birth or death took place.” Amendment of regulation 2 of Cap. 30:01
3. Regulation 4 of the Regulations is amended by substituting, therefor, the following new regulation — Amendment of regulation 4 of the Regulations  
“Duties and powers of District Registrar and Registration Officer
4. (1) Subject to the provisions of the Act, the duties and powers of a District Registrar shall be to —
  - (a) fill in the prescribed forms on behalf of persons who verbally give information concerning births or deaths occurring in his district;
  - (b) receive forms of information on births and deaths accompanied by declarations, if required, verifying the information given therein;

(c) examine forms of information received and any documents in support thereof and cause any defect or inaccuracy therein to be corrected; and

(d) superintend and control, subject to the lawful instructions of the Registrar, the registration of births and deaths in his district.

(2) A Registration Officer shall, in respect of the area for which he is responsible, exercise the same powers and perform the same duties as, a District Registrar.

(3) A Registration Officer shall transmit all completed forms and any other related documents received by him in terms of this section, to the District Registrar.

(4) A District Registrar shall transmit all completed forms received by him from a Registration Officer in terms of this section, to the Registrar.”.

Amendment of regulation 5 of the Regulations

4. Regulation 5 of the Regulations is amended by substituting, therefor, the following new regulation —

“Registers

5. The Register of Births, the Register of Still-Births and the Register of Deaths shall be as prescribed in the First Schedule.”.

Amendment of regulation 6 of the Regulations

5. Regulation 6 of the Regulations is amended by substituting, therefor, the following new regulation —

“Notification of births

6. Any person whose duty it is to give notice of a birth or a still birth under section 6 of the Act shall either send to the District Registrar or the Registration Officer of the district in which the birth or still-birth, as the case may be, took place, an information form in Form CRB2 in the First Schedule or give verbal notice of the birth or still-birth, as the case may be, to the District Registrar or Registration Officer of the district in which the birth or the still-birth took place.”.

Amendment of regulation 7 of the Regulations

6. Regulation 7 of the Regulations is amended by substituting, therefor, the following new regulation —

“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 or whose duty it is to give notice of a death in terms of section 7 of the Act, shall either send to the District Registrar or Registration Officer of the district in which the death took place, an information form in Form CRD2 in the First Schedule, or give verbal notice of the death to the District Registrar or Registration Officer who shall complete Form CRD2 in the First Schedule in respect of such death and cause it to be signed by the informant.”.

Amendment of regulation 8 of the Regulations

7. Regulation 8 of the Regulations is amended by substituting, therefor, the following new regulation —

“Notification of death by medical practitioner

8. Any medical practitioner whose duty it is to give notice of a death in terms of section 7 of the Act or who is required by the Registrar or other person to do so in terms of section 21 of the Act shall send to the District Registrar or Registration Officer, a notice in Form CRD2 in the First Schedule.”.

- 8. Regulation 9 of the Regulations is amended by substituting, therefor, the following new regulation —**
- “Birth and death certificates**      **9. Birth certificates issued by the Registrar in terms of section 10 (1) of the Act shall be in Form CRB3 in the First Schedule in the case of a live birth, or in Form CRB4 in the First Schedule in the case of a still-birth, death certificates shall be in Form CRD3 in the said Schedule, and the fees payable therefor shall be as prescribed in the Second Schedule.”.**
- Amendment of regulation 9 of the Regulations**
- 9. Regulation 10 of the Regulations is amended by substituting, therefor the following new regulation —**
- “Late registration of births and deaths**      **10. An application for the registration of a birth or death in terms of section 11(2) shall be made by delivering notice of such birth or death to the District Registrar or Registration Officer in Form CRB2 or Form CRD2 in the First Schedule, as the case may require, accompanied by the appropriate fee as prescribed in the Second Schedule.**
- Amendment of regulation 10 of the Regulations**
- 10. Regulation 12 of the Regulations is amended by substituting, therefor the following new regulation —**
- “Registration as father of child born out of wedlock**      **12. The consent, in terms of section 19 of the Act, of the father of a child born out of wedlock 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 CRB5 in the First Schedule and shall be transmitted to the District Registrar.”.**
- Amendment of regulation 12 of the Regulations**
- 11. Regulation 13 of the Regulations is amended by substituting, for the side note thereof, the following new side note —**
- “Amendment of birth registration after parents’ marriage”.**
- Amendment of regulation 13 of the Regulations**
- 12. Regulation 15 of the Regulations is amended in subregulation (2) thereof by deleting the proviso thereto.**
- Amendment of regulation 15 of the Regulations**
- 13. The Regulations are amended by deleting regulation 16 thereof.**
- Amendment of regulation 16 of the Regulations**
- 14. (1) The First Schedule to the Regulations is amended by —**
- substituting, therefor, the following new Schedule —**
- Amendment of First Schedule to the Regulations**





**PARTICULARS OF FATHER**

3.1 Nationality \_\_\_\_\_

3.2 ID Number

3.3 Surname

Forename

Other Name(s)

3.4 Age of Father

3.5 Marital Status: a) Married

b) Divorced

c) Single

d) Widowed

3.6 Usual Residence: City/Town/Village

Ward/Street

3.7 Level of education: a) Primary

b) Secondary

c) Post Secondary

d) Higher

e) None

3.8 Occupation \_\_\_\_\_

**IT IS AN OFFENCE TO KNOWINGLY GIVE INCORRECT INFORMATION**

Signature : Registrar \_\_\_\_\_

Registration Assistant :

Name \_\_\_\_\_ Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Med Officer/Midwife :

Name \_\_\_\_\_ Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**BIRTHS AND DEATHS REGISTRATION ACT**  
(Cap. 30:01)

**CERTIFICATE OF BIRTH**  
(*regulation 9*)

1. Certificate number .....
2. Registration number .....
3. Date of Birth of child .....
4. Place of Birth of child .....
5. Names of child .....
6. Sex of child .....
7. Father's name and surname .....
8. Mother's name and maiden name .....
9. Date of registration of birth .....

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

.....  
Registrar of Births and Deaths

DATED this.....day of....., 20.....

**BIRTHS AND DEATHS REGISTRATION ACT**  
(Cap. 30:01)

**CERTIFICATE OF STILL-BIRTH**  
(*regulation 9*)

- 1. Certificate number .....
- 2. Registration number .....
- 3. Date of still-birth .....
- 4. Place of still-birth .....
- 5. Sex of still-born .....
- 6. Father's name and surname .....
- 7. Mother's name and maiden name.....
- 8. Date of registration of still-birth .....

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

.....  
**Registrar of Births and Deaths**

DATED this.....day of ....., 20.....

**BIRTHS AND DEATHS REGISTRATION ACT**  
(Cap. 30:01)

**FATHER'S CONSENT TO REGISTRATION**  
(*regulation 12*)

I,.....  
*Name(s)* *Surname*

hereby consent to have my name entered in the relevant form of information of birth and in the Register of Births as the father of

.....  
*(Name (s) of child)*

born at.....  
*(City/Town/Village)*

in the..... District  
*(Name of District)*

on the.....day of....., 20.....

to.....  
*(Name (s) and maiden surname of mother)*

Signature..... Date.....

If informant is illiterate, he should place his mark here .....

A witness to such mark should sign here .....







**BIRTH AND DEATH REGISTRATION ACT  
NOTICE OF DEATH IN HEALTH / NOT IN HEALTH INSTITUTION**

Registration Office : \_\_\_\_\_ Record Number  \_\_\_\_\_ Registration No  \_\_\_\_\_

Declarant ID Number  \_\_\_\_\_ Surname  \_\_\_\_\_

District  \_\_\_\_\_ Forename  \_\_\_\_\_

City/Town/Village  \_\_\_\_\_ Other Name(s)  \_\_\_\_\_

Date of Notice : \_\_\_\_\_ Relation to Deceased : \_\_\_\_\_

Declarant Physical Address : \_\_\_\_\_ Postal Address : \_\_\_\_\_

**PARTICULARS OF DEATH**

1.1 Nationality \_\_\_\_\_ 1.2 ID Number  \_\_\_\_\_

1.3 Surname  \_\_\_\_\_ Forename  \_\_\_\_\_

Other Name(s)  \_\_\_\_\_

1.4 Sex :  M  F 1.5 Date of Death :  \_\_\_\_\_ 1.6 Age at Death :  \_\_\_\_\_  
d d m m y y y y Day(s) / Month(s) / Year(s)

1.7 Place of Death : District  \_\_\_\_\_  
 City/Town/Village  \_\_\_\_\_

a) Health Facility  Name of Health Facility \_\_\_\_\_  
 b) Home  c) Other (Specify) \_\_\_\_\_

1.8 Marital Status : a) Married  b) Divorced  c) Single  d) Widowed

1.9 Usual Residence : City/Town/Village  \_\_\_\_\_ Ward/Street  \_\_\_\_\_

1.10 Level of education : a) Primary  b) Secondary  c) Post Secondary  d) Higher  e) None

1.11 Occupation \_\_\_\_\_ 1.12 Symptoms before death \_\_\_\_\_

1.13 Duration of illness \_\_\_\_\_ 1.14 Hospitalisation Period \_\_\_\_\_

1.15 Cause of death :  
 a) Disease or condition leading to death : \_\_\_\_\_  
 b) Morbid condition if any giving to the above cause, stating the underlying condition last : \_\_\_\_\_  
 c) Other significant conditions contributing to death, but not related to the disease or condition causing it : \_\_\_\_\_

**PARTICULARS OF NEXT OF KIN**

2.1 ID Number  \_\_\_\_\_

2.2 Surname  \_\_\_\_\_ Forename  \_\_\_\_\_

Other Name(s)  \_\_\_\_\_

2.3 Age  \_\_\_\_\_ 2.4 Relationship \_\_\_\_\_ 2.5 Physical/Postal Address \_\_\_\_\_

**Acknowledgement**

Form CRD-2  
Form Number :

ID Number : \_\_\_\_\_ Name of Declarant : \_\_\_\_\_ Relation to Deceased : \_\_\_\_\_

Place of Registration : \_\_\_\_\_ Date : \_\_\_\_\_ Amount (in Pula) : \_\_\_\_\_

Receipt No : \_\_\_\_\_ Date of Payment : \_\_\_\_\_ Name of District Officer : \_\_\_\_\_ Signature : \_\_\_\_\_

Collected by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date of Collection : \_\_\_\_\_

PLEASE TURN OVER

**IT IS AN OFFENCE TO KNOWINGLY GIVE INCORRECT INFORMATION**

Signature : \_\_\_\_\_

Registration Assistant :

Name \_\_\_\_\_ Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Med. Officer :

Name \_\_\_\_\_ Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**BIRTHS AND DEATHS REGISTRATION ACT**  
(Cap. 30:01)

**CERTIFICATE OF DEATH**  
(*regulation 9*)

- 1. Certificate number .....
- 2. Identifying number of deceased .....
- 3. Date of death of deceased .....
- 4. Place of death of deceased .....
- 5. Full names of deceased .....
- 6. Sex of deceased .....
- 7. Age of deceased .....
- 8. Occupation of deceased .....
- 9. Cause of death of deceased .....
- 10. Date of registration of death .....

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

.....  
**Registrar of Births and Deaths**

DATED this.....day of ....., 20.....”

15. The Second Schedule to the Regulations is amended by substituting, therefor, the following new Schedule —

Amendment  
of Second  
Schedule to the  
Regulations

**“SECOND SCHEDULE**

**SCALE OF FEES**

<i>Type of certificate or service</i>	<i>Amount</i>
1. Late registration of birth or death	P5 for each month or part of a month during which a birth or death has not been registered as required, which amount shall not exceed P100.
2. Birth or Death Certificate (first issue)	Free.
3. Inspection of any register or document in the custody of the Registrar	P20.
4. Certified copy of entry in any register or document in the custody of the Registrar	P20.
5. Alteration of surname or forename in relevant Births' Register	P10.”.

MADE this 20th day of May, 2003.

**T.D. MOGAMI,**  
*Minister for Labour and  
Home Affairs.*

L2/4/721 I