

**STATUS OF
CIVIL REGISTRATION
AND VITAL STATISTICS
IN ASIA AND THE PACIFIC**



UNITED NATIONS

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

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PREFACE

Development and improvement of civil registration systems in developing countries for reliable vital statistics and other demographic parameters have been persistently stressed during the past four decades. At the International Conference on Population held at Mexico City in 1984, it was recommended that Governments should establish or strengthen their civil registration systems. ESCAP accordingly took an active interest in the promotion of improvements in civil registration and vital statistics in the region in view of the importance of vital records for studies in population, for socio-economic planning, and for their value to individuals in everyday life. Expert advisory services have been provided to countries over several years. With financial support from the United Nations Fund for Population Activities, in 1985 the Statistics Division of ESCAP organized two subregional seminars, for Asia and for the Pacific separately, on civil registration and vital statistics. These seminars, which were attended by most developing countries in the subregions, also served to take stock of developments since 1968 when the first seminar for the region was held at Copenhagen with the support of the Government of Denmark.

The 1985 seminars also identified a number of practical approaches and strategies to improve civil registration and vital statistics systems. Among other things, wider dissemination and exchange of information on national practices, methodologies, registration forms used, etc. were highlighted. Country papers submitted at the seminars provided valuable material in this regard. This publication is largely based on those papers and the discussions at the seminars. It contains an overview of the civil registration and vital statistics systems in the region in the first part, followed by individual country chapters on national practices.

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S.A.M.S. Kibria
Executive Secretary

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**I. AN OVERVIEW OF CIVIL REGISTRATION AND VITAL STATISTICS
IN THE ESCAP REGION**

AN OVERVIEW OF CIVIL REGISTRATION AND VITAL STATISTICS IN THE ESCAP REGION

Introduction

The civil registration system has been well recognized as a major source of demographic statistics all over the world. In many developing countries, one of the oldest institutions established by former metropolitan powers was the civil registration system, which in some cases even preceded the population censuses. The dual functions served by the civil registration records — as a legal and administrative instrument and as a source for vital statistics — were well recognized. However, improvements in the civil registration system, and the development of vital statistics derived from the system, have not been commensurate with these realizations in many developing countries.

From its very early days, therefore, the United Nations considered and accepted the development of civil registration and vital statistics as an integral part of its programmes for statistical development. With a view to promoting civil registration and vital statistics in the developing countries of the world, the United Nations expended considerable effort in several directions. The *Principles for a Vital Statistics System*¹ was brought out in 1953, followed by a *Handbook of Vital Statistics Methods*² in 1955. These publications were based on the practice of several member countries and on the discussions in the Statistical and the Population Commissions. The volumes provided international standards on concepts and definitions, organizational structure, and data collection procedures. Alternative approaches to obtain vital statistics in the short run were also expanded.

A revised version of the *Principles* was released in 1973³. With regard to the *Handbook*, the United Nations Statistical Office has been engaged in a comprehensive revision since 1979 on the basis of the latest information on civil registration and vital statistics systems in member countries collected through a comprehensive questionnaire. Volume II of the *Handbook*, reviewing the current national practices in member countries as reported by them, was released in 1984⁴. Volume I, which will describe in detail the legal, organizational, methodological, evaluational and

other improvement aspects of the civil registration and vital statistics systems, is expected to be published soon.

Another major effort of the United Nations was in providing technical assistance and advisory services to countries desirous of instituting, developing or improving their systems. It has also been organizing periodically global and regional seminars, working groups and conferences to discuss problems and exchange views and information on solutions which specifically relate to the promotion of sound civil registration and vital statistics systems in developing countries. Situations differed markedly from country to country and from region to region; hence the efforts had to be adapted and improved to cater for all such differences.

In the Asian and Pacific region these efforts have been arranged through ESCAP. Advisory services were provided to the countries. The topic of civil registration and vital statistics formed an integral part of the agenda at several sessions of the Conference of Asian Statisticians and later the Committee on Statistics, as well as at other related forums such as the Asian Population Conferences. The problems of developing civil registration and vital statistics in the region were also discussed as early as 1968, when the first Seminar on Civil Registration and Vital Statistics for Asia and the Far East was organized at Copenhagen by ECAFE (now ESCAP), in collaboration with the United Nations Statistical Office and the Government of Denmark.

In the wake of the revised version of the *Principles for a Vital Statistics System* in 1973, the Working Group on Current Demographic Statistics was organized by ESCAP at Bangkok in June 1975. One item of the agenda was devoted to problems of implementing international recommendations in the field of civil registration and vital statistics.

With the increasing demand for vital statistics over the last few decades, particularly in the newly independent countries embarking on development programmes for social and economic betterment, there arose the need to reassess the current status of civil registration and vital statistics systems in the region, identifying problems as well as means to resolve them. ESCAP therefore convened, with financial support from the United Nations Fund for Population Activities (UNFPA), a second Seminar on Civil Registration and Vital Statistics in 1985, some 17 years later. This second seminar, however, was organized separately for the Pacific and the Asian countries, in view of their different problems and the varying stages of statistical capability in the two subregions.

¹ *Principles for a Vital Statistics System: Recommendations for the Improvement and Standardization of Vital Statistics* (United Nations publication, Sales No. 53.XVII.8).

² United Nations publication, Sales No. 1955.XVII.1.

³ *Principles and Recommendations for a Vital Statistics System* (United Nations publication, Sales No. E.73.XVII.9).

⁴ *Handbook of Vital Statistics Systems and Methods, Vol. II, Review of National Practices* (United Nations publication, Sales No. E.84.XVII.11).

The meeting exclusively for the countries of the Pacific helped to a great extent in focusing attention on the unique conditions prevalent in that area in terms of geographical features, sparse population, newly-attained statehood, lack of trained manpower and so on. That seminar also served to encourage Pacific countries to hold discussions among themselves on common problems and possible common approaches to their solution.

Another significant feature at both subregional seminars was the bringing together, for the first time, of national representatives from the civil registration offices and the statistical bureaux of the government. In most countries these are separate agencies. The opportunity was thus provided to discuss and appreciate, at first hand, the mutual problems and to realize the close link existing between their efforts. A further step in that direction is the present publication which contains, in the form of country papers, the descriptions of the civil registration and vital statistics systems of several member countries as submitted by the representatives of the two national agencies.

Thirty-three countries had presented statements at the two seminars: 15 from the Pacific and 18 from Asia⁵. Of these, 11 (4 Pacific and 7 Asian) had submitted two papers separately on civil registration and on vital statistics. A certain amount of duplication between the papers of some countries was inevitable. It was also found that, although the country statements had conformed generally to the framework stipulated by ESCAP, they differed in the treatment and presentation of details. It was therefore thought fit to merge the two statements wherever available to describe more cogently the civil registration activities and the compilation and presentation of vital statistics derived therefrom. The resulting edited versions of the country statements are presented as country chapters in this publication (see Appendix A for the list of country papers).

Salient features of the country statements

Perhaps the most significant point which emerged was that during the 17 years since the holding of the first seminar in Copenhagen there has been an increasing demand for vital statistics information for development planning activities, and the present civil registration systems were unable to meet this demand. There has therefore grown, among national agencies responsible for civil registration and vital statistics activities, a strong aspiration to upgrade their systems. Thus, although there has been no noticeable increase in the number of countries claiming a complete or near-complete registration system in the intervening period, several, like the Philippines, Thailand and the Republic of Korea, have effected notable improve-

⁵ Two countries, Kiribati and the Lao People's Democratic Republic, did not distribute written statements at the respective meetings. However, the gist of their statements has been included in the publications.

ments in the working of the system and in the coverage through registration. Only three countries, Bhutan, the Lao People's Democratic Republic and Solomon Islands, still did not have a registration system, but attempts were being made in those countries also to institute a system in the near future.

Of late there has also been a growing interest in population registration, since vital statistics could be derived from it as a by-product. Some countries, such as China, Indonesia, the Islamic Republic of Iran, the Republic of Korea and Thailand, have linked their population registration with vital registration. In fact, China was attempting to derive vital registration data directly from population registration records. Some other countries, like Pakistan, have also reported attempts at population registration for issuing identity cards.

Several countries of the region were interested in periodic evaluation of the functioning of their vital registration systems, particularly to assess the coverage of vital events. This appeared to have been prompted to some extent by periodic queries from the United Nations for its publication the *Demographic Yearbook*. Some countries have also conducted sample surveys periodically to estimate the extent of under-registration. In most cases there was the recognition that the estimates derived were essentially "considered guesses" of persons involved in the processes rather than a precise measurement of the situation. None the less, it was realized that these estimates of under-registration provided a good indication, and countries concerned accepted the categorization "90 per cent or more", "less than 90 per cent", and "unknown" used in the United Nations *Demographic Yearbook*.

Another development, particularly in the Asian subregion, was the increasing use of sample surveys to generate vital rates in the absence of reliable vital statistics from the civil registration system. Besides the dual-record system, multi-round surveys and one-time retrospective surveys were reported to have been undertaken. Apart from the Sample Registration Scheme of India in progress since the early 1960s, Indonesia, Pakistan and Thailand have periodically conducted growth estimation or population change surveys on the dual-record basis. Currently, Bangladesh was experimenting with a dual-record system which had started three years ago. China and Viet Nam had recently initiated the annual sample survey of population change. Thailand was analysing data from its third survey of population change. Pakistan was planning its third growth estimation survey. Bhutan had also conducted an *ad hoc* demographic sample survey in 1984 to estimate current vital rates.

Estimation of vital rates, by use of indirect methods of estimation applied to data from the censuses and sample surveys, has also been reported by several countries. Apart from assessing the fertility and mortality levels, attempts have been made in countries like India and Malaysia to utilize these estimates for evaluating the registration data.

The country statements and the discussions at the seminars revealed that national agencies responsible for civil registration as well as vital statistics were aware of the problems that restricted the timely development of their systems to the desirable level. In this regard, it could also be observed that, except for certain unique aspects like geographic location and features, sparse population and its distribution, immense transportation and communication difficulties, which characterize Pacific countries and distinguish them from the others in the region, the problems of promoting registration were remarkably similar in all developing countries of the ESCAP region. These problems could be categorized under the following broad headings:

- Financial constraints
- Lacunae in the legal basis
- Organizational problems affecting supervision and control arising out of the unco-ordinated involvement of several agencies in the registration system
- Low priority assigned to registration work by administrators and policy makers, resulting in indifferent performance of the registration hierarchy
- Public apathy for lack of effective incentives
- Lack of trained manpower
- Competing requirements of the legal and statistical aspects
- Problems associated with the generation of vital statistics

Although these problems have remained valid over a long period of time, it was encouraging to note from country statements that during the last couple of decades, almost every country has attempted to grapple with one or more of the issues and come up with significant ameliorative measures. Some of the salient features of these problems and the steps taken by the countries, so far as they were reported in the country statements and at the seminars, are described in the paragraphs that follow.

Financial constraints

This has obviously remained a pervasive problem which has influenced all others in one way or another. In the milieu of competing demands for limited resources, civil registration continued to elicit low priority. For example, the insufficient number of primary registration offices and registration staff spread over the country, the dependence on *ex officio* registrars and/or part-time registrars without any remunerative incentives, instead of full-time paid officials, etc., arose mainly out of limited budgetary allocations for registration work. Several countries, like Fiji, India, the Philippines, the Republic of Korea and Thailand, reported measures taken by them to circumvent such constraints in several ways. Operating through a notifier system, engaging local registrars in each

village, employing mobile registration offices, and stepping up supervision and monitoring through the statistical hierarchy, were some of the steps instituted to achieve better and more complete registration. However, it appeared that the constraints would persist considering the monolithic nature of the registration operations, i.e. benefits were deferred and realizable only after a long period of time.

Lacunae in the legal basis

With regard to the registration laws, several problems were discussed. Only three countries, Bhutan, Lao People's Democratic Republic and Solomon Islands, reported the absence of a civil registration law; but even in these countries efforts were being made to enact a law soon. The problems identified with regard to existing laws were several. In some countries, the laws were not specific enough to deal with all aspects of the registration system, such as agency, time-limit for reporting, duties of the registration officials at various levels, penalties for non-compliance or refusal, etc. In a few other countries, like Indonesia and the Republic of Korea, there were several systems of registration, each having comprehensive laws of its own. But they contained several conflicting clauses relating to the same topic. Some countries also reported that although the laws were clear in general terms, there were no detailed rules and regulations to facilitate uniform interpretation of the law under specific field conditions. In some others, for example, the Philippines and the Republic of Korea, it was found that the law in certain matters was cumbersome, and this worked against good reporting. It was therefore the general feeling that, wherever necessary, steps should be taken towards early rationalization of the laws in the interest of building up a sound registration system.

Organizational problems

Many countries, like the Philippines, the Republic of Korea and Samoa, reported that the agency in charge of civil registration at the centre was different from the agency or agencies looking after the registration work in the subnational divisions. Moreover, having more than one registration system also aggravated the problems arising out of conflicting interests of the agencies.

In matters of supervision and control, operating through different departments weakened the end result, even though some action might be taken at some time or another. Hence the discussions on this issue brought out a strong desire to place the registration operations directly under one department. Where this was not easily feasible, interdepartmental co-ordination could be achieved to a great extent, as in the case of Fiji and Tonga, by the establishment of an interdepartmental committee in which all related agencies were represented.

Public apathy

A major problem working against a good registration system continued to be the lack of interest among people

to report vital events. It was observed that making registration compulsory and prescribing penalties for non-compliance had not proved very effective. In the light of weak incentives, the implementation of the penalty clauses, it was felt, would only hamper registration rather than promote it.

Experience has shown that under conditions of high illiteracy and poor economic well-being, production of a birth certificate for school attendance or for obtaining a driving licence or a passport, or of a death certificate for burial permit or inheritance settlement, has not proved to be an effective incentive, particularly in the rural areas. For these to develop into significant inducements for registration, a general improvement in social and economic conditions appeared to be a prerequisite. Incentives in the form of food subsidies and child allowances had however, proved very successful in New Zealand and Sri Lanka and raised the tempo of registration significantly. Sustained publicity had also proved effective to some extent to kindle public interest in registration; however, publicity alone was not sufficient to sustain lasting interest.

Lack of trained manpower

Most countries were deeply conscious of the lack of technical know-how in respect of registration requirements as well as compilation and analysis of vital statistics information. To fill the lacunae, several measures were suggested: (a) taking advantage of international training programmes as and when offered; (b) arranging training programmes and observational tours under TCDC (Technical Co-operation among Developing Countries) arrangements so that developing countries could mutually benefit from the experiences and developments in the region; (c) organizing regular in-service training programmes on a continuing basis nationally, regionally and at lower administrative levels; and (d) conducting annual conferences, and regional and subregional seminars where the registrars and other officials in the country could exchange ideas and propose solutions to common problems. Some countries had adopted one or more of these approaches to improve the skills of their personnel.

Competing requirements of the legal and statistical aspects

The legal and statistical requirements of the registration records were also found to work at cross purposes, which went against good registration. Legally, every detail on an individual form was required to be precise and accurate, and cumbersome registration procedures were involved. Certain details of information, not needed for statistical purposes, were included in the forms, making registration more difficult. As the Republic of Korea pointed out, the need for recording precise family names, insistence on utilizing Chinese characters in filling the registration forms, and complex legal procedures prescribed for making corrections in the forms made it extremely

inconvenient for the public as well as the registrars to register the events. Consequently non-reporting or delayed reporting resulted. Several countries, notably Fiji, the Philippines, the Republic of Korea, and Sri Lanka, have prescribed a number of simplifications in the structure of the forms, registration procedures, etc. None the less, a strong case existed for periodic review of the forms and procedures, based on recent experiences to improve the system on the whole.

Problems associated with the generation of vital statistics

Discussion on vital statistics centred around the problems of assembling the required data, and compiling, tabulating and evaluating them for final consumption. A steady flow of accurate and complete information from a civil registration system, with good coverage, was a prerequisite for reliable vital statistics. At present, only a few countries in the ESCAP region are able to produce reasonably reliable vital statistics from their civil registration records. Even in these cases, obtaining a steady flow of data requires constant effort and monitoring.

The time-lag in the compilation and presentation of data remained a common problem in the region. This arose in one or more of the following ways:

- Delays in transmission of subnational compilations;
- Delays in receipt of registration records from subnational areas at the central office;
- Delayed registration, causing bottle-necks in tabulation by date of occurrence;
- Absence or incompleteness of information in the basic records.

It was reported that effective monitoring and supervision reduced the time-lag to a significant extent, particularly in the first two cases. With regard to the third, many countries reported that tabulation by date of registration reduced the error to some extent owing to the cancelling of compensating errors. However, dependence on such self-correction was not always realistic, especially when under-coverage was significant or when the tempo of registration, by months, was not uniform. Absence or incompleteness of information in the basic records was observed in many countries to cause faulty compilations and to hold up tabulations for an undesirably long time. Most countries felt that periodic comprehensive training and refresher courses at all levels, as well as effective supervision, would rectify this defect to a great extent.

The pros and cons of tabulating vital data by place of occurrence instead of by place of residence were also considered by the seminars. Although tabulation by place of occurrence was easy and generally followed, there was a preference and need among the users of data for classification by place of residence. It was emphasized that because of the use of urban hospitals by the rural popu-

lation, rural/urban differentials in classification by place of occurrence could be misleading.

Experience of some countries had shown that cross-classification of births and deaths by date of registration and date of occurrence provided a useful basis for assessing the coverage and making corrections in vital rates.

With regard to tabulations, countries which produced a large number of tables based on good coverage of events indicated that in order to optimize the utility of the tables produced, there was a need for promoting better interaction between the producers and users of vital statistics.

Another common, and serious, problem facing the developing countries of the region was the difficulty of obtaining and coding cause-of-death data. Since a large number of deaths occurred in homes without medical attendance, this remained an insurmountable problem, particularly in rural areas. Some countries, notably India, Malaysia, the Philippines and Thailand reported on their efforts to list symptoms in detail so that laymen could report on the primary and secondary causes of death more rationally.

In recent years, to obtain vital data and the associated vital rates, many countries have tended to resort to alternative approaches like the sample registration system, *ad hoc* retrospective surveys or multi-round continuing sample surveys, and the application of indirect techniques of estimation to census as well as sample survey data. Viewed against the resource constraints and the long time-span needed to organize a sound registration system in the entire country, caution was expressed against the tendency to perpetuate such short-term arrangements over an indefinitely long period of time. National authorities should realize that there was no substitute for a good national civil registration system for vital statistics, and every effort should be made to develop such a system.

Several countries, notably, Bangladesh, Bhutan, India, Malaysia and the Republic of Korea reported on their experiences in using estimates computed by indirect techniques and cautioned against the pitfalls in their use for evaluating the accuracy of the rates computed from registration data. These techniques were capable of providing

only broad estimates of the vital rates at the national level. Even so, unless one was very conversant with the situations under which these methods have been developed and the pre-conditions that available data should satisfy, temporal and spatial comparisons were liable to become contrived and unrealistic.

Co-ordination

In a large number of countries the success of the registration process and preparation of reliable vital statistics depended on the co-operation of generally two, and sometimes more than two, designated agencies. One of the impediments to the success of this arrangement was the lack of effective co-ordination and co-operative effort among these agencies. Countries therefore supported the suggestion that the Governments should be requested to set up an authoritative and high-powered committee, consisting of high-level policy makers/bureaucrats (to be decided according to the local administrative structure) which could direct and rationalize all aspects of civil registration and vital statistics and oversee their development regularly over time.

Concluding remarks

Summing up, it might be mentioned that the participants in the two seminars were unanimous in stressing the importance of upgrading the existing systems of civil registration and vital statistics as early as possible. The urgency was underscored by the fact that unless such reorganization and streamlining were achieved in the course of the next decade, the effective planning, implementation and monitoring of a number of development programmes and strategies, at both national and international levels, would be jeopardized. For example, the major goals of the WHO programme of Health for All by the Year 2000, as well as the effective evaluation of many national family planning programmes, were bound to remain in the realm of wishful thinking. In this context, the participants stressed that, among other things, the need for intensive training, technical assistance, effective and regular dissemination of information, and frequent exchange of ideas and experience through seminars, TCDC programmes etc. remained as acute as ever.

II. COUNTRY REVIEWS

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CHAPTER I

AFGHANISTAN

Civil Registration and Vital Statistics System

Introduction

Afghanistan is a land-locked country in central Asia covering 650,000 square kilometres. For administrative purposes the country is divided into 29 provinces. The provinces in turn are further sub-divided into 286 Minor Civil Divisions (MCD) called Wolleswalis and Alaqadarys and 35,364 localities or villages.

There is a law for registration of births and deaths in the country and the Ministry of Home Affairs is presently responsible for its implementation. Registration, however, is generally poor, except for the registration of events occurring in the hospitals. Lately a draft bill for compulsory registration of births and deaths in the country has been under consideration of the Government.

Under the existing system the Ministry of Home Affairs has attempted to register all the male population for the issue of identification cards. By 1974-75 all male populations were issued identification cards. The identification card entitles each Afghan to all social, political and economic rights. Without the identification card no one could apply for passport, enter school or get a job.

Sample Registration Experiment

A registration experiment was initiated in 1976, with the assistance of UNFPA, in some sample areas of Kabul. The purpose of the experiment was to evolve an effective procedure for registration of births and deaths applicable to conditions in Afghanistan, and to generate and disseminate in time good vital statistics for official use. Unfortunately for several administrative and other reasons the benefits of the experiment could not be implemented over the entire country. However, even under the existing system the Ministry of Home Affairs is making special efforts to register births and deaths in the country.

Organization

There is one main civil registration office in each province and one sub-office in each Wolleswali and Alaqadary. The residents of villages have to report a birth or a death within 15 days of its occurrence to the head of the village. Recently one person has been made in charge of 50 households in each village for registration purposes. He is assigned the task of reporting any birth or death occurring in these households to the main office which is located in the provincial headquarters. At the end of each month all the collected reports are sent to the Ministry of Home Affairs by the provincial office. A duplicate copy

is also despatched to the Central Statistical Office for the processing and publication of statistics.

Registration Process

Primary Registration Office of births, deaths, marriages and divorces in urban areas

At present, in each urban district there is an office for issuing identification cards and maintaining registers for births and deaths. The vital statistics clerk prepares the births and deaths report in three slips, of which one is issued to the guardian of the new born or the relative of the deceased, to serve as certificate of birth or death. The second slip is sent to district population registration office and the third is kept in the registration office. In the case of death the identification card of the deceased is also sent along with the second slip for cancellation of the particulars of the deceased in the population register. The birth certificate is valid until the child attains 16 years of age when the certificate needs to be substituted by the identification card (Tazkira).

The district population registration office enters all the particulars of births and deaths in respective registration books. After entering the details in the registers, the set of second copies of the slips are sent to the Central Statistical Office on the 30th of each month. After editing and checking, the Central Statistical Office, in turn passes these slips on to the computer centre for processing, analyzing and printing.

The vital statistics clerk submits the completed births and deaths registration books to the main district office at the end of each year. In the urban areas the primary vital registrar is selected by the people and each registrar is responsible for 50 households as in the village.

Registration of births and deaths in hospitals

The medical clerk in each hospital is responsible for entering the birth and death particulars in three slips. These slips are disposed of by the medical clerk in exactly the same way as in the case of the vital statistics clerk in urban districts.

Registration and collection of vital events in rural areas

Till the local counsellors, in charge of 50 households each, are appointed throughout the country, one of the educated persons of each locality or village is made responsible for collecting birth, death and marriage events

for one year. The vital statistics clerk of MCD is responsible for collecting all the birth, and death reports every month from the responsible local persons and for recording the details in the registration books. The registration book contains three slips in each page. Of these, one slip is given to the informant. The second copy is sent to the provincial registration office, which in turn sends it to the Central Statistical Office. The third one is kept in the MCD office as a permanent register.

Registration and collection of marriage and divorce

The officials of courts and family courts register the events of marriage and divorce in three slips. One of them is given to the groom and the second slip is sent to the concerned office of supreme court and the third copy is kept as official document. The concerned office of Supreme Court assembles all the reports and sends them to the central registration department at the end of each month. The central registration department classifies the reports by province, MCD and districts and in turn, forwards them to the Central Statistical Office at the end of each month.

The reports of those marriages and divorces which are not held in courts are collected by local registration office and sent to the Central Statistical Office at the end of each month.

Contents of Registration Forms

The contents of birth, death, marriage and divorce forms are as follow:

(a) *Birth form*: place of occurrence, some essential particulars of the new born and the parents, relationship of informant to the new born, and identification of the registrar.

(b) *Death form*: place of occurrence, some essential particulars of the deceased, relationship of

informant to the deceased, and identification of the registrar.

(c) *Marriage form*: place of occurrence, some essential particulars of the groom and the bride, and identification of informant and registrar.

(d) *Divorce form*: place of occurrence, some essential particulars of the concerned persons, and particulars of the registrar.

Evaluation

It may be mentioned that besides the routine activities of vital statistics collection, an evaluation programme has also been initiated to assess the under-registration of vital events. Recently, a survey was conducted in four urban districts of Kabul city which consisted of 109 blocks, 1,920 households, and 12,676 persons.

Future Plans

After studying the existing system, the Revolutionary Party and the Government of Afghanistan have currently initiated some steps for the development of a sound vital registration system in the country. As a result Councils of People are to be established in all administrative units and districts for the purpose. The members of each Council will be appointed directly by the people. One of the members of the Council is supposed to collect vital events from the families in the village.

It may, however, be stated that lack of trained personnel is a great bottleneck for achieving the above-mentioned goal in a developing country like Afghanistan. External assistance, both technical and financial, from the United Nations or from other sources will, therefore, go a long way in achieving the ultimate goal of establishing a sound civil registration and vital statistics system in the country.

CHAPTER 2

BANGLADESH

Civil Registration and Vital Statistics System

Births and Deaths Registration

A civil registration system came into existence in Bangladesh in 1873 with the passing, in undivided India, of the Bengal Births and Deaths Registration Act that year. Several supplementary laws were passed subsequently in 1932, 1959, 1960, 1976, 1977 and 1979. As the position stands to-day the Local Government Ordinance 1976, the Pourashava (Municipality) Ordinance 1977 and the amendment issued in 1979 to the Births and Deaths Registration Act of 1873 govern the registration system in the country.

In the rural areas the village choukidar (watchman) is authorized to collect particulars of vital events from the public or from the dais (local midwife), assemble them in a form called "health chitta" and pass these on for registration to the chairman of the Union Parishad, who functions as the local registrar for his Union. These local registrars in turn send weekly summary returns to the Sanitary Inspector of the respective Thana (administrative division above the Union covering a population of around 200,000). The Thana registrar consolidates the returns from the Unions under his charge and submits the consolidated statement to Sub-Divisional Health Officer who passes them on to the Ministry of Health for processing.

In the urban areas, the public are required to report the events occurring in their families to a registrar appointed in each municipality hospitals and clinics. The hospital or clinic registrars also voluntarily report the events occurring in their premises to the Municipal Registrar. The Pourashavas (majors) of the municipalities and the Presidents of the Cantonment Boards function as Municipal Registrars. Some detailed information are collected from the public at the time of registration of the vital events. These are indicated in Annex I.

Though the civil registration system is well defined and has been in existence for over a century, its functioning is very unsatisfactory. The Health Division is responsible for the running of the system but lack of co-ordination, supervision and effective monitoring has reduced the system to a laissez-faire status making it extremely weak and inoperative. Besides the general lethargy of the operative machinery, the other factors contributing to this state of affairs are illiteracy of the primary reporting agents, multiple duties of the sanitary inspectors, lack of motivation and incentive for the people to volunteer to register the vital events, non-requirement of the birth or death certificates in the day to day activities of life like school admis-

sion, marriage, acquiring passport, property or insurance inheritance etc., and the lack or non-imposition of penalties for not registering the vital events.

The National Implementation Committee for Administrative Reforms (NICAR) is currently looking, among other things, into the problem of effecting improvements in the civil registration system. Recently the NICAR has decided to entrust the responsibility for registration of births and deaths to the Upazila (sub-district) Statistical Officer of the Bangladesh Bureau of Statistics (BBS). In pursuance of this decision the Government is actively reviewing all aspects of registration, like administrative responsibility, co-ordinating agencies, the registration process, the hierarchy of registration officials, effective registration procedures, formulation of comprehensive laws and bye-laws, issues of penalty and publicity, types of records and their maintenance, procedures for compilation and processing of vital statistics, procedures for evaluation of the system and dissemination of data, with a view to put in practice an efficient system of collection and maintenance of vital statistics in the country.

Marriage and Divorce Registration

The marriage and divorce registration is a subject matter of the Ministry of Law and Parliamentary Affairs Division. These registrations are guided by the Muslim Marriage and Divorces (Registration) Act, 1974. The Law and Parliamentary Affairs Division appoints "Kazis" for proper registration of marriages and divorces in their respective areas. The items of information available from the marriage/divorces forms are shown in Annex 2. Under the existing Law there is no scope for transferring the responsibility of registration of marriages and divorces etc. to any other agency. However, in conformity with the decision taken in the meeting of NICAR, Law and Parliamentary Affairs Division may be asked to direct the Nikah (marriage) Registrars to supply the number of marriages and divorces registered to the Administrator of the respective Municipal Corporation, or Chairman of Union Parishad/Pourashavas/Cantonment Board.

Though there is a Law for registration of Muslim marriages, many marriages take place without formal registration. Hindu and Buddhist marriages need not to be registered with any authority. However, Christian marriages are performed in Churches/missions and the clergymen maintain a register for all such marriages. There is no system of compilation and dissemination of marriage and divorce statistics.

Vital Statistics System

From the foregoing it is seen that statistics of births, deaths, marriages and divorces are not compiled and tabulated so far in the country. One could estimate from other sources of data that the collection and processing operations would involve around 3.5 million births, 1.2 million deaths and 1 million marriages. The problem at the moment is to assign the registration task to an organization which has the where-with-al to implement the project satisfactorily on a continuing basis. Besides, some experimentation on a pilot basis is also essential before deciding upon the specific steps for implementation over the entire country. In the absence of a sound civil registration system the Bangladesh Bureau of Statistics have initiated a sample demographic and vital registration project to provide at the national level the much needed vital rates and population growth rate.

Sample Vital Registration System

Bangladesh Bureau of Statistics has been implementing the programme entitled "Bangladesh Demographic Survey (BDS) and Vital Registration System (VRS) since 1980. The BDS/VRS started with 103 Primary Sampling Units (PSUs), (41 urban and 62 rural). Each PSU contains around 250 households. From July 1983 the sample was enlarged to 210 PSUs (60 urban and 150 rural) covering approximately 52,000 households, in order to provide estimates at a more disaggregated level and to assess regional differentials. In the new expanded areas different aspects of dual data collection system were tested. The results are encouraging. There is an indication that the inclusion of the new 107 PSUs (19 urban and 88 rural) in the BDS/VRS will improve the quality and reliability of the demographic estimates.

The period 1980-1985 involved the setting up of a continuous sample vital registration system associated with a multi-round retrospective interview survey. As a result of the intensive experimentation in establishing appropriate procedures for field work, matching, and tabulation for obtaining plausible estimates, the system is now sufficiently developed to produce useful national parameters. However, there is a growing need for data for smaller geographic areas and socio-economic groups that can not be met from the old 103 survey samples. The expansion of sample size from 103 to 210 selected areas beginning in July 1985 will enable estimates at the Divisional level and for socio-economic groups.

Objectives

The main objectives of the project are: (i) collection, evaluation and analysis of current data on population growth, births, deaths and migration; (ii) collection and analysis of marriage statistics; (iii) collection of data on selected socio-economic characteristics of the population to study interrelationship between the components of growth and socio-economic variables; and (iv) institutionalization

of Sample Vital Registration System for regular monitoring of vital statistics and evaluation of the impact of family planning programmes.

Following are the main components of the project:

- (i) Household listing, mapping and house numbering prior to the start of continuous enumeration;
- (ii) Base-line survey of the sample units to obtain demographic and socio-economic characteristics of the usual resident population of the sample area;
- (iii) Continuous (longitudinal) recording of births, deaths, marriages and migration for the usual resident population and up-dating the household listing and house numbering by the local registrars;
- (iv) An independent quarterly survey for recording births, deaths and marriages that have occurred during the previous quarter and migration during the preceding six months, updating the household list and housenumbering by the headquarters staff;
- (v) Editing, coding, matching of events recorded during continuous enumeration and those listed in the quarterly survey;
- (vi) Field verification of unmatched and partially matched events; and
- (vii) Tabulation of the recorded vital events by quarter. These quarterly tabulated data will be added to provide annual estimates, and the corresponding vital rates.

Scope, coverage and design

The project covers the entire country, both rural and urban areas. The survey will be based on the usually resident population in localities and hence will exclude cantonments, institutions like hotels, barracks, prisons etc.

A stratified uni-stage sample of household clusters was selected. The urban areas were divided into six strata consisting of four major cities and two others of 10,000 to 80,000 and 80,000 to 170,000 population. The rural population was divided into 150 rural strata of roughly equal population size. Each of these strata is either a whole upazilla (sub-district) or a group of contiguous upazillas built up in such a way that no stratum crosses district boundaries. The rural and urban strata are divided respectively into mouzas and mohallas respectively where mouza/mohalla is composed of roughly 200 to 250 households. A size of roughly 200/250 households was brought about by joining small mouzas/mohallas or by segmenting the large units and selecting a sub-unit randomly.

The mouza/mohalla formed the PSU's in the rural/urban areas respectively. In the urban areas the over-all sample size of 60 PSU's was allocated to each of the six strata with probability proportional to number of households and the required sample was selected systematically from each stratum. In the rural areas the sample of 150 PSU's was selected randomly on the basis of one PSU per stratum.

The estimates derived by using the Chandrasekaran-Deming¹ formula and by pooling the number of events

enumerated in both the records gave quite close results, although the pooled estimate was slightly the larger of the two.

A complete re-verification of all events in all households in all clusters was undertaken after the first year of the survey (July 1981-June 1982) to net those events missed by both BDS and VRS. Since this re-investigation was found to be expensive it was decided to confine it to a small sub-sample only in the future rounds of the survey.

¹ Chandrasekaran, C., and W.E. Deming, "On a method of estimating birth and death rates and the extent of registration", *Journal of the American Statistical Association*, Vol. 44, No. 245, March 1949, pp. 101-115.

Annex 1

Information collected on the birth and death registration forms

<i>Birth</i>	<i>Death</i>
Serial Number	Serial Number
Date of registration	Date of registration
Place of birth	Place of death
Date of birth	Date of death
Name of child	Name of deceased
Sex	Address
Community	Sex
Mother's name	Age
Father's name	Religion
Grandfather's name	Community
Reporter's name	Cause of death
Live birth or stillbirth	Name of father or husband
Code number of community	Reporter's name
Parent's address	Reporter's address
Father's religion	Age code
Father's monthly income	Community code
Mother's age at marriage	"Profession" of the deceased
Mother's age at this birth	Code for cause of death
"Order of birth"	Marital status
Name of guardian	Grandfather or father-in-law
Grandfather's address	Address of father
Reporter's address	Code for religion
Reporter's signature or thumb print	Reporter's father
Midwife	Reporter's signature
Caste	Caste of deceased
House Number	Length of illness
Ward Number	Ward Number
Position (administrative)	House Number
Name of registrar	Doctor or attendant
Nationality of child	If a stranger, his native place
	Nationality
	Certifier of death

Source: *Population of Bangladesh*, Country Monograph Series No. 8 (Bangkok, ESCAP, 1981), p. 260.

Annex 2

Information collected during marriage and divorce registration

(This applies to Muslims only; there is no registration system as such for non-muslims)

Items of Information	Marriage		Divorce	
	Male	Female	Male	Female
1. Identification:				
(a) Village/ward	x	x	x	x
(b) Union	x	x	x	x
(c) Thana	x	x	x	x
(d) District	x	x	x	x
2. Father's name	x	x	x	x
3. Age	x	x	x	x
4. If the marriage is 1st/2nd/3rd/4th	x	x	—	—
5. Spouse dead/divorced	x	x	—	—
6. Is any wife still living?	x	—	—	—
If yes:				
(a) Whether permission from present wife is taken for new marriage	x	—	—	—
(b) Whether permission for new marriage is available from Union Council	x	—	—	—
7. Marriage pledge money				
(a) Amount	x	x	—	—
(b) If partially paid, mentioned amount	x	x	—	—
(c) If any property is contracted as pledge to be offered within fixed time	x	x	—	—
(d) Any other condition	x	x	—	—
8. Divorce				
(a) Conditions and rights of divorce	x	x	x	x
(b) Whether these are documents about the marriage pledge money and maintenance	x	x	x	x
(c) Condition provided in the documents	x	x	x	x
9. Date of marriage registration	x	x	x	x
10. Name, address and father's name of registrar	x	x	x	x
11. Signature				
(a) Marriage registrar	x	x	x	x
(b) Marriage lawyer	x	x	x	x
(c) Bride/bridegroom	x	x	x	x
(d) Witnesses	x	x	x	x

Source: Same as Annex 1.

CHAPTER 3

BHUTAN

Vital Statistics

The registration of vital events is poor in the country. A sound system of registration is yet to be developed. Hence, at present the population census taken in 1981 is the main source of demographic information in the country. A demographic sample survey was conducted in 1979-80 in some selected areas of Bhutan. Prior to the 1981 census estimates of vital rates were derived from the age distribution of this survey. With the availability of data for the entire country from the 1981 census, estimates of births and deaths, were derived from the census age distribution by employing some indirect methods of estimation.

During June-August 1984 an *ad hoc* Demographic

Sample Survey was conducted, by the Central Statistical Organization, covering the entire country. This is a single round retrospective survey based on a two-stage sample design. In the first stage 3-4 blocks from each district (Dzongkhag) were chosen on a simple random sample basis while in the second stage, villages were selected with probability proportional to population size (PPS). The number of villages was determined so as to obtain ultimately a 5 per cent sample of the population. According to this survey the birth rate of Bhutan for 1983-84 was 38.1 while the death rate was 13.4 per 1,000 population. A report giving the details and results of the survey (No. C80/DEMO/01/84) has recently been released.

CHAPTER 4

CHINA

Civil Registration and Vital Statistics

Introduction

Registration of births, deaths, marriages and divorces is part of the Population or Residence Registration System in China. Since 1953 a population count is being taken as of January every year, by the Population Registration machinery. This also provides statistics of births, deaths and marriages apart from other demographic data. In the modern sense of the term the first census of China was carried out as of 1 July 1982. Direct questions on births and deaths occurring in the year 1981 were included in the census questionnaire besides other fertility questions. After the 1982 Population Census the government also decided to conduct a sample survey of population change in January every year in order to obtain a reliable estimate of population change over the previous year. Three such surveys have been conducted so far and plans for the fourth to be taken in 1986 are underway.

Public security agencies at all levels are in charge of residence registration (including population registration). They are also responsible for population statistics. The State Bureau of Statistics gives instructions on how vital statistics are to be collected by the Ministry of Public Security.

China's Residence Registration System

Since the founding of New China, the government has worked steadily to establish and extend a new residence registration system in order to meet the demands of socialist revolution and re-construction. On 16 July 1951, the Ministry of Public Security issued the "Interim Regulations on Urban Residence Administration," intended to promote uniform urban residence registration throughout the country.

The first population census of China in 1953 promoted the administrative work of urban residence registration and laid a good foundation for setting up a similar system in rural areas. On 9 June 1955, the State Council issued "Instructions Concerning the Establishment of Regular Residence Registration System." The residence registration system being an important administrative activity of the State called for the unification of residence registration throughout the country. The "Regulations of Residence Registration of the People's Republic of China" (hereafter referred to as the "Regulations") as adopted at the Ninety-First Meeting of the Standing Committee of the National People's Congress were issued on 9 January 1958. Complete and uniform residence regis-

tration system based on laws outlined in the Regulations has been followed up to now.

Items of information collected

The Regulations stipulate that seven items of information on the people shall be recorded in urban areas, namely, permanent residence, temporary residence, birth, moving in, death, moving out to another place, and changes or corrections in any of the above items. With regard to the rural areas, birth, death, moving in and moving out are to be recorded. Residence registration cards and residence cards require registration of the following information: name of head of the household, a person's relationship with the head, surname and given name, sex, date of birth, native place, place of birth, nationality, religious belief, marital status, education, occupation and working unit, when and where from moving in present address, changes or corrections in the above items, and the dates when such changes or corrections were made.

Organization

The Household Registration Office under the Ministry of Public Security, is responsible, among other things, for overseeing all registration activities in the provinces, municipalities and autonomous regions. The Household Registration Departments in these sub-national areas look after the registration work and running of the system in their regions under the overall direction and guidance from the central office. In the cities, towns and villages, local police stations handle the basic vital registration work. In villages and towns with no police stations the work is looked after by copy clerks and secretaries of civil administration. This hierarchy of offices and works are also responsible for general household registration and annual census.

Discussions are currently being held on how to modify the existing system of residence registration and vital statistics so as to effectively meet the needs of changes in the economy.

According to the provisions of the Regulations, all citizens holding the nationality of the People's Republic of China, regardless of race, religious belief, sex, occupation or age, should file a residence registration. Citizens should register as permanent residents in a place where they usually live. This is also called the formal registered

residence, and a citizen can register only once as a permanent resident.

Registration of birth

Article 7 of the Regulations specifies that, within a month after a baby is born or adopted, the head of the household, or a relative, foster parent, or neighbour, must apply for registration of birth at the registration office in the place where the baby lives. Registration will also be permitted, even if, for any reason, the applicant applies for a registration of birth more than one month after the baby was born. With respect to abandoned babies, the foster parent or orphanage must apply for registration of birth. In the case of illegitimate babies, the mother or foster parent shall apply for a registration of birth. The local residence registration office may also register such babies whose births do not conform to the family planning programmes.

Registration of death

According to Article 8 of the Regulations, the head of the household relatives, foster parents or neighbours should report any death to the registration office for registration and cancellation of the related entry in the register before permission for burial is granted. In the rural areas a death must be registered within a month after the date of death on the basis of a report from the deceased's head of the household, relatives, foster parents or neighbours.

If a citizen dies in a place where he or she was staying temporarily, the local residence registration office in that area must notify the office where the deceased is registered as a permanent resident so that the death could be registered there and the corresponding residence registration cancelled.

If a citizen dies in an accident, or of unnatural causes, the person who discovers the body should report it immediately to the local public security station or the people's government of the township or town. The residence registration office must then examine the case on the strength of the report and any other relevant documents submitted by the family members of the deceased or by the informer before registering the death and cancelling the deceased's residence registration.

If a citizen dies on the way, while moving to another place, the residence registration office at the deceased's destination must then register the person both as an in-mover and as a death.

If an infant dies immediately after birth or before registration of the birth, both the birth and the death should be reported and registered, but record may be made neither on residence registration card nor on residence card. If a baby is born dead (also called a "stillbirth"), neither the birth nor the death is required to be registered.

Registration of marital status

This item is registered in accordance with the legal procedures for marriage registration. While recording the marital status, public security agencies are instructed to fill in "married" for those who are legally married, "divorced" for those who were married and divorced, "widowed" for those whose spouses died and who have not married again, and "single" for those who have never been married. However, this item must not be filled in for persons who have not reached marriageable age i.e. men less than 22 years and women less than 20 years.

Any change of marital status requires a change in residence registration. The residence registration office must make changes in this item on the residence registration and residence cards based on certificates of marriage, divorce, or remarriage issued by the marriage registration office, also called the Local Civil Administration Organ. The office must also record the contents and date of any changes under the "change and correction" item and go through the procedures for entering in a household record, or combining or dividing households.

China's Population Statistics

China's population statistics were established on the basis of the nation-wide census taken in 1953. Since 1954, China has followed a unified annual census reporting system. Thus a census has been carried out in China every year for the past 32 years as of 1 January of any year. Besides other data on population the census also provided details of the number of births and deaths in the country during a calendar year.

In the third quarter of each year, the Ministry of Public Security devises forms for annual reporting as well as instructions for filling out the forms. With the approval of the State Bureau of Statistics, the Ministry issues a notice about annual reporting, and distributes the forms and instructions. After receiving the notice and the forms, the public security bureaus of the provinces, autonomous regions and municipalities directly under the central authority may issue supplementary notices in accordance with the local situation and assign work level by level.

At the end of each year, those in charge of population registration and statistics from urban public security stations in cities or from people's governments of townships and towns gather population statistics for their respective regions and pass them on to the municipal (or country) public security bureaus who scrutinise these returns and pass them on to provincial (or municipal or autonomous regional) public security bureaus. These provincial bureaus in turn, transmit the data to the Ministry of Public Security by the end of February each year for tabulation.

Dissemination of statistics

Since 1978, the State Bureau of Statistics has been issuing a statistical bulletin on the national economy and social development every year between January and March.

It includes the total population of the country, birth rate, death rate, etc. Since 1980, these data are also published in the *Statistics Yearbook of China*.

At present statistics are usually generated manually with the help of calculators. However, more than 20 provinces and autonomous regions are planning to adopt microcomputers to process the data.

Definitions of vital statistics

The following definitions of births and deaths are adopted:

Births: are defined as all infants who show signs of life, such as heartbeats, breathing, pulsation of the umbilical cord, or voluntary muscle contractions, after leaving the mother's womb. Hence birth should be registered in the following cases: a) infants born with life signs who die later; b) infants who die before being registered for birth certificates; c) infants born into planned families but without registered residence cards; d) infants born to mothers who have not registered for permanent residence cards.

Deaths: include normal deaths, abnormal deaths, death in temporary living places, death during trips, death after birth with signs of life and death of infants who dies before being registered for birth certificates.

Annual Sample Survey of Population

After the 1982 census a scheme of Annual Sample Survey of Population change has been initiated. The objective is to obtain a reliable estimate of population change for use by the Government in the formulation of policies and plans. This survey is conducted in January

every year. After completing three surveys preparations for the 1986 survey are ready. A variety of household and personal characteristics are canvassed in the schedule including births, deaths, and migration during the past year.

A three stage systematic sample is selected with (i) 15 per cent of the cities or districts from each province, (ii) 10 per cent of communes (rural) or street committees (urban), and (iii) 3 per cent of village group or urban residents group, resulting in a sample of about 500 thousand households (about 0.5 per cent sample).

The State Statistical Bureaus bear the main responsibility for the survey with assistance from other (central/provincial/country) agencies like Local Governments, Public Security and Family Planning. About 4,000 enumerators are drawn mostly from cadres of village (residence committees) and family planning propaganda staff.

The schedule is divided into two sections to facilitate manual and computer processing. Manual tabulation is restricted to a minimum set of details like number of births, deaths, households, migration, etc. The tabulations are made in the State Statistical Bureaus and sent (by 15 February each year) to the Department of Population Statistics of the State Statistical Bureau (SSB) which publishes the final results in the Statistical Yearbook of China and the Communique on the situation of Executive Plan about Economic and Social Development. The Computer Centre of the SSB is in charge of the processing of the other section. The data input, however, is made in the computer stations of the provinces. The final results consisting of over 40 tables are expected to be ready by the end of March each year. The tables regarding the last three surveys are expected to be published shortly.

CHAPTER 5

COOK ISLANDS

The Civil Registration System

History

With the promulgation of the "Cook Islands Act of 1915" the registration of births and deaths became a government responsibility. But it became effective only two or three years later.

Earlier, such events were recorded by the various religious denominations namely the Cook Islands Christian Church, which was then known as the London Missionary Society, and the Roman Catholic Church. The London Missionary Society's record of such events were probably more long-standing as it was the first Christian denomination to settle in the Cook Islands. Unfortunately these records covered only such events occurring among members of this denomination.

At present the registration of births and deaths is administered by the Department of Justice and is in accordance with the "Births and Deaths Registration Act, 1973"

Administrative and organizational structure

The Secretary for Justice is also the Registrar-General and is generally responsible for the registration of births, deaths and marriages. The Deputy Registrar-General assists him in performing such general official duties. The main office for births, deaths and marriages registration is in Rarotonga, the capital. In each of the other inhabited islands (Aitutaki, Mangaia, Atiu, Mauke, Mitiaro, Palmerston, Pukapuka, Nassau, Manihiki, Rakahanga and Penrhyn), a Deputy-Registrar is appointed who is responsible to the Registrar-General.

The registration matters are dealt with by the Births, Deaths, and Marriages Section of the Department of Justice in Rarotonga. Duplicates of registration forms for each of the events occurring in the "outer islands" is sent to this section every quarter. Where no such event had occurred during the previous quarter, the Deputy-Registrar of that island would inform the Deputy-Registrar General by a certificate to that effect.

Characteristics of the system

The Cook Islands Civil Registration system includes the registration of births (live births and stillbirths), deaths, marriages and divorces, legal separations and adoptions.

Registration of births

At the occurrence of either a live birth or stillbirth, the mid-wife or doctor in attendance gives notice of it to the nearest Deputy Registrar within 48 hours after the occurrence. Details on the notice include the date of occurrence, names of the mother and the father, if available, and the sex of the child.

The registration of birth is done by both the mother and the father of the child if they are not legally married, or by either one of the parents, if they are married. In their absence those present at the birth, usually the grandparents of the child, register its birth. Registration of birth is to be done within 14 days of its occurrence.

If registration is done at a later date, the person responsible is charged a fee. In the event that no registration has been made of a birth known to have occurred because notice has already been given, the Registrar-General after two years authorizes some person to give the information in order to register the birth and this person would be the "informant". The various forms currently in use are shown at Annexes 1-12.

Stillbirths or late foetal deaths (that is duration of pregnancy at least 20 weeks), are required to be registered in the Register of Births but not in the Register of Deaths. Causes of such deaths are omitted.

Registration of deaths

Notification of deaths should be made to Deputy-Registrars, as in the case of births. Notices of deaths would contain information on the cause or causes of the death from the medical officer in attendance and any other such authorized person. On receipt of this notice the Registrar makes the registration provided there are no suspicious circumstances as to the cause of the death. In the case of suspicious causes, the registration would be made only after the suspicious circumstances have been explained. It is the responsibility of funeral directors to give particulars of death to the Registrar.

Registration of marriages

A Marriage Register is kept by both the Officiating Minister and the Registrar (or Deputy-Registrar). After each marriage ceremony, copies of its particulars are sent to the Registrar-General. Only those marriages which have been solemnised by an officiating minister or Registrar

(according to a list that the Department has) are registered in the Marriage Register, after the issue of marriage licences. A marriage licence is issued three days after notice has been given of the intention of such an event to the Registrar. The particulars in the marriage licence are recorded in the Marriage Register.

Divorces and judicial separation

In the case of divorce or judicial separation, a certificate is issued. The Registrar-General notes the dissolution against the marriage entry. Copies of the records are then sent to the concerned minister and the Deputy-Registrar.

Coverage of the civil registration system

Births: Although no proper study has been made, registration of births is considered to be 100 per cent. The small island populations, where such an event will not occur without someone knowing about it, and the availability of the Registrar-General's offices in such close proximity make it possible for those concerned to register the births without fail. Also the contact kept between the Health authorities and the Department of Justice by way of notices, makes this possible. It is surmised that this completeness of count has come about as early as the 1960s. Another favourable factor is the introduction in the Cook Islands of the Child Benefit, which could only be collected, on submission of a certified copy of the Registration of the Birth.

Deaths: The registration of deaths may not be as complete as that of births especially of infant deaths (12 months and under). This may be, due to neglect or the assumption that such deaths need not be registered. Such an assumption is, however, not valid for the period after the mid 1970s, since by then it became general knowledge that all deaths would require a death certificate prior to burial. However, coverage of death registration is possibly just over 90 per cent owing to the fact that family land is divided up among family members and any off-spring of the deceased can have access to his/her share of land provided a copy of the death certificate is produced.

Marriages: In the Marriage Register, all legal marriages are recorded since such marriages would only take place on the authorization of the Registrar of marriage licences.

Compilation and Statistical Processing

History

In 1966, the Cook Islands Statistics Office was established with minimum statistical functions which was

mainly in the provision of vital statistics (births, deaths and marriages) and overseas migration statistics. Before that, the provision of vital statistics was a responsibility of the Department of Justice.

Administrative and organisational structure

In the field of vital statistics, data are supplied to the Chief Statistics Officer by the Deputy-Registrar in the case of information for the outer islands. The information for Rarotonga is derived by the Statistics Office personnel from the Registrar-General's Records or Registers.

Compilation of Vital Statistics is handed by the Demographic Section of the Central Statistical Office, who are also responsible for the compilation of overseas migration statistics, the population census and education statistics.

Compilation, processing and dissemination

Vital statistics for the Cook Islands are compiled according to date of occurrence. These statistics are published in the Cook Islands Quarterly Statistical Bulletin.

Compilation of these statistics is done manually. On receipt of a monthly return form from the deputy-registrars of each island (Annex 6), a monthly breakdown is taken on another form (Annex 7-9). From the monthly return form a quarterly count is taken for births and deaths on another collection sheet (Annex 10). Where late registration of either births and deaths appear in the return, these are added on to the relevant period noted and the published data are updated accordingly. This task is repeated six months later in order to update or check the reliability of the data already produced.

More details than are shown in the Quarterly Statistical Bulletin are compiled in the Statistics Office and are kept in file for official use.

Problems

One major problem in the compilation of vital statistics is the late submission of returns from the outer islands to the Statistical Office. Other problems include omission of certain information concerning vital events. For example, date of birth of mother, in the case of births and date of birth of deceased in the case of deaths are often omitted in the returns. In fact in the case of the outer islands, the ages of the mother, in the case of births, and of the deceased are not generally available in 50 per cent of the cases.

Annex 1

DEPARTMENT OF JUSTICE

NOTIFICATION OF BIRTH

(To be delivered or posted to the Registrar of Births within forty-eight hours after the birth)

the REGISTRAR OF BIRTHS,

TAKE NOTICE that a _____ child was born at _____
(Male or female) (Place of Birth in full)

_____ 19_____

I name and postal address of parent: _____

(Signed): _____
(Occupier of premises)

Endorsed by (Signed): _____
(To be endorsed by the mid-wife or maternity nurse in attendance at the confinement)

FURTHER PARTICULARS REQUIRED:

Birth Weight: _____ lb. _____ oz. Length of gestation (from first day of last menstrual period): _____ weeks Marital status of mother: _____	Degree of Maori blood (if any): _____	If child is still-born, please state so: _____ If still-born, give name and address of medical practitioner attending confinement _____ _____
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NOTE—Every live birth and every still-birth must be notified by the occupier of the premises in which the birth occurred and registered by the father or mother or, in the case of death, absence, or inability of the father or mother, by the occupier or person present at the birth.

live birth is one where the child after complete separation from the mother (irrespective of the duration of pregnancy), breathes or shows any other evidence of life such as beating of the heart, pulsation of umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.

still-birth is the birth where a child is born after the expiration of the twenty-eighth week of pregnancy and does not breathe or show any other evidence of life after complete separation from the mother.

FOR USE OF REGISTRAR OF BIRTHS ONLY

Notification Register No. _____

Notice to Register sent _____
(Date)

First reminder _____ Second reminder _____
(Date) (Date)

N^o 1451

N^o 1451

N^o 1451

DEPARTMENT OF JUSTICE

DEPARTMENT OF JUSTICE

DEPARTMENT OF JUSTICE

Form No. 5.

Section 28

Section 28

Counterfoil for the use of the Medical Attendant who should in all cases insert full particulars

NOTICE TO THE FUNERAL DIRECTOR

I hereby give notice that I have this day issued to the Registrar of Births and Deaths a Medical Certificate as to the cause of death of:

Name of Deceased:
Age:
Last Seen:
Date of Death:
Place of Death:

..... Deceased.

Signature of Medical Officer: Date:

CERTIFICATE AS TO BURIAL

I, of Funeral Director (or other person having charge of the burial) do hereby certify that the body of: was on the day of 19 in my presence, duly buried at (or placed in the crematorium at for the purpose of cremation).

WITNESS my hand this day of 19

NOTICE TO FUNERAL DIRECTOR

Date Notice issued:
Signature of Medical Officer:
Date:

Funeral Director (or person as aforesaid)

Signature of Minister or other witnesses of burial

Form No. 5.

Section 28

Death Entry No: /19

THE BIRTHS AND DEATHS REGISTRATION ACT 1973.

To the Registrar of Births and Deaths at I, the undersigned, a duly qualified Medical Officer, do hereby certify that I attended in his/her last illness.

Date of Death: Place: Age: I last saw him/her before death/after death. To the best of my knowledge and belief, the causes of death were:

1. (a) Duration: 1. (b) Duration: 1. (c) Duration: 2. Duration:

WITNESS my hand this day of 19 Medical Officer

1973, No. 7

Births and Deaths Registration

Section 8

SCHEDULES
FIRST SCHEDULE

Form No. 1 Cook Islands - The Births and Deaths Registration Act 1972
Section 7
BIRTHS REGISTERED IN THE OFFICE OF THE REGISTRAR OF BIRTHS AND DEATHS AT (RAROTONGA)

No.	Child			Parents		Informant	Registrar		
	1. When Born 2. Where Born	Christian or First Names (only) (if a twin, state whether elder or younger) (if child stillborn, to be noted in this column)	Name, if Altered After Registration of Birth	Sex (M. or F.)	Father			Mother	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	1. When Born 2. Where Born	Christian or First Names (only) (if a twin, state whether elder or younger) (if child stillborn, to be noted in this column)	Name, if Altered After Registration of Birth	Sex (M. or F.)	1. Name and Surname 2. Profession or Occupation 3. Date of Birth 4. Birthplace 5. Residence	1. Name and Surname 2. Maiden Surname 3. Date of Birth 4. Birthplace 5. Residence	1. When Married 2. Where Married 3. Previous Children of Existing Marriage: (a) Living - Ages Each Sex (b) Dead - Number Each Sex 4. Race and Nationality (a) Father: (b) Mother:	1. Signature 2. Description 3. Residence	1. When Registered 2. Signature of Registrar

NOTE - In entries made pursuant to section 23 insert in column (8) the words "adoptive parents" and in column (9) the words "This entry is made under the authority of section 23 of the Births and Deaths Registration Act 1972".

Form No. 2 Cook Islands - The Births and Deaths Registration Act 1972
Section 7
DEATHS REGISTERED IN THE OFFICE OF THE REGISTRAR OF BIRTHS AND DEATHS AT (RAROTONGA)

No.	Description of Deceased	Cause of Death	Parents	If Burial Registered	Where Born	If Deceased was Married	Race and Nationality	Informant	Registrar			
										1. Name and Surname of Father 2. Name and Surname of Mother 3. Maiden Surname of Mother 4. Profession or Occupation of Father	1. Name and Surname 2. Maiden Surname 3. Date of Birth 4. Birthplace 5. Residence	1. Name and Surname 2. Maiden Surname 3. Date of Birth 4. Birthplace 5. Residence
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	1. Name and Surname 2. Profession or Occupation 3. Usual place of residence	1. Causes of Death and Intervals Between Onset and Death 2. Medical Attendant by Whom Certified 3. When He Last Saw Deceased (i.e., before Death)	1. Name and Surname of Father 2. Name and Surname of Mother 3. Maiden Surname of Mother 4. Profession or Occupation of Father	1. When Buried 2. Where Buried	1. Where Born 2. How Long in the Cook Islands	1. Where Married 2. At What Age Married 3. To Whom Married 4. Age of Widow, if Living	1. Deceased's Father: 2. Deceased's Mother: 3. Residue	1. Signature 2. Description 3. Residence	1. When Registered 2. Signature of Registrar			

DEPARTMENT OF JUSTICE

NOTICE OF INTENDED MARRIAGE

To the Registrar of Marriages,

Notice No:

NOTICE IS HEREBY GIVEN that the undermentioned parties intend to marry

at
(Church or other place where marriage is to be solemnised)

on 19.....
(Date or approximate date of marriage)

Name of Officiating Minister

	BRIDEGROOM	BRIDE
Name and Surname		
Age		
Profession or Occupation		
Conjugal Status (bachelor, spinster, widower, wid-w, or divorced. If Widower or widow, date of death of former wife or husband. If divorced, date of decree absolute)		
Birthplace		
Usual Residence		
Father's Name & Surname		
Father's profession or Occupation		
Mother's Name & Surname		
Mother's maiden Surname		

(Portion of form below this line to be completed by Registrar)

STATUTORY

I solemnly and sincerely declare (1) that the several particulars set forth in this notice are true; (2) that I believe that the marriage is not prohibited by section 15 of the Marriage Act 1973 (3)*that the said

being under the age of 20 years and not having been previously married, the consents required by law to the intended marriage have been given; and (4) that there is no lawful impediment to the intended marriage.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the section 653.

.....
(Signature of party giving notice)

Declared at this day of 19
(Registrar of Marriages)

*Delete paragraph (3) where not applicable.

IMPORTANT—Section 15 of the Marriage Act 1973 referred to in the statutory declaration and the Schedule of Forbidden Marriages are printed on the back of this form.

FOR OFFICE USE ONLY

Marriage Licence issued Receipt No. and Form (in duplicate) to applicant on:

Form returned from Officiating Minister on:

Annex 4 (continued)

Section 15. (1) Subject to the provisions of this section, a marriage which is forbidden by the provisions of the Second Schedule to this Act shall be void.

(2) Any persons who are not within the degrees of consanguinity but are within the degrees of affinity prohibited by the said Second Schedule may apply to the High Court for its consent to their marriage, and the Court, if it is satisfied that neither party to the intended marriage has by his or her conduct caused or contributed to the cause of the termination of any previous marriage of the other party, may make an order dispensing with the prohibition contained in the Second Schedule to this Act so far as it relates to the parties to the application and, if such an order is made, that prohibition shall cease to apply to the parties.

(3) The Registrar of the Court where any order under this section is made shall send a copy in duplicate of the order to the Registrar-General.

(4) No marriage not forbidden by the provisions of the Second Schedule to this Act shall be void only on the ground of consanguinity or affinity.

SECOND SCHEDULE

FORBIDDEN MARRIAGES

A man may not marry his:—

- (1) Grandmother;
- (2) Grandfather's wife;
- (3) Wife's grandmother;
- (4) Father's sister;
- (5) Mother's sister;
- (6) Mother;
- (7) Stepmother;
- (8) Wife's mother;
- (9) Daughter;
- (10) Wife's daughter;
- (11) Son's wife;
- (12) Sister;
- (13) Son's daughter;
- (14) Daughter's daughter;
- (15) Son's son's wife;
- (16) Daughter's son's wife;
- (17) Wife's son's daughter;
- (18) Wife's daughter's daughter;
- (19) Brother's daughter;
- (20) Sister's daughter;

A woman may not marry her:—

- (1) Grandfather;
- (2) Grandmother's husband;
- (3) Husband's grandfather;
- (4) Father's brother;
- (5) Mother's brother;
- (6) Father;
- (7) Stepfather;
- (8) Husband's father;
- (9) Son;
- (10) Husband's son;
- (11) Daughter's husband;
- (12) Brother;
- (13) Son's son;
- (14) Daughter's son;
- (15) Son's daughter's husband;
- (16) Daughter's daughter's husband;
- (17) Husband's son's son;
- (18) Husband's daughter's son;
- (19) Brother's son;
- (20) Sister's son;

The foregoing provisions of this Schedule with respect to any relationship shall apply whether the relationship is by the whole blood or by the half blood.

In this Schedule, unless the context otherwise requires, the term "wife" means a former wife, whether she is alive or deceased, and whether her marriage was terminated by death or otherwise; and the term "husband" has a corresponding meaning.

NOTIFICATION OF ADOPTION ORDER

(Copy for Registrar of Births)

This copy to be transmitted
by the land Court to:

The Registrar-General,
P.O. Box 111
Rarotonga A

The Registrar of Births at _____
_____ to endorse original birth entry
and to make new entry showing particulars of adoptive
parents.

PARTICULARS OF ADOPTION ORDER

1. CHILD:
 - (a) Full name of the child before the making of the order: _____
 - (b) Place where birth registered: _____
2. NATURAL PARENTS OR LAST PRECEDING ADOPTIVE PARENTS OF CHILD:

Name (or names): _____
3. ADOPTION ORDER:
 - (a) Date of final order: _____
 - (b) Order made by land Court at _____
- 4 CHILD:
 - (a) Date of birth of child: _____
 - (b) Place of birth of child: _____
 - (c) Christian or first names conferred by the order: _____
 - (d) Sex of child: _____
5. ADOPTIVE FATHER:
 - (a) Name: _____
 - (b) Profession or occupation: _____
 - (c) Age at date of birth of child: _____
 - (d) Birthplace: _____
6. ADOPTIVE MOTHER:
 - (a) Name: _____
 - (b) Maiden surname: _____
 - (c) Age at date of birth of child: _____
 - (d) Birthplace: _____
7. BIRTH CERTIFICATES:

Do the adoptive parents desire that the words "Adoptive Parents" appear on the face of any certified copy issued from the new birth entry: _____

(State "Yes" or "No")

8. ADDRESS OF ADOPTIVE PARENTS: _____

Dated at _____

(Deputy) Registrar of Court.

this _____ day of _____ 19 _____

THIS SECTION TO BE COMPLETED BY THE REGISTRAR-GENERAL.

Original Birth Entry:

No. _____ of _____ at _____

File Reference:

Statistical Return – Births, Deaths and Marriages Instructions s

1. Every registration of a birth, a death or a marriage must be recorded on the statistical return for the month in which the event occurs.

2. Births are to be recorded in Section A. The column headings are self-explanatory.

3. Marriages are to be recorded in Section B. Columns (a), (b), (c) and (d) are self-explanatory. In columns (e) and (f), "marital status of bride and of groom": This could be "never married" (enter NM), "widowed" (enter W), or "Divorced" (enter D).

4. Deaths of one year old or more are to be recorded in Section C. The column headings are self-explanatory.

5. Deaths of infants less than one year old are to be recorded in Section D. With the exception of column (e) the column headings are self-explanatory. For column (e):

(i) if the infant did not survive for 24 hours, enter the number of hours it survived and *be sure* to specify "hours", (e.g. "14 hours");

(ii) if the infant survived for more than 24 hours but less than one week specify the number of completed days and *be sure* to specify "days" (e.g. if the infant survived 5 days and 8 hours give the answer as "5 days");

(iii) if the infant survived for more than one week, specify the number of completed weeks and *be sure* to specify "weeks" (e.g. specify 39 weeks 5 days as "39 weeks").

6. On the next working day following the end of the calendar month forward the completed, dated, and signed return to the Statistics Office, P.O. Box 125, Rarotonga.

Ko Te Peapa Akapapaanga Tatitikara No Tei Anauia, Mate,
E Tei Akaipoipo – Akanooanga

1. Ko te au anauanga, mate e te akaipoipo tei reitaitaia, kia akairoia te reira ki runga i te peapa akapapaanga tatitikara no te marama i tupu ei teia au mea nei.

2. Ko tei anauia, kia akairoia te reira ki roto i te Tuanga A. E maramarama ua te au upoko tuatua o teia au tuanga nei.

3. Ko tei akaipoipo, kia akairoia te reira ki roto i te Tuanga B. Ko te au tuatua i roto i teia tuanga nei, ko tei akairoia e (a), (b), (c), (d) maramarama ua te reira. Ko tei akairoia e (e) e te (f), ko te turanga i mua ake ka akaipoipo ei te tane e te vaine e akaipoipo nei, ko tei "kare i akaipoipo" (e akairo ki roto i te akapapaanga NM), ko te "takaua" (e akairo ki roto i te akapapaanga W), ko tei "tataraita" (e akairo ki roto i te akapapaanga e D).

4. Ko tei mate a kua tae te tuatau i mate ei ki te 1 mataiti me kare ra, e maata atu, kia akapapaia ki roto i te Tuanga C. E maramarama ua te au upoko tuatua o teia au tuanga nei.

5. Ko te au tamariki i mate e, tei raro ake ratou i te 1 mataiti, kia akapapaia ki roto i te Tuanga D. Maramarama ua te au upoko tuatua o teia tuanga mari ua, ko tei akairoia e, e (e):

(i) Me kare te pepe i ora ana e 24 ora, e akaki i te numero o te ora i ora ei, e *akamaara* kia tata e, e "ora". (akaraanga "14 ora");

(ii) Je kua ora mai te pepe e kua maata atu i te 24 ora, kare ra i taeria te 1 epetoma i te oraanga, e akaki i te numero o te ra i ora ei, e *akamaara* ra i te tata e, e "ra". (akaraanga: me kua ora ua mai te pepe e 5 ra e 8 ora, e akaki e 5 "ra");

(iii) Me kua ora mai te pepe e kua maata atu i te 1 epetoma, e akaki i te numero o te epetoma i ora ei, e *akamaara* i te akaki e, e "epetoma" (akaraanga; e akaki i te 39 epetoma e 5 ra, e "39 epetoma").

6. Me tae ki te ra angaanga mua o te marama, e tuku mai i te Peapa Akapapaanga Tatitikara no tei Anauia, Mate e tei Akaipoipo tei akakia, e kua tataia te ra i akakia ai, tainaia ai, ki te Opati o te Tatitikara, P.O. Box 125, Rarotonga.

Annex 10

REPORTING SHEET
BIRTHS, DEATHS, MARRIAGES

		<i>Raro</i>	<i>Atiu</i>	<i>Manga</i>	<i>Aitu</i>	<i>Mauke</i>	<i>Miti</i>	<i>Palm</i>	<i>Puka</i>	<i>Nassau</i>	<i>Mani</i>	<i>Raka</i>	<i>Penryn</i>	<i>Total</i>	<i>Remarks</i>
BIRTHS	M														
	F														
DEATHS	M														
	F														
MARRIAGES															
BIRTHS	M														
	F														
DEATHS	M														
	F														
MARRIAGES															
BIRTHS	M														
	F														
DEATHS	M														
	F														
MARRIAGES															
TOTAL															
BIRTHS	M														
	F														
DEATHS	M														
	F														
MARRIAGES															

Annex 11

ISLAND BIRTHS BY AGE OF MOTHER AND SEX OF CHILD BORN

	<i>Total</i>		<i>Rar</i>		<i>Ait</i>		<i>Man</i>		<i>Ati</i>		<i>Mau</i>		<i>Mit</i>		<i>Pal</i>		<i>Puk</i>		<i>Nas</i>		<i>Man</i>		<i>Rak</i>		<i>Pen</i>		
	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	
10-14																											
15-19																											
20-24																											
25-29																											
30-34																											
35-39																											
40-44																											
45-49																											
UNKN																											
TOTAL																											

Annex 12

ISLAND DEATHS BY AGE GROUP AND SEX OF DECEASED

	Total		Rar		Ait		Man		Ati		Mau		Mit		Pal		Puk		Nas		Man		Rak		Pen		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Total																											
Under 12 mth																											
1-4																											
5-9																											
10-14																											
15-19																											
20-24																											
25-29																											
30-34																											
35-39																											
40-44																											
45-49																											
50-54																											
55-59																											
60-64																											
65-69																											
70-74																											
75-74																											
75-79																											
80-84																											
85 plus																											
Unk																											

CHAPTER 6

FEDERATED STATES OF MICRONESIA

Civil Registration and Vital Statistics System

Introduction

Historically, the well known "Trust Territory of the Pacific Islands" or TTPI had been separated, in 1979, into three entities or constitutional governments now known as the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia. The Federated States of Micronesia (FSM) is composed of four island states, namely: Yap, Kosrae, Truk and Pohnpei, which extend from the Eastern Carolines to the Western Carolines; the national capital, Kolonia, is situated on Pohnpei. The distance between the states and the national capital ranges from 364 (Kosrae) to 1,611 (Yap) miles. The population of FSM in 1985 was estimated to be 90,600.

Each state is composed of a state centre, intermediate areas, and outer islands, with the exception of Kosrae. "Intermediate areas" are those which require more than two hours travel by boat from state centre, but less than one day. The term "outer island" refers to those areas which require more than a day's travel to and from the state centre.

The state centre is generally the largest of the islands and is the centre of commerce and government. Approximately 28 per cent of the FSM population lives in the state centres. Because of the state centres having the greatest exposure to the world beyond the FSM, they tend to be more modern, and therefore attract a large number of intermediate and outer island area residents who are seeking entry into the monetary economy and a "better" way of life as symbolized by westernization. Due to this migration, state centres experience problems similarly encountered in other population centres, i.e. relatively high density, poor living conditions, poor sanitation, etc.

Registration System

In the TTPI, the vital registration system had been under the Department of Health Services established in 1953. Prior to 1953 all the vital records were filed by the Hawaii State. The system deals only with registration of births, deaths and foetal deaths. The Director of Health Services at the Headquarters is responsible through his authorized representative for supervision of the vital statistics programmes, for providing assistance in their planning and execution and for compilation and analysis of data collected therefrom.

The Director of Health Services in the districts, now called states, is responsible for the registration of births,

deaths, and foetal deaths in his states. He should ensure that a certificate is filed for each of these events occurring in his state, and transmit the original certificates promptly to the office of the Clerk of Courts of the state and copies to the Headquarters, Office of Health Services. A third copy, either in manuscript or typed form is also retained in his office, located in the Hospital. In carrying out these functions he is assisted by the Vital Statistics Technicians or specialists who are members of his staff.

Safe preservation of the certificates and preparation of certified copies is the responsibility of the Clerk of Court in each state. He maintains such indexes and supplementary records as are necessary to carry out these functions. The legal basis for the system is provided by "Section 624" of the TT Code and Public Health Regulations, Chapter 1, Vital Statistics. The regulation was promulgated by the TTPI High Commissioner to establish a system of registration of all vital events occurring in the TTPI and for compilation and analysis of statistics derived from these certificates. Through the authority of the TTPI High Commissioner over the administrative states (formerly known as districts), it was felt that a wide search should be made to identify as many local notifiers or informants as possible who were aware of the occurrence of events.

Certain persons like the hospital nurses, councilmen, school principals, midwives, and health assistants in the rural dispensaries are designated as reporting agents who collect reports of births, deaths, and foetal deaths from their assigned reporting areas in the communities. These reports are then sent to the authorized representative of the State Director of Health Services, namely the Vital Statistics clerks or technicians for registration purposes.

Status of Vital Statistics System

The system is approximately 39 years old. As mentioned before the certificates were collected from the FSM states by the TTPI Headquarters until 1 October 1983 when the FSM National Health Statistics System was established under the Chief, Division of Health Services, Department of Social Services. Sending of copies of the certificates to the TTPI Headquarters was discontinued as of 1 January 1984. On 1 October 1984, all the medical records, including health, and vital statistics files belonging to the FSM were physically transferred to Kolonia, the capital of the FSM.

We believe, that a large number of the vital events are occurring outside the hospital, i.e. in the homes, do not

get registered. Even when some of them get registered ultimately, a long delay results between the date of occurrence and the date of registration. Though it is realised that under-registration is substantial, no effort has been made so far to estimate the extent of under-registration in general. However, judging from the proportion of the new born discharged from hospitals in a year to the total member of births registered in that year, the extent of under-registration may be anything between 57 to 90 per cent among the states.

It is believed that any improvement of the system would only be possible if the governors and/or the administrative agency establish direct contact with the households, at their door step, so to say, and motivate them to register the vital events. However, observations of the system over the years shows that besides many obstacles, mentioned below, support to and management of the functions and responsibilities in this area has been very poor. At this stage, the problems of operation of Health and Vital Statistics in general have become very chronic and challenging, particularly since the FSM office is still in the process of development.

Problems and Obstacles

The problems and obstacles that confront the development of civil registration in the FSM are several such as: funding limitations, cultural handicaps, staffing inadequacies including lack of training, lack of leadership support and commitment from the authorities, political situation, management problems, apathy of the general public, and transportation difficulties within and among the states.

In addition to the above, vital statistics laws and regulations originated and/or created by the TTPI are still maintained in that form. The FSM Constitution recognizes them as "concurrent power". Because all the regulations created by the TTPI were promulgated by the TT High Commissioner, the President of the FSM cannot categorically direct the governors, on the basis of the law, in regard to registration activities.

FSM Goals and Strategies for Improving Vital Registration and Statistics

There are several immediate and long-term goals to be achieved:

- (i) establishing over time an efficient system of registration of births, deaths, foetal deaths, marriages, adoptions and legitimations;
- (ii) achieving at least 95 per cent completeness of birth and death registration in every state by 1988;
- (iii) establishing an efficient statistical reporting system for all aspects of health programmes;

- (iv) upgrading the efficiency of the medical record departments in each state hospital where the registration records are maintained;
- (v) preparing and disseminating timely, accurate and useful statistical reports to meet programme needs, and
- (vi) establishing, in co-operation with other department of the FSM government responsible for say, population, education and economic statistics, a continuing training course in primary statistical methods applicable to demographic and health statistics.

The strategies for improvement require that the three most urgent needs, namely: more personnel, trainings for staff, and better control and supervision, of the registration system should be adequately met in the near future. The State Director of Health Services and his staff are currently giving thought to the matter. They are in the process of reorganizing the medical and vital statistics divisions and drafting specific proposals, for the management of the system covering procedural manuals, internal management, and appointment of reporting agents in each state and programmes of statistical compilation and analysis. These proposals will be passed on to each state governor for promulgation and implementation.

It is very necessary to develop a legislation for vital statistics for the entire FSM. The Attorney General's office is studying the situation and they are helping us in clarification of the relationship between state and national functions and responsibilities so that we can negotiate with the State Directors of Health Services, and the state governors to improve the system.

Suggestions regarding some of the steps to be taken immediately to achieve the above mentioned goals are given below.

Staff requirement

A Health Statistician with sufficient training and experience to supervise and manage the national and state medical record and vital health statistics divisions, and to train and supervise specialists, technicians, and clerks in the State Hospital needs to be appointed. He/she should be on headquarters staff and should be able to visit the states as and when required for effecting improvements in the Medical Records Department. The Health Statistician should also provide continuing in-service training to medical record clerks and related staffs from all hospitals and devote constant attention to the development of activities bearing on the improvement of vital statistics registration, recording, and reporting in the FSM.

A Statistics specialist is also required at the national level. At present, state reports are late, often inaccurate, incomplete or both, which requires querying and prevents meeting of deadlines for reports to the WHO, and U.N., and preparation of timely reports for use in programme

planning. The specialist would also supervise the statistical work in the absence of Health Statisticians who will be required to travel.

At least a clerk is needed to work on diseases and other vital certificate registers. This should be someone with knowledge of medical terminology and/or willing to learn to handle medical records and with typing abilities and related office work.

Additional staff are also needed very badly at the state level.

Education and training

Education of the Health Statisticians. At least one staff member from each state hospital should go on fellowship (WHO etc.) for at least six months to one year in order to gain proper knowledge and skills to maintain an efficient medical record division. One technician is now in school in Australia.

Inservice-training for the medical record staff at present is necessary for orientation, and improvement of the process, operation, and procedures involved in medical records and vital and health statistics in general.

Training courses for State vital and medical records staff should include courses in elementary vital statistics, hospital utilization statistics and applied epidemiology. Training should also reflect other important subjects such as how to develop procedures, job descriptions, work-programmes, budget etc. and identify the lacunae in order to improve the overall operation and management of the system.

Review of legislation

Revision of the vital statistics regulation is necessary so as to be applicable effectively to FSM situations. Permission is needed from the states for this purpose. This will help in establishing better direction and co-ordination by the central office on health statistics. This will also facilitate adequate supervision, evaluation, control, and generate necessary activities to improve registration and reporting of vital events.

It is also very necessary at this time to work in close association with the State Directors of Health Services, their staff and other state officials who have related responsibilities in order to revamp the hierarchy of reporting agents and their activities towards improvement of vital statistics registrations within the state and the system of reporting from the state to the National Health Statistics Office.

CHAPTER 7

FIJI

Civil Registration and Vital Statistics

Introduction

Fiji, with a total land area of 10,429 square kilometres, comprises more than 300 islands varying in size from 10,000 square kilometres to tiny islets a few metres in circumference and spread over thousands of square kilometres of ocean in the heart of the South Pacific. Fiji has accepted many nationalities on its shores and is rich in diverse cultural backgrounds today. Besides the indigenous Fijians who form 45 per cent of total population, there are Indians (49.9 per cent) and the others composed of Europeans, Chinese and other Pacific Islanders (5.1 per cent).

Administratively Fiji is divided into four major divisions, Eastern, Central, Northern and Western. These divisions are further divided into 17 districts, each of them headed by a District Officer.

Civil Registration System

History and Organizational Structure

Registration of vital events in Fiji started with the passing of the Registration Ordinance in 1892. This registration ordinance has undergone several amendments since then and in its present form is known as the Births, Deaths and Marriages Registration Act of 1975.

During the days of colonial administration, what used to be known as the office of the Registrar-General (RG) is now made up of several separate satellite departments within the Crown Law Office. The term "Registrar-General" is now confined to the Registrar of Births, Deaths and Marriages. It is therefore his duty, by law, to register free of charge every birth, death, and marriage solemnized in Fiji. The Commissioners of each Division are appointed by the Registrar-General to function as Divisional Registrars. District Officers throughout Fiji also function as District Registrars (DR) in their respective districts. The Registrar-General also appoints reputed citizens, especially Turaganikoro (village headman) as Assistant District Registrars (ADR) throughout the outlying areas of Fiji to assist District Registrars. These officers are required by law to channel their records of registrations through their District and Divisional Registrars to the office of the Registrar-General in Suva. In 1976, a branch of the Registrar-General's office was established in Lautoka so that all the registrations carried out in the Western Division are assembled at the Lautoka office and then conveyed to the Suva office, purely for cross-reference purposes. In 1981 another divisional office was also established in Labasa to cater to the Northern Division.

Characteristics of the system

The current registration system depends on the public to come forward to the offices of ADRs, DRs and RG to register vital events. Events covered in the system include births, deaths and marriages. Divorces and judicial separations are registered by the Registrar of Magistrates Court. Foetal death and stillbirth records are kept by the medical statistics section of the Ministry of Health.

When a birth occurs in the hospital, the mother is provided with a birth notification chit upon discharge. This chit should be produced at the Registrar's office to enable the birth to be registered. Together with the chit, marriage certificate is also required to be produced if the birth occurs to a legally married couple. Likewise if the birth takes place at home the mother is provided with a chit from the district nurse. It is estimated that 93 per cent of births take place in hospitals, few are attended by District Nurses and only a very small proportion are attended by Traditional Birth Attendants (TBA).

In the case of death, the relatives are issued a cause of death certificate by the doctor. Upon presentation of the Certificate the death is registered at the RG's office. If a death is not certified by the doctor, especially in villages, the relatives of the deceased are required to bring a letter from the official who officiates at the funeral ceremony. The reporting of these events to the ADRs, DRs and RG may take any time between a few days to some years. Since registration is made only when the informant brings the notification chit to the Registrar's office, the extent of delayed registrations is considerable. The forms used for birth and death registration are given at Annexes 1 & 2.

There is no specific incentive to register any event. There is also no penalty for non-registration since there is no maximum time prescribed to register the event. However, there is a penalty of \$3.50 for late registration of birth if the birth is not registered within 12 months from the day it occurs. A certified true copy of registration may be obtained from the Registrar-General's Office upon request and upon payment of an application fee of 50c for births and \$1.00 for deaths and marriages.

Compilation and Statistical Processing

There are records of vital statistics having been compiled in Fiji before the turn of the century. Improvements were introduced around 1912 as well as in 1938. Starting with the year 1947 an attempt was made to maintain the annual estimates of population of the colony by

age, sex and race using the 1946 Census figures as the base and the vital statistics data. The primary purpose of this exercise was to study and evaluate the changing age and sex composition of the population. The current vital statistics compilation and statistical processing are therefore a continuation of this practice.

Responsibility and method of processing

The Bureau of Statistics is responsible for the compilation of Vital Statistics. It took over the task from the office of Registrar-General in 1974.

Vital records are summarised monthly at the RG's office. An officer from the Bureau of Statistics transcribes these vital records on to coding sheets which are then submitted to the Electronic Data Processing Centre (EDP) quarterly for processing. This processing allows for a cycle of editing before the tables are finally produced.

The Bureau of Statistics publishes regularly an annual report on Vital Statistics which contains statistics on births, deaths, marriages and stillbirths. It also includes data for previous years for comparison purposes only.

The Bureau of Statistics also publishes the mid-year population estimates, including birth and death statistics. A number of tabulations are computerized. However, a few are also done manually.

Evaluation

Civil registration and vital statistics in Fiji suffers from some degree of incompleteness. This was brought out by a comparison of the schedules of age-specific fertility rates from the Civil Registration System and the World Fertility Survey 1971-73. It was noted that the rates derived from the registration data were much lower than the survey estimates for both Fijian and Indian populations at every age group. It was, however, more marked among Fijians implying that the registration of Fijian births was far less complete.

In the Vital Statistics Report which the Bureau regularly publishes, comparison is also made between the total number of births and deaths registered by the Registrar-General against figures from Medical Statistics to evaluate the relative completeness of registration. The data from the latter source are compiled by date of occurrence and the registered events are generally greater than those of the Registrar-General and are assumed to be complete. However, for the three years 1980, 1981 and 1982 the position was reversed in terms of number of registered deaths. The reason was that in those years the Registrar-General's office went ahead to register the backlog of medical certificates on Causes of Death piling in the office rather than waiting for the informants to first come forward and register them. It is for this reason that in recent years attempts are made to build up statistics directly from the data obtained by the Health Department.

Medical Department Statistics

The Medical Department also has its own method of collecting records for compiling Vital Statistics. The Statistics Section of the Department receives what are known as Monthly Consolidated Returns of vital information through its network of hospitals, health centres, nursing stations and district nurses. Vital statistics are compiled from these returns so as to provide timely information by date of occurrence for health planning purposes.

Problems

Incomplete registration is common in Fiji's Civil Registration. People are not aware and at the same time do not appreciate the value of registration. This problem is aggravated by the fact that there are no incentives to register events. Difficulties of transportation to the main registration centres also work against sound registration. These problems contributed to incompleteness and inaccuracies. For instance in 1983 there were 19,802 births registered in Fiji but only 14,222 (71.8 per cent) of these births occurred in the year.

Another problem encountered is the incorrect information on the registration records. Most of the registration officials are not well-informed of the importance of obtaining correct information for both administrative and statistical purposes. The most common mistakes are on the question of "usual residence" and "previous issues" for births' and "usual residence" for deaths.

Future plans

A high powered committee was set up in 1980 with members drawn from the following organizations:

- (1) Office of the Attorney-General
- (2) Ministry of Health
- (3) Ministry of Fijian Affairs and Rural Development
- (4) Bureau of Statistics

The primary purpose of the committee was to look into and make recommendations for the improvement of Vital Statistics with special reference to its timeliness and accuracy. A recommendation from this committee was the introduction of 'birth chits'. These chits which were formerly sent to the Registrar-General's Office are now being sent to the Bureau of Statistics. On the basis of the Committee's recommendations the notification forms were also modified to suit both registration and statistical requirements (see Annexes 3-5). In January 1984 the hospitals and district nurses throughout Fiji were advised to start using the new forms and to send the second copy to the Government Statistician. These birth notification chits were designed for electronic data processing and are self-coded. It is intended that the Bureau's computer will be used for processing these chits. Until the new processing system is designed, the present one will continue.

Annex 1

REGISTER OF BIRTH

(Births, Deaths and Marriages Registration Act)

SECOND SCHEDULE

(Regulation 4)

CHILD	1. Date of Birth			
	2. Place of Birth			
	3. Name			
	4. Sex		5. Race	6. Type of birth Single/Twin
PARENTS	7. Date of Marriage			
	8. Address of usual residence			
	9. Previous issue	Living: Males	Females	Deceased: Males Females
FATHER	10. Full Name (father's name if Indian)			
	11. Age		12. Occupation	
	If Fijian	13. Mataqali		14. Yavusa
		15. Koro		16. Tikina
MOTHER	17. Full Name and maiden Surname (father's name if Indian)			
	18. Age		19. Occupation	
	If Fijian	20. Mataqali		21. Yavusa
		22. Koro		23. Tikina
	24. Other issue	Living : Males Females		Deceased: Males Females
	25. Registration Date		26. Place:	
INFORMANT	Full Name (also father's name if Indian)			
	Address			
	Signature		REGISTRATION No.	

Annex 1. (Continued)

To be filled in when parents are not married

We _____

and _____

_____ father and mother of the child whose name appears overleaf request that our names be registered as father and mother.

Father's Signature _____

Mother's Signature _____

Witness Signature _____

To be filled in when two months or more have elapsed from the date of birth to receipt of information at Registrar-General's or District Registrar's Office.

I, the undersigned, do solemnly declare that the particulars of the birth of the child herein written are true to the best of my knowledge and belief.

Informant's Signature _____

Declared at _____ this _____ day

of _____ 19 _____

Before me _____

Annex 2

REGISTER OF DEATH

(Births, Deaths and Marriages Registration Act)

1. Date of death			
2. Place of death			
3. Full name of deceased			
4. Race	5. Sex	4.	5.
6. Age or Date of Birth, if known		6.	
7. If Fijian		7. Mataqali	
		Yavusa	
		Koro	
		Tikina	
8. Profession or Occupation		8.	
9. Marital Status (e.g. single married divorced etc.)			
10. Full name of spouse		10.	
11. Number of issue		11. Males	Females
12. Deceased's Father's full name		12.	
13. Deceased's Mother's full name and Maiden Name		13.	
14. Cause of Death		14.	
15. Full name of certifying medical attendant		15.	
16. Date and	17. Place buried/cremated		
18. Full name and religion of Minister or full name of two witnesses		18.	
19. Date and	20. Place registered	19.	20.
Full name of informant:			
Signature		REGISTRATION No.	

CHAPTER 8

GUAM

Civil Registration and Vital Statistics System

History

Registration of vital events dates back to 1901 in Guam. Public Law 10-44 (Vital Statistics Act) has established an Office of Vital Statistics which maintains and operates the system of vital registration and statistics throughout the Territory of Guam. The Office of Vital Statistics has steadily progressed from the "log book" type of registration started as far back as 1901, to its present system of registration and record-keeping. By adopting and adapting the U.S. standards and procedures, recommended by the National Center for Health Statistics, and by consistently upgrading it, the system has been made to function extremely well.

Birth Registration

The birth of each and every child born in Guam must be registered within ten days of birth. When a birth occurs in an institution, the person in charge of the institution obtains the related personal data, prepares the certificate and files it with the Office of Vital Statistics. In the case of a birth occurring outside an institution, the certificate is prepared by the physician in attendance immediately after the birth. However, in the absence of a physician, the midwife in attendance, or parents, and in the absence of parents, the commissioner of the district where the birth occurred, prepares and files the certificate.

Where the birth of a person born in Guam has not been registered, a certificate may be filed in accordance with the Regulations of the Office of Vital Statistics. Certificates of Birth registered seven years or more after the date of occurrence are marked "Delayed" along with the date of registration. Date of birth, place of birth and parentage are required for registration for all delayed birth registrations.

The records are numbered according to the date of receipt and not by date of birth. They are however filed by year of birth. A Master Index listing is also maintained alphabetically.

Death Registration

A Death Certificate for every death that occurs in Guam is immediately (within 24 hours) filed with the Office of Vital Statistics by the District Commissioner, upon receipt of information of any death within his district. Death occurring in an institution is reported by the person in charge of that institution to the Office of Vital

Statistics. The cause of any death occurring without medical attendance is investigated by the medical examiner or a duly authorized person, who completes and signs the certificate within 24 hours after taking charge of the case. In the case of a death without medical attendance, the medical examiner must complete and sign a medical certificate within 72 hours after death. Burial permit for burial or removal will not be issued unless the death certificate has been registered.

Marriage Registration

Every person authorized by the law to perform a marriage has to certify the marriage and file the record thereof with the Office of Vital Statistics within ten days after the ceremony. The Office which issues the marriage licence has to forward each month copies of the application and licences filed with them to the Territorial Registrar.

Divorce Registration

For every divorce or annulment of marriage granted by the Courts of Guam, a report is filed with the Office of Vital Statistics by the Clerk of the Court. These reports, furnished with the petition by the Petitioners or their legal representative are forwarded on or before the 15th day of each month. The registration of these events is mandated by law. Since the enactment of this provision, every event has been recorded without omission.

Use of Certificates

Birth Certificate is required at the time of admission to school, public or private, and also as proof of inheritance and citizenship. Death Certificate is required for burial, insurance claim and clearance of pending transactions. Marriage Certificate is required as proof of bond, loan transactions and community property, and lastly a divorce decree is required as proof of dissolution of Marriage, clearance from spouse obligation as well as community property settlement.

Compilation of Vital Statistics

Compilation of vital statistical data has been computerized which facilitates bringing out the Annual Vital Statistics Report expeditiously. These statistics are also transmitted to the Department of Commerce for incorporation into the Annual Economic Review for the Territory of Guam.

CHAPTER 9

HONG KONG

Civil Registration and Vital Statistics System

Civil Registration

History

Civil Registration in Hong Kong began in 1872 when the Births and Deaths Registration Ordinance was passed. This law modelled on the British system was replaced by the new Birth and Death Registration Ordinance in 1934.

Although birth and death registration became compulsory in 1872, it took a long time to achieve the current tempo of registration. The situation vastly improved only during the 1960s for a combination of reasons. To meet the large scale demand for public housing preference was given to families with children. For this purpose birth certificates required to be produced as evidence of the children having been born in Hong Kong. More people, therefore, became aware of the importance of birth registration. An increasing number of mothers availed themselves of the facilities provided by maternity wards of the Queen Elizabeth and other government hospitals. Births taking place in these hospitals were almost invariably registered as parents were told by nurses to go to the birth registries, located within the hospital compounds.

The duties of registering births and deaths were first vested in the Director of Medical and Health Services while marriage registration was looked after by the Registrar General of marriages. It was only in April 1957 that the Registrar General assumed concurrent charge of registration of births; deaths and marriages. By that time the registration net-work was also enlarged by the opening of a number of new registries in various districts. In July 1979, the Director of Immigration, who was then the ex-officio Commissioner of Registration of Persons, was appointed ex-officio Registrar of Births, Deaths and Marriages. By then 99 per cent of the births in Hong Kong were getting registered.

The history of death registration follows closely that of birth registration. But death registration grew more rapidly and at an earlier stage because a person could not be buried or cremated without his death having been first registered. However, unlike birth registration, death registration in the New Territories has traditionally been carried out by police officers. It was only in 1982 that the Registrar of Births and Deaths started to take over the task of death registration from the Police in the New Territories. It will take some years before a full transfer is effected.

The Marriage Ordinance was passed in March 1876. But like the Births and Deaths Registration Ordinance, it was almost completely disregarded in the early years because most Chinese preferred to marry according to their own traditional customs and rites. In line with the Government's policy to allow the Chinese to live according to their traditions, Chinese customary marriages and the acquisition of concubines were permitted until October 1971. The Marriage Reform Ordinance came into force on 7 October 1971 and was made applicable to all marriage irrespective of religion. Since then marriages are held valid only if they are contracted under the Marriage Ordinance.

Administrative and organizational structure

The birth and death and marriage registration offices are manned by the staff of the Immigration Service. These officers have been fully trained in vital registration work and are duly appointed as Deputy Registrars. In the New Territories police officers have also been appointed deputy registrars for the purpose of registering deaths.

Births and deaths are registered by district register offices as established by law. The General Register Office is, however, empowered to register all births and deaths regardless of their place of occurrence; nine birth registries are scattered over Hong Kong, Kowloon and the New Territories and are responsible for registering births in their respective districts. Death registration in the urban areas has been centralized in two death registries which provide not only facilities for the registration of deaths but also for all official documentation required for cremation. Police stations in the New Territories register about 600 deaths but as has been stated above, the Registrar of Births and Deaths is gradually assuming the responsibilities of all death registration in the New Territories. This will not be difficult because rural areas are rapidly being urbanized.

There are 13 marriage registries and 191 licensed public places of worship involving 30 denominations, all of which are Christian, except for one Sikh Temple.

Services for birth and marriage registration are being expanded to some very remote areas of Hong Kong by a visiting mobile team that makes special visits to these areas at regular intervals. The General Register Office is open on all Sunday mornings and on all public holidays since the law requires that death registration be carried out within 24 hours of the death.

Characteristics of the system

The Government's policy is to encourage rather than compel people to come forward for the registration of such intimate events in their lives as births, deaths and marriages. In order to achieve this, it has made not only registration services easily accessible but also the process simple and convenient. However, the main reason why vital registration and statistics have improved is that, in their day-to-day life people find it necessary to have birth, death and marriage certificates. For example, even as far back in the 1950s, a very high percentage of school age children were going to school, and primary schooling became free and compulsory in 1971. By that time possession of a birth certificate became indispensable for children born in Hong Kong because that was the most readily available proof of age which school authorities accepted to ensure that the child had reached the age of schooling.

Birth registration

According to the Births and Deaths Ordinance the father of a child or the mother or the occupier of the house in which the child was born or any person present at birth is obliged to report the event to the registrar. The time allowed for registration is 42 days excluding the date of birth. The hospitals, medical doctors and mid-wives who attend the births are also required to report the event to the registry within seven days of its occurrence.

The accuracy of entries on the birth registers is brought about by the fact that most of the births take place in a hospital or maternity home and these establishments are required by law to inform the Registrar of all births taking place in their establishments. This is done by using a birth return (see Annex 1) of common format. Four copies of the return are prepared of which the duplicate is forwarded to the District Registrar and the fourth is retained as office record. The format and content of the form had been revised on several occasions, latest being in 1983. Statistical compilation of birth data is based on the duplicate form. This form includes all details required including the identity card numbers of parents. When parents come forward for birth registration, their identity card and other particulars are checked against the birth return.

Since 1980, the birth entry number is the child's future identity card number. The use of a unique number makes impersonation virtually impossible. It is no longer possible for childless couples to adopt a child illegally by arranging for an expecting mother of their choice to use their names for birth registration. This was a common practice in the 1950s. Cross-checking with hospitals in Macau is also maintained to ensure that the fishermen's claim of their children's births in Hong Kong waters are true. Whenever it is found that a child was in fact born in a Macau hospital and had already been recorded in that hospital's birth records, the parents are prosecuted for making false claims.

From the immigration point of view, the accuracy of particulars on a birth certificate is very important. Until 1983, birth in Hong Kong by itself conferred the right of abode in Hong Kong. Since 1983, this is no longer sufficient. One of the parents must either be a citizen of a British Dependent Territory or a permanent resident of Hong Kong in order that the child may acquire the right of abode in Hong Kong. Hence, since 1983, it has become necessary to examine the parents' immigration or national status at time of birth. For this purpose, the immigration background of deputy registrars has served them in good stead.

Death registration

The coverage of death registration is also complete. The law makes it compulsory for every death to be registered within 24 hours of its occurrence unless during that time a coroner has ordered that enquiries be made into the circumstances of death. The law also provides that medical practitioners who attended the last illness of a person to sign a statutory medical certificate (see Annex 2) giving the cause of death and advising the deceased person's nearest relative or, in the absence of one, any person who has knowledge of the death, to deliver that certificate at a death registry for death registration.

The law defines the informant, in the case of death, as the relative/friend of the deceased or any person having knowledge of the death and who brings the medical certificate of the cause of death of the deceased to the death registry office for registration.

At present the legal provisions for dealing with reporting of unnatural deaths are not very satisfactory. Under the Births and Deaths Registration Ordinance, though the Registrar has the power to cause enquiries to be made in any case in which he wishes to verify the correctness of the cause of death, there are no provisions defining the circumstances when he must exercise this power. The Coroner's Ordinance empowers a coroner to enquire into the circumstances of all unnatural deaths but there are no provisions binding anyone to report such deaths to the coroner. Hong Kong's Law Reform Commission is presently reviewing the legislation with a view to fill the gaps in the present provisions.

Where a case has been referred to a coroner, death registration is not effected until the coroner has either sent a copy of a mortuary return (see Annex 3) stating that no further enquiries are required, or upon completion of his enquiries, by sending the registry a form recording the cause of death.

Every effort is made to ensure that the cause of death given complies with the codes used in the International Statistical Classification of Causes of Death. Whenever the Registrar finds departures from these codes, he will contact the doctors for clarification advising them of the requirements to follow a common terminology.

As rural areas are being replaced by satellite towns providing a whole range of medical services, the number of persons who die without having been attended by a medical practitioner has dwindled to insignificance. At present only 0.3 per cent of the total number of deaths are not backed by medical certificate completed by a registered physician. Further improvement will be achieved when the Registrar of Births and Deaths takes over from the Police the responsibility of registering deaths throughout the New Territories.

Under the present system, the Medical and Health Department does not report particulars of foetal deaths to the Registrar of Births and Deaths.

Marriage registration

The Marriage Reform Ordinance provides that all marriages entered into Hong Kong on or after 7 October 1971 shall be a Christian marriage or its civil equivalent. It recognizes certain customary marriages and validates certain other marriages known as modern marriages provided, in each case, they were entered into before 7 October 1971. The Ordinance also makes provision for the post-registration of these modern and customary marriages and for their dissolution by mutual consent. Since the Ordinance came into force, 1,374 marriages have been post-registered.

The Marriage Ordinance provides that before a marriage can be celebrated, notice in a prescribed form (see Annex 4) has to be given to the Registrar by either party of the intended marriage. The notice has to be exhibited for a period of 15 days after which a Registrar's Certificate will be issued to enable the marriage to take place at a registry or at a licensed place of worship. During the celebration of marriage, a marriage certificate is issued to the bride or to the groom.

Although records of marriages are not linked with other government records, if the Registrar has doubts about the accuracy of the particulars given on a marriage notice, he will check the identity card records, or immigration records of the person concerned. This is quite useful, in many instances where these records showed that the person was already married. These checks are made quite conveniently because of computerization of records.

Under the present system, the Registrar of Supreme Court, and not the Registrar of Marriages, is responsible for registering divorces that have taken place in Hong Kong.

Compilation of Vital Statistics

History

Vital statistics are collected at low cost as by-products from the civil registration system. Prior to 1970/71, vital statistics were reported by month of registration rather than by month of occurrence. Such being the case, unregistered events as well as delayed registrations

were excluded from the tabulation. Some useful statistical information not required for registration purposes were also not included, thus rendering the data incomplete in coverage and inadequate for analysis. These defects were recognized by the departments concerned, and in 1971, Census and Statistics Department was entrusted with the responsibility of establishing formally a data collection and compilation system for the statistics of births, deaths and marriages.

The improvements introduced so far include: (a) tabulation of birth and death statistics based on date of occurrence since 1970/71; and (b) revision of source documents i.e. the basic returns, periodic reports etc. in 1976, which minimized the loss of information due to under-registration, reduced possible errors in recording, transcription and coding, and extended the scope of information collected in the system so as to cover more useful information as prescribed by the United Nations recommendations. In 1985, a further review of the system was initiated by Census and Statistics Department to examine the data collection procedures and the definitions of data items, with a view to removing any deficiencies existing in the data from the statistical point of view.

Administrative structure

The Demographic Statistics Section of the Census and Statistics Department is responsible for the processing, compilation and analysis of vital statistics. In effect, the maintenance of the vital statistics system operates through the co-operation of the Immigration Department, Medical and Health Department (in charge of Government Hospitals and Maternity Homes) and subvented and private hospitals, which are responsible for data collection. Statistics of Births, Deaths and Marriages relate to such events occurring in the country.

Definitions of Vital Events

The following definitions are adopted for compilation of vital statistics:

Live Birth. A live birth refers to the complete expulsion or extraction from its mother of a product of conception which after such separation breathes or shows any other evidence of life.

Death. A death represents a deceased of whom the cause of death either has been determined with the support of a medical certificate or the coroner's report or has been classified under the cause "Senility without mention of psychosis" according to a special provision of the law. When the coroner's investigation into the true cause of death is still pending, such a death is still included in the tabulation irrespective of whether it has been registered.

Marriage. A registered marriage is defined as a voluntary union for life of one man with one woman to the exclusion of all others which has been contracted in

accordance with the Marriage Ordinance. Those customary marriages contracted before 7 October 1971, which have been post-registered in accordance with the Marriage Reform Ordinance after that date, are also covered in the marriage statistics. Marriage statistics are restricted to registered marriages only.

Data collection and processing procedures

Processing of vital statistics i.e. editing, data preparation and compilation is handled by the Census and Statistics Department. The returns are routed through the General Registry Office where coding operation takes place. The processing operation are all conducted with the help of computer.

Birth. The existing data collection procedure for births has been revised after a review exercise conducted in 1975, 1980 and 1983. As a result, a new Hospital/Midwife's Birth Return (called the return hereafter) (Annex 1) has been introduced as the only source documents throughout the various stages of data collection, coding, editing, data preparation, and data validation since 1976. The return is composed of two parts, information on the event, the baby, the pregnancy history of mother and the identity of parents are entered by staff of hospitals or maternity in the upper part of the return. The duplicate copy is then forwarded to the appropriate birth registry where the parent(s) is directed to complete the birth registration. When the parent(s) approaches the prescribed registry and completes the birth registration formalities, information relating to the registration and the socio-economic characteristics of the parents are then recorded in the lower part of the duplicate copy. This is then sent to the Immigration Department Headquarters where the information is coded on the right-hand margin of the same return [Annex 1 Section (b)]. The coded return is sent monthly to Census & Statistics Department for manual editing and checking. After data input, data validation, covering consistency and range checks, is performed on a quarterly basis, while data compilation is done on an annual basis.

The return is also used to register self-delivered births. Both the upper and lower parts of the return have to be completed in the birth registry when the parent(s) register the birth. Again, the duplicate copy of the return is the source document for subsequent data preparation and tabulation. In recent years, self-delivered births have accounted for less than 0.05 per cent of the total number of annual births.

Deaths. The Medical Certificate of the Cause of Death (Annex 2), which is a legal form to support the death registration, is the major source document for collecting information on the deceased. When the deceased has not been attended by a registered medical practitioner, the true cause of death has to be investigated. For

such cases, pathologists in the gazetted mortuaries have to carry out a post-mortem and submit a mortuary return to the coroner specifying the underlying and, where applicable, the external causes of death and indicating whether an autopsy has been performed according to coroner's prior order. The coroner will decide whether a death report is necessary. After routing through the coroner, the mortuary return will reach the death registry. When no death report is called for the death can be registered. Otherwise, the registration can only be completed when the death report is announced. The mortuary return carries more or less the same amount of information as the medical certificate and it serves as the minor source document for collecting death data for such cases which compose only a fifth of the total number of death.

The Medical Certificate of the Cause of Death (called the medical certificate hereafter), as a statutory document is sufficient for registration purposes but not well designed for statistical purposes. It cannot be used throughout the whole process from data collection to data validation. In 1975 when the vital statistics system was reviewed, an attempt was made to re-design the medical certificate so that recording of the additional data items, as well as coding and editing could all be carried out in the same form. The idea of a new form design was finally dropped because of the complicated proceedings involved in changing a statutory form. However, the proposal for recording the additional information on the medical certificate was accepted and a tabular space was printed on the back for this purpose. Parallel to this change, an appendix was added to the mortuary return for recording the additional information. As of 1 January 1984, some additional data are also collected, in the tabular space at the back of the medical certificate (Annex 2).

In both the medical certificate and the mortuary return, information collected is divided into two types: one concerning the event which can be acquired from hospital records, coroner's reports, police records and registration records; the other concerning the deceased which is based on hospital admission records or can be obtained from the informant. After death registration, the medical certificates and the mortuary returns with the appendices are sent to the Immigration Department Headquarters for data transcription where the items are coded on separate data sheets. The data sheets covering deaths registered in a month are then sent to Census and Statistics Department for checking. Data validation which includes consistency and range checks is performed quarterly while data compilation is carried out quarterly and annually.

Marriage. The Marriage Ordinance provides that notice of intended marriage must be given by one of the parties thereto to the registrar at least 15 days before the date of marriage. Statistics on marriage are collected when notices of intended marriage are applied for. At the time of

application a total of five copies of three different forms have to be completed and the last one is the Marriage Statistical Data Sheet (called data sheet hereafter) for recording additional data items for analysis. At anytime between 15 days and three months, the marriage can be celebrated at a licensed place of worship or before the deputy registrar in a registry. After the marriage, the remaining items of information relating to the event such as the date of marriage are recorded on the data sheet. This data sheet is then sent from the registry to the Immigration Department Headquarters for coding. The same form after coding is passed on to Census & Statistics Department for manual editing. Data validation, including consistency and range checks, is then performed quarterly while compilation is made annually.

The existing data collection procedure is similar to that established in 1971. However, there was an improvement introduced after a review of the system in 1975. The data sheet was modified to facilitate coding to be carried out on the same form, thus allowing manual editing to improve the accuracy of the data. Earlier, coding was done on a separate sheet, causing unnecessary transcription and generating coding errors. In 1983, the scope of information collected in the data sheet was expanded.

Compilation and publication of vital statistics

Birth. Birth statistics for any year are compiled by date of occurrence after February in the following year in order to include births that will be registered within 42 days after the delivery. There are, of course, cases of unregistered births existing at the time of data compilation. Birth returns for these cases are also included in the compilation so that the key items of information on the event and the baby given in the upper part of the returns will not be missed. The data tapes containing the annual birth records are retained for use in future research study. A list of tabulations on birth statistics is given at Annex 5.

Annual birth statistics by date of occurrence are published in the 'Hong Kong Annual Digest of Statistics'. Birth statistics with more detailed breakdown in the form of a time series were published in the report entitled "Demographic Trends in Hong Kong: 1971-1982", which also includes an analysis of fertility trend in Hong Kong.

Death. Tabulations of registered deaths are produced quarterly and annually for Medical & Health Department. However, tabulations of known deaths in a year based on data of occurrence are produced annually after March in the following year. This time lag is necessary for covering

as many cases pending the coroner's death report as possible. The data tapes containing the annual known death records are retained for future research study. The lists of tabulations on registered deaths and known deaths are shown at Annex. 6.

Marriage. Tabulations of registered marriages in a year are produced annually. A list of tabulations is given at Annex 7. The data tapes containing the annual registered marriage records are kept for future research study.

Annual marriage statistics are published in the 'Hong Kong Annual Digest of Statistics' and the 'Hong Kong Annual Report'. A time series of marriage statistics with interesting breakdowns had been published in the report entitled "Demographic Trends in Hong Kong: 1971-1982", which also analyses nuptiality trends.

Special problems of the vital statistics system

The coverage of the civil registration of births, deaths and marriages is complete. The problem of the vital statistics system does not relate to the completeness of coverage but to the quality of data collected. Since staff responsible for data collection for the system are not specially trained for that purpose, information recorded is sometimes inadequate or incomplete; this gives rise to the problem of inaccurate coding of the information. Another weakness of the present system is that the whole operation from data collection to data processing is not under one central control. There are a number of government departments and institutions involved in data collection, and Census and Statistics Department is only responsible for editing, data preparation and compilation. Often due to staff turnover in these departments and institutions, there are fluctuations in the quality of work. Possibilities for improvement lie in better co-ordination among the departments and institutions concerned and more training and supervision of staff involved in data collection.

Strategies for improvement of vital statistics

In 1985, Census and Statistics Department initiated another review on the vital statistics system, focusing on the effectiveness of the existing data collection procedures and how these would affect the quality of data collected. Concomitantly, the definitions of data items are being re-examined. It is hoped that in the review any deficiencies that exist in the data provided by the civil registration system, can be gauged more precisely from the statistical point of view. The findings of the review will provide a framework based on which viable solutions can be worked out to remove these deficiencies as far as possible.

Annex 1. Section (a)

HOSPITAL/MIDWIFE'S BIRTH RETURN
 醫院/助產士新生嬰兒呈報表
 BIRTHS AND DEATHS REGISTRATION ORDINANCE
 生死註冊條例

J0208003

Case Ref. No. 檔案編號

Original (white) and duplicate (yellow) to District Registrar; triplicate (blue) to the Family Health Services Headquarters; quadruplicate (pink) for record. 第一副本(白色)及第一副本(黃色)送交區出生註冊員。第二副本(藍色)交家庭健康服務總部。第三副本(粉紅色)由院方歸入檔案。

THIS PART SHOULD BE COMPLETED BY HOSPITAL/MIDWIFE 此部由院方或助產士填寫

Name of baby 嬰兒姓名 English 英文		Date of birth 出生日期		Sex of baby 嬰兒性別		Weight of baby 嬰兒重量 kg 千克	
Chinese 中文		Type of birth 出生類別		Type of birth 出生類別		Type of birth 出生類別	
Name and maiden surname of mother 母親婚前姓名		Date of birth of mother 母親出生日期		Age of mother 母親年齡		History of previous pregnancies 以往妊娠	
Identity Card No. of mother 母親身份證號碼		Place of residence of mother 母親住址		Live Birth 活嬰		Male 男	
Name and surname of father 父親姓名		Street/Name of Estate 街道/屋苑名稱		Neo-natal death 新生死亡		Female 女	
Identity Card No. of father 父親身份證號碼		House No. 門牌		Still birth 死胎		Abortion 小產/墮胎	
		Stamp of hospital, maternity home or clinic/Address at birth 醫院、留產所、診所名稱及印戳/出生地址		Name and signature of Hospital Superintendent/Registered Midwife 醫院院長/註冊助產士姓名及簽名		Date 日期	

THIS PART SHOULD BE COMPLETED BY BIRTH REGISTRY UPON REGISTRATION 此部由出生註冊處填寫

Registration number		Remarks	
Date of registration	Place of birth	Type of housing of mother	
Occupation of mother	Length of stay of mother in H.K.	Type of relationship of parents	
Occupation of father	Length of stay of father in H.K.	Type of relationship of parents in Hong Kong	
Age of father	Duration of present relationship of parents	Marriage registered in Hong Kong	
Type of relationship of parents		Marriage registered or recognised elsewhere	
Type of relationship of parents before 7-10-1971 in Hong Kong		Chinese customary marriage	

SPECIMEN

NOTE:
 One return, in quadruplicate, should be completed for each and every birth which occurred in your practice in accordance with the instructions given below.—
DATE OF BIRTH OF MOTHER — as given on identity card or travel document.
AGE OF MOTHER — should be given in complete year according to western reckoning.
WEIGHT OF BABY — should be given in units of kg to 1 decimal point.
HISTORY OF PREVIOUS PREGNANCIES — categories pregnancies of the mother herself according to the definitions given below: (the newborn infant reported by this return should not be included)
Live Birth — is the complete expulsion or extraction from its mother of a product of conception, which after such separation breathes or shows any other evidence of life.
Neo-natal Death — infant death occurring during the first 28 days after birth.
Still Birth — birth given by mother after 28 weeks of gestation which after complete expulsion or extraction does not breathe or show any evidence of life.
Abortion — any interruption of pregnancy before 28 weeks of gestation with a dead foetus. This includes miscarriage and abortion, whether legal or illegal.
PLACE OF RESIDENCE OF MOTHER — record in detail the usual address of the mother For marine population, licence number of the vessel and port of anchorage should also be recorded.

注意事項:
 由醫院/留產所/診所所生之嬰兒須由院方分別代為填寫表格一式四份,表格內各項依照下列指示填寫:
母親出生日期——以身份證或旅行證件上所登記為準。
母親年齡——依照西曆足齡計算。
嬰兒重量——以千克計算至一位小數。
以往妊娠紀錄——不包括由本表格申報之初生嬰兒在內。
活嬰——由母親產出或由產婦內取出,而在脫離母體後有呼吸或其他生存跡象之嬰兒。
新生死亡——出生後廿八日內死亡之嬰兒。
死胎——經過廿八星期懷孕後由母親產出或從母體內取出而在脫離母體後並無呼吸或其他生存跡象之嬰兒。
小產/墮胎——不足廿八星期而終止之懷孕,從而導致產下死胎,此項包括流產,合法或非法之墮胎。
母親住址——填寫母親之詳細地址,水上居民須填寫船牌號碼及泊港處。

Annex 1. Section (b)

HOSPITAL/MIDWIFE'S BIRTH RETURN
 醫院/助產士新生嬰兒呈報表
 BIRTHS AND DEATHS REGISTRATION ORDINANCE
 出生註冊條例 (send to Census & Statistics Department for compilation)
 此表須送交... 此表須送交... 此表須送交...
 District Registrar of Births 出生登記處

This copy should be sent to District Registrar of Births for compilation

THIS PART SHOULD BE COMPLETED BY HOSPITAL/MIDWIFE 此部由院方或助產士填寫

Name of baby 嬰兒姓名 English 英文	Date of birth 出生日期	Sex of baby 嬰兒性別	Weight of baby 嬰兒重量 kg 千克
Chinese 中文	Type of birth 出生類別 1 <input type="checkbox"/> Single 單胎 2 <input type="checkbox"/> Twin 雙胎 3 <input type="checkbox"/> Triple 三胎 4 <input type="checkbox"/> Other 其他		
Name and maiden surname of mother 母親婚前姓名	Date of birth of mother 母親出生日期	Age of mother 母親年齡	History of previous pregnancies 以往妊娠 Live Birth 活嬰 Male 男 Female 女 Abortion 小產/墮胎
Identity Card No. of mother 母親身份證號碼	Place of residence of mother 母親住址	Neo-natal death 新生死亡	Still birth 死胎
Name and surname of father 父親姓名	House No. 門牌	Name and signature of Hospital Superintendent/Registered Midwife 醫院院長/註冊助產士姓名及簽名	
Identity Card No. of father 父親身份證號碼	Street/Name of Estate 街道/屋苑名稱	District 地區	
	Stamp of hospital, maternity home or clinic/ 醫院、留產所、診所名稱及印壓/ 出生地址		
	Date 日期		

THIS PART SHOULD BE COMPLETED BY BIRTH REGISTRY UPON REGISTRATION 此部由出生註冊處填寫

Registration number	Remarks		
Date of registration	Birth registry	Place of birth	
Occupation of mother	Education of mother	Length of stay of mother in H.K.	Place of previous residence of mother
Occupation of father	Education of father	Length of stay of father in H.K.	Place of previous residence of father
Age of father	Place of origin of father	Duration of present relationship of parents	Name and signature of District Registrar
Type of relationship of parents	Type of housing of mother		
1 <input type="checkbox"/> Marriage registered in Hong Kong	4 <input type="checkbox"/> Cohabitation	1 <input type="checkbox"/> Institution	4 <input type="checkbox"/> Private—villa & bungalow
2 <input type="checkbox"/> Marriage registered or recognised elsewhere	5 <input type="checkbox"/> Others	2 <input type="checkbox"/> Public rental block	5 <input type="checkbox"/> Private—block (including H.O.S.)
3 <input type="checkbox"/> Chinese customary marriage before 7-10-1971 in Hong Kong		3 <input type="checkbox"/> Private—simple stone structure	7 <input type="checkbox"/> Private—simple stone structure
		8 <input type="checkbox"/> Temporary structure & open space	8 <input type="checkbox"/> Temporary structure & open space
		9 <input type="checkbox"/> Marine vessel	9 <input type="checkbox"/> Marine vessel

Date of birth: Day, Month, Year

Sex: M F

Weight: kg

Mother's date of birth: Month, Year

Age of mother: Year

Mother's residence: N.N.D. S.B. Abortion

Address at birth:

Registration number:

Date of registration: Day, Month, Year

Mother's Occupation:

Father's Occupation:

Age of father: Year

Origin:

Relationship type:

Housing:

Place of birth:

Annex 2
(Form No. 18)

BIRTHS AND DEATHS REGISTRATION ORDINANCE

B 18699

15. 20 (a)

No. of corresponding entry in register book of deaths to be inserted here by the registrar.

[Empty box for registrar's number]

MEDICAL CERTIFICATE OF THE CAUSE OF DEATH

To be given by the medical attendant to the person whose duty it is to give it, with information of the death, to a registrar and to no other person.

B 18699

Counterfoil for the use of the medical attendant, who should in all cases fill it up.

I hereby certify that I attended during the last illness; that such person's age was stated to be the day of 19; that died* at the day of 19; and that, to the best of my knowledge and belief the cause of h. death was as hereunder written. An anaesthetic, namely was administered (or, if such was the case: No anaesthetic was administered before the death of)

* Should the medical attendant not feel justified in taking upon himself the responsibility of certifying the fact of death, he may here insert the words "as I am informed."
† Insert here how long before death the anaesthetic was administered.

Table with 2 columns: CAUSE OF DEATH, Approximate interval between onset and death. Rows include: I. Disease or condition directly leading to death, Antecedent causes, Morbid conditions, II. Other significant conditions contributing to the death, and a large 'SPECIMEN' watermark.

(The informant should read the back of this form).

Deceased's nationality, profession, address, place of death, Dated the day of 19.

Signed, Date. N.B.—THIS CERTIFICATE IS INTENDED SOLELY FOR THE USE OF THE REGISTRAR to whom it should be delivered by the person giving information to him of the particulars required by law to be registered concerning the death. Fine of \$1,000 or 6 months' imprisonment for neglect of informant to deliver this certificate to the registrar or a district registrar. The Registrar of Births and Deaths countersigns all returns against accepting or using this certificate for any purpose whatever except that of delivering it to himself or a district registrar.

Place of origin	
Marital status	
Length of stay in Hong Kong	
Country of previous residence	

NOTICE

By Section 20 of the Births and Deaths Registration Ordinance, it is enacted that whenever a registered medical practitioner has been in attendance during the last illness of a deceased person such practitioner shall sign and give to a *qualified informant of the death* a certificate of the cause of death, and including a statement as to whether any, and if so what, anaesthetic was administered during the said illness. The informant is bound to deliver the certificate to a registrar.

Persons qualified to be informants for the registration of the death, and to whom only this certificate should be given:—

1. A RELATIVE of the deceased *present at the death*.
2. A RELATIVE of the deceased *in attendance during the last illness*.
3. A person present at the death.
4. A person in attendance during the last illness.
5. The occupier of the house in which the death occurred.
6. An inmate of the house in which the death occurred.
7. The person causing the body of the deceased to be buried.

Penalty for failing to give information within the 24 hours (in which travelling time and general holidays as defined by the Holidays Ordinance, shall not be included) next following death is \$1,000 fine or 6 months' imprisonment.

Informants must be prepared to state accurately to the registrar or a district registrar the following particulars:—

- (1) The *date and place* of death;
- (2) The *full names and surname* of deceased;
- (3) The correct *age* of deceased; and
- (4) The *rank, profession, or occupation* of deceased and nationality so far as is known. [If deceased is a *child or an unmarried person without occupation or property* the full names and rank or profession of the *father* will be required (except in the case of *illegitimate children*); if a *wife or widow* (those of the *husband or deceased husband*.)

Annex 3. Section (b) (Continued)

List of Hsien's of Guangdong Province, China

Place 地點	Code 號碼	Place 地點	Code 號碼		
Canton	廣州	02	Macao	澳門	02
Chek Kai	赤溪	02	Man Cheong	文昌	05
Cheung Kong	昌江	05	Man Ling	萬寧	05
Chi Hing	始興	05	Mau Ming	茂名	05
Chim Yuen	儋縣	05	Nam Hoi	南海	02
Ching Hoi	澄海	04	Nam Hung	南雄	05
Ching Yuen	清遠	05	Nam O	南澳	02
Ching Lin	澄瀾	05	Nam Shan	南山	04
Chiu Ning	蕉嶺	05	Ng Chuen	吳川	05
Chiu On	潮安	04	Ngai Yuen	崖縣	05
Chiu Yeung	潮陽	04	Ng Wah	五華	05
Chun Kong	鎮江	05	Ping Yuen	平遠	05
Chun Ngai	巡歷	05	Po Ning	普寧	04
Chung Shan	中山	02	Po On	寶安	02
Fa Chow	化州	05	Po Ting	保寧	05
Fa Yuen	花縣	02	Pok Law	博羅	05
Fat Kong	佛岡	05	Pun Yue	番禺	02
Fu Mun	虎門	02	Sam Shui	三水	02
Fung Chuen	封川	05	Shui Kai	遂溪	05
Fung Shun	豐順	04	Shun Tak	順德	02
Hing Ning	興寧	05	Shun Shuen	信宜	05
Ho Yuen	河源	05	Siu Hing	肇慶	05
Hoi Fung	海豐	04	Sun Fung	新豐	05
Hoi Hong	海康	05	Sun Wui	新會	03
Hoi Kin	開建	05	Sze Wui	四會	05
Hoi Ping	開平	03	Tai Pang	大鵬	02
Hok Shan	鶴山	03	Tai Po	大埔	05
Kam Yang	感恩	05	Tin Pa	電白	05
King Tung	瓊東	05	Ting On	定安	05
King Shan	瓊山	05	Toi Shan	台山	03
Kit Yeung	揭陽	04	Tsang Shing	增城	02
Ko Ming	高明	05	Tse Kam	紫金	05
Kuk Kong	曲江	05	Tsui Man	徐聞	05
Kwong Ning	廣寧	05	Tsung Fa	從化	02
Lam Ko	臨高	05	Tung Kwun	東莞	02
Law Ting	羅定	05	Wai Loi	惠來	04
Lim Kong	廉江	05	Wai Yeung	惠陽	02
Lin Yuen	連縣	05	Wan Fou	雲浮	05
Lin Ping	連平	05	Wat Nam	鬱南	05
Lin Shan	連山	05	Yan Ping	恩平	03
Ling Shui	陵水	05	Yeung Chun	陽春	05
Lok Cheong	樂昌	05	Yeung Shan	陽山	05
Lok Tung	樂東	05	Ying Tak	英德	05
Lok Wui	樂會	05	Yiu Ping	饒平	04
Luk Fung	陸豐	04	Yue Yuen	乳源	05
Lung Chuen	龍川	05	Yung Yuen	翁源	05

Annex 4. Section (a)
No. A 829601

NOTICE OF MARRIAGE
結婚申報書

To the Registrar of Marriages, Hong Kong,
致香港婚姻註冊官

I hereby give you notice that a marriage is intended to be had, within three months from the date hereof, between me and the other party herein named.
本人擬由申報之日起三個月內，與下述另一方結婚。特此通知。

Name and surname 姓名	Condition 目前狀況	Rank or profession 職階或職業	Age 年歲	Dwelling place 住址	By whom consent (if any) given 如婚事依法須他人同意， 則敘明同意者為誰
Bridegroom 新郎	(Bachelor/Widower/Divorced person) 未婚 / 寡夫 / 離婚				
Bride 新娘	(Spinster/Widow/Divorced person) 未婚 / 寡婦 / 離婚				

SPECIMEN

Witness my hand this day of 19.....
九 年 月 日

..... Party giving the notice.
申報人簽署

FOR OFFICIAL USE ONLY

Marriage Notice posted on		Receipt No.	
I/C or other I/D No.	Father's Name and Rank or Profession	Nationality	Place of Origin
Bridegroom			
Bride			

The issue of a certificate under Section 9(1) of the Marriage Ordinance in respect of the above Notice has not been forbidden by any person authorized to forbid the issue hereof.

Witness my hand this day of 19.....

..... Deputy Registrar of Marriages.

MRI (S)

Annex 4. Section (a) (Continued)

MARRIAGE ORDINANCE, Section 12
婚姻條例第十二條

I, described in the Notice of Marriage on the reverse hereof, make oath and say/solemnly and sincerely affirm.

- (1) that it is my intention to be joined in marriage to the other party described in the said Notice of Marriage,
- (2) that I believe that there is not any impediment of kindred or alliance or any other lawful hindrance to the marriage, and
- * (3) that no consent to the marriage is required by law from any other party.
- * (3) that the consent of the parties required by law to the marriage has been obtained.

I understand that if any of the above statements or any of the particulars entered in the said Notice of Marriage is false, I may be liable to prosecution under the Crimes Ordinance.

本人, 為背頁結婚申報書之申報人, 現謹宣誓/謹以至誠確認: (一)本人擬與該結婚申報書所叙明之另一方互相締結婚姻。 (二)本人深信此項婚姻並不受任何血統或親屬關係之妨礙或其他合法阻撓及 * (三)此項婚姻已取法律上所需之其他人同意。

本人明瞭, 倘上述任何一項聲明或在該結婚申報書所填之任何事項係虛構者, 則依據刑事罪條例之規定, 本人可受檢控。

Sworn/Affirmed at in Hong Kong day of 19.....
 此項宣誓/確認係於.....年.....月.....日在香港.....及在本人面前提出。

The contents having first been duly interpreted to the Deponent in the Dialect of the Chinese language by
 Before me Sworn Interpreter.

* Delete whichever is inapplicable.
 將不適用者劃去

Deputy Registrar of Marriages.
 副 婚 冊 官

DECLARATION 聲明

I, the Bridegroom named on the reverse hereof do hereby declare that I fully understand that by publicly taking the Bride named on the reverse hereof as my wife in the presence of a Deputy Registrar of Marriages, I shall become legally married and bound to the said party although no other rite of a civil or religious nature shall take place, and I also understand that the effect of my publicly taking the said party as my wife as aforesaid is to create between us a marriage which cannot be dissolved during our joint lives except by a valid judgment of divorce, and that if either of us during the lifetime of the other, shall contract another marriage while this one remains undissolved, he or she will be guilty of bigamy and will be liable to the punishment for that offence.

本人即背方面所書之新娘茲謹聲明, 本人完全明悉, 當本人在副婚冊註冊當眾與背方面所書之新娘結婚後, 雖未經舉行其他世俗或宗教儀式, 本人與彼方即成爲合法夫妻, 同時本人亦明悉, 本人與彼方一經當眾結婚後, 余等之婚約即成立, 此婚約在余等雙方在世時, 非經法庭判決離婚, 不得解除, 倘任何方面仍在世, 而此婚約又未經解除, 即與別人結婚者, 則犯重婚, 須受法律上應有之懲罰。

Dated the day of 19.....

Witness,

Deputy Registrar of Marriages.

Interpreted to the said Bridegroom in the
 dialect of the Chinese language in the presence of the above Witness.

Interpreter.

DECLARATION 聲明

I, the Bride named on the reverse hereof do hereby declare that I fully understand that by publicly taking the Bridegroom named on the reverse hereof as my husband in the presence of a Deputy Registrar of Marriages, I shall become legally married and bound to the said party although no other rite of a civil or religious nature shall take place, and I also understand that the effect of my publicly taking the said party as my husband as aforesaid is to create between us a marriage which cannot be dissolved during our joint lives except by a valid judgment of divorce, and that if either of us during the lifetime of the other, shall contract another marriage while this one remains undissolved, he or she will be guilty of bigamy and will be liable to the punishment for that offence.

本人即背方面所書之新娘茲謹聲明, 本人完全明悉, 當本人在副婚冊註冊當眾與背方面所書之新娘結婚後, 雖未經舉行其他世俗或宗教儀式, 本人與彼方即成爲合法夫妻, 同時本人亦明悉, 本人與彼方一經當眾結婚後, 余等之婚約即成立, 此婚約在余等雙方在世時, 非經法庭判決離婚, 不得解除, 倘任何方面仍在世, 而此婚約又未經解除, 即與別人結婚者, 則犯重婚, 須受法律上應有之懲罰。

Dated the day of 19.....

Witness,

Deputy Registrar of Marriages.

Interpreted to the said Bride in the
 dialect of the Chinese language in the presence of the above Witness.

Interpreter.

Annex 4. Section (b)

No. **A 829601**

NOTICE OF MARRIAGE
結婚申報書

To the Registrar of Marriages, Hong Kong.
致香港婚姻註冊官

I hereby give you notice that a marriage is intended to be had, within three months from the date hereof, between me and the other party herein named.
本人擬由申報之日起三個月內，與下述另一方結婚。特此通知。

Name and surname 姓名	Condition 目前狀況	Rank or profession 職階或職業	Age 年歲	Dwelling place 住址	By whom consent (if any) given 如婚事依法須他人同意， 則敘明同意者為誰
Bridegroom 新郎	(Bachelor/Widower/Divorced person) 未婚 / 寡夫 / 離婚				
Bride 新娘	(Spinster/Widow/Divorced person) 未婚 / 寡婦 / 離婚				

SPECIMEN

Witness my hand this day of 19.....
一九...年...月...日

..... Party giving the notice.
申報人簽署

MARRIAGE STATISTICS DATA SHEET										
Nationality	Place of Origin	Religion	Educational Attainment	Number of previous marriages	Date of last previous marriage	Date of Divorce/ death of last spouse	Registration No.			Type of marriage
							Condition	Occupation	Age	
Bridegroom										
Bride										

Annex 5

Tabulation List for Known Births

1. Total live-births x month of birth x month of registration x place of birth
2. Total live-births x delay in registration x address at birth
3. Total live-births x delay in registration x place of residence of mother
4. Total live-births x month of birth x age of mother (quinquennial <15, 15-50+) x birth order x sex of infant
5. Total live-births x month of birth x occupation of mother (sub-group) x birth order
6. Total live-births x month of birth x birth registry x whether self-delivered
7. Total live-births x month of birth x place of residence of mother x sex of infant
8. Total live-births x date of birth x sex of infant
9. Total live-births x single year of age of mother (12-50+) x sex of infant x type of birth
10. Total live-births x single year of age of mother (12-50+) x birth order x place of residence of mother
11. Total live-births x single year of age of mother (12-50+) x duration of present relationship of parents x birth order
12. Total live-births x single year of age of mother (12-50+) x type of housing of mother x birth order
13. Total live-births x single year of age of mother (12-50+) x place of residence of mother
14. Total live-births x age of mother (quinquennial <15, 15-50+) x address at birth x birth order (1-3+)
15. Total live-births x age of mother (quinquennial <15, 15-50+) x education of mother x type of relationship of parents
16. Total live-births x age of mother (quinquennial <15, 15-50+) x no. of male children ever born by mother (0-9+) x birth order
17. Total live-births x age of father (quinquennial <20, 20-65+) x no. of male children ever born by mother (0-9+) x birth order
18. Total live-births x single year of age of father (15-65+) x place of origin of father x birth order
19. Total live-births x sex of infant x birth order x type of relationship of parents x duration of present relationship of parents
20. Total live-births x sex of infant x type of housing of mother x no. of male children ever born by mother x birth order
21. Total live-births x sex of infant x place of origin of father x no. of male children ever born by mother x birth order
22. Total live-births x education of father x education of mother x no. of male children ever born by mother x birth order
23. Total live-births x place of residence of mother x address at birth
24. Total live-births x place of residence of mother x type of relationship of parents x type of housing of mother
25. Total live-births x place of residence of mother x sex of infant x no. of male children ever born by mother x birth order
26. Total live-births x birth order x place of residence of mother
27. Total live-births x birth order x type of housing of mother x place of residence of mother

Annex 5. (Continued)

28. Total live-births x birth order x place of origin of father x education of father
29. Total live-births x birth order x occupation of father (sub-group) x whether mother working
30. Total live-births x birth order x occupation of mother (major group) x age of mother (quinquennial <15, 15-50+)
31. Total live-births x birth order x age of mother (quinquennial <15, 15-50+) x place of origin of father
32. Total live-births x place of origin of father x birth order x type of relationship of parents
33. Total live-births x education of mother x whether mother working x birth order
34. Total live-births x month of birth x single year of age of mother (10-50+)
35. Total live-births x birth order x place of residence of mother x type of housing of mother
36. Total mothers x type of housing of mother x no. of still births x no. of neo-natal deaths x no. of abortions x place of residence of mother
37. Total mothers x place of residence of mother x no. of still births x no. of neo-natal deaths x no. of abortions
38. Total mothers x occupation of mother (major group) x no. of still births x no. of neo-natal deaths x no. of abortions
39. Total mothers x education of mother x no. of still births x no. of neo-natal deaths x no. of abortions
40. Total mothers x age of mother (quinquennial <15, 15-50+) x no. of still births x no. of neo-natal deaths x no. of abortions
41. Average duration of relationship of parents (months) x age of father (quinquennial <20, 20-65+) x age of mother (quinquennial <15, 15-50+) x birth order
42. Total no. of mothers x age of father (quinquennial <20, 20-65+) x age of mother (quinquennial <15, 15-50+) x birth order
43. Average birth order x age of mother (quinquennial <15, 15-50+) x duration of relationship of parents x type of relationship of parents
44. Total no. of mothers x age of mother (quinquennial <15, 15-50+) x duration of relationship of parents x type of relationship of parents
45. Total live-births x quinquennial age group of mother (<15, 15-50+) x birth order x mother's length of stay in H.K. x mother's country of previous residence
46. Total live-births x quinquennial age group of father (<20, 20-65+) x birth order x father's length of stay in H.K. x father's country of previous residence
47. Total live-births x birth order x no. of male children ever born by mother x mother's length of stay in H.K. x mother's country of previous residence
48. Total live-births x father's length of stay in H.K. x mother's length of stay in H.K. x birth order x no. of male children ever born by mother
49. Total live-births x father's country of previous residence x mother's country of previous residence x birth order x no. of male children ever born by mother
50. Total live-births x duration of present relationship of parents x birth order x mother's length of stay in H.K. x mother's country of previous residence
51. Total mothers x no. of still births x no. of neo-natal deaths x no. of abortions x mother's length of stay in H.K. x mother's country of previous residence

Annex 5. (Continued)

52. Average birth order x quinquennial age group of mother (<15, 15-50+) x duration of present relationship of parents x mother's length of stay in H.K. x father's length of stay in H.K.
53. Total live-births x age of mother (quinquennial) x occupation of mother (major group) x education of mother
54. Total live-births x age of father (quinquennial) x occupation of father (major group) x education of father
55. Total live-births x year of birth of mother x age of mother (single) x birth order
56. Total live-births x birth order x sex of infant x weight of baby (KG)

Annex 6

Tabulation List for Known Deaths

- 1(A). Total deaths x cause of death (T-list) x age group x sex
- 1(B). Total deaths x cause of death (BT-list) x age group x sex
- 1(C). Total deaths x cause of death (detailed list) x age group x sex
2. Infant deaths x cause of death (T-list) x age (infant) x sex
3. Total deaths x place of residence x age group x sex
4. Total deaths x occupation (sub-group) x age group x sex
5. Total deaths x marital status x age group x sex
- 6(A). Deaths aged 15 and over x nationality x length of stay in H.K. x place of origin
- 6(B). Deaths aged under 15 x nationality x length of stay in H.K. x place of origin
- 7(A). Total deaths x cause of death (T-list) x occupation (sub-group)
- 7(B). Total deaths x cause of death (BT-list) x occupation (sub-group)
- 8(A). Total deaths x cause of death (T-list) x marital status
- 8(B). Total deaths x cause of death (BT-list) x marital status
9. Total deaths x place of residence (district) x place of death
10. Total deaths x cause of death (BT-list) x months of occurrence
11. Total deaths x month of occurrence x single year of age x sex
12. Total deaths x cause of death (major group) x single year of age x sex
13. Total deaths x cause of death (T-list) x place of death
14. Total deaths x cause of death (major group) x place of residence
15. Total deaths x age (quinquennial) x sex x place of origin
16. Total deaths x age (single) x sex x length of stay in H.K. x country of previous residence
17. Total deaths x age (quinquennial) x sex x cause of death (major group) x length of stay in H.K. x country of previous residence
18. Total deaths x age (quinquennial) x sex x occupation (major group) x length of stay in H.K. x country of previous residence
19. Total deaths x age (quinquennial) x sex x cause of death (major group) x place of death

Tabulation List for Registered Deaths (Annual)

- 1(A). Total deaths x cause of death (T-list) x age (single year 0-4, quinquennial 5-85+) x sex
- 1(B). Total deaths x cause of death (BT-list) x age (single year 0-4, quinquennial 5-85+) x sex
- 1(C). Total deaths x cause of death (detail list) x age (single year 0-4, quinquennial 5-85+) x sex
2. Infant deaths x cause of death (T-list) x age (special grouping) x sex
3. No. of tuberculosis deaths (010-018, 137) x place of residence
4. Total deaths x cause of death (T-list) x age (single year 0-14) x sex
5. Total deaths x cause of death (BT-list) x age (single year 0-14) x sex
6. Total deaths x cause of death (detailed list) x age (single year 0-14) x sex
7. Cancer deaths x sex x age (quinquennial) x place or origin x cause of death (detail list)
8. Cancer deaths x sex x age (single year 0-14) x place of origin x cause of death (detail list)

Tabulation List for Registered Deaths (Quarterly)

1. Registered deaths x cause of death (detail list) x age (single year 0-4, quinquennial 5-85+) x sex
2. Registered deaths x single year of age (0-85+) x sex

Annex 7

Tabulation List for Marriage Statistics

1. Total marriages x month of marriage
2. Total marriages x previous marital status of bride x previous marital status of groom
3. Total marriages x no. of previous marriages of bride (0-3+) x no. of previous marriages of groom (0-3+)
4. Total marriages x age of bride (single year 16-34, quinquennial 35-70+) x age of groom (single year 16-34, quinquennial 35-70+)
5. Registration of the same couples previously customarily married x age of bride (single year 16-34, quinquennial 35-70+) x age of groom (single year 16-34, quinquennial 35-70+)
6. Registration of the same couples previously customarily married x place of origin of bride x place of origin of groom
7. Total marriages (excluding registration of the same couples previously customarily married) x age of bride (single year 16-34, quinquennial 35-70+) x age of groom (single year 16-34, quinquennial 35-70+)
8. Total marriages (excluding registration of the same couples previously customarily married) x occupation of bride (major group) x occupation of groom (major group)
9. Total marriages (excluding registration of the same couples previously customarily married) x educational attainment of bride x educational attainment of groom
10. Total marriages (excluding registration of the same couples previously customarily married) x nationality of bride x nationality of groom
11. Total marriages (excluding registration of the same couples previously customarily married) x place of origin of bride x place of origin of groom
12. Total marriages (excluding registration of the same couples previously customarily married) x religion of bride x religion of groom
- 13.1. No. of grooms (registration of the same couples previously customarily married only) x month of marriage x place of residence (district)
- 13.2. No. of brides (registration of the same couples previously customarily married only) x month of marriage x place of residence (district)
- 14.1. No. of grooms (registration of the same couples previously customarily married only) x single year of age (16-70+) x place of origin x nationality
- 14.2. No. of brides (registration of the same couples previously customarily married only) x single year of age (16-70+) x place of origin x nationality
- 15.1. No. of grooms (registration of the same couples previously customarily married only) x single year of age (16-70+) x educational attainment
- 15.2. No. of brides (registration of the same couples previously customarily married only) x single year of age (16-70+) x educational attainment
- 16.1. No. of grooms (first marriage only) x occupation (sub-group) x single year of age (16-70+)
- 16.2. No. of brides (first marriage only) x occupation (sub-group) x single year of age (16-70+)
- 17.1. No. of grooms (first marriage only) x single year of age (16-70+) x educational attainment x religion
- 17.2. No. of brides (first marriage only) x single year of age (16-70+) x educational attainment x religion
- 18.1. No. of grooms (first marriage only) x single year of age (16-70+) x nationality x place of origin

Annex 7. (Continued)

- 18.2. No. of brides (first marriage only) x single year of age (16-70+) x nationality x place of origin
- 19.1. No. of grooms (first marriage only) x single year of age (16-70+) x place of origin
- 19.2. No. of brides (first marriage only) x single year of age (16-70+) x place of origin
- 20.1(A). No. of grooms (first marriage only) x single year of age (16-70+) x place of residence (district)
- 20.1(B). No. of grooms (first marriage only) x quinquennial age group (16-19, 20-70+) x place of residence
- 20.2(A). No. of brides (first marriage only) x single year of age (16-70+) x place of residence (district)
- 20.2(B). No. of brides (first marriage only) x quinquennial age group (16-19, 20-70+) x place of residence
- 21.1. No. of grooms (first marriage only) x occupation (sub-group) x type of marriage x religion
- 21.2. No. of brides (first marriage only) x occupation (sub-group) x type of marriage x religion
- 22.1. No. of grooms (remarriage only) x single year of age (16-70+) x previous marital status x duration of last marriage
- 22.2. No. of brides (remarriage only) x single year of age (16-70+) x previous marital status x duration of last marriage
- 23.1. No. of grooms (remarriage only) x single year of age (16-70+) x previous marital status x duration since last dissolution
- 23.2. No. of brides (remarriage only) x single year of age (16-70+) x previous marital status x duration since last dissolution
- 24.1. No. of grooms (remarriage only) x previous marital status x duration of last marriage x duration since last dissolution
- 24.2. No. of brides (remarriage only) x previous marital status x duration of last marriage x duration since last dissolution
- 25.1. No. of grooms (remarriage only) x no. of previous marriages (1-2) x place of origin x nationality
- 25.2. No. of brides (remarriage only) x no. of previous marriages (1-2) x place of origin x nationality
- 26.1. No. of grooms (remarriage only) x no. of previous marriages (1-2) x educational attainment x place of origin
- 26.2. No. of brides (remarriage only) x no. of previous marriages (1-2) x educational attainment x place of origin
- 27.1. No. of grooms (remarriage only) x single year of age (16-70+) x educational attainment x occupation (major group)
- 27.2. No. of brides (remarriage only) x single year of age (16-70+) x educational attainment x occupation (major group)
- 28.1. No. of grooms (remarriage only) x single year of age (16-70+) x educational attainment x religion
- 28.2. No. of brides (remarriage only) x single year of age (16-70+) x educational attainment x religion
- 29. Total marriages x date of marriage x main category (same couple, first marriage, remarriage)
- 30. Total marriages x registry x month of marriage
- 31. Number of registration of the same couples previously customarily married x length of stay in H.K. of groom x country of previous residence of groom x length of stay in H.K. of bride x country of previous residence of bride

Annex 7. (Continued)

32. Total marriages (excluding registration of the same couples previously customarily married) x type of marriage x religion of groom x religion of bride
33. No. of first marriages x age of groom (single year 16-70+) x age of bride (single year 16-70+)
34. No. of first marriages x occupation of groom (major group) x occupation of bride (major group)
35. No. of first marriages x educational attainment of groom x educational attainment of bride
36. No. of first marriages x nationality of groom x nationality of bride
37. No. of first marriages x place of origin of groom x place of origin of bride
38. No. of first marriages x type of marriage x religion of groom x religion of bride
39. No. of first marriages x length of stay in H.K. of groom x country of previous residence of groom x length of stay in H.K. of bride x country of previous residence of bride
- 40.1. No. of grooms (registration of the same couples previously customarily married only) x length of stay in H.K. x place of residence
- 40.2. No. of brides (registration of the same couples previously customarily married only) x length of stay in H.K. x place of residence
- 41.1. No. of grooms (first marriage only) x age (single year 16-70+) x month of marriage
- 41.2. No. of brides (first marriage only) x age (single year 16-70+) x month of marriage
- 42.1. No. of grooms (first marriage only) x age (single year 16-34, quinquennial 35-70+) x place of residence
- 42.2. No. of brides (first marriage only) x age (single year 16-34, quinquennial 35-70+) x place of residence
- 43.1. No. of grooms (first marriage only) x occupation (sub-group) x educational attainment
- 43.2. No. of brides (first marriage only) x occupation (sub-group) x educational attainment
- 44.1. No. of grooms (first marriage only) x length of stay in H.K. x country of previous residence
- 44.2. No. of brides (first marriage only) x length of stay in H.K. x country of previous residence
- 45.1. No. of grooms (first marriage only) x age (single year 16-34, quinquennial 35-70+) x length of stay in H.K. x country of previous residence
- 45.2. No. of brides (first marriage only) x age (single year 16-34, quinquennial 35-70+) x length of stay in H.K. x country of previous residence
- 46.1. No. of grooms (remarriage only) x quinquennial age group (16-70+) x educational attainment x occupation (major group) x marital condition
- 46.2. No. of brides (remarriage only) x quinquennial age group (16-70+) x educational attainment x occupation (major group) x marital condition
- 47.1. No. of grooms (remarriage only) x quinquennial age group (16-70+) x length of stay in H.K. x country of previous residence
- 47.2. No. of brides (remarriage only) x quinquennial age group (16-70+) x length of stay in H.K. x country of previous residence
- 48.1. No. of grooms (remarriage only) x religion x place of residence
- 48.2. No. of brides (remarriage only) x religion x place of residence

CHAPTER 10

INDIA

Civil Registration and Vital Statistics System

Civil Registration

History

The history of civil registration in India dates back to the middle of the nineteenth century. It started with the registration of deaths with a view to introducing sanitary reforms for control of pestilence and disease. Registration of births followed later on. The erstwhile Central Province and Berar was the first to introduce a system of registration of births as early as 1866. This was followed by Punjab and the United Provinces. In 1873, the Bengal Births and Deaths Registration Act was passed. It was later adopted by Bihar and Orissa. In 1886, the Births, Deaths and Marriages Registration Act was placed on the statute book to provide for voluntary registration throughout British India. This Act was not to affect any law on the subject already in force or which might be passed subsequently for any particular local area and, therefore, had only limited force. Thus registration was carried on under various legal provisions in different parts of the country.

As there was no uniformity in the legal provisions, the registration practices and procedures obtained in different parts of the country varied widely resulting in the production of unsatisfactory registration data so far as coverage and completeness were concerned. In this respect, the various Commissions/Committees appointed by the Government of India between 1924 and 1948 stressed the need for enforcing uniformity throughout India in the collection and compilation of vital statistics. As a result of their recommendations, the Office of the Registrar General, India was created in 1951 at the national level and, vital statistics, which till then was under the charge of the Director General of Health Services, was transferred to the Registrar General, India in 1960. Thus, population and vital statistics were brought under the charge of one central authority, namely, the Registrar General and Census Commissioner, India.

After due consultations with the various states the Registration of Births and Deaths Act, 1969 was placed on the statute book. The Act replaced the diverse laws that existed on the subject, unified the system of registration throughout the country and made reporting and registration of births and deaths compulsory. It provided for a statutory authority at the centre and in each state. It enabled the Central Government to promote uniformity

and comparability in registration and compilation of vital statistics allowing enough scope to the states to develop an efficient system of registration suited to the regional conditions and needs.

The Act has now been enforced in all the states and governs the registration of births and deaths throughout the country. In this regard, state rules framed under the aforesaid Act were notified by different states on different dates between July 1970 and February 1982.

Administrative and Organizational Structure

At the centre

In India, the Civil Registration System is a statutory activity with wide-ranging devolution of authority and dispersion of responsibility. The organization at national level is headed by the Registrar General, India, who is also the Census Commissioner of India (in the Ministry of Home Affairs). Under the Registration of Births and Deaths Act of 1969, Registrar General, India may issue general directions and shall take steps to co-ordinate and unify the activities of Chief Registrars of the states who shall be the chief executive authority in the state for executing the provisions of the Act and the rules and orders made thereunder and to co-ordinate, unify and supervise the work of registration in the state.

The activities of the Office of the Registrar General, India in matters relating to Civil Registration and Vital Statistics, inter-alia, includes (i) co-ordinating and unifying the work of registration and compilation of vital statistics in the states, (ii) providing direction and guidance to the state authorities, (iii) standardization of forms and procedures for registration and compilation of vital statistics for promoting uniformity and comparability, (iv) providing clarifications on various provisions of the Act and ensuring uniform interpretations of the law, (v) organizing training programmes, (vi) initiating publicity and other promotional measures, (vii) preparation of annual report on the working of the Act for submission to the Central Government, (viii) preparation of annual statistical report for the country entitled 'Vital Statistics of India', and (ix) various other matters for securing a uniform and efficient system of registration throughout the country in addition to conducting the Sample Registration System and the Survey of Cause of Death in the rural areas.

In the States

The registration organization in the states is usually headed by the Director of Health Services or the Director of Economics and Statistics, or Director of Panchayats appointed as the Chief Registrar of Births and Deaths. In a few states, Additional Chief Registrars, Deputy Chief Registrars etc. have also been appointed.

The organization at the state headquarters includes a vital statistics unit manned by full-time officers and staff. The unit is generally headed by a Deputy Director or Assistant Director who assists the Chief Registrar in discharging his functions under the Act. The functions of the unit include (i) co-ordinating, unifying and supervising the registration work in the state, (ii) organization of training programmes, (iii) providing necessary direction and guidance to the registration officials in the state, (iv) maintaining control charts for ensuring regular and timely flow of statistical returns from the local Registrars to the state headquarters, (v) compilation of statistical returns and reports for submission to the State Government and the Registrar General, India, (vi) preparation of annual report on the working of the Act for submission to the State Government and the Registrar General, India, (vii) initiating publicity and other promotional measures in the state, and (viii) various other matters connected with implementation of the Act and securing an efficient system of registration in the state.

In the districts

The organization at the district level is headed by the District Medical or Health Officer or the District Statistical Officer who as the District Registrar is responsible for securing an efficient system of registration in the district. The organization usually includes one or two full-time staff (Statistical Assistants/Computers) and may also include an Additional District Registrar for assisting the District Registrar in carrying out inspection and supervision of the registration work in the district, organizing training programmes, maintaining regular and timely flow of returns from the Registrar to the state headquarters, initiating publicity and other promotional measures etc. The District Registrar and the Chief Registrar generally belong to the same administrative department.

In the field

At the field level, there are Registrars for registering the particulars of births and deaths occurring in their respective areas. The size of the beat of the Local Registrar especially in rural areas is often quite large. The local Registrar functions in an ex-officio capacity and his job of registration is of part-time nature. In order to assist him to net the events of births and deaths occurring in his jurisdiction and also to improve his effectiveness, the notifier system is being strengthened and expanded by including school teachers, multi-purpose health workers, village health guides, family planning workers and the like. The area of operation of the notifier is also being made

co-terminus with that of the local Registrar. The local Registrar and the District Registrar often may not belong to the same administrative department. The registration hierarchy in the various states is given in Annex 1.

Characteristics of the system

The enforcement of the Births & Deaths (RBD) Act, 1969 unified the system of registration throughout the country and made reporting and registration of births and deaths compulsory. Registration of marriages, divorces and judicial separation are not covered under this Act. Its scope is limited only to the events of live births, still births and deaths.

Every registrar maintains an office for the purpose of registering births and deaths. He has to enter all information given to him and also to take steps to inform himself carefully of every birth and death which takes place in his jurisdiction and to ascertain and register the relevant particulars regarding these events.

Persons entitled to report vital events

The legal registrants or the persons required to register births and deaths are mentioned below:

- (a) *in respect of births and deaths in a house*, whether residential or non-residential, the head of the house; or in case more than one household lives in the house, the head of the household; if the head is not present in the house at any time during the period within which the event has to be reported, the nearest relative of the head present in the house; and in the absence of any such person the oldest adult male person therein,
- (b) *in respect of births and deaths in a hospital*, health centre, maternity or nursing home or other like institution, the medical officer-in-charge or any person authorized by him for this purpose,
- (c) *in respect of births and deaths in a jail*, the jailor-in-charge,
- (d) *in respect of births and deaths in a Choultry, Chattram, hostel, dharamshala, boarding house, tavern, barrack, toddy shop or place of public resort*, person in charge thereof,
- (e) *in respect of any newborn child or dead body found deserted in a public place*, the headman or other corresponding officer of the village and the officer-in-charge of the local police station elsewhere, provided that any person who finds such child or dead body or in whose charge such child or dead body may be placed shall notify such fact to the headman or officer aforesaid,

- (f) *in any other place*, such person as may be prescribed such as the person in charge in respect of birth or death in a moving vehicle (conveyance of any kind used on land, air or water and includes an aircraft, a boat, a ship, a railway carriage, a motor-car, a motor-cycle, a cart, a tonga, a rickshaw).

- (b) gives or causes to be given any information which he knows or believes to be false regarding any of the particulars required to be known and registered, or
 (c) refuse to write his name, description and place of abode or to put his thumb mark in the register as required.

Details in the birth and death registers

The *birth register* contains information on such items as date of occurrence/registration, place of birth, sex of the child, age of mother, order of birth (in case of live births only); religion, literacy and occupation of parents, type of medical attention at birth etc. The *death register* contains information relating to date of occurrence/registration, place of death, age, sex, marital status, religion and occupation of the deceased, cause of death, whether medically certified, kind of medical attention received etc. Forms of registers of births and deaths are given in Annexes 2-4. The certificates are copies of the entries in the respective registers.

Time limit for reporting vital events

Primary registration

Information in respect of a birth is to be given within 14 days and in respect of a death, within seven days. The registrar shall, without fee or reward, enter in the register maintained for this purpose all information given to him and shall give free of charge to the person who gives such information an extract of particulars from the register relating to such birth or death.

Delayed registration

There is a provision for delayed registration, that is, registration beyond the stipulated period. Any birth or death of which information is given to the registrar after the expiry of the specified period but *within 30 days* shall be registered on payment of a late fee.

Registration *beyond 30 days but within one year* is possible with the written permission of the District Registrar, or any other officer authorized by the State Government and on production of an affidavit made before a notary public or other officer authorized in this behalf.

Registration after one year of occurrence of the event can be done only on an order made by a first class or presidency magistrate and payment of the prescribed fee.

Under the Act of 1969, certain penalties have been prescribed connected with the enforcement. These are listed below:

- (i) Any person is punishable with a fine, not exceeding 50 rupees if he
 (a) fails to give information required under the Act,

- (ii) Any Registrar or Sub-Registrar who neglects or refuses to register any birth or death occurring in his jurisdiction or to submit any returns required shall be punishable with a fine, not exceeding 50 rupees.
 (iii) Any medical practitioner who neglects or refuses to issue a certificate of cause of death under the Act and any person who neglects or refuses to deliver such certificate shall be punishable with a fine not exceeding 50 rupees. In all other cases, a person who contravenes any provisions of the Act is also punishable with a fine, not exceeding ten rupees.

Incomplete coverage and under-registration of vital events

There is incomplete coverage and under-registration in civil registration data in the country. As monthly returns form the basis of compilation of data at the State level, the coverage of area and population at the State level becomes incomplete if the monthly returns from some units are not available for compilation at the State headquarters. Further, under-registration arises due to failure to register all the events that occur. The extent of incomplete coverage and under-registration vary from State to State. The reasons which can be ascribed for deficiencies in the registration data are: (i) about 76 per cent of the population live in villages which are scattered far and wide; (ii) the majority of the population is agricultural and illiterate; (iii) there is a lack of proper appreciation of the need for registering births and deaths as not much value is attached to the end product of registration i.e. Birth/Death Certificate; (iv) a lack of proper awareness of the rules and procedures on the part of the general public; (v) in some cases, there may not be easy access to the registrar because of lack of proper communication, long distances to be travelled and difficult terrain.

No population register as such is being maintained in the country.

Compilation and Statistical Processing

History

Registration was first introduced in India mainly as an aid to public health administration for locating and identifying diseases of public health importance and introducing remedial measures to control mortality. However, there was no attempt to develop a unified system of registration throughout the country. Because of its limited

use for a long time, there was very little development in the registration throughout the country. However, with the passage of time and as population growth assumed considerable significance, registration acquired greater importance for yielding vital statistics which are not only useful for public health administration but also for demographic analysis. There has been an ever increasing demand for accurate vital statistics since the advent of the five-year plans for economic and social development, the launching of family planning programmes and the introduction of health and other welfare measures. There has also been considerable increase in demographic research. A series of measures for developing vital statistics have therefore been introduced, the most important of which is the minimum tabulation programme for the country as a whole. The registration coverage however has to improve considerably before the use of this minimum tabulation programme becomes operational.

Administrative and organizational structure

At the national level, the agency responsible for the compilation of civil registration data is the Registrar General, India, under the Ministry of Home Affairs, Government of India. The Chief Registrar of Births holds this responsibility in the States. In certain States the registration data are compiled also at the District and Sub-district levels. At the district level, this job is assigned to the District Registrar who is generally the District Medical & Health Officer or District Statistical Officer. At sub-district level, this job is done by the Block Development Officer or Sub-Divisional Officer.

Definitions

The definitions of the vital events more or less conform to the international definitions prescribed by the United Nations in the *Principles and Recommendation for a Vital Statistics System*, 1973.

Marriages and Divorces are not covered under the Registration of Births and Deaths Act, 1969, and are not registered in the country.

Compilation, processing and dissemination

It is only from the year 1969 when the reporting and registration forms have been standardized in respect of births and deaths, that uniform procedures have been adopted in the country for the compilation of vital statistics.

Compilation at various level

Every registrar is required to send periodical returns to the Chief Registrar. In case of municipalities with a population of 30,000 and above and cantonments every registrar is required to send to the Chief Registrar, by the end of each month, monthly returns in prescribed format relating to the events registered in the preceding months. In the case of rural areas and small towns, procedure for

sending the monthly returns to the Chief Registrar varies, depending on the stages of compilation in the States: (a) In States where there is a centralized compilation of civil registration data, Local Registrars send to the Chief Registrar, through registration authorities at the intermediate levels, before the 5th of each month, true copies of the entries made in the birth and death register for the preceding month; (b) Where the compilation is at the district level, Local Registrars send to the District Registrar true copies of the entries of the registers for the preceding month; (c) Where the compilation is made at the sub-district level, Local Registrars send to the registration authority at the sub-district level before the 5th of each month true copies of the entries made in the registers. The Chief Registrars of States are in turn required to send to the Registrar General, India: (i) Monthly returns containing information on the total number of registration units and the number of units from which monthly returns are received, number of births, deaths, infant deaths for each district by rural and urban areas separately; (2) annual returns in the form of statistical tables:

The forms for all these return have been prescribed and are uniform for all states. The Chief Registrars are also required to send a report on the working of the Act.

The monthly returns from the registrars serve two-fold purposes; first, they provide the basis for compilation of statistical returns/reports for the State. Second, these returns help to monitor action if registration is not satisfactory.

Compilation is being done in respect of births and deaths. For towns with a population of 30,000 and above, compilation of basic data is done in the concerned registration offices. The data compiled for these units are further processed at the state headquarters for consolidation at the state or district levels. For other registration areas, compilation is done either at the sub-district level or at the district level or at the state headquarters. In a large number of states, compilation of civil registration data takes place at the district level.

Tabulation, annual report and newsletter

A minimum tabulation programme has been recommended for all the states, and they are required to bring out a statistical report annually. A list of these tables is given at Annex 5. Certain basic data are provided at the district level for rural and urban areas separately and also for individual towns with a population of 30,000 and above. On the basis of the annual vital statistics returns received from the states, the Registrar General, India brings out a comprehensive annual report entitled, "Vital Statistics of India". This report provides basic data on births, deaths, infant deaths and their rates for the states and districts by rural and urban areas and for individual towns with a population of 30,000 and above. In addition, data on births and deaths by calendar months, births by age of mother and birth order, deaths by age and sex, deaths due to

specific causes and medically certified deaths tabulated according to ICD 'A' list of 150 causes etc. are also provided. The report also includes analytical notes highlighting important features of the registration data. The information on civil registration and vital statistics is also disseminated through the Registrar General's Newsletter which is brought out quarterly. A list of publications is given in Annex 6.

With regard to tabulation of cause of death data, in the earlier years information based on the death registers were compiled in broad terms for the causes of cholera, smallpox, dysentery and diarrhoea, respiratory diseases, fevers, accidents and injuries, plague and all other causes. When data of medically certified deaths started being reported, a separate tabulation, using the International Classification of Diseases, has been adopted. This is however with regard to certain urban areas only. With the elimination of epidemics of the past, notably plague and smallpox, another development has been to eliminate them from the tabulations, and have reports of cholera only. However, based on the results of the Model Registration Scheme (described later) and as per requests from public health authorities, the list of causes of deaths for compiling civil registration data (excluding medically certified deaths) has subsequently been expanded as shown in Annex 7.

As provided by the Registration of Births and Deaths Act, 1969 the State Governments have incorporated suitable clauses in their rules for obtaining, by Registrars, Certificates of cause of death from hospitals and medical practitioners who attended on patients during their illness. A standard format has been prescribed for the certificate of cause of death. Besides, the medical part this form also includes some minimum demographic and identification particulars about the deceased. Separate forms are provided for hospital and non-hospital events.

Evaluation

Though India has a century-old tradition of registration of births and deaths, the functioning of the registration system is still not wholly satisfactory. The setting up of an efficient and sound registration system in the country is a long and slow process. However, constant efforts are being made in overcoming some of the operational, organizational and technical deficiencies that exist in the system.

Under Registration during 1966

The Office of the Registrar General, India, conducted an under-registration survey in 1966 in the rural areas in major states. For this purpose the vital events recorded in the civil registration records were matched with those recorded in a 1% sample census that has been conducted earlier. The extent of under-registration of births and deaths was obtained from the two sets of records after matching. The number of villages covered was 342. The survey revealed that the extent of under-registration at

national level for births was 47.5 per cent and deaths 41.5 per cent. There were wide variations among states. One of the limitations of the survey was that the sample size was not adequate to provide reliable estimates of the level of under-reporting at the state level. It gave only a broad indication of the level of reporting of births and deaths.

Analytical methods

An attempt has also been made to evaluate the birth and death registration data for major states during 1961-1971 using Brass technique. It is observed that the extent of under-reporting of births at the national level during 1961-1971 is 57 per cent and the extent of under-reporting of deaths of young children, 0-9 years, is 64 per cent.

The growth balance equation was applied to Indian data for the period 1961-1971 covering major states. The study revealed that the extent of adult death registration completeness was 48 per cent among males and 44 per cent among females at the national level. It was also observed that there was wide variation among states.

Use of Sample Registration System data for comparison

As the Sample Registration System (described later) has become stabilized in its procedure and operations, its annual estimates provide a bac-drop against which the performance of the statutory registration could be compared annually. Although the statutory system registers events on the *defacto* basis and the Sample Registration System records events on the *dejure* basis, the comparison of the data of the two sources is not likely to be vitiated much in the case of not too small states.

Sample or Special Registration Scheme Sample Registration System

The increasing acuteness of the population problem in India and the deficiencies in the statutory registration system have greatly intensified the need for quick and reliable estimates of birth and death rates on a current and continuous basis. The population census provides only decadal vital rates; and the civil registration system is too defective to provide adequate data. Hence, as a short-term measure, pending the development of the civil registration system to provide dependable vital rates, the Office of the Registrar General, India has a country-wide dual-record system on a sample basis. This is popularly known as the Sample Registration System (SRS). It was introduced in a few states in 1964/65 on a pilot basis. It now covers almost the entire country.

The main objective of SRS is to provide reliable estimates of birth and death rates at the state and national levels for rural and urban areas separately. The SRS also provides various other measures of fertility and mortality. The main components of the SRS are:

- (i) Base-line survey of the sample unit to obtain usual resident population of the sample area;
- (ii) Continuous (longitudinal) enumeration of vital events pertaining to usual resident population by the locally appointed enumerator;
- (iii) An independent half-yearly survey for recording births and deaths occurred during the half-year under reference and updating the houselist and household schedule by the supervisor;
- (iv) Matching of events recorded during continuous enumeration and those listed during the course of the half-yearly survey;
- (v) Field verification of unmatched and partially matched events.

The strata were made in terms of natural division and population size classes. The sampling units consisted of either an entire village (if population is less than 2,000) or a segment of a village (if population greater than 2,000). The number of sample units was allocated among the natural divisions and population size strata within each natural division in proportion to population. The selection of villages/segments within the strata was done on the basis of simple random sampling.

The urban sample is a stratified single-stage random sample with census enumeration blocks as sampling units. The cities/towns were stratified into population strata and the allocation of sample units to different strata was done in proportion to the stratum population.

The SRS sample units have now been switched over to the 1981 census frame, the last phase having been accomplished in 1984. The SRS covers 6,022 sample units of which 4,147 units are in the rural areas. It covers a population of six million representing about 1 per cent of the total population.

Periodic Analytic Reports The final birth and death forms are scrutinized at the state headquarters, for which purpose a detailed scrutiny programme is specified. These forms, after scrutiny, are sent to the Registrar General, India for further processing. The information recorded in the birth and death forms received from the state headquarters is processed through electronic computer. A set of tables pertaining to fertility and mortality is generated. Detailed analysis of the results is brought out in the form of reports.

Half-Yearly Bulletins Apart from these reports, a SRS Bulletin is regularly brought out at half-yearly intervals giving estimates of birth and death rates at the state and national levels separately for rural and urban areas. The compilation of these estimates is done manually.

Evaluation Some specific attempts have been made in the past to assess the extent of completeness of events recorded under SRS. Such studies were highly localized

and did not allow any generalization at the state or national level. A systematic and co-ordinated effort was made to measure the extent of under-enumeration of events recorded under SRS in major states through an intensive field enquiry conducted by senior level personnel during 1980-1981. The intensive enquiry was conducted in a 10 per cent sub-sample of SRS units in each major state separately for rural and urban areas. A specially designed schedule with probing questions was canvassed in each household in the selected sample units. The study revealed that the extent of under-estimation of birth rate in SRS at the national level is of the order of 3 per cent. In the case of death rate also the under-estimation in SRS is of the order of 3 per cent.

Attempt has also been made to evaluate SRS using indirect methods. Utilizing Brass (1968) P/F-ratio method at the national level, it was found that the SRS estimate of birth rate for 1978 is under-stated to the extent of 2.4 per cent.

A number of special surveys have been carried out from time to time in SRS units along with the regular half-yearly surveys. They are:

- (i) A fertility survey during 1972 in a sub-sample of SRS households in each unit with a view to studying the fertility differentials by socio-economic groups;
- (ii) Survey on infant and child mortality in 1979 to provide estimates of infant and child mortality and to study the pattern and differentials of fertility and mortality by socio-economic groups, health and child care of infants and children;
- (iii) Survey on Fertility and Mortality, 1984 to provide fertility and mortality differentials by infrastructural facilities and by socio-economic variates.

The SRS is also found useful for evaluating data from other sources. For example, the SRS birth records were used to determine the extent of under-enumeration of children in the age group 0-4 years in the 1971 census. A similar study was undertaken in the 1981 census also. The main objective of the census evaluation study based on a comparison with the SRS records is to obtain an idea of the extent of omission or duplication of children below five years as recorded in the census and the accuracy of their age returns.

Model Registration Scheme – Survey of Causes of Death in the Rural Areas

Though causes of death data are most essential for health planning and management, these are the weakest links in the Civil Registration System at present. They are so since the details are collected from the informants by local officials who have no technical knowledge

regarding the diseases and symptoms. The Registration of Births and Deaths Act, 1969 has provided for certification by a medical practitioner and empowering the state governments to introduce any system of medical certification of cause of death in specified areas taking into consideration the facilities available and other related factors. This happens by and large in the urban areas and hospitals. However, in the rural areas a large number of deaths is domiciliary and not attended by trained medical practitioners.

In this context, the office of the Registrar General, India developed a scheme of Survey of Causes of Death in the rural areas (earlier called as Model Registration Scheme) for arriving at the facts and circumstances of death by para-medical personnel. The scheme was started in 1965 on a limited scale and later extended over the country.

This survey is one of the short-term schemes aimed at investigating the incidence of fatal diseases in the rural areas of the country.

The Survey of Causes of Death (Rural) has several objectives, namely:

(i) to indicate patterns of causes of mortality, (ii) to identify prevalence of fatal diseases for further probe through epidemiological studies, (iii) to specify an idea of important specific diseases, (iv) to improve reporting of vital events in the Civil Registration System in the survey area, and (v) to meet the needs of public health programmes for monitoring and assessment.

The data collected through the scheme is in the nature of a qualitative rather than quantitative assessment of mortality patterns. This scheme is a shortcut based on ascertaining probable cause of death through broad symptoms and conditions, anatomical site and durations of complaint by personal enquiries from the family of the deceased with the help of para-medical staff attached to the Health Centres (PHC). The field worker is designated as 'Field Agent'. He contacts local resident 'informants' at short intervals and obtains addresses where deaths had occurred. Besides, he himself makes efforts to find out if any death has occurred in the village. Having obtained basic information, he visits the household concerned and obtains necessary details and after ensuring that event has occurred within the village and not outside, irrespective of the fact whether it related to a usual resident of the village or a non-resident, determines the probable cause of death using the prescribed technique. He also collects information about the number of births in the villages so as to keep watch over infant deaths and maternal deaths due to child birth and complications of pregnancy. At the end of each month, the field agent is required to prepare a report and give it to the 'Recorder' at PHC who after scrutinizing, submits it to the Medical Officer for checking and onward transmission to the State Headquarters. The monthly returns received at the state headquarters are compiled at State level and a consolidated statement is sent to the Registrar General. The medical

officer of the PHC besides supervising the scheme is expected to check 10 per cent of the deaths reported by the field agent for ensuring reliability of assigned cause of death. The Recorder also conducts a half-yearly survey to net missed events. Thus there is a two pronged drive to ensure completeness and accuracy. The Symptoms Record Form is shown in Annex 8.

Structural questionnaire and non-medical list

The manual of instructions about the order in which the field agent should arrange his questions so as to eliminate the improbable causes and arrive at the most *probable* one is what has come to be called the Structural Questionnaire. After the important cause has been fixed by the series of questions, the important conditions given in the check-list for the "cause" should be gone over with the respondent and checked. Similarly, the associated conditions for the cause should then be confirmed before adopting the cause finally.

The non-medical list (NM list) is the frame-work for classifying the cause of death. The list was tested in 1961 through a pilot project for exploring possibilities of its use, in Rajasthan State. The results of the project were examined by a Committee and it was noted that the picture of mortality indicated by the data was in reasonable conformity with prior knowledge of the health conditions in the area studied. The list adopted in the scheme is a synthesis of the NM list suggested by Yves Biraud of WHO in 1961 and the synoptic table for determining probable cause of death developed by two doctors of the Government of Bombay. The first stage of classification is according to the most prominent characteristics, symptoms or circumstances preceding death.

The list of probable cause of death at present being collected during the survey of causes of death is given in Annex 9. It is obvious that this non-medical list cannot replace a proper medical certificate of cause of death but the information thus obtained is useful enough for the public health authorities in the area concerned and for an appraisal of the pattern of the diseases, their statistical break-up by age and sex through which a fair idea of the pattern of mortality can be obtained for the survey areas.

Recent improvements

Under the VIth Five-Year Plan, extension of the survey was carried out with a targeted coverage of 1,200 PHC (Health Centres) villages all over the country; as against the original sample of around 600 PHC villages. Corresponding to allocation of the sample size for different states, lists of fresh sample PHCs, using random sampling procedure, were sent to State authorities who had shown interest to replace old survey centres and were willing for extension of the Survey. The survey work has been extended in most of the States, after adopting a phased annual replacement plan over three consecutive years. Before start of the work in new PHCs, intensive training

camps were organized by the State authorities. As the data for the year 1983 showed, the survey was in progress in 1,002 PHC villages, spread over the country. Around the same time, revised Manuals of Instructions (Parts I and II) were printed and distributed to all States which has helped implementation of the extension programme greatly.

Strategies for Improvement of Civil Registration and Vital Statistics

The Registration System (CRS) had remained deficient overtime. The problems are mainly lack of public awareness and interest and also, to some extent, constraint regarding resources. There is no hierarchy exclusively meant for civil registration work. Over the years the demands of developmental administration has resulted in the part-time registrars being left with less time for the civil registration work. In this context, after the enforcement of the 1969 Act several steps have been taken and/or are being taken to improve the Civil Registration and Vital Statistics Systems. Some of these steps are listed below:

Establishment of the civil registration system

1. Preparation of Model rules by the Centre, formulation of the state rules by the states and ensuring their implementation.

2. Establishment of notifier system involving paramedical personnel for the purpose.

3. Providing guidelines, and clarifications on matters relating to registration of births and deaths and approval of the amendment to state rules etc. when sought for by the states.

4. Introduction and extension of the scheme on medical certification of cause of death in a phased manner. The scheme has to be implemented in the teaching hospitals in the I phase, district hospitals in the II phase, PHCs in the III phase. Private doctors will be covered in the last phase.

5. Organizing training courses twice a year for registration officials at state/district/municipal levels and providing assistance in such training programmes organized by the States. Also organizing training courses for doctors in the art of medical certification.

6. Formulation of Plan Schemes during III and IV Plan period to assist States by way of staff and equipment at state/district/municipal levels.

Review of the system

7. Preparation of the statistical and annual report on the working of the Act.

8. Constitution of Inter-departmental Coordination Committees in states to review periodically the system and participation in such meetings.

9. Organization of four All-India Conferences of Chief Registrars of Births and Deaths in 1970, 1974, 1980 and 1985. The recommendations of these conferences have been followed up. Also six Zonal Conferences were organized during last four years to review the functioning of the CRS and measures taken. A Workshop on medical certification of cause of death was organized in 1980 to streamline the procedure of medical certification and the execution of the scheme in this regard in phases.

10. Periodic evaluation of the CRS with a view to identify the good and bad patches of registration at District and State level. The CRS has also been evaluated vis-a-vis the SRS by using demographic techniques and report in this regard was published in 1980.

Processing of vital statistics and publication

11. Processing of monthly/annual returns from the states for the annual publication "Vital Statistics of India" which includes scrutiny of the basic returns, preparation of tables and analysis of results.

12. Bringing out publications such as Physicians' Manual on Medical Certification of Cause of Death & Handbook of Civil Registration.

Promotional Activities

13. Publicity measures undertaken to create awareness among public: posters, wall hangers, pamphlets, advertisements, slides, documentary films, radio spots, TV spots and sponsored programmes, inscription of registration slogans on postal articles, evolving of a symbol etc.

14. Instituting awards for good registration areas at the local and district level to promote registration. A number of criteria for assessing the various aspects of performance such as recording, timely submission of returns, record management etc. were evolved for scoring each item of work.

15. Development of model registration centres in the states with a view to derive vital rates based on the returns from these centres. But not many centres have been set up by the states.

16. Providing guidelines for compulsory production of birth certificate at the first school admission in a manner without causing denial of admission of the child into school.

Allied Activities

17. Pending the improvement of Civil Registration, development of SRS and rural survey of cause of death by lay reporting system for providing vital rates and cause of death statistics in the rural areas respectively.

18. Field visits to the State for assessment of civil registration system.

Future plans

Plans for the immediate future are directed towards:
(i) expanding and strengthening the Sample Registration System; (ii) instituting and continuing publicity measures to promote the statutory registration of vital events; (iii) streamlining the working of the civil registration system at its various levels; (iv) evolving administrative measures to make the production of birth certificate compulsory at certain stages of life, like the first school

admission, entry of the name of new-born children in the ration cards of the public distribution system, first job entry in public sector establishments and the like gradually without creation of unnecessary difficulties for the public; and (v) periodic evaluation of the system through the forums like All-India Conference of Chief Registrars, Zonal Conferences of Chief Registrars, official visits to states for assessing the working of the registration system at the state, district and local levels.

Annex 1

REGISTRATION HIERARCHY

State/Union Territory	Chief Registrar	District Registrar	Sub-divisional level	Registrar (Rural)	Notifiers (Rural & Urban Areas)
	2	3	4	5	6
STATES					
1. Andhra Pradesh	Director of Health and Family Welfare	District Medical and Health Officer	Tahsildar	Executive Officer of Panchayat	Basic Health Workers, Surveillance Workers, Multipurpose Health Workers and Auxiliary Nurses and Midwives
2. Assam	Director of Health Services	Chief Medical Officer	—	Panchayat Secretary	Midwives, Vaccinators, Dais, etc.
3. Bihar	Director of Statistics and Evaluation	District Statistical Officer (Addl. DR:BDO)	Block Development Officer	Panchayat Sevak	Nurses, Midwives, Community Health Volunteers
4. Gujarat	Director of Health Medical and Medical Education	District Health Officer	—	Talati-cum-Panchayat Secretary	Dais and Auxiliary Nurses and Midwives
5. Haryana	Director of Health Services (Addl. CR: Dy. Dir. H.S. Addl. CR: 1. I.G.) Police) Rural 2. Under) Secy.) Local Self Govt.)	Chief Medical Officer (Addl. DR: 1. Dy. CMO (H) 2. Supd. of Police of District)	—	Thana Officer	Basic Health Workers, Surveillance Workers, Vaccinators
6. Himachal Pradesh	Director of Health Services and Family Welfare	Chief Medical Officer	—	Panchayat Secretary	Auxiliary Nurses, Midwives, Multipurpose Workers, Community Health Volunteers, Dais, Community Health Guides
7. Jammu & Kashmir	Director of Health Services and Family Welfare (Addl. CR; Dir. Economic and Statistics)	Distt. Medical Officer	—	Thana Officer	Basic Health Workers

INDIA

Annex 1. (Continued)

1	2	3	4	5	6
8. Karnataka	Director Bureau of Economics and Statistics	Deputy Commissioner	—	Village Accountant of Panchayat	Auxiliary Nurses-cum-Midwives, Basic Health Workers and Dais
9. Kerala	Director of Panchayats (Addl. CR; Director Economics and Statistics)	District Panchayat Officer (Addl. DR; District Statistical Officer)	—	Executive Officer of Panchayat	Auxiliary Nurses-cum-Midwives, Basic Health Workers, Health Asstt. and Family Welfare Health Asstts., Pastors of Churches, Caretaker of Cemeteries
10. Madhya Pradesh	Director of Economics and Statistics	District Statistical Officer	—	Thana Officer	Kotwars, Multipurpose Health Workers, Ward Darogas
11. Maharashtra	Director of Health Services	District Health Officer	Block Development Officer	Talati-cum-Secretary of Panchayat	Village Kotwals, Peon of Panchayats, Midwives and Health Personnel
12. Manipur	Director of Medical Health and Family Welfare Services (Addl. CR; Dir. Economics and Statistics)	District Medical Officer	Block Development Officer, Sub-Divisional Officer	Block Development Officer, Panchayat Secretary	Midwives and Health Attendants
13. Meghalaya	Director of Medical and Health Services	Civil Surgeon	—	Block Development Officer	Health Workers including Auxiliary Nurses and Midwives
14. Nagaland	Director of Economics and Statistics (Dy. CR; Dy. Commissioner)	District Statistical Officer (Addl. DR; BDO)	Block Development Officer	Teacher of Government School	Midwives, Dais or any Medical/Police Personnel, Pastors or Priests who attended or were present at a birth or death, Gaon Burah, Dubashuis and Keepers or the persons incharge of a place set apart for the disposal of dead bodies
15. Orissa	Director of Health Services	Chief District Medical Officer	—	Medical Officer-in-charge of PHC	Health Workers (Para Medical staff) Midwives, Medical attendants at birth/death, Dais, Auxiliary Nurses-cum-Midwives

INDIA

Annex 1. (Continued)

1	2	3	4	5	6
16. Punjab	Director of Health and Family Welfare	Civil Surgeon	—	Thana Officer	Surveillance Workers, Vaccinators, Sanitary Inspectors and other Public Health Workers
17. Rajasthan	Director of Economics and Statistics	District Statistician (Addl. DR; BDO)	Block Development Officer	Panchayat Secretary Teacher of Govt. School	Health Visitors, Malaria Workers, Family Planning Workers, Village Health Guides and others (Dais, etc.), Sanitary Inspectors, Jamadars and other Wood Stall holders at Cremation ground
18. Sikkim	Director of Health Services	District Collector	—	Block Mandal	Health Workers of PHC/Sub-Health Centres
19. Tamil Nadu	Director of Public Health and Preventive Medicine	District Revenue Officer	—	Revenue Inspector	Health visitors of PHC/Backward area centres, Health visitors of Municipality/Maternity Centres.
20. Tripura	Director of Health Services	District Magistrate/Collector (Addl. DR; SDO)	Sub-divisional Officer	Tehsildar Medical Officer, PHC.	Panchayat Secretary
21. Uttar Pradesh	Director of Medical, Health and Family Welfare	Deputy Chief Health Officer	—	Gaon Sabha Pradhan	Basic Health Worker, Health Inspectors, Sanitary Inspector, Chowkidar, Vaccinator, Health Visitor
22. West Bengal	Director of Health Services (Addl. DR: 1. CMO of H 2. Addl. DM 3. DHO)	District Magistrate/Deputy Commissioner	—	Medical Officer PHC	Multipurpose Health Workers Notifiers

UNION TERRITORIES

1. A & N Islands	Director of Health Services	Medical Supdt. of G.B. Pant Hospital for Andaman and M.O. in charge of Nicobar for Nicobar District	—	Assistant Commissioner	Village Pradhans, Chowkidars, Auxiliary Nurses-cum-Midwives, Dais, Captains of Villages in tribal areas, Keeper of a place set apart for the disposal of dead bodies
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INDIA

Annex 1. (Continued)

1	2	3	4	5	6
2. Arunachal Pradesh	Director of Health Services (Addl. CR; Dir. of Economics and Statistics)	Dy. Commissioner/Addl. Deputy Commissioner	Inspector of Statistics	Extra Asstt. Commissioner Officer	Notifier System does not exist
3. Chandigarh	Director of Health Services	Medical Officer of Health	—	Thana Officer	Midwives
4. Dadra & Nagar Haveli	Secretary to Administration	Mamlatdar-cum-Survey and Settlement Officer	—	Patel, Talati	Notifier system does not exist
5. Delhi	Director of Health and Family Welfare (Addl. CR; Director of Bureau of Economics and Statistics (HO), Municipal HO of MCD, NDMC, Executive Officer of Cantt.)	Asstt. Director (Vital Statistics)	—	Panchayat Secretary	Para medical staff. In some villages Panchayat Secretary
6. Goa, Daman & Diu	Director of Planning, Statistics and Evaluation	Collector/Civil Administrator (Addl. DR; BDO)	Block Development Officer	Panchayat Secretary	Notifier System is not considered to be necessary
7. Lakshadweep	Director of Medical and Health Services	Dy. Director of Medical and Health Services	—	Health Inspector	Notifier System is not considered to be necessary
8. Mizoram	Chief Secretary (Addl. CR; Joint Director of Economics and Statistics)	Dy. Commissioner (Addl. DR; Distt. Education Officer)	—	Teacher of Govt. School	Notifier System does not exist
9. Pondicherry	Director of Local Administration	Dy. Director (Municipal Administration)	—	Revenue Officer Panchayat Commissioner	Notifier System is not considered to be necessary

Abbreviations used:

CR	=	Chief Registrar
DR	=	District Registrar
BDO	=	Block Development Officer
SDO	=	Sub-Divisional Officer
CMO	=	Chief Medical Officer
DHO	=	District Health Officer

Notes: 1. In urban areas, Health Officer/Executive Officer or the Commissioner of Municipality functions as Registrar.

2. The functionaries at the sub-district level given in Col. 4, are in practice coordinating the registration work in the rural areas under them with an official designation under the Act in some cases and without that in others.

INDIA

Annex 2

FORM No.11
(See Rule 13)
Register of Births and Deaths
Part I - Live Births

Taluk/Tehsil/Block/Thana _____ Year _____
District _____
Registration Unit/Village/Town/Municipality _____

Serial Number	Date of		Sex	Name	Place of Birth*	Permanent residential address of parent	Father's				
	Registration	Birth					Name	Literacy	Occupation	Nationality	Religion
1	2	3	4	5	6	7	8	9	10	11	12

Mother's					Age of mother in completed years at confinement	Order of birth i.e. No. of live births including the birth regd.	Type of attention at delivery @	Informant's		Signature of left thumb mark of the informant, if the information is given orally	Signature of the Registrar/Sub-Registrar	Remarks
Name	Literacy	Occupation	Nationality	Religion				Name	Address			
13	14	15	16	17	18	19	20	21	22	23	24	25

* If the delivery took place in hospital or any other institution, write 'Hospital' or 'Institution' giving its name, otherwise give full postal address of the place of birth.

@ If the delivery was conducted in a hospital or maternity home, write the name of institution otherwise mention whether it was conducted by a qualified or unqualified mid-wife and give her name.

- Notes
1. In the case of illegitimate birth the word 'illegitimate' should be entered in the remarks cols. and no persons name should be entered as the that of the father there is a joint request of the mother and the person acknowledging himself to be father of the child.
 2. In the case of multiple births, make separate entry for each and a reference in the remarks columns.
 3. If the person is a non-worker, insert the word 'Nil' in the column for occupation.

Annex 3

FORM No.12
(See Rule 13)
Register of Births & Deaths
Part II - Still Births

Year _____

 Registration Unit/Village/Town/Municipality _____
 Taluk/Tehsil/Block/Thana _____ District _____

Serial Number	Date of		Sex	Place of Birth*	Permanent resi- dential address of parent	Father's				
	Registration	Birth				Name	Literacy	Occupation	Nationality	Religion
1	2	3	4	5	6	7	8	9	10	11

Mother's					Age of mother in completed years at confinement	Type of attention at delivery @	Informants		Signature or left thumb mark of the informant, if the information is given orally	Signature of the Registrar/Sub- Registrar	Remarks
Name	Literacy	Occupation	Nationality	Religion			Name	Address			
12	13	14	15	16	17	18	19	20	21	22	23

* If the delivery took place in hospital or any other institution, write 'Hospital' or 'Institution' giving its name, otherwise give full postal address of the place of birth.

@ If the delivery was conducted in a hospital or maternity home, write the name of institution otherwise mention whether it was conducted by a qualified or unqualified mid-wife and give her name.

- Notes:
1. In the case of illegitimate birth the word 'illegitimate' should be entered in the remarks column and no person's name should be entered as the that of the father unless there is a joint request of the mother and the person acknowledging himself to be father of the child.
 2. In case of multiple births make separate entry for each and a reference in the remarks columns.
 3. If the person is a non-worker, insert the word 'Nil' in the column for occupation.

Annex 4

FORM No. 13
(See Rule 13)
Registrar of Births and Deaths
Part-III Deaths

Year _____

Taluk/Tehsil/Block/Thana _____

District _____

Registration Unit/Village/Town/Municipality _____

Sl. No.	Date of		Deceased's									
	Regis- tra- tion	Dea- ths	Name	Name of fa- ther/ hus- band	Place of death	Age	Sex	Mari- tal sta- tus	Occu- pa- tion	li- gion	Natio- nality	Perma- nent residen- tial address @
1	2	3	4	5	6	7	8	9	10	11	12	13

Cause of death	Whether medi- cally certified or not	Kind of medical atten- tion received if any	Informant's Name	Address	Signature or left thumb mark of the informant if the infor- mation be 'given orally'	Signature of the Registrar/ Sub-Regis- trar	Remarks
14	15	16	17	18	19	20	21

@ The address of the parent, in case of a child, husband/late husband in case of married women/widow and deceased if independent are to be given in this column.

- Note:
1. If the cause of death is not medically certified ascertain the cause from the list of important causes of death.
 2. If the deceased was over 1 year of age, give age in completed years. If the deceased was under 1 year of age, give age in completed months and if below 1 month, give age in completed number of days if below one day in hours.
 3. If the person is a non-worker, insert the word 'NIL' in the column for occupation.

Annex 5

LIST OF TABLES

Under the Minimum Tabulation plan prescribed for uniform adoption
by the statistics

PRIORITY-1

Table

- | | |
|--------|--|
| 1 (i) | Vital Statistics by district (Rural areas) |
| 1 (ii) | Vital Statistics by district (Urban areas) |
| 2 | Vital Statistics by sex |
| 3 | Vital Rates by district |
| 4 | Vital Statistics for towns with population 30,000 and over |
| 5 | Number of live births by type of attention at delivery |
| 6 | Deaths by type of medical attention received |
| 7 | Deaths by age and sex |
| 8 | Deaths by cause (medically certified or otherwise) |
| 9 | Deaths by cause, age and sex for medically certified cases |

PRIORITY-2

- | | |
|----------|---|
| 10 | Vital Statistics by religion |
| 11 | Vital Statistics by month and sex |
| 12 (i) | Live births by birth order and age of mother (Rural areas) |
| 12 (ii) | Live births by birth order and age of mother (Urban areas) |
| 12 (iii) | Live births by birth order and age of mother (Individual cities/towns with population 1 lakh and above) |
| 13 (i) | Live births by birth order and literacy of mother (Rural areas) |
| 13 (ii) | Live births by birth order and literacy of mother (Urban areas) |
| 14 (i) | Live births by birth order and literacy of father (Rural areas) |
| 14 (ii) | Live births by birth order and literacy of father (Urban areas) |
| 15 (i) | Live births by birth order and occupation of father (Rural areas) |
| 15 (ii) | Live births by birth order and occupation of father (Urban areas) |
| 16 (i) | Live births by birth order and father's religion (Rural areas) |
| 16 (ii) | Live births by birth order and father's religion (Urban areas) |
| 17 | Deaths by occupation and sex |
| 18 | Infant deaths by sex and age |
| 19 | Maternal deaths by age |
| 20 | Time gap in registration of live births and deaths |

Annex 6

DISSEMINATION OF INFORMATION REGARDING VITAL STATISTICS

<i>Title of Publication</i>	<i>Frequency</i>
1. Vital Statistics of India	Annual
2. Mortality Statistics of Cause of Death	Annual
3. Registrar General's Report on the working of the Registration of Births and Deaths Act, 1969	Annual
4. Survey of Causes of Death (Rural)	Annual
5. Sample Registration System	Annual
6. Sample Registration Bulletin	Half-yearly
7. Registrar General's Newsletter	Quarterly
8. Intensive Enquiry conducted in a sub-sample of Sample Registration System	Occasional
9. Estimates of Fertility and Child Mortality by Indirect Methods	Occasional
10. SRS based abridged life tables	Occasional
11. Evaluation of Birth and Death Registration in India, 1961-71	Occasional
12. Evaluation of Death Registration Completeness 1961-71	Occasional

Annex 7

Revised list of Causes of all registered Deaths for tabulation

Diseases:

1. Cholera	(001)
2. Typhoid and paratyphoid	(002)
3. Food poisoning	(003, 005)
4. Dysentery and diarrhoea, gastro-enteritis	(004, 006, 009)
5. Tuberculosis	(010-018)
6. Leprosy	(030)
7. Diphtheria	(032)
8. Whooping cough	(033)
9. Tetanus	(037)
10. Poliomyelitis	(045)
11. Measles	(055)
12. Rabies	(071)
13. Malaria	(084)
14. Cancer	(140-199) (200-229) (230-239)
15. Diabetes mellitus	(250)
16. Anaemias	(280-285)
17. Meningitis	(320-322)
18. Heart diseases and heart attack	(410-414) (393-398) (402) (416) (420-429)
19. Pneumonia	(480-486)
20. Influenza	(487)
21. Bronchitis and Asthma	(490-493)
22. Jaundice	(570-579)
23. Chronic liver disease and cirrhosis	(571)
24. Ulcer of stomach and duodenum	(531-533)
25. Appendicitis	(540-543)
26. Syphilis and other diseases of genito-urinary system	(580-629)
27. Abortions	(630-639)
28. Complications related to pregnancy, child birth, puerperium	(640-648), (651-676)
29. Certain conditions such as birth injuries, slow growth of foetus and pre-maturing originating in perinatal period	(760-779)
30. Cerebrovascular (paralysis)	(430-438)
31. Senility	(797)
32. Others not elsewhere classified	

II. EXTERNAL CAUSES

E33 Bites or stings of venomous animals.	(E905-906)
E34 Accidental burns	(E890-899)
E35 Falls, drowning	(E880-888, E910)
E36 Accidental poisonings (other than food poisoning)	(E850-858)
E37 Transport (Traffic) accidents (involving railway, boards, aircraft, motor vehicles, other vehicles animals being ridden or drawing vehicles)	(E800-848)
E38 Other accidents not elsewhere classified	(E916-928)
E39 Suicide	(E950-959)
E40 Homicide	(E960-969)

Annex 8

SURVEY OF CAUSES OF DEATH (RURAL)

Form 7: Symptoms Record Form

Name of Village Name of the Primary Health Centre

Part I

1. House/Household Number
2. Name of Head of Household
3. Name of Deceased (with name of Father/Husband)
4. Sex of Deceased
5. Age of Deceased
6. Date of Death
7. Whether UR or V*
8. Type of attendance at death
9. Serial No. in death register
10. Whether death occurred in PHC or Household

Part II

<i>Symptoms of decease as stated by respondent</i>	<i>Probable cause</i>	<i>Code No.</i>
<i>1</i>	<i>2</i>	<i>3</i>

Signature of Field Agent with date

Signature of Medical Officer

Notes: 1. This form should be used for every death that occurs in the headquarter village of the PHC during continuous recording and also for Addl events detected during half-yearly survey.

2. In the case of death attended and certified by medical practitioner or medical officer, this probing is not necessary.

* UR means usual resident and V means visitor.

Annex 9

SURVEY OF CAUSES OF DEATH (RURAL)
NON-MEDICAL LIST (REVISED)
(Symptom Diagnostic classification)

<i>Cause of death</i>	<i>Code No.</i>
I. ACCIDENTS & INJURIES	
Snake bite	1.11
Stings of venomous insects like scorpion	1.12
Rabies	1.13
Drowning	1.21
Fall	1.22
Vehicular Accident	1.23
Burns	1.24
Suicide	1.30
Homicide	1.40
* Excessive heat	1.51
* Excessive Cold	1.52
* Natural Calamity	1.53
Not classifiable, specify symptoms	1.00
II. CHILD BIRTH & PREGNANCY COMPLICATIONS	
Abortion	2.10
Toxaemia	2.21
Anaemia	2.22
Bleeding of pregnancy and puerperium	2.31
Malposition of child leading to death of mother	2.32
Puerperal sepsis	2.33
Not classifiable, specify symptoms	2.00
III. FEVERS	
Malaria	3.11
Influenza	3.21
Typhoid	3.31
Not classifiable, specify symptoms	3.00
IV. DIGESTIVE DISORDERS	
+ Gastro-enteritis and Diarrhoea	4.11
Cholera	4.12
Food poisoning	4.13
+ Dysentery	4.14
Peptic ulcer or Ulcer of stomach	4.21
Acute Abdomen	4.31
Not classifiable, specify symptoms	4.00

Annex 9. (Continued)

V. COUGHS (DISORDERS OF RESPIRATORY SYSTEM)	
Tuberculosis of lungs	5.11
+ Bronchitis and Asthma (or allergic disorders)	5.12
Pneumonia	5.21
* Whooping cough	5.30
Not classifiable, specify symptoms	5.00
VI. DISORDERS OF THE CENTRAL NERVOUS SYSTEM	
Paralysis and cerebral apoplexy	6.10
Meningitis	6.20
Convulsions	6.30
Not classifiable, specify symptoms	6.00
VII. DISEASES OF CIRCULATORY SYSTEM	
Anaemia	7.10
Heart attack (Ischaemic heart diseases)	7.30
+ Congestive and other heart diseases	7.00
VIII. OTHER CLEAR SYMPTOMS GROUP	
+ Cirrhosis and chronic liver diseases	8.11
Jaundice	8.12
+ Chickenpox	8.21
Measles	8.22
Leprosy	8.23
Tetanus	8.31
Poliomyelitis	8.41
Mental disease	8.51
Cancer	8.61
Diabetes	8.71
Hyperplasia of prostate	8.81
* Uraemia	8.82
Obstructed Hernia	8.90
* Other medically certified cases (specify)	8.00
IX. CAUSES PECULIAR TO INFANCY	
Prematurity	9.10
Congenital malformation	9.22
Birth Injury	9.23
Respiratory infections of the new born	9.31
+ Cord infection (including tetanus of new born)	9.32
Diarrhoea of new born	9.32
Not classifiable, specify symptoms	9.00
X. SENILITY	
Senility	10.00

* Addition to list.

+ Description modified.

CHAPTER 11

INDONESIA

The Population Registration

Introduction

Indonesia became independent on 17 August 1945. The constitution, which came into force in 1945, contains a number of regulations that specify the rights and duties of citizens and foreigners. In order to identify citizens born in Indonesia, non-native citizens, and foreigners the practice of registering the population was maintained.

The History of Population Registration in Indonesia

Population registration was introduced, in 1815, during the British colonial rule, for all the people in Indonesia. Later on during the Dutch colonial domination this registration system was continued with some alterations, introduced from time to time. Some of the regulations regarding population registration enforced during the Dutch colonial domination were:

1. Staatsblad in 1849 number 25 regarding collection of vital statistics of Europeans.
2. Staatsblad in 1917 number 130, jo staatsblad in 1919 number 81 regarding collection of vital statistics of Chinese.
3. Staatsblad in 1920 number 751, jo staatsblad in 1927 number 564 regarding collection of vital statistics of Indonesians.
4. Staatsblad in 1933 number 75, jo staatsblad in 1936 number 607 regarding collection of vital statistics of people of Java, Madura and Minahasa.

Beginning with the city of Yogyakarta in 1929 the Dutch organized the registration of births, deaths, and stillborn of Indonesians *per se*. This was also called specifically as vital registration by the Ministry of Health which made use of a form called *Triplikat* for the purpose (see Annexes 1 and 2). The registration of birth, death and stillborn of Europeans, Chinese, and certain class of Indonesians continued to be done by the civil (population) registration system which came under the purview of the regulations mentioned above.

The registration was also done by the civil registration office called *Burgerlijke Stand (B.S.)* which registered births, deaths, marriages, divorces and adoption and issued certificates. For those who could not be served in the civil registration office, the registration was done as follows:

- (i) Births and deaths were registered on the *Triplikat* forms by the village office;
- (ii) Marriage and divorce were registered by officers of religion or traditions, except for christians who could be registered in the civil registration office; and
- (iii) Adoption was not clearly specified.

Population Registration System

The Regulations for population registration carried out during the colonial administration are still in operation, though with some alterations. For example, population registration during the Dutch colonial times undertaken on the basis of classes or races of the people was gradually changed after independence.

The instruction of President's Cabinet number 31/U/IN/12/1966 states that every Indonesian citizen can obtain any certificate he wants from a civil registration office. The President's Decree number 52/77 and the Regulation of the Minister of Internal Affairs number 404/77 make it obligatory for every Indonesian and foreigner to report all occurrences of births and deaths to the village office by using the *Triplikat* system. However, the latter does not make any mention of registration of divorce, marriage, and adoption. There are, therefore, at present two systems for registering births and deaths, i.e. civil registration and *Triplikat* which are intended for all persons residing in Indonesia. Marriages and divorces are not only registered in vital statistics but also in Department of Religious Affairs.

In what follows some details regarding the registration of births are discussed. At present there are two channels of birth registration, namely, birth certificate produced by civil registration office and *Triplikat* produced by the village office. In practice the birth certificate is considered more authoritative than *Triplikat*. For example whenever a child is admitted to school, or a person is seeking a job, or wishing to join the Army it is the birth certificate that needs to be attached not the *Triplikat*. Although the importance and validity of the birth certificate is realised, there is still no clear and firm regulation that obliges every Indonesian to own a birth certificate. For this and historical reasons, only a small number of native Indonesians are presumed to own a birth certificate.

The contents of the *Triplikat* are basically the same as those of the birth certificate. The *Triplikat* consists of three parts (see Annexes 1 and 2). The left part is the same as the right one, but the middle part is a bit different.

The left part is for the archives of the village office. The middle part is to report to subdistrict and facilitates compilation of vital statistics. The right part is given to the informant as a proof that a birth has been reported and registered in a village office. The right part of the Triplikat is exactly the same as the copy of birth certificate produced by civil registration office. Triplikat, though intended for a native citizen, is never reported to and legalized by the court and it does not also specify citizenship.

Since the issue of President's Decree number 52/77, the middle part of Triplikat has been improved but only for the sake of statistics, while the left and right parts still remain the same as before. Though the Triplikat does not mention citizenship, anyone born in Indonesia is obliged to possess it.

Though supported by President's Decree, number 52/77 and executed in village offices all over the country, the Triplikat system has also not been satisfactory. A population survey in East Java conducted during the years 1980-1982 shows that Triplikats have been filled only for 44.8 per cent of the births. Although according to the above decree and the Regulation of Ministry of Internal Affairs number 404 every district has to furnish itself with Triplikat forms, even in 1982 the forms were not available in some districts. The uncertainty regarding which regulation to follow has given rise to four population groups, namely,

- (i) those who do not know anything at all about registration being performed by either civil registration office or village office, and hence did not attempt to obtain a birth certificate or a Triplikat;
- (ii) those who are only aware of the population registration done by the village offices;
- (iii) those who register themselves only in the civil registration office, and those who understand and register themselves in both offices.

As a result of this situation vital statistics, derived from registration records, are not trustworthy. In brief the weakness of the population registration activity is due to absence of a clear and firm regulation that can be used as the basis for population registration, inadequate budget allocation to support the population registration, insufficient efforts made to educate people about the importance and use of the population registration or to motivate them to register vital events.

Sample Vital Registration Project

The Purpose of the Project

The need to improve vital registration and to estimate reliability of vital rates in Indonesia led to the development of the Sample Vital Registration Project (SVRP). The

Central Bureau of Statistics (CBS) executed the field work during the three year period, 1 July 1974 to 30 June 1977. CBS worked in collaboration with the National Family Planning Coordinating Board (BKKBN). Technical advice was provided by the United Nations Development Programme, New York and the United Nations Economic and Social Commission for Asia and the Pacific. The International Program of Laboratories for Population Statistics (POPLAB) of the University of North Carolina at Chapel Hill assisted in the analysis of the second year and third year results and in the preparation of the reports for those years.

The primary goals of the project were:

1. to assess the completeness of existing vital registration in Indonesia and to investigate reasons for non-declaration of vital events, and
2. to obtain reliable estimates of fertility, mortality and population growth.

The basic approach of the project

The SVRP was conducted in ten widely dispersed "Centers" in Indonesia. These Centers were chosen to represent diverse cultural and socio-economic conditions. The SVRP was divided into three periods of field work, each lasting one year. Each period was followed by data processing, analysis and reporting of results. The project was designed to build upon the experience gained in each year and to make procedural changes. A dual record system has been adopted for collection of data and estimation of vital rates. The use of two independent systems of data collection in the ten project areas had been in effect since the beginning of the project.

Vital registration procedures

Using registration forms prepared by CBS, a designated village official registered births, deaths and migrations which occurred in each village. In the third year, events were registered for the *de jure* (legal) population only (as in the survey).

In both the second and third project years, more information was recorded on the registration forms than during the first year. The additional information of census block number, building number and household number of the household registering an event were designed to facilitate field follow-up during the matching process. Registrars were also instructed, in the second but not the first year, to write *Tamu* (guest) on registration forms for household members who were not legal residents (e.g., when issuing death certificates required for burial).

Survey Procedures

In the survey the total population of the study area was enumerated and data was collected on vital events for a defined reference period. One major change in survey procedures occurred in the third project year. During the

first two years surveys were conducted at six month intervals. In the final project year, one survey with a 12-month recall period was conducted at the end of the year.

The accuracy and completeness of reporting events in the survey is affected by memory lapse (the forgetting of events) and reference period error (the reporting of events in the wrong time frame). Lengthening the recall

period probably had the effect of increasing recall error, especially for those events which the respondent would like to forget, i.e., deaths. Its effect on reference period errors is more difficult to specify, *a priori*. Judging from the sharp decline in the number of events reported between the second and third years, it seems clear that some combination of recall and reference period errors contributed to a deterioration of the coverage rates of the survey.

Annex I. BIRTH CERTIFICATE
Central Office Copy

No. _____

BIRTH CERTIFICATE

No. _____

The undersigned certifies that on:

Day : _____
Date : _____
At : _____

there was a birth of a male *
child

Named: _____

To a mother named: _____

Address: _____

The wife of: _____

This certificate is based on factual information.

Name of informant: _____

Relationship to the baby: _____

Village Head _____ 19____

(_____)

* Cross out the one that does not apply.

BIRTH CERTIFICATE

No. _____

The undersigned certifies that on:

Day : _____
Date : _____
At : _____

there was a birth of a male *
child

Named: _____

To a mother named: _____

Address: _____

The wife of: _____

This certificate is based on factual information.

Name of informant: _____

Relationship to the baby: _____

Village Head _____ 19____

(_____)

* Cross out the one that does not apply.

BABY	
1. Full name :	_____
2. Sex : male <input type="checkbox"/> female <input type="checkbox"/>	
3. Born : day _____ month _____ year 19____	
4. Birth : _____	
5. Place of birth : _____ If not single, this child was born, first <input type="checkbox"/> , second <input type="checkbox"/> , third <input type="checkbox"/> , fourth <input type="checkbox"/>	
6. Birth attendant: Doctor <input type="checkbox"/> , midwife/nurse <input type="checkbox"/> , traditional practitioner <input type="checkbox"/> , other <input type="checkbox"/>	
MOTHER	
7. Full name :	_____
8. Address :	_____
9. Born : day _____, month _____, yr. 19____, age _____ yrs.	
10. Nationality : Indonesian <input type="checkbox"/> foreign <input type="checkbox"/>	
11. Religion : Islam <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> other <input type="checkbox"/>	
12. Occupation :	_____
13. Education : finished el. s. <input type="checkbox"/> jr. h. s. <input type="checkbox"/> academy or univ. <input type="checkbox"/> no schooling <input type="checkbox"/> did not finish el. s. <input type="checkbox"/>	
13. Number of Children Ever Born: _____ children	
Number of Children Still Alive: _____ children	
FATHER	
15. Full Name :	_____
16. Born : day _____, month _____, yr. 19____, age _____ yrs.	
17. Nationality : Indonesian <input type="checkbox"/> foreign <input type="checkbox"/>	
18. Religion : Islam <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> other <input type="checkbox"/>	
19. Occupation :	_____
20. Education : finished el. s. <input type="checkbox"/> jr. h. s. <input type="checkbox"/> academy or univ. <input type="checkbox"/> no sch. <input type="checkbox"/> did not fn. el. s. <input type="checkbox"/>	

Annex 2. DEATH CERTIFICATE

Central Office Copy

No. _____

DEATH CERTIFICATE

No. _____

The undersigned certifies that:

Name : _____
 Sex : _____
 Address : _____
 Age : _____
 Died on : _____
 Day : _____
 Date : _____
 At : _____
 Due to : _____

This certificate is based on factual information.

Name of informant: _____
 Relationship to the deceased: _____
 Village Head : _____, 19____
 (_____)

1. Full Name : _____

2. Sex : male female

3. Address : _____

4. Date of Birth : day _____ month _____ year 19____

5. Date of Death : day _____ month _____ year 19____

6. Age at Death : _____ days / months / years *

7. Nationality : Indonesian foreign

8. Religion : Islam Christian Hindu
 Buddhist other

9. Marital Status: single married
 widowed divorced

10. Occupation : _____

11. Education : finished elementary school junior high school senior high school
 academy/university no schooling
 did not finish elementary school

12. Place of death: hospital outside hospital
 village : _____
 district : _____

13. Cause of death: Informant : doctor nurse other health official
 other

14. Disposal of the Body: buried cremated other

* Cross out if not needed.

Village Head (_____)
 _____, 19____

DEATH CERTIFICATE

No. _____

The undersigned certifies that:

Name : _____
 Sex : _____
 Address : _____
 Age : _____
 Died on : _____
 Day : _____
 Date : _____
 At : _____
 Due to : _____

This certificate is based on factual information.

Name of informant: _____
 Relationship to the deceased: _____
 Village Head : _____, 19____
 (_____)

CHAPTER 12

ISLAMIC REPUBLIC OF IRAN

Civil Registration and Vital Statistics System

History

Personal status registration with the present status came into existence for the first time in Iran in accordance with the Approval consisting of 41 Articles, passed in 1918. Based on The Article of the Approval, after its publication and legal proclamation, all Iranians hold identification cards. First identification card was issued in Tehran in December 1918. Till 1925, identification cards were issued in Tehran only. In 1925 the Act of Personal Status Registration including 35 Articles was approved by the parliament and Registry General of Personal Status and Statistics came into existence charged with the responsibility for issuing identity cards to people all over Iran. Apart from the above duties, census in some cities also became the responsibility of the said Registry General and thus enumeration (censuses) of inhabitants were made in 35 cities till 25 August 1941.

Registry General of Personal Status and Statistics was active till 1956 and then its name was changed to Directorate General of Statistics and Personal Status Registration. In 1956 the first general enumeration (census) of inhabitants of Iran was made by the Directorate General of Statistics and Personal Status Registration. Later, based on the Act, approved by the parliament, statistics section was separated from it and Department of General Statistics came into existence and personal status registration section continued its activities as Directorate General of Personal Status Registration. In 1973, Directorate General of Personal Status Registration became an independent organization and its name was changed to National Organization for Civil Registration (N.O.C.R.).

Organizational and Administrative Set Up

The Head of National Organization for Civil Registration is an under-secretary of Ministry of the Interior. Centralization of personal status registration system has some advantages such as co-ordination of the civil registration system. On this basis, the instructions which are issued in Tehran will be binding for all provinces and the respective cities and thus the regulations which are enacted in regard to the method of registration and arrangement of deeds and documents and collection of vital statistics, are executed all over the country uniformly. Also filing system and protection of personal status deeds and documents are co-ordinated at personal status registration units established all over the country.

Central Set Up

The National Organization for Civil Registration consists of two departments of Administrative and Financial Affairs (Executive) and Personal Status and Legal Affairs (Technical). Department of Administrative and Financial Affairs consists of Directorate General of Administrative Affairs, Organization, Budget and Training Bureau and Directorate General of Financial Affairs. The Department of Personal Status and Legal Affairs consists of Bureau for Statistics and Information Related to Population, Directorate General of Personal Status Deeds and Services, Legal Affairs Bureau, and Foreign Affairs Personal Status Bureau. Furthermore, Plans and Reviews Bureau investigating foreign projects is directed by the Head of the National Organization for Civil Registration.

Provincial and Municipal Set Up

In the country there are 24 provinces, 230 cities, 352 municipal areas and 751 rural areas. The N.O.C.R. has a provincial office in each of the capitals of these provinces. Under these provincial offices, Civil Registration offices are also functioning in the cities and towns. Each city or town of Civil Registration, apart from performing its duties in the respective city or town, has numerous municipal or rural sections. The National Organization for Civil Registration is responsible for the following four original activities:

- Registration Procedures
- Collection and Publication of Human Statistics^a
- Planning Activities
- Administrative Affairs.

There is an administrative unit in each provincial office to run the administrative and financial affairs. National Offices for Civil Registration in the capitals of the provinces, have been divided into numerous operational units which perform the following duties:

- Collection of information from people
- Maintaining the said information.

In other cities, the above-mentioned basic duties are performed. In order to facilitate the work, each office in the city has been divided into small Sections which have

^a Based on the studies made, N.O.C.R. is going to establish Integrated National Population Information Department to increase care and speed up collection and publication of human statistics.

specific areas of responsibility to collect information from the people.

The collected reports are sent to the related city for safekeeping. Each section may be either fixed consisting of one bureau or mobile (travelling) whose travelling representatives collect the required information from the people and issue the identification cards. A diagrammatic representation of the set up of the National Organization for Civil Registration is given in Annex 1.

Responsibilities of N.O.C.R.

- Registration of vital events namely birth, death marriage, divorce, adoption and acceptance or abandonment of nationality, and issuance of Identity Cards.
- Maintenance and protection of Personal Status Records namely, collection of original records, sending them to concerned Archives, extraction of information as and when required, and to keep the information up-to-date by taking advantage of the mechanism of registration operations.
- To make available vital reports and statistics concerning population including special reports for other governmental organizations.

The vital events may be notified to any one of the units of N.O.C.R. Proclamation of birth and death requires medical certificates, in the absence of which two witnesses should certify the case. But for proclamation of marriage, divorce and adoption, required certificates should be received from Notarial Offices for marriages and divorces or from the court of justice. About acceptance or abandonment of nationality, the opinion of Ministry of Foreign Affairs will be considered.

Aims and Responsibilities of National Offices for Civil Registration in Provinces

(Approved by State Employment and Administrative Affairs Organization – April 1981)

Aims

- Planning, co-ordination and supply of personal status and legal requirements and,
- Providing the related units with administrative and financial services.

Responsibilities

- Supervision over the running of personal status services.
- Management of administrative, employment and financial matters of the units.
- Supervision over the running of the related units, pursuance of executive operations and taking action to resolve existing difficulties.

- Supervision over maintenance of letters, records, blank papers, deeds and identity cards.
- Supervision of maintenance and protection of buildings, property, and furniture and performance of environmental hygiene.

Responsibilities of National Offices for Civil Registration in the Cities

- Registration of birth, death (including foetal deaths), marriage, divorce, adoption, Acceptance or Abandonment of Nationality and maintain the logbook.
- Issue of Identity Card and Duplicates.
- Discharge of all matters related to “Surname”.
- Formation of a board for solution of differences and performance of the related duties.
- Performance of all research activities related to defense from the validity of personal status certificates.
- To prepare list of personal status statistics and population information.
- Supervision over the functions of Notarial Offices for marriages and divorces.
- Performance of all administrative functions.

Personal Status Registration Acts and the Respective Changes during the past periods

As it was mentioned before, the first personal status registration Act was approved by the ruling Government. In 1926 the first compiled Act of Personal Status Registration was approved by the parliament of that time.

- In 1928 an amendment consisting of 16 Acts as well as By-laws of Personal Status consisting of 57 Articles was approved. Coincident with it another By-law with 40 Articles was compiled applicable to Iranians who were abroad.
- Another amendment was brought into force in 1931 by which Articles 7, 8 and 9 of Personal Status Registration Act was modified. On the basis of this amendment, pecuniary punishment and punitive imprisonment which could be paid for, were introduced for those who did not hold identity cards.
- The executive By-laws of the amended Article 9 of the Personal Status Registration was compiled in February, 1934 and was approved in the same year. Also in accordance with the single Act, passed in May 1934, new regulations for the purpose of issuance of duplicates and method of attachment of photograph and cancellation of stamp were introduced.

- In 1935, a further amendment to the executive By-laws of Personal Status Registration Act was introduced. Based on the provisions of this amendment, the Personal Status Registration office became responsible for statistics concerning goods, reasons for death, price of provisions, number of students, teachers, judges, newspapers, real estates, transactions and so on.
- In August 1936, a supplemental Article concerning the executive By-laws of amendment of Article 9 of the Act of Amendment to Personal Status Registration Act was approved. Furthermore, the regulations in respect of the punishment of those who violate their legal duties, was approved by the parliament of that time.
- In 1937, a new By-law was approved in 127 Articles for Personal Status Registration.
- In 1940, an Act in 55 Articles was approved by the parliament of that time for amendment of personal status Registration along with its executive By-laws.
- In 1950, an amendment was approved for the ninth chapter of Personal Status Registration By-laws. In the same year, Article 49 of the Act of Personal Status Registration was amended.
- In 1962-63, Article 68 of the Act of Personal Status Registration was amended.
- In 1976, another Act of 55 Articles and 27 Clauses was compiled and approved for Personal Status Registration. Furthermore, the executive By-laws of this Act was approved in 1977.
- Based on the Approval of Revolutionary Council of the Islamic Republic of Iran dated 1979, Article 39 of the Personal Status Registration Act, passed in 1976, was cancelled.
- In 1984, amendment of some Articles of Personal Status Registration Act, passed in 1976, was approved by the Islamic Consultative Assembly.

Definitions of Vital Events

For registration of vital events, the following definitions are given:

- Live Birth:** It is a baby who shows signs of life after its birth.
- Death of Foetus:** A foetus is the result of a delivery, after 20 weeks of pregnancy that shows no sign of life after its birth.
- Death:** Cessation of life and passing from the mortal situation to an exalted status.

Marriage: It is a legal connection which comes into existence between a man and a woman by marriage contract and its aim is the perpetuation of society.

Divorce: It means separation of wife and husband and cancellation of the marriage contract.

Personal Status Registration is obligatory, hence all Iranians are responsible to inform the N.O.C.R. of the events for the purpose of their registration. Although some punishments have been stipulated for those who do not report the events in the latest Personal Status Registration Act, passed in 1976 and the Amendment dated 1984, these punishments are not enforced. The persons who have delayed reporting the events of birth and death, are dealt with in accordance with the Article 25 of the Personal Status Registration By-laws.

Comprehensiveness and Coverage of the System

After approval of Personal Status Registration Act in 1925, personal status registration administrations were established one after another in the capitals of the provinces and the other cities. Accordingly the number of the units rose from 10 in 1925 to 104 in 1938. From 1939 to 1953, only two more units were added. Since then some more offices have also been added from time to time as and when new cities come into existence in accordance with changes in the divisions of the country. Furthermore, Personal Status Registration Units established in some towns have also been functioning as the city units. At the moment, N.O.C.R. has 24 units in the towns. Each one of the units in cities or towns has some municipal or rural sections so that all parts of the country are covered by the N.O.C.R.

Fines and Period Allowed for Reporting of Vital Events

According to Article 48 of the Personal Status Registration Act, passed in 1976 and the related Amendment, the persons who do not report the events and do not sign the deeds or request for the latest identity cards in place of the original ones are liable to pay a fine from Rls. 201 to 5,000.

The stipulated period for reporting a birth is 15 days from the date of birth of the baby. The day on which the baby is born and any public holiday at the end of the period are not counted while reckoning this period. If a baby is born during a journey, voyage or a trip by plane, the beginning of the period is the arrival date. For death the time limit for reporting is ten days from the date of occurrence or the date of being informed of the matter. As in the case of birth, the day on which death occurred and the public holiday at the end of the period are not counted. If death happens during a trip, the period will begin from the arrival date.

In accordance with Clause 25 of Personal Status Registration Act, registration of birth and death, after expiration of the deadline, will be according to the executive By-laws of the same Act. There is no time limit for reporting the events of marriage and divorce.

Volume of Operations

The table 1 gives an idea of the progress of registration of vital events from 1919 to 1968.

Table 1
Progress of registration of vital events from 1969 to 1984

Year	Registration of							
	Birth			Death			Marriage	Divorce
	City	Village	Total	City	Village	Total		
1969	385 801	708 959	1 094 760	75 901	100 128	176 029	162 645	15 652
1984	1 065 862	1 001 941	2 067 803	113 489	72 951	186 440	384 876	35 178

Evaluation of the System

Since 1976, attempts were made to find out the reasons for the delay or failure to register the vital events by employing direct and indirect methods of analysis. The results are expected to be published soon. In addition, N.O.C.R. intends to establish dual registration system in some special regions of the country for the purpose of evaluation of the registration system.

Collection and Processing of Vital Statistics

Short History

Since the inception of the Personal Status Registration System constant efforts are being made for collection and processing of vital statistics data. In the past, data were collected and assembled only annually. Since the 1976 amendment of the executive instructions, vital statistics are collected from the local offices through monthly reports. Since processing of data is done manually and because of the large volume of data and shortage of staff, the tabulation programme is restricted.

Attempts are being made to switch over to mechanical data processing which would enable the system to enlarge the scope of tabulations. At present there are also no independent statistical units in the provinces and cities. The Bureau of Statistics and Information related to Population, established only at the centre under a Director-General, is able to cope up with the responsibility of collection of registration reports from the personal status registration units of Iran and processing them for bringing out vital statistical data.

Responsibilities of Bureau of Statistics and Information related to population

- Establishment and development of Bureaux of Information Related to Population in accordance with Personal Status Deeds.

- To record and keep summary of the statistics and information related to population.
- To review information lists and to exercise general control over the flow of these lists.
- To answer the questions of the public concerning their personal status needs.
- To evolve schedules, questionnaires and forms for the purpose of census and making them available to respective units.
- Compilation, printing and publication of statistics concerning Personal Status, age, and sex.
- To make available statistics concerning population required by the organizations such as Ministry of Education, Military Service Department and so on.

Staff set up of Bureau of Statistics and Information Related to Population

The Bureau has a strength of 27 officers including the Director-General with the following break up:

Director-General	1
Assistance to Director-General	1
Personal Status Affairs Expert	1
Expert in Statistics	1
Assistant to Expert in Statistics	1
Officer responsible for Books of Districts	5
Officer responsible for Books of the Cities (2 for each District)	10
Officer responsible for Book-keeping and Files	1

Officer responsible for Book-keeping affairs	1
Statistical Clerk	3
Typist	1
Binder	1
Total	27

Supply and Collection of Human Statistics

As it was mentioned above, responsibilities of N.O.C.R. are to supply personal status services for Iranians and supply and collection of human statistics which are performed as follows:

1. Collecting and keeping information related to vital events of each Iranian and providing the concerned governmental officials with the said information.

2. Providing all Iranians with identity cards for the purpose of being identified in regard with the said authorities.

3. Collecting population statistics from all over the country and making required general lists such as the list of those who are liable to military service or the list of those who should be taken under guardianship.

Items 1 and 2 of the above-mentioned responsibilities have been performed from the established date of N.O.C.R. with a little change and the required report was given before but there are no required comprehensive statistics in regard to the responsibilities mentioned under Item 3 and N.O.C.R. is presently investigating the case.

Source of Vital Statistics

The personal status deeds kept at the archives, are the original sources for extraction of human statistics. Planning for establishment of a center concerning such affairs, will cause the collection of vital statistics.

Extraction of Vital Statistics

For the time being, the activities concerning submission of human statistics, by taking advantage of personal status deeds, are issuance of two lists with respect to

persons liable to military service and those who should be taken under guardianship which are made annually for Gendarmerie and Ministry of Education.

Apart from the above information, Bureau of Statistics and Information Related to Population presently collects information by National Offices for Civil Registration of provinces, received from personal status offices of the cities as follows:

- a. Monthly statistics related to the four major events registered at personal status offices of cities and villages separately.
- b. Monthly table of births in the cities and villages of each one of the cities of a province.
- c. Monthly table of the deceased in the cities and villages of a province with regard to their years of age.
- d. Monthly statistics of marriage and divorce registered at the Notary Publics of each province.

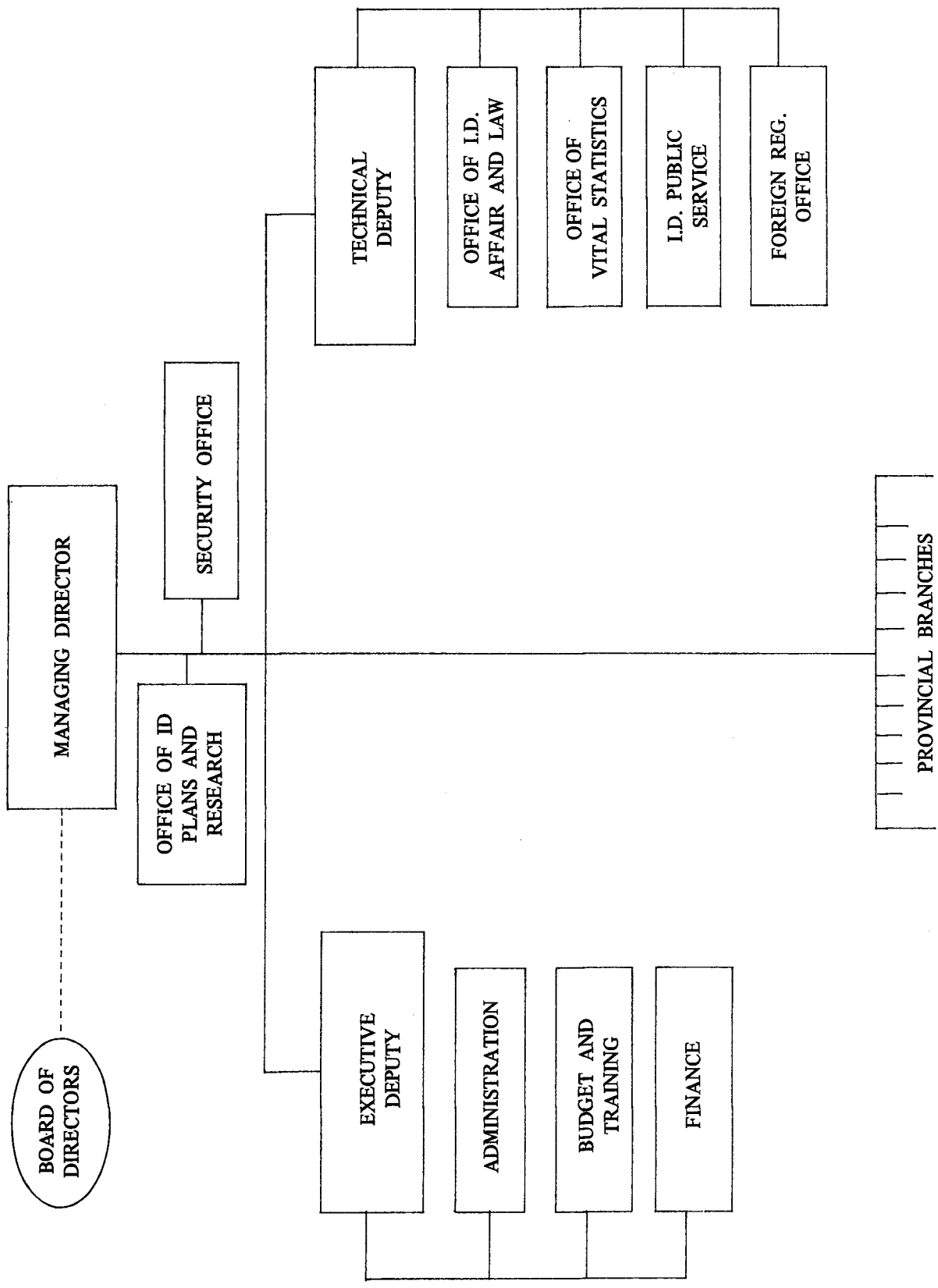
And some other special statistics are compiled to meet the needs and goal of the requesting organization.

Proposed Future System

Personal status offices have not been able to perform its legal duties perfectly because of absence of a comprehensive information centre concerning particulars of the people of Iran and also because of volume of information. But such a centre has been foreseen for future which will meet the statistical needs of the country at the least possible time and the determined periods. The responsibilities of this centre will be:

- a. Establishment of mechanized file concerning personal status information of Iranians,
- b. To make up-to-date the respective information,
- c. Retrieval of information,
- d. Rehabilitation of information of the archives in case of damage,
- e. Making of the required lists which N.O.C.R. is presently obliged to prepare.

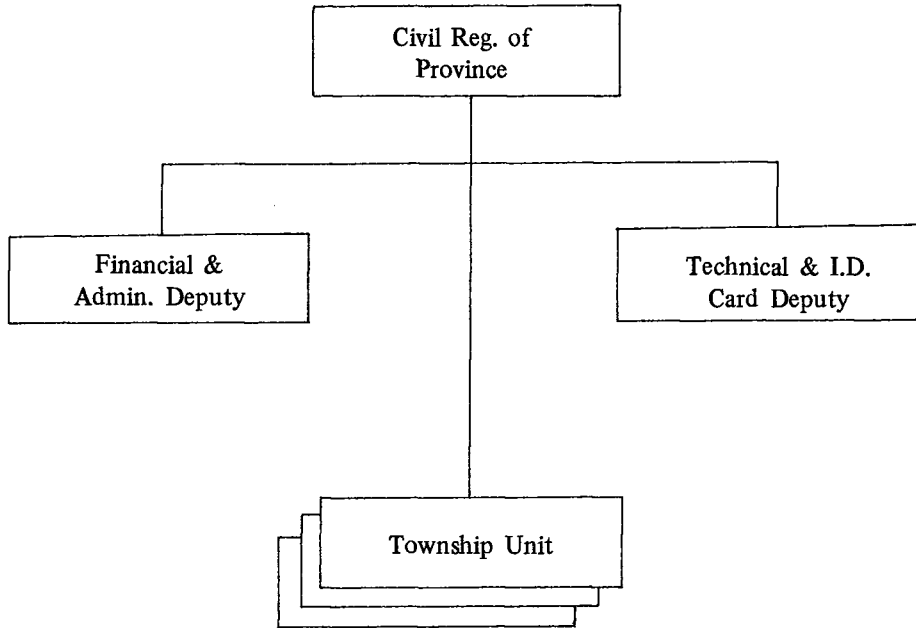
Annex 1
Organization Chart of National Organization for Civil Registration



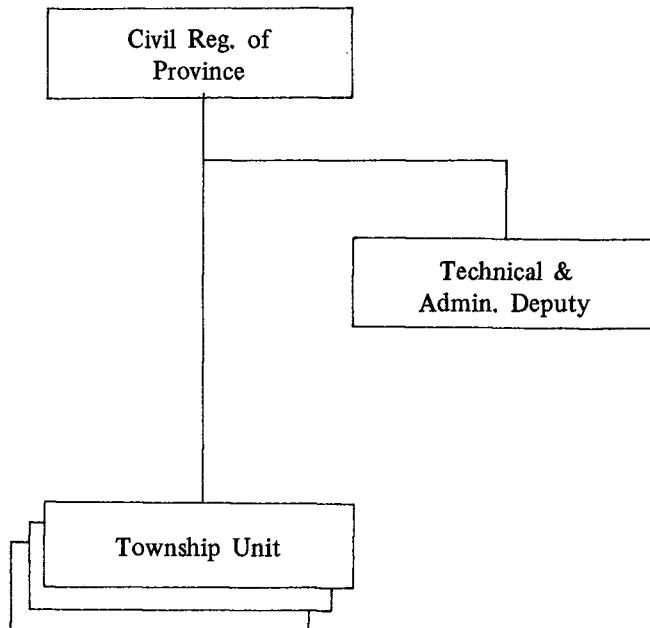
Annex 2

Organizational Chart of a Provincial Unit of N.O.C.R.

(a) First Rate Provincial Unit



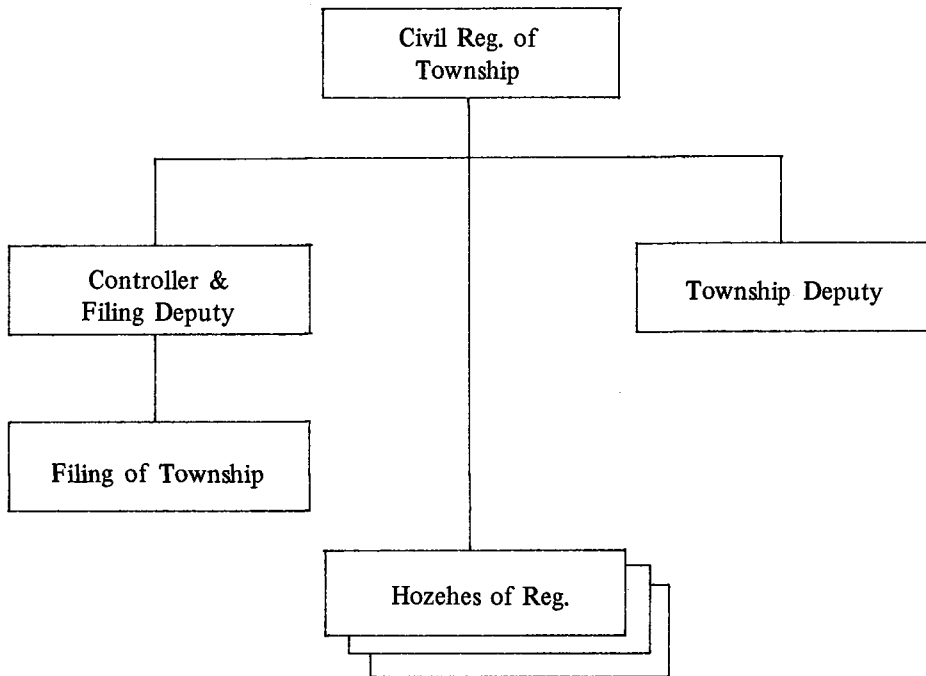
(b) Second Rate Provincial Unit



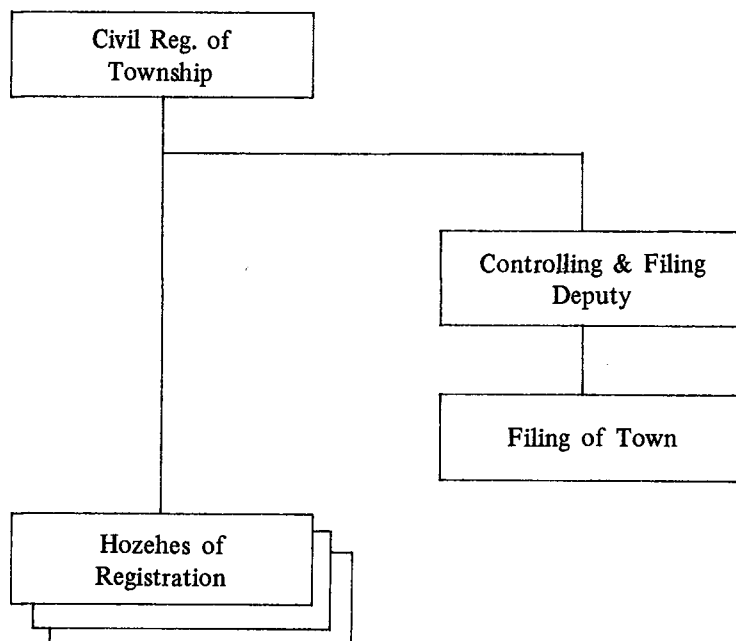
Annex 3

Organizational Chart of a Township Unit of N.O.C.R.

(a) First Rate Township Unit



(b) Second Rate Township Unit



Annex 4

Staff set up of N.O.C.R. in 1968 and 1981

	<i>Number of officials in</i>	
	<i>1968</i>	<i>1981</i>
1. Head of office		
Director-General	1	—
Under-secretary of Ministry of Interior and Head of N.O.C.R.	—	1
2. Assistant to Head	2	2
3. Staff set-up in related office		
(i) <i>Central Office</i>		
Director-General	—	4
Section Heads	1	5
Office Staff	10	31
(ii) <i>Provincial Office</i>		
Director-General	—	23
Office staff	149	254
<i>Total</i>		
Director-General	—	27
Section Chiefs	1	5
Office Staff	159	285

ISLAMIC REPUBLIC OF IRAN
NATIONAL ORGANIZATION for CIVIL REGISTRATION

consecutive No Serial No
of First I.D. CARD

I.D. Card No

General Registers For Life Events

Classification Of Finger Prints	Photo	Sex _____ Sex _____ Name _____	Specifications of the Holder of Instrument
		Solar Hejira _____ Year _____ Mounth _____ Day _____ Lunar Hejira _____ Year _____ Mounth _____ Day _____ Hour: _____ Date Of Birth _____	
_____ in City, Town _____ Rural District _____ District _____ Town Ship _____ Province of _____ Village		Place of Birth _____	

Presence Of Spouses	Number and Of Notary Office	Marriage Registration Number	Characteristics Of Parents				
			Date Of Parents Marriage				
Residence Address	Ho zeh	place of Issue	Date of Birth	I.D. Card No.	Surname	Name	Fath er
							Moth er

Relation Of declar and Characteristics Of Declarant
to the Holder of the Instrument

Signature or Finger Print	Residence Address	Ho zeh	Place of Issue	Date of Birth	I.D. Cards No.	Surname	Name

Hospital, Physician, Midwife on birth Certificate
To Witnesses with Following Specifications

Signature or Finger Print	Residence Address	Ho zeh	Place of Issue	Date of Birth	ID. Cards No.	Surname	Name

Solar _____ Date of Preparing
Hejri _____ Year _____ Mounth _____ Day _____ Document _____
_____ District _____ Town Ship _____ Place of fill
_____ City _____ Hozeh _____ Document _____
_____ Rural district _____
_____ Village _____

No. and Date _____ Name and surname of the
Registrar's Signature _____ seal and Signature
Local Civil Registrar

Issued I.D. Cards	Date	Serials	Consecutive No.	Remarks

Annex 5. (Continued)

Signature of the Registrar	Address of Notary office	Registration of Marriage, divorce or death	Date of death			Date of Marriage			Date of birth			No and Place of issue of I.D. card			Name and Surname of the spouse	No. and Date of Declaration
			Yr	Mo	day	Yr	Mo	day	Yr	Mo	day	Hozen	Place of issue	I.D. Card NO.		

Information about children

Remark	Signature of Registrar	Death Date			Date of birth			No and place of Issue of I.D. Card			Name and Surname	No. and Date of Declaration
		Yr	Mo	day	Yr	Mo	day	h	Place of issue	I.D. Card NO.		

Information about Death

Was received _____ Depart. of C.R. _____ Reference _____ Mr. _____ According to the Declaration of _____
 Miss. _____
 MrS. _____
 solar Hejira —Year—Month _____ day _____ Holder of this _____
 instrument _____
 Mr. _____
 Miss. _____
 MrS. _____
 org. _____

Is dead _____ City _____ rural district _____ District _____ Town ship _____
 _____ Village _____
 _____ Dep. of C.R. _____ Hozen _____ Death Register _____ Bytheno. _____
 _____ Book of theyear _____

Place of _____ Name and Surname _____ has been Registered
 Signature _____ Registrar _____

Annex 6

ISLAMIC REPUBLIC OF IRAN

NATIONAL ORGANIZATION for CIVIL REGISTRATION

DEATH REGISTRATION

No. _____

Serial&Consecutive
No. of the first I.D.
Card.

Finger Print Classi-
fication Reg.

_____ I.D. card No.
_____ Sex _____ Name
_____ Occupation _____ Surname
Solar Hejira _____ Yr. _____ Month _____ Day _____ : Date of birth
Solar Hejira _____ Yr. _____ Mo. _____ Day _____ : Date of issue

Information about Deceased

City-Town _____ Rural Dis. _____ Dis. _____ Township _____ Hozeh: Place of issue
Village
Cause of Death _____ Solar Hej. _____ Yr. _____ Mo. _____ Day _____ : Date of death
Town _____ Rural District _____ District _____ Town _____ : Place of death
Village

: Specification of Parents

Hozeh	Place of Issue	Date of Birth	I.D. card No.	Surname	Name	Parent
						Father:
						Mother:

Occupation or : Declarant Specifications : of Declarant

Adresse	Hozeh	Place of Issue	Date of Birth	I.D. card No.	Surname	Name

Hospital & Physician : O

Two Persons with following Spec.: O : Certificate

Adresse	Occupation	Hozeh	Place of Issue	I.D. card No.	Surname	Name

Finger Print or Sig. of
Declarant or Witnesses
: Declarant

: 1st Witness

: 2nd Witness

Solar Hej. _____ Yr. _____ Mo. _____ Day _____ : Date of Reg.
_____ District _____ Township
Town _____ Rural Dist. _____ Place of Reg.
Village
Name Surname of Registrar
Signature & Seal

Remarks

CHAPTER 13

KIRIBATI

Civil Registration and Vital Statistics System

Introduction

Under the Births, Deaths and Marriages Registration Ordinance the office of the Registrar-General of Births, Deaths and Marriages is a Division under the Ministry of Finance which keeps records of occurrence and characteristics of vital events, namely, live births, deaths, marriages, adoptions, divorces etc., occurring throughout the Republic of Kiribati. Its main office is situated on Bairiki Tarawa. Attention is being concentrated on the three main events: births, deaths and marriages.

Method of Registration of Events

The clerks to Island Councils, in the Outer Islands, are the Registrars whose function, along with other responsibilities, is to record and register births, (including foetal deaths) deaths and marriages.

On each Island there are Dispensaries supervised by Assistant Medical Officers one of whose functions is to ensure that only those births, deaths occurring in the Dispensary Ward must be reported to the Registrar. Reporting of the events occurring outside the dispensary is the responsibility of parents/relatives or other persons concerned.

Every quarter, the Registrar sends to the Registrar General at Bairiki, certified copies of the birth and death returns, registered in his books. On receipt of these returns at the Registrar General's office they are entered into the respective Island Registers of births and deaths. Afterwards the certified copies of the returns are also filed in the respective island files. The organizational and flow charts of the system are shown in Annex 1.

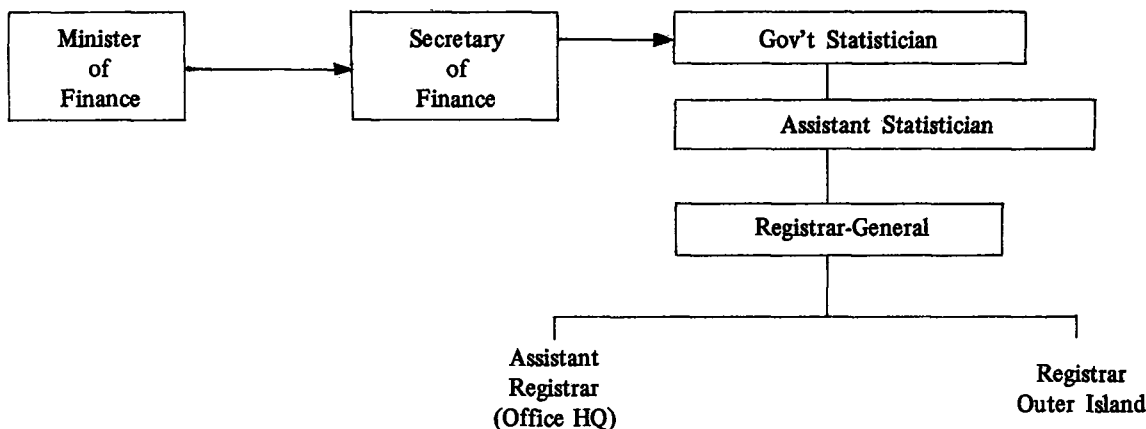
Apart from this system of reporting of vital data, there is also a parallel system operating in the Health Organization in which reports on births and deaths occurring in villages get reported to the Health Information Centre of the Health Statistics Division (Annex 2). Co-ordination of effort with the Health Department will help in improving the existing system. A suggestion for implementation in this regard is illustrated in Annex 3.

Dispensaries report all the events treated by them without fail. But, despite the fact that the local Registrar in the Island has powers to enforce strict registration not all the events occurring outside the dispensaries get reported. It is surmised that only 60 to 70 per cent of the events get reported. Reasons for this under-coverage are several: ignorance of the people and the local officials regarding the importance of registration, where and how to register, lack of incentive to register, etc. The distance of the registration centres particularly in the bigger islands and also between the islands also results in non-reporting of events.

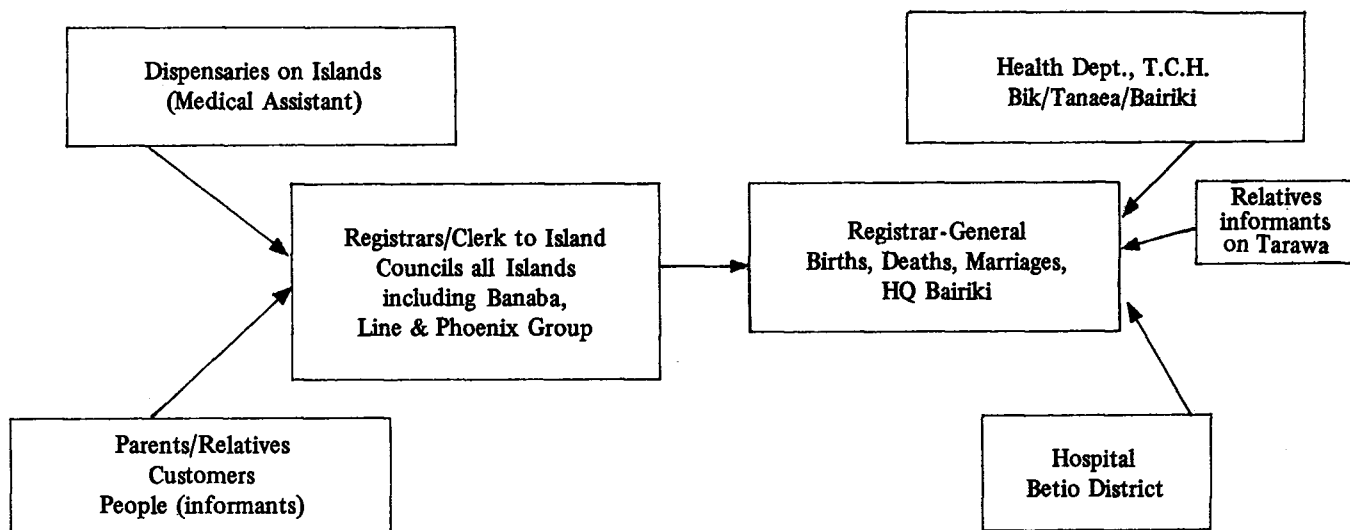
On the registrar's side, apart from the general lack of full appreciation of their registration functions (procedures, importance of registration etc.) their preoccupation with other duties prevent them from coping fully with registration work. The weak reporting link among the Registrars, Medical Assistants and informants as well as the general government apathy towards registration also contribute to this under-coverage. There is also a shortage of trained manpower who would be able to organize the system better and make it function effectively. In order to put the system in groove and introduce improvements, it is necessary, among other things, to have technical assistance over a period of one to two years.

Annex 1

(a) ORGANISATION CHART

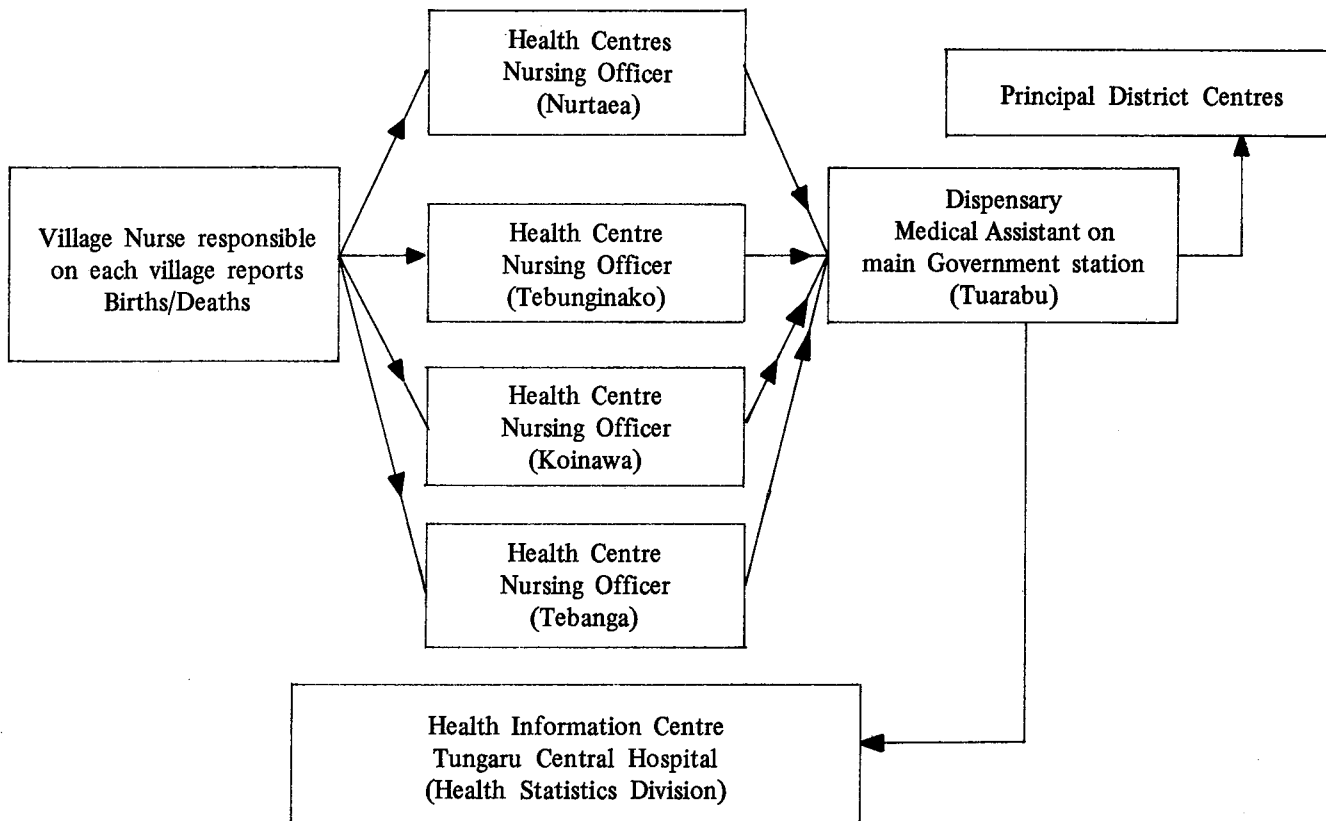


(b) FLOW CHART OF PRESENT REGISTRATION SYSTEM



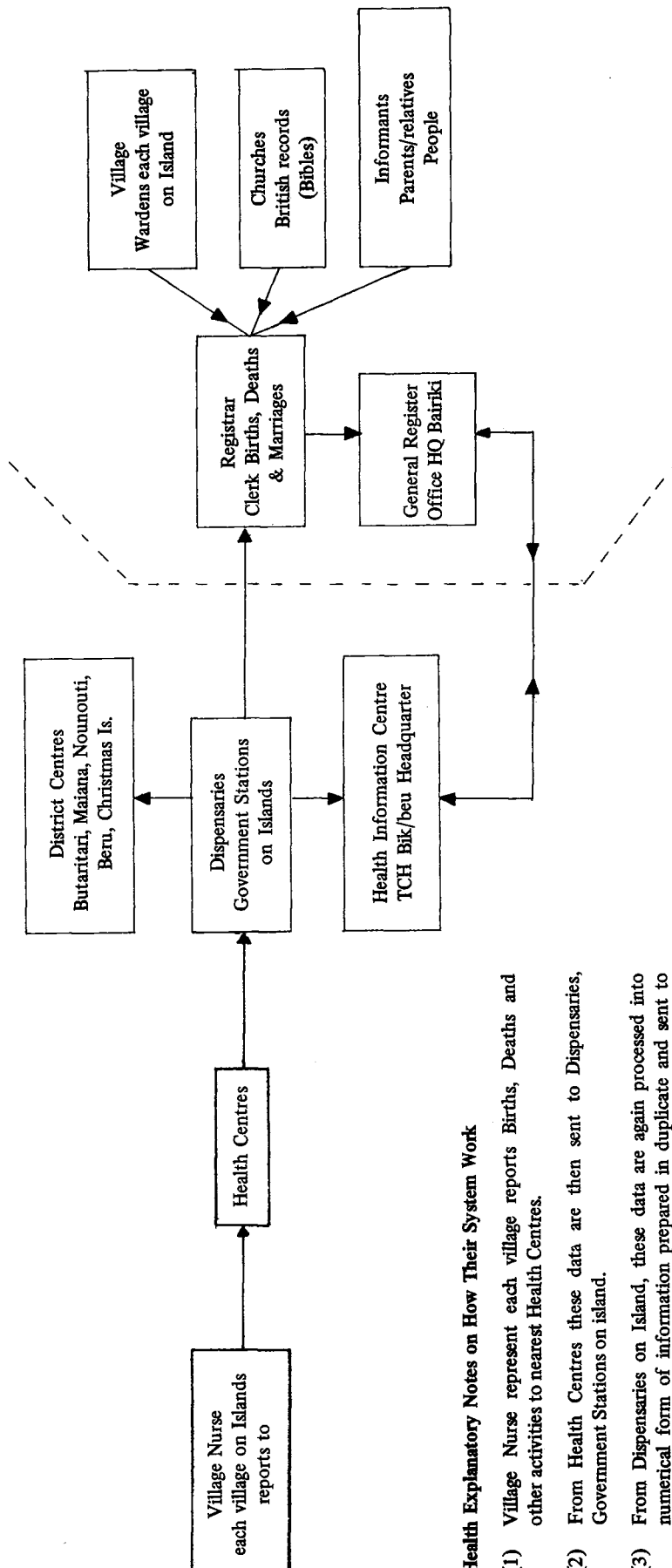
Annex 2

**BIRTHS/DEATHS REPORTING COVERAGE WITHIN THE ISLAND REPUBLIC
IN OPERATION UNDER THE HEALTH STATISTICS SYSTEM**



Annex 3

A SUGGESTION FOR TWO INTEGRATED SYSTEMS
(HEALTH AND GENERAL REGISTRY)



Health Explanatory Notes on How Their System Work

- (1) Village Nurse represent each village reports Births, Deaths and other activities to nearest Health Centres.
- (2) From Health Centres these data are then sent to Dispensaries, Government Stations on island.
- (3) From Dispensaries on Island, these data are again processed into numerical form of information prepared in duplicate and sent to Health Centres responsible for Island. Information are also provided for the Registrar on the Island not numerically given but Notification of Births, Deaths forms are given (Forms which are being filled in by village nurses).

CHAPTER 14

REPUBLIC OF KOREA

Civil Registration and Vital Statistics System

Introduction

Realizing the importance of vital statistics, Korea has made some efforts for years to improve the civil registration system. However, the vital statistics through the civil registration system still remains incomplete in terms of its coverage, accuracy and timeliness.

Administratively, the entire nation is divided into nine provinces and four special cities (Seoul, Busan, Daegu and Incheon) which have the same status as province. Then, each province is sub-divided into a number of Sis and Guns. A Si denotes an area which combines several Gus which in turn consists of several Dongs. A Gun is an area which encompasses several Eups and Myeons. The terms "Si, Gu, Dong, Gun, Eup and Myeon" are more or less equivalent to city, ward (or district), sub-ward, county, town and township respectively.

The number of Sis including Seoul, Busan, Daegu and Incheon increased progressively from 32 in 1963 to 50 in 1981. On the other hand, the number of Guns has shown little change. It was 139 in 1963, 138 in 1973, 139 in 1980 and 135 in 1985. For most statistical purposes, Guns are treated as rural areas and Sis which are places of 50,000 persons or more are classified as urban areas.

Historical Perspective

Korea has had some form of population registration from the earliest historical times. There was a system of keeping civil registers (household records) even in the United Silla Kingdom era (AD 668-935). The purpose of its establishment was not known but the register was supposed to be updated every three years. There are also some historical documents to show that the system was continued to the Koryo dynasty (935-1392).

During the Chosen dynasty (1392-1909), the system was kept up with some changes in the civil register form, especially for the purposes of taxation and military conscription. According to the Gyeongguk-daejeon, the civil registers were supposed to be updated every three years through a household population survey (Hogujosa). The updating work was done by local administrative offices and was taken every third of the 12 years in the Zodiac cycle, namely, Ja (mouse), Ou (horse), Myo (rabbit) and You (fowl). The numbers of population and household extracted from the registers were shown in many publications.

Later on, a system of grouping five households together was established. Initially, the chief of each group was made responsible only for investigating evasion of registration. Eventually the chief was also entrusted with the registration of persons.

With the promulgation of decree on population survey (Hogu-josagyuchic) in 1896, the old practice of updating the civil registers and counting the number of population and household was done annually. This decree also stipulated that the chief for every ten households was responsible for compilation of two forms — the civil register form for every household and the statistical reporting form for ten households.

The modern civil registration system and the collection of data on vital events date back only to 1909, when a Civil Registration Law (Minjeock Law) was introduced. During 1910-1937, only the number of vital events were compiled as a by-product of the civil registration system and published annually by the Governor-General of Korea. This tabulation was also according to the place of registered domicile which was not necessarily the place of usual residence nor the place of occurrence. The coverage was also believed to be incomplete and, therefore, the data for this period are not of much use for demographic studies.

In October 1937, apart from the existing Civil Registration Law, the Regulation on Vital Statistics (Governor-General of Korea Order No. 161 in 1937) was promulgated under the Japanese rule. The heads of Si (city), Eup (town) and Myeon (township) were responsible for completing the vital statistics form on the basis of the information given on the civil registration form. The completed statistical forms were sent to the Office of the Secretariat where vital statistics were compiled. The data thus compiled for the period 1937-1942 are known to be fairly complete.

After the liberation from Japanese rule in 1945, the civil registration system continued to be maintained, though the job was transferred to the Department of Justice. However, during the period immediately following the end of the Second World War, vital statistics were not considered very reliable because of unstable political situation and partition of the country. Nonetheless, vital statistics for the years 1946-1948 were compiled and published by the Division of Vital Statistics of the United States military government (September 1945 to May 1947) and by the Interim Government of Korea (June 1947 to June 1948).

With the establishment of the Republic of Korea in 1948, the responsibility for vital statistics was transferred to the Bureau of Statistics in the Office of Public Information. The Law concerning population survey (Law No. 18 of 1949) was promulgated in January 1949, and the Decree on Vital Statistics (Presidential Decree No. 252 of 1949) was passed in December 1949. This decree separated the reporting of vital events from the existing civil registration. The information on vital events was filled in on the vital statistics form and submitted to the head of Gu, Si, Eup and Myeon office of usual residence. The data were tabulated according to the place of occurrence rather than the registered domicile. Vital statistics for 1949 were destroyed during the Korean war, and the data were not published for the years 1950-1952. Since 1953, the publication of vital statistics has been resumed but substantial under-coverage has persisted for a long time.

As a result of the re-organization of the government, the Bureau of Statistics was transferred to the Ministry of Home Affairs in February 1955, and then to the Eco-

nomics Planning Board in 1961. The Statistics Law was promulgated in May 1962, and in November 1962 Economic Planning Order No. 21 was issued providing for detailed reporting of vital statistics. In 1970 in an effort to improve the civil registration and vital statistics system, the two different registration forms each for birth, death, marriage and divorce, in existence at that time, were combined into one unified form for each event.

Current Status of Civil Registration and Vital Statistics Reporting

At present, there are three systems through which data on vital events are collected; civil registration, vital statistics reporting and resident registration. These three systems, based on different laws, are closely related to each other with some overlapping in their registration process. The main features of these systems are summarized in table 1, while the legal basis and the registration process are described in detail subsequently.

Table 1. Comparison of three systems of registration

	<i>Vital Statistics Reporting</i>	<i>Civil Registration</i>	<i>Resident Registration</i>
Purpose	To obtain data on vital events	To maintain legal family registers for establishing legal status of individuals	To maintain up-to-date records of inhabitants for facilitating administrative work of local governments and survey current population and its movements
Legal Basis	Statistics Law	Civil Registration Law	Resident Registration Law
Agency Responsible	National Bureau of Statistics	Ministry of Court Administration	Ministry of Home Affairs
Topics to be Registered	Birth, death, marriage and divorce	Birth, death, marriage, divorce, adoption, and other topics relevant to personal or family status	Birth, death, marriage, divorce and other personal characteristics, and change of residence
Registration Units	Gu, Si, Eup, Myeon and Dong	Same as vital statistics reporting	Eup, Myeon and Dong

Note: It is not necessary for informants to notify the occurrence of vital events separately for the purpose of vital statistics reporting and civil registration since one unified form can satisfy both purposes.

Legal basis

The civil registration which is administratively under the Ministry of Court Administration, has its legal basis in the *Civil Registration Law (Hojeock Law)*. The details of the registration process are indicated in the Ministry of Court Administration Order. This law provides for nationwide compulsory registration of births, deaths, marriages and divorces. A penalty of 20,000 Won is to be imposed for non-compliance of registration.

The vital statistics reporting is under the jurisdiction of the National Bureau of Statistics. It derives its legal basis from the Statistics Law of 1962. The regulation concerning vital statistics reporting (Economic Planning Board Order No. 21 of 1962) lays down the reporting procedures. This regulation along with the Statistics Law enables nationwide compulsory registration of births, deaths, marriages and divorces. For non-compliance of regulation, imprisonment of six months or less or a fine of 50,000 Won is to be imposed under the Statistics Law.

In both the systems, the actual registration is the responsibility of civil registration units or sections of local governments, which are under the direction of the Ministry of Home Affairs. Vital events relating to Korean nationals whether they occur within the Republic of Korea or abroad are covered under these systems. The National Bureau of Statistics is responsible for designing, printing and distribution of civil registration and vital statistics reporting forms, and for compilation and analysis of vital statistics.

Even though there are two systems, it is not necessary for informants to notify the occurrence of vital events twice. The duty to register the occurrence of vital events is exempted if the unified form for both purposes is filled in and submitted.

The registration process

A flow chart of civil registration process and vital statistics reporting is shown in Annex 1. In both the systems Si, Gu, Eup, Myeon and Dong offices serve as primary registration units. There were 3,366 such units throughout the country as of 1 July 1985, distributed as: 43 Si (city), 50 Gu (ward or district), 187 Eup (town), 1,256 Myeon (township) and 1,830 Dong (sub-ward) offices. Among these units, the Dong offices are not responsible for keeping family registers as they are in a position to receive only the birth and death registration forms. Original family registers are, therefore, filed only at these other offices. One copy each of the unified forms for both civil registration and vital statistics reporting are filed at the sub-offices of local courts and the National Bureau of Statistics respectively. There are 48 sub-offices of local courts spread over the country as of 1985.

The informants or the persons legally responsible for registering births, deaths, marriages and divorces in both the civil registration system and the vital statistics reporting system are shown in table 2. It may be noted that the informants are identical in both the systems.

The registration forms (see Annexes 2, 3, 4 and 5) have to be completed for each vital event separately. The registration forms for death have to be accompanied by a death certificate from a physician. In case the medical certificate is not available, owing to unavoidable circumstances, certification by two laymen as witnesses is accepted.

According to the provisions of the Civil Registration Law as well as the Regulation on Vital Statistics Reporting, time allowed for registration of live birth or death is one month inclusive of the day of birth or death. No time limit is specified for registration of marriages and divorces. The marriage or divorce is, however, legally effective only when it is registered.

No fee is required in these two systems of registration within the statutory period. Delayed registration of live

Table 2. Informants legally responsible for registering vital statistics

<i>Vital events</i>	<i>Person responsible for registration</i>
Live birth	(1) Father or mother, (2) legal family head, (3) person living in the same household, (4) physician, midwife or other person attending the delivery in that order
Death	(1) Legal family head, (2) relative living in the same household, (3) any other person living in the same household, (4) person who owns or who takes responsibility for the house and/or premises in which death occurred
Marriage	Bride or bridegroom
Divorce	Husband or wife

births and deaths are, however, accepted subject to penalty conditions stipulated by the respective laws.

If registration is done in the place of current residence, three copies of the forms are to be filled in by the informants. After making the necessary entries in the resident registers, one copy is sent to the National Bureau of Statistics where vital statistics are compiled and produced annually. Another copy is forwarded to sub-offices of local courts in place of residence for the main purpose of legal confirmation. The third copy is transmitted to the Si, Gu, Eup and Myeon offices in the place of permanent domicile, where necessary entries are made in the original family registers. It is then forwarded to sub-offices of local courts in place of permanent domicile.

If registration is done in the place of permanent domicile, two copies of the forms are to be filled in by the informants. After making necessary entries in their family registers, one copy is sent to the National Bureau of Statistics. The other copy is forwarded to sub-offices of local courts in the place of permanent domicile. Meanwhile, Si, Gu, Eup, Myeon and Dong offices in the place of permanent domicile report the occurrence of vital events to Si, Gu, Eup, Myeon and Dong offices in the place of residence for the purpose of providing necessary information for resident registers.

Tabulation of vital statistics

As mentioned earlier, annual data on the numbers of registered vital events were tabulated for the years 1910-1937 and published by the Governor-General of Korea in Korean Statistical Yearbook. Vital Statistics for the period 1938-1942 were compiled on the basis of the civil registration forms, and were published in the

Korean Vital Statistics. Annual data on the number of vital events are also available for the years 1943 and 1944. All these data covered the whole area of the country including North Korea. After the partition of the country, data on the registered events for the Republic of Korea, tabulated from the civil registration records, are available from 1953 onwards.

For years 1962-1979, the data on vital statistics on the basis of registration had not been published except for the year 1966, because of considerable under-coverage of events. However, in 1980, the National Bureau of Statistics compiled and published the registered vital statistics for years 1970-1979 tabulated by the date of occurrence. Since then, annual report on vital statistics consisting of 17 statistical tables has continued to be published.

Foetal death registration

Prior to 1970, there was a system to register the event of the late foetal death. However, since 1970, it has not been compulsory to register the event of foetal death. But current Civil Registration Law (Articles 97 and 99) stipulate that the event of foetal death should be registered within one month of occurrence under certain circumstances. If a foetus is supposed to be that of the heir(ess) to the legal family head, the mother should register the fact that the foetus is the heir(ess) with a medical certificate from the doctor or mid-wife within one month of the date of occurrence.

Resident Registration System and Continuous Demographic Survey

Resident registration system

The resident registration system was introduced in May 1962 for the purpose of establishing a household system whereby accurate and up-to-date information can be obtained on residents of the smallest administrative areas. Every person has to be registered by law in the place where he or she actually lives. Live births, deaths and changes in residence have to be reported to the local office. There is no fee for registration, and the time allowed for registration of address changes is 14 days. The family individual and household register forms are presented in Annexes 6-8.

This system is under the jurisdiction of the Ministry of Home Affairs. In urban areas Dong (sub-ward) offices are in charge of registration. As of 1985, there were 1,830 Dong offices spread over 50 Sis. In rural areas, records of resident registration are in the custody of Eup and Myeon offices.

Monthly statistical summaries giving the numbers of births, deaths, in-migrants and out-migrants as well as the total resident population by sex for Sis and Guns are reported by the Do governments to the Ministry of Home Affairs for its internal use only. Though these data are

not published, copies of these statistical reports are also forwarded to the National Bureau of Statistics. Based on these summary sheets, reports on internal migration have been published annually since 1970 by the National Bureau of Statistics.

Continuous demographic survey

Historical Background

This survey, designed for obtaining nationally representative vital statistics, was started in December 1962 on a quarterly basis by the National Bureau of Statistics, Economic Planning Board. But, this survey was abolished in 1969 due to the weakness of administrative supports. But as a result of some expert advice¹ the Continuous Demographic Survey was revived in 1972 and conducted regularly ever since on a monthly basis.

Purpose and scope of the Survey

The primary purpose of the survey is to estimate the natural growth rate of the population by obtaining reliable data on births, deaths and migration for Korea as a whole, and for urban and rural areas separately. The survey covers all persons who usually reside within the territory of the Republic of Korea at the time of enumeration. But, those residing in dormitories, social welfare institutions and other special enumeration districts are excluded from the survey.

Survey Items

Three questionnaires are employed, one each for household, vital events and migration. A list of items covered in these questionnaires is given in Annex 9.

Date and Period of the Survey

Interviews are conducted during the week just after the week containing the 15th day of the month. The reference period is from 21th of the previous month and 20th of the current month.

The results of the survey are not published, since it is found that the number of births and deaths are grossly under-estimated as tested against more reliable estimates derived from other sources.

Evaluation of Civil Registration System and Vital Statistics

Vital statistics based on the civil registration system in Korea are subject to many deficiencies. The extent of completeness of vital registration in terms of coverage, timeliness and accuracy are discussed in this section. Attention here is limited to statistics of births and deaths only.

¹ Dr. E.S. Marks, "Vital Statistics and Population Growth Measurement; Recommendations on 1970 Population and Housing Census and Vital Statistics", 1970.

From the cross-classification of births and deaths by date of registration and date of occurrence a table was prepared giving (a) the annual number of births and deaths which had been registered in the year of occurrence; and (b) the number of births and deaths for the same year of occurrence extracted out from the registered birth for that year and the next two consecutive years. For example the number of births for the year of occurrence 1980 was the sum of births under (a) and those births of 1980 registered after a delay in 1981 and 1982 called out from (b). These data are presented in table 3 for some selected years during 1960-1983. The cross-classifications of births and deaths by year of registration and year of occurrence, from which figures under (a) and (b) above were derived, are presented in table 4.

Table 3 indicates that there has been a fairly gradual improvement in the coverage of the births and deaths registration over time. Columns 6 and 8 show that the estimated registration rate of births occurring in the same year increased from about 35 per cent early in 1960s to 75 per cent early in 1980s, while the corresponding figures for deaths increased from about 40 per cent early in 1960s to 80 per cent early in 1980s.

Columns 7 and 9 reveal that within three years of occurrence about 60 per cent of births as well as deaths got registered around 1960s which increased to 90 per cent around 1980s. Another distinctive feature seen from this table is that the estimated registration rate of deaths in the year of occurrence is higher than that of births.

On the basis of an analysis, made by using the method of Bennett and Horiuchi, the age pattern of completeness of death registration statistics for the period of 1971-1975 and 1976-1980 is investigated. The related percentages of completeness are presented in table 5. It is seen from this table that, considering only the deaths that occurred and get registered in the same year, the completeness ratios of death registration are around 73 per cent for males and 57 per cent for females during the period 1971-1975. Level of completeness, however, increased to around 88 per cent for males and 85 per cent for females during 1976-1980. On the other hand, if we look at the number of deaths by date of occurrence called out from registration date for three consecutive years, the completeness ratios exceeds 100 per cent during the period 1976-1980. This implies that the number of deaths during this period is greater than the expected number of deaths derived from the results of population censuses. This might have arisen due to the fact that some deaths occurring before the reference period (i.e. three years) get registered as those occurring during the reference period. The government conducted five extensive campaigns to improve vital registration since 1970: in 1970, 1971, 1976, 1977 and 1980 resulting in a large number of deaths omitted earlier getting registered during the campaigns years as those that had occurred recently.

The registered births and deaths classified by place of occurrence (births by treatment and deaths by certifier) for the years 1981, 1982 and 1983, are presented in table 6. These data reveal that the majority of births had occurred at home and without the help of doctor or midwife. Majority of deaths had also occurred at home and been certified by laymen.

It may be concluded that though vital registration system in Korea had improved gradually over the last three decades, vital statistics based on the registration system are still not sufficiently complete in terms of coverage and timeliness.

Major Problems and Efforts Done in Vital Registration System

The Report on Vital Statistics Improvement Program published in 1981 classified the related problems into the following categories. These are relevant even under current conditions.

Problems of Policy on Vital Statistics

Reform, development or establishment of any institution usually depend on a responsible policy and decision makers' involvement in these affairs. This is, as yet, hardly forthcoming in Korea on a scale needed for significant improvement.

Problems of Legal Base of Vital Statistics

Korean laws relating to vital statistics are well structured as in the case of other countries having reliable vital statistics. But some of the laws pertaining to vital statistics, are overlapping. For example, the obligation to register vital events are defined independently by the Civil Registration Law, by the Residential Law, and by the Statistics Law. Several problems arise from these overlapping laws:

(a) Currently these laws do not complement each other, as they are controlled by different Ministries. This affects the maintenance of reliable vital statistics.

(b) Vital events are to be registered, first of all, in accordance with Civil Registration Law. Since the primary purpose of civil registration of birth and death is the identification of nationality of each person, vital statistics derived from the civil registration is regarded only as a by-product.

(c) The penalties for the failure of obligations, procedures and legal period of registering the vital events are defined in all the three laws. However, these are not identical for example, a fine of not exceeding 20,000 Won is imposable for non-registration under the Civil Registration Law, while the Statistics Law stipulates that failure to register within the legal period is subject to either an imprisonment of not exceeding six months or a fine of not exceeding 50,000 Won. Under the circumstance a strict and integrated application of the penalty clause is hardly practicable.

Table 3. Estimated Completeness of Registered Births and Deaths

	(A)	(B)	(C)	(D)	Estimated completeness rate of ^a			
	No. of births occurring and getting registered in the same year	No. of births occurring in a year collected from registered birth in that year and the next two years	No. of deaths occurring and getting registered in the same year	No. of deaths occurring in a year collected from registered death in that year and the next two years	(A)	(B)	(C)	(D)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1960	338 403	811 292	127 098	205 670	33.0	79.2	42.4	68.6
1961	555 741	841 132	216 832	258 741	52.9	79.8	70.8	83.9
1962	387 380	699 998	149 781	194 479	35.8	64.6	47.2	61.3
1963	368 567	529 322	120 780	133 672	33.1	47.5	37.0	41.0
1964	418 032	598 947	116 847	132 850	42.3	60.6	43.6	49.6
1970	471 549	749 635	157 644	158 259	48.6	77.3	48.1	57.5
1971	491 654	792 795	154 271	176 488	50.0	80.7	42.9	49.0
1972	354 731	752 346	121 658	153 762	36.9	78.2	33.4	42.3
1973	462 961	805 911	182 853	212 574	49.3	85.8	52.2	60.7
1974	440 014	821 524	160 490	204 751	49.3	91.9	52.7	67.2
1975	477 637	786 044	177 218	226 488	55.1	90.7	68.9	88.1
1976	510 502	720 108	209 734	234 084	59.4	83.7	83.6	93.3
1977	563 298	761 288	197 939	220 957	65.5	88.6	76.5	85.4
1978	524 390	692 793	199 458	225 785	60.6	80.1	76.0	86.0
1979	625 251	873 813	186 331	217 905	71.0	99.2	71.9	84.1
1980	671 020	846 270	221 629	255 179	75.2	94.9	86.2	99.3
1981	683 915	834 498	197 892	220 007	75.5	92.1	77.4	86.0
1982	691 176	—	209 543	—	75.3	—	82.4	—
1983	643 250	—	229 235	—	69.4	—	90.6	—

^a To derive these rates comparison was made with estimated "true" number of births and deaths obtained from the Population Census.

Table 4. Number of Births and Deaths cross-classified by Year of Registration and Year of Occurrence

Year of registration	Number	(a) Births - Year of Occurrence													
		1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970
1983	847 690	643 250	112 575	30 234	19 090	11 499	8 136	7 589	5 058	1 491	883	812			
1982	883 002	691 176	120 349	25 336	12 860	7 510	6 047	6 499	4 691	4 691	1 285	750	760		
1981	943 067		683 915	149 914	34 700	19 017	13 867	10 961	9 517	9 517	6 501	2 382	1 467	1 319	
1980	960 710			671 020	213 862	24 409	14 918	10 106	6 832	6 832	6 301	5 786	1 846	971	
1979	894 348			625 251	143 994	40 135	22 403	15 011	11 069	11 069	11 366	9 042	3 167	1 676	
1978	824 399			524 390	157 866	44 302	24 774	17 742	13 010	13 010	13 565	10 375	3 811		
1977	905 355				563 298	165 304	50 071	29 606	20 013	20 013	15 983	15 616	11 266		
1976	1 382 137					510 502	258 336	113 813	75 739	75 739	55 594	43 904	33 277		
1975	1 105 718						477 637	267 697	117 864	117 864	72 059	53 618	36 196		
1974	964 630							440 014	225 086	225 086	100 891	64 324	43 380		
1973	1 042 044								462 961	296 724	148 406	84 916			
1972	640 449									354 731	152 735	55 396			
1971	1 063 234										491 664	222 690			
1970	795 575												471 549		

Year of registration	Number	(b) Deaths - Year of Occurrence													
		1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970
1983	274 446	229 236	19 923	3 460	2 624	1 686	1 599	947	1 060	1 392	1 029	1 180			
1982	249 317	209 543	18 665	3 107	2 036	1 469	927	976	976	1 337	994	728	920		
1981	280 690		197 892	30 443	6 881	4 878	2 805	3 021	3 941	3 941	2 265	2 072	1 690	2 092	
1980	280 968			221 629	24 693	6 004	3 295	3 057	3 869	3 869	2 528	2 019	1 777	1 518	
1979	225 573			186 331	20 323	2 867	2 123	2 123	2 545	2 545	1 670	1 250	1 066	978	977
1978	240 435				199 458	20 151	4 016	4 016	3 552	3 552	2 213	1 643	1 427	1 239	1 228
1977	251 646				197 989	20 334	5 812	5 812	3 199	3 199	2 339	1 883	1 783	1 936	
1976	363 153					209 734	43 458	14 177	10 916	10 916	8 106	7 660	8 633		
1975	245 361						177 218	30 084	9 102	9 102	5 634	4 178	4 648		
1974	206 304							160 490	20 619	20 619	6 484	4 228	3 863		
1973	227 022								182 863	25 620	8 207	6 566			
1972	143 857									121 658	14 010	5 129			
1971	190 058										154 271	25 486			
1970	203 961												157 644		

Table 5. Completeness Ratios of Death Registration Data Compared to Census Population

(in percentages)

<i>Age group</i>	<i>Estimated registration rate of deaths in the year of occurrence</i>				<i>Estimated registration rate for deaths by year of occurrence culled out from registration data for three consecutive years</i>			
	<i>1971-1975</i>		<i>1976-1980</i>		<i>1971-1975</i>		<i>1976-1980</i>	
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
	5-9	78.8	57.3	88.6	91.3	93.0	69.8	100.7
10-14	73.8	55.8	86.2	86.7	90.5	68.0	98.1	97.7
15-19	75.5	56.5	88.8	88.7	92.5	68.9	101.0	100.0
20-24	76.6	57.3	92.4	91.6	94.0	69.9	105.1	103.2
25-29	75.1	56.3	94.4	90.9	92.1	68.6	107.4	102.5
30-34	73.6	55.4	94.8	89.3	90.3	67.5	107.8	100.7
35-39	71.1	56.2	92.5	88.5	87.1	68.4	105.2	99.8
40-44	70.4	57.3	91.7	86.2	86.2	69.8	104.4	97.2
45-49	71.0	57.4	90.8	83.7	86.8	69.9	103.3	94.3
50-54	71.9	57.8	89.3	83.2	87.9	70.2	101.6	93.7
55-59	72.7	58.1	88.9	83.0	88.7	70.5	101.2	93.6
60+	—	—	—	—	—	—	—	0

Table 6. Registered Births and Deaths by Place of Occurrence, Treatment and Certifier

<i>Total</i>	<i>Births by place occurrence</i>			<i>Births by treatment</i>			
	<i>Home</i>	<i>Hospital</i>	<i>Others</i>	<i>Doctor</i>	<i>Midwife</i>	<i>Others</i>	
1981	834 516	588 679	230 950	14 887	273 265	88 859	472 392
1982	803 775	519 244	266 998	17 533	301 358	84 024	418 393
1983	643 250	364 259	262 657	16 334	286 964	66 059	290 227

<i>Total</i>	<i>Deaths by place of occurrence</i>			<i>Deaths by certifier</i>			
	<i>Home</i>	<i>Hospital</i>	<i>Others</i>	<i>Doctor</i>	<i>Herb Doctor</i>	<i>Others</i>	
1981	216 547	183 215	17 394	15 938	73 657	8 348	134 542
1982	229 458	193 321	18 901	17 236	77 719	8 786	142 953
1983	229 232	194 334	18 398	16 500	73 016	8 421	147 795

(d) While all the three laws define the responsibilities of the public to register and lay down penalties for delayed registration, there are no prescriptions for inducing and motivating the public to register or for giving substantial benefits to the informants.

(e) Though vital events can be registered after filling out all items of registration form under current law, if there is any item ambiguously filled out or skipped in the form, such registration can not be accepted by the office. However, to revise the item already registered, it must be transmitted and judged by Jurisdiction. Hence deep knowledge and experience are needed to register the events successfully.

Problems of Administration

Births and deaths could be registered either in the present residence or in the place of permanent domicile. The problems that arise at the local administrative organization as a result of this dual option are as follows:

(a) Because of this option some duplication in registration becomes unavoidable. For example, during January-June 1984 there were 1,971 duplicate registrations out of 133,005 death forms submitted to the National Bureau of Statistics.

(b) The officers of Myun, Eup, Si (Dong) and Gun level are sometimes assuming heavy responsibility of military affairs and registration, which affects vital registration.

(c) As the officers responsible for registration have to know Chinese letters, the elder persons (especially in the local areas) usually find this difficult.

(d) The functions of registration officials get relatively low publicity and hence the officers responsible for registration generally tend to do their jobs with indifference.

(e) Officers themselves want only the correct registered events because of frequent inspection by the higher authorities. It was found that they avoid the job of registration to be free of the bother.

(f) Chiefs of Gun, Do and Si who are at the intermediate level have no role or function in tabulating and analyzing the data. They are only responsible for reporting them to the central government.

(g) All the agencies dealing with registration matters in central government should make serious effort to promote the registration system effectively. Such a conscientiousness needs also to be transmitted to the level of Myun, Eup and Si.

(h) The number of copies to be filled out for registration are still too many (in case of delayed registration, four copies are needed). Efforts are also needed to rationalize this aspect.

Problems of Informants

(a) They do not have a precise knowledge of the relevant aspects of vital registration.

(b) They do not have a correct appreciation of every item of the form; for example, forgetting to report the permanent domicile or reporting the date of birth by lunar calendar, is common.

(c) The actual date of occurrence of vital events tends to differ from the date reported in the forms, especially in the case of delayed registration.

(d) Housewives usually tend to have misconception that they do not have any duty to register the events as it is the duty of either their husband or the eldest son. So, they and the other informants who are low in legal ranking do not evince any interest in the registration.

(e) There are also some problems arising from the socio-cultural factors. For example, there still prevail traditional customs in naming the birth which are time consuming, which delays the reporting of a birth till after a certain stage.

(f) In addition one may also list several other factors such as lack of understanding of the necessity to register within the legal period, intention to avoid registration due to the cost in terms of time and money involved, unfamiliarity with the officer in charge of registration and the complexity of registration procedures which result in non-registration.

Some measures taken to improve the system

As mentioned earlier combining the forms for civil registration and vital statistics into one form for each event in 1970 facilitated better reporting as also the special registration drive undertaken in a specified month, in 1971, 1976, 1977, 1980 and 1981, for permitting the registration of the delayed vital events.

Some amendments in the Hojeock Law were also made in 1975 and 1984 to improve registration. The 1975 amendment was that, unlike in earlier years, the Dong offices can receive the birth and death registration forms on behalf of Gu office. According to the 1984 amendment the following measures were introduced:

(i) Dong office in the place of residence can directly send the birth and death registration forms to Si, Gu, Eup and Myeon office in the place of permanent domicile, skipping over the Gu office in the place of residence; (ii) Death registration which was earlier limited to the place of residence or permanent domicile is permitted to be registered in the place of burial or crematory; (iii) Fine for delayed registration was raised from 5,000 Won to 20,000 Won; (iv) Arabic figures and Korean characters can also be written in forms instead of only Chinese characters.

Recommendations for the Improvement of Vital Statistics

Some of the important directions in which improvement can be effected are described below:

Law and Organization

The overlapping nature of the three existing systems, civil registration, vital statistics and resident registration, should be thoroughly reviewed in order to integrate them into one single law. One major direction of integration would be to nullify the civil registration law, the vital registration codes in the statistics law, and the residents registration law, and in their place to legislate a new integrated law on national registration. Since vital registration is one of the most important objectives of the civil registration system, the new law should include provisions for handling vital statistics in consultation with NBOS now in charge of vital registration system.

Reporting Procedures and Administration

Local offices in charge of the new registration system should try to ensure complete reporting in addition to the collection of reporting forms. Training programmes should be provided for officials in charge of registration work to improve the registration system.

While the current status of vital registration is incomplete in any given year, cumulative records of vital statistics during three or more years show 95 per cent or more of completeness. Though cumulated reports and adjustment of vital statistics could be useful to some extent, a vigorous registration promotion drive is necessary to minimize delayed registration as much as possible. Particularly, cause-of-death statistics also required to be improved in the immediate future.

It is necessary to issue a receipt for any kind of vital registration. It would enhance people's participation in reporting vital events and make the officials in charge feel that registration is an important duty.

It is necessary to simplify the procedures and methods of reporting vital events, i.e., reducing number of sheets of the form, using the arabic numerals, introducing simplified procedures for making corrections easily, etc.

Reporting vital events should be an integral part of the duties of medical institutions, such as health centres, clinics and hospitals, midwives, etc. Particularly, health centres should be made to assist the people in getting death certificates which will improve causes-of-death statistics. For improving vital statistics in the long run the curriculum for medical personnel should include programmes dealing with vital registration.

Penalty for delayed reporting and no reporting of vital events should be strengthened and standardized. At present in order to avoid the penalty, informants, often tend to distort the true date of occurrence.

Opportunities to check the registration status of the events should be included in the administrative procedures for handling death by accidents, burial permits permission, and insurances related to vital events.

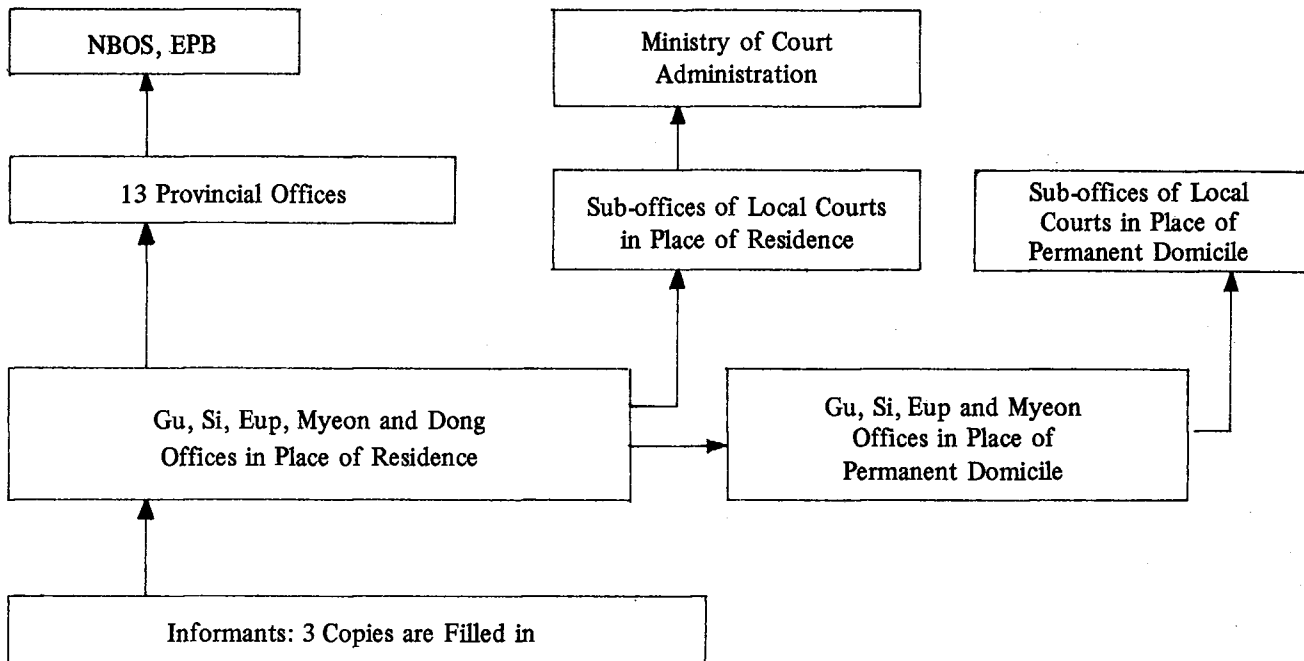
Regular campaign activities would be useful for promoting better vital registration. Local group meetings and local leaders could be utilized for the improvement of reporting of vital events. Temporary campaigns and motivation programs are not sufficient. Strong determination and continuous effort of the government are needed for the improvement of the civil registration system.

Registration of vital events in the place of current residence or in the place of permanent domicile at informant's own choice, creates some problems with regard to generating reliable vital statistics. Since some portions of vital events are registered in the place of permanent domicile the local offices are unable to produce reliable vital statistics for their own administrative purposes. It is not also easy for the central agency to control the work of civil registration. Further the responsibility for monitoring and improving civil registration and vital statistics is widely scattered. Thus, unification of the two different channels into one is of utmost importance. Registration at the place of current residence is preferable for several reasons. The copies of legal documents issued by the resident roster rather than the copies of the civil register are increasingly playing an important role in serving numerous legal and social purposes. The resident registration system will also be strengthened with the introduction of the electronic data processing system under the responsibility of the Ministry of Home Affairs.

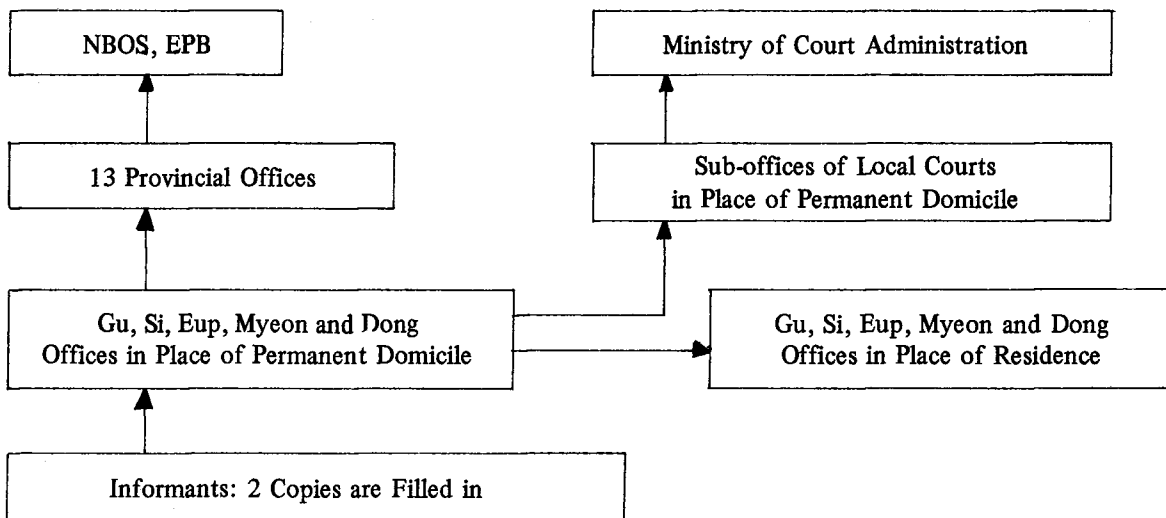
Annex 1

Flow Chart of Civil Registration and Vital Statistics Reporting

(1) For registration in the place of current residence



(2) For registration in the place of permanent domicile



Annex 2

Birth Registration Form

To: Chief of Gu, Si, Eup, Myeon Date of Registration

(A) Legal & Statistical Purpose Year Month Date

Permanent Address	Name of Legal Family Head		Relationship to Legal Family Head	
	Name of Household Head		Relationship to Household Head	
Present Address	Original of Family Name		Legitimate Sex	
			Illegitimate	
Name	Year	Month	Date	Time
Date of Birth				
Place of Birth	1. Home			
	2. Hospital			
Name of Parents	3. Other place			
	Father of Family Name	Mother of Family Name	Origin of Family Name	
Remarks				
Permanent Address	Name of Family Head			
Present Address	Relationship to Child			
Signature	Date of Birth	Year	Month	Date

(B) Statistical Purpose

Date of Birth of Parents	Father	Year	Month	Date
Occupation of Parents	Father	Mother		
Educational Level of Parents	Father	Mother		
		1. Uneducated 2. Primary School 3. M & H School 4. College		
Date of Marriage of Parents	Year	Month	Date	
Number of Children Born this Mother	Total Birth	Alive	Deceased	Still Birth
	Month		Type of Birth	
Duration of Pregnancy	1. Doctor		2. Midwife	3. Others
Attendant at Birth				

Death Registration Form

To: Chief of Gu, Si, Eup, Myeon Date of Registration Year Month Date
 (A) Legal & Statistical Purpose

1	Permanent Address	Name of Legal Family Head	Relationship to Legal Family Head	
2	Present Address	Name of Household Head	Relationship to Household Head	
3	Name of Deceased	Sex M. F.	ID number of Date of Birth	
4	Date of Death	Year	Month	Date Time
5	Place of Death	1. Home 2. Hospital 3. Other Place		
6	Remarks			
7	Permanent Address	Relationship to the Former Family Head		
8	Name	Name of Family Head		
	Permanent Address	Relationship to Deceased		
	Present Address	Date of Birth		
	Signature			

(B) Statistical Purpose

9	Occupation	
10	Certifier	1. Doctor 2. Herb Doctor 3. Layman
11	Marital Status	Currently Married 3. Divorced 4. Widowed
12	Educational Level	1. Uneducated 2. Primary 3. Middle & High 4. College & Over
13	Type	1. Diseases 2. Injury & Poisoning (a. Accidental Poisoning b. Other Accidents c. Suicide d. Homicide e. Unspecified) 3. Others
14	Cause of Death	1. Direct Cause
		2. Intervening Antecedent Cause
		3. Underlying Antecedent Cause

Annex 4

Marriage Registration Form

To: Chief of Gu, Si, Eup, Myeon Date of Registration Year Month Date
 (A) Legal Statistical Purpose

1	Permanent Address		Groom		Bride		
2	Present Address	Name of Legal Family Head	Relation-ship to Legal Family Head	Name of Legal Family Head	Relation-ship to Legal Family Head		
3		Name of Household Head	Relation-ship to Household Head	Name of Household Head	Relation-ship to Household Head		
4	Name	Origin of Family Name		Origin of Family Name			
5	Date of Birth	Year	Month	Date	Year	Month	Date
		Father	Permanent Address	Name	Permanent Address	Name	
6	Mother	Permanent Address	Name	Permanent Address	Name		
		Father	Permanent Address	Name	Permanent Address	Name	
7	Mother	Permanent Address	Name	Permanent Address	Name		
		Date of Previous Divorce					
8	New Permanent Address	Name	Relationship to Branch Family	Name	Relationship to Branch Family		
9	Entry in Family Registration	Name	Relationship to Branch Family	Name	Relationship to Branch Family		

10	Permanent Address	Signature
11	Present Address	Date of Birth
	Permanent Address	Signature
12	Present Address	Date of Birth
	Signature of Father of Groom	Date of Birth
13	Signature of Mother of Groom	Date of Birth
	Signature of Father of Bride	Date of Birth
14	Signature of Mother of Bride	Date of Birth
	Signature of Groom	Signature of Bride

(B) Statistical Purpose

14	Date of Marriage	Year	Month	
15	Course of Marriage	1. Free	2. Intermediate	3. Free and Intermediate
16	Place of Marriage	1. Home	2. Marriage Hall	3. Other Place
17	Occupation	Groom	Bride	
18	Educational Level	1. Uneducated	1. Uneducated	
		2. Primary School	2. Primary School	
19	Marriage Type	3. M & H School	3. M & H School	
		4. College	4. College	

Divorce Registration Forms

To: Chief of Gu, Si, Eup, Myeon Date of Registration
 (A) Legal & Statistical Purpose Year Month Date

1	Husband and Wife		Husband		Wife	
2	Permanent Address	Name of Legal Family Head	Relationship to Regal Family Head	Name of Legal Family Head	Relationship to Regal Family Head	
3	Present Address	Name of Household Head	Relationship to Household Head	Name of Household Head	Relationship to Household Head	
4	Name	Origin of Family Name	Origin of Family Name	Origin of Family Name	Origin of Family Name	
	Date of Birth	Year	Month	Date	Year	Month
5	Name of Parents	Father	Permanent Address	Name	Permanent Address	Name
		Mother	Permanent Address	Name	Permanent Address	Name
6	Name of Step Parents	Father	Permanent Address	Name	Permanent Address	Name
		Mother	Permanent Address	Name	Permanent Address	Name
7	Relationship of Family Registration	Permanent Address	Name of Family Head			
8	Permanent Address	Name	Relationship to Branch Family	Name	Relationship to Branch Family	
9	Number of Children of Divorce	Name	Relationship to Branch Family	Name	Relationship to Branch Family	
10	Remarks					
11	Date of Judgement					
12	Reason for Establishing New Family	Place				

13	Place of Family Replacement	Permanent Address	Signature
14	Witness	Present Address	Date of Birth
		Permanent Address	Signature
		Present Address	Date of Birth
15	Assentent	Signature of Father of Husband	Date of Birth
		Signature of Mother of Husband	Date of Birth
		Signature of Father of Wife	Date of Birth
		Signature of Mother of Wife	Date of Birth
16	Registrar	Signature of Husband	Signature of Wife

(B) Statistical Purpose

17	Date of Birth	Year	Month	Date
18	Date of Divorce	Year	Month	Date
19	Course of Marriage	1. Free 2. Intermediate 3. Free and Intermediate		
20	Cause of Divorce	1. Marital Difference 2. Family Discord 3. Health 4. Economic Problem 5. Others		
21	Educational Level	Husband	Wife	
		1. Uneducated 2. Primary School 3. M & H School 4. College		

Annex 6
Family Register Form

Permanent Address	Name of the Ex-head of Family		
Necessary Legal Information of Family			
Necessary Legal Information for Individual Person	About legal Head of Family	Relationship to Ex-head of Family	
		Father's Name	Origin of Family Name
		Mother's Name	
		Name	
		Date of Birth	

Annex 7

Resident Registration Roster (for Individual)

ID. Number	Household Number				
Name	Date of Birth				
Permanent Domicile				Relationship to the Legal Family Head	
Address Change	Address	Date of In	Date of Out	Person for Address Change	Relationship to Household Head
Military Service Affairs					

Annex 8

Resident Registration Roster (for Household)

Name of Household Head	Household Number					
Reason for Compilation of This Roster		Date of Compilation		Permanent Domicile		Name of Legal Family Head
Address Change	Address	Date of In	Date of Out	Address	Date of In	Date of Out
Relationship to Household Head	Serial Number	Name	ID Number	Date of Birth	Confirmation to Permanent Domicile	Status Change

Annex 9

Items covered in the questionnaires of the Continuous Demographic Survey

1. Items in the questionnaire for household

Name of household members, relationship to the household head, sex, date of birth, educational attainment, marital status, month and year of first marriage, number of children desired, pregnancy status and expected date of delivery, date of in-migration, type of living quarter, type of tenure.

2. Items in the questionnaire for vital events

Birth: Permanent address, name of mother, name of child newly born, date of birth of the child, sex of the child, age of mother, parity of the birth, duration of pregnancy, educational level of mother, attendant who delivered the birth.

Death: Name of the deceased, sex, date of birth of the deceased, date of occurrence, educational level of the deceased, marital status, the certifier of death, cause of death.

Marriage: Name of bride and bridegroom, age of bride and bridegroom, educational level of bride and bridegroom, date of marriage.

Divorce: Name of husband and wife, age of husband and wife, number of children surviving, date of marriage, date of divorce.

3. Items in the questionnaire for migration

Date of in- or out-migration, former place of residence, place of destination, reasons for migration, other item identical with those in household questionnaire.

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CHAPTER 15

LAO PEOPLE'S DEMOCRATIC REPUBLIC

Civil Registration and Vital Statistics System

Among other things, development of a viable civil registration and vital statistics system is considered of prime importance in the socio-economic reconstruction of the country. However at the moment the only source of demographic data is the latest census conducted as of 1 March 1985. After the census was taken the council of Ministers issued resolutions to the following effect:

(a) to expand and develop the civil registration system over the entire country so as to record vital events regularly and without omissions;

(b) to establish a vital statistics office at every level so that vital statistics will be generated regularly for official use. The responsibility for this work will be entrusted to the State Statistics Centre; and

(c) to conduct annual surveys of population, births and deaths till the time when the civil registration system will be able to provide usable vital data.

Preparations are currently underway for conducting the 1985 Population Growth Survey proposed to be canvassed only in 1986. The Government also currently considering promulgation of an Act for providing suitable legal provisions for civil registration. Once the Act becomes operative steps will be taken to establish a network of registration offices covering all the basic administrative units.

Though the Government will is there to establish the system, the Government is facing several handicaps, like shortage of funds and trained personnel. The need is felt also for suitable assistance from international organizations.

CHAPTER 16

MALAYSIA

Civil Registration and Vital Statistics System

I. CIVIL REGISTRATION

A. Births and Deaths Registration

History

The Federation of Malaysia consists of the following states: Perlis, Kedah, Pulau Pinang, Perak, Selangor, Negeri Sembilan, Melaka, Johor, Kelantan, Trengganu, Pahang and Federal Territory of Kuala Lumpur in Peninsular Malaysia and Sabah, Sarawak and Federal Territory of Labuan.

The earliest written law relating to the registration of births and deaths in Malaysia originated in the former Straits Settlements where it was legislated and came into force in 1869.

Following this legislation the former Federated and Unfederated Malay States also introduced in their respective states a similar law which came into force in the various dates between 1886 to 1901, the earliest legislation being in the state of Selangor. In respect of Sabah and Sarawak the laws legislated were as early as 1884 and 1910 respectively.

Basically the registration law enforced in each of the states had similar provisions as it defined the type of events to be registered, specified the time allowed for registration, designated the persons qualified to give information and to register, outlined the place where registration should be made, and provided provisions for penalty.

The provisions of the law were patterned on the British Registration System. The law in effect imposed a legal requirement for all births and deaths to be registered and this is the foundation on which the current system of civil registration rests.

In the early years, the administration of the law relating to the registration of births and deaths was a state responsibility and therefore was included as part and parcel of the overall administrative programmes of the state. The registration function was placed under the responsibility of the State Medical and Health Department. This was found to be appropriate since the department was also responsible for health programmes, and for the issue of notices to persons to be vaccinated as well as for the notification of contagious diseases such as cholera and small-pox.

The State Medical and Health Officer was appointed as the State Registrar of Births and Deaths. He was assisted by Deputy Registrars and other subordinate staff in carrying out the function of civil registration. The State

Registrar was responsible for the overall organisation and administration of the civil registration system while the Deputy Registrars were responsible for carrying out the actual registration process. To ensure effective registration, the law made it mandatory for all Police Officers and Village Headmen to report every birth or death occurring within their respective areas to the authorities concerned.

Modifications to the Births and Deaths Registration Law

The law on the registration of births and deaths in each state was regional in character. With independence, attained on 31 August 1957, a uniform legislation for the compulsory registration of births and deaths including stillbirths, called the Births and Deaths Registration Ordinance, 1957 came into force on 1 August 1958 superseding all the previous registration laws. Under this ordinance, the Yang Di Pertuan Agong (His Majesty the King), who is the Supreme Head of Malaysia, may appoint a public officer to be the Registrar-General of Births and Deaths for Malaysia. The latter is responsible for carrying out the provisions of the registration law in the Federation.

The Registration of Births and Deaths Ordinance (Sabah) Cap. 123 and the Registration of Births and Deaths Ordinance (Sarawak) Cap. 10, which were enacted prior to the incorporation of these two former British protectorates into Malaysia, were allowed to continue to operate in the states of Sabah and Sarawak. These laws were declared as Federal Laws under the Modification of Laws (Births and Deaths) (Borneo States) Ordinance, 1965. Subsequently, the Registrar-General of Births and Deaths appointed under the Registration of Births and Deaths Ordinance, 1957 for the Federation also became the Registrar-General for these two states. Consequently, the Heads of the birth and death registration system in these states are known as 'Regional Registrars'. These officers are also the Directors of National Registration in these two states. The Village Headmen and Midwives are appointed as Deputy Registrars/Assistant Registrars. Births and Deaths are reported to the Registrars who are either the Medical Officers in Government Hospitals or the District Officers. The informant is required to report a birth or death in a prescribed form.

Administrative and organisational structure

The National Registration Department (NRD) was created when the Emergency (Registration Areas) Regulations, 1948, was introduced to contain the security threat. These regulations required all residents of age of 12 years

and above to be registered and obtain National Registration Identity Cards. Later on, in 1953, the function of the registration of births and deaths became an added responsibility of the department. When the Ordinance for the registration of births and deaths was legislated in 1957, the function of civil registration continued to be the responsibility of the National Registration Department. The Department has since then been assigned additional functions relating to adoptions, marriages, divorces and citizenship. With these functions, the Department covers all vital events of an individual from the cradle to the grave.

National Level

The NRD is headed by a Director-General who is also concurrently designated as the Registrar-General of Births and Deaths, Registrar-General of Citizens and Registrar-General of Marriages. He is responsible for the overall organisation and administration of civil registration throughout Malaysia and answerable to the Minister of Home Affairs. He is assisted by a Deputy Registrar-General and Assistant Registrars-General. The department which originally started with only 100 staff members, has since expanded to a current total strength of more than 2,500 persons.

The functions of the headquarters pertaining to the registration of births and deaths are: (i) Normal or late registration of live births, stillbirths and deaths and issue of related certificates; (ii) Re-registration of births (when a child has been registered without a name); (iii) Correction of errors and amendments to particulars of births and deaths registers; (iv) Maintenance and custody of birth and death registers; (v) Issue of extracts from the birth and death registers; (vi) Compilation of summary of birth and death data of preceding year; (vii) Compilation of a general report on the increase or decrease of the population and on any special causes appearing to affect such increase or decrease so far as the same can be adduced from the register; (viii) Formulation and issue of policy directives to regulate the registration of births and deaths; (ix) Dissemination of information through the mass media on matters pertaining to the registration of births and deaths; and (x) Provide data on vital statistics as and when required by other agencies.

State and District Levels

The administration of civil registration at the state level is carried out by the Director of National Registration who is also the Superintendent-Registrar of Births and Deaths.

At the district level, the Registration Office is headed by a Registration Officer who performs the registration functions of the NRD on a more limited scale which includes the actual registration of births and deaths occurring in his district. The establishment of a Registration Office in every district fulfils the department's ob-

jective of providing accessibility for wider coverage and an effective registration.

Local Primary Level

There are three categories of Registrars carrying out the registration functions at this level, namely, (i) Police officers; (ii) Medical officers in the 102 Government Hospitals or private Medical Practitioners operating clinics or maternity homes; and (iii) Village Headmen known as Ketua Kampung, Penghulu, Penggura or Tuai Rumah. There are more than 760 Police Stations throughout the country, which are open 24 hours a day and are easily located and accessible to the public. Attending Doctors, as Registrars, provide effective registration of birth and certification of cause of death.

The village headmen are traditionally in close contact with the predominantly Malay or indigeneous rural society. They are both respected and depended upon by the local folks to settle domestic matters such as marriages or family or property disputes or matters relating to religion or custom. The quality of registration performed by these Registrars can, therefore, be said to be quite satisfactory. Whenever Police Stations are set up in their areas of administration, they are replaced by the Police officers.

Generally the contact with public or the informants are at its closest at the level of the local registration unit, although the public also patronised the primary registration units in great numbers for some other transactions such as applying for identity cards. Altogether there are 3,778 Registrars in Malaysia as shown in Annex 1.

Characteristics of births and deaths registration system

The civil registration laws in Malaysia, require the registration of all births, deaths and stillbirths occurring in the country. If a birth or death is not registered within the prescribed period of its occurrence, i.e., 42 days in respect of birth or three to ten days in respect of death, prior authority of the Registrar-General is required in each case before registration can be made. Since there is a provision for penalty for non-registration within the prescribed period, all late registration cases are liable to a fine. There is no time limit for registration of stillbirth. Only qualified as identified informants may give information of any birth or death. No person can perform the duties of the Registrar unless he is legally appointed. The law also provides for the re-registration of a legitimated person, for the insertion of a name where a child's birth is registered without a name, or for the correction of errors in the particulars recorded in a register.

Incentives for Registration

Birth or death certificate is issued free of charge under the present law as an incentive for registration. The recognition of a birth certificate as the individual's proof of age and of place of birth is another incentive offered. It is required to be produced when a child enters

school or a person seeks employment. A birth certificate has also got to be produced for official purposes such as applying for an identity card, or a passport and as confirmation or proof of citizenship status of an individual.

A death certificate is very important since it is required to be produced to obtain burial permit, letters of administration or to claim insurance and property inheritance. Often incentives and invocation of penalty provisions wherever found necessary ensure, to a large extent, to maintain the completeness of registration at a satisfactory level.

Birth and Death Registers

Birth and death certificates are prepared on prescribed forms using security paper in quadruplicate and serially numbered. At the time of registration, particulars such as the time and place of birth, and the personal particulars of the parents and in the case of death, the particulars of the deceased, cause of death and place and time of death are recorded. A copy of the certificate is issued free of charge to the informant by the Registrar. The remaining three copies are despatched to the Superintendent-Registrar who retains a copy for his records and forwards one copy each to the Registrar-General of Births and Deaths and the Statistics Department. The copy provided to the Statistics Department is the source document for the compilation of statistical data. The Registrar-General's copy and the Superintendent-Registrar's copy constitute the Birth and Death Registers at National and State level respectively. Particulars recorded in the Certificates of Birth, Still-Birth and Death are shown in Annexes 2-4.

Maintenance and Custody of Records

The Registrar-General is responsible for the maintenance and custody of birth and death records in respect of all states in Malaysia. However the records for Sabah and Sarawak are kept in the respective States Registration Department Headquarters. Where entries of any register are found to be damaged, mutilated or illegible, they are transferred to a new register. To prevent damage or loss at some future date, the department has taken steps to cause all birth and death registers to be photographed on microfilms. Extracts from the register may be obtained on payment of a prescribed fee. Registers are updated from time to time, i.e. when a person is issued with an identity card or when appropriate endorsements are to be made, in respect of the deceased.

Improving the system

The National Registration Department has taken up several steps to improve the present system of registration. Some salient aspects of these plans are described in the following paragraphs.

Although the rate of registration is quite satisfactory in Peninsular Malaysia, it is not so in respect of the states

of Sabah and Sarawak. The low level of literacy of the predominantly rural areas, the long distances between habitations and poor accessibility caused by transportation and communication facilities, hinders effective registration in these states. In order to alleviate these shortcomings the department arranges for mobile units to go to remote areas at regular intervals. In Peninsular Malaysia, where it was the fashion to accept birth and death reporting verbally, it is now required to be made a prescribed form as in the case of Sabah and Sarawak. The informant is required to furnish several particulars relating to the event to the Registrar to ensure accuracy and authenticity in the reporting of births and deaths.

The National Registration Department is also reviewing the three registration laws in force in Peninsular Malaysia, Sabah and Sarawak with a view to consolidate these into one so that Malaysia will eventually have a unified law on civil registration, a common system and a common set of registration forms. The provisions of these laws are closely being examined in order to modify the existing ones or to introduce new provisions, wherever necessary. For example, certain provisions relating to legitimacy in the current registration laws are not applicable to persons of the Islamic faith.

At the time of registration of death, the informant is required to produce the birth certificate/identity card of the deceased. This is expected to help in ensuring the registration of a live birth associated with an infant death occurring soon after the birth.

The National Registration Department is intensifying its training programmes for Registrars so as to improve the quality of registration. In recent times, it has also issued a booklet explaining to the public the importance and usefulness of registration and giving details regarding where to register and other ancillary matters.

Utilizing the modern technology available, the National Registration Department has installed a computer system to replace the present manual system which has become tedious and inefficient due to the large volume of data involved. As and when the computer has 'captured' all the civil registration records maintained by the department, not only will it provide security and permanency for the records, but also facilitate 'inter-link' between records in the form of data base. Thus, the system of storing records in computer will eventually enable the department to compile statistical data expeditiously and accurately. Besides, it will be possible to issue reminders promptly to all those who attain the age of 12 years to register for identity cards as required by the National Registration Act, 1959.

In the long run it is proposed to establish and maintain an up-to-date National Data Bank on vital statistics, thus eliminating the necessity for other government agencies to collect similar data. When the National Data Bank on vital statistics is established, the department will be in an advantageous position to know the personal

particulars of an individual pertaining to his birth, identity card, citizenship, marriage and death. To enable the user agencies to obtain these information, it is intended to provide on-line facility through computer terminals.

At present the documents issued under the various functions of the department bear independent serial numbers which differ with each other, e.g. the birth certificate has six digits whereas the identity card seven digits. This necessitates cross referencing of all serial numbers of documents issued by the department. Therefore, the department is contemplating the introduction of a one-person-one-number system in respect of civil registration documents. This system is eventually expected to help in the establishment of one-data-base file containing all civil registration records issued to an individual.

B. Marriage and Divorce Registration

Legislation

The Laws relating to marriage and divorce in Malaysia are characterized by the religion professed by the various ethnic groups. The Malays who form the largest ethnic group and profess the Muslim religion are bound by Islamic laws and tenets. Muslim marriage is governed by Muslim Law, the Hukum Syarak, and Parliament is not empowered to make laws relating thereto. Of the non-Muslims, the significant religious groups are the Christians, Chinese, Buddhists, Hindus and Sikhs. There are other groups which are religious or secular in their concept relating to marriage. These non-Muslims are governed by the Law Reform (Marriage & Divorce) Act, 1976 which came into force on 1 March 1982.

The Registration of Marriages Ordinance 1952, which came into effect on 1 January 1955 in the Federation of Malaya, was extended to Sabah and Sarawak since 1 March 1982, it is not applicable to persons whose marriages are registerable under the 1976 Act. This Ordinance provides facilities to register Muslim marriages contracted outside the country and customary marriages of natives of Sabah and Sarawak and of the Aborigines of Peninsular Malaysia whether inside or outside the country.

Divorce Ordinance, 1952

This Ordinance was limited to providing relief only where the marriage was monogamous and where the parties to the marriage at the time when the petition was presented were domiciled in the Federation. Relief by way of nullity was likewise confined to monogamous marriages and marriages solemnised in the Federation. Similarly, the laws applicable in the states of Sabah and Sarawak were the Divorce Ordinance, 1963 (Sabah 7 of 1963) and Matrimonial Causes Ordinance (Sarawak Cap. 94).

The main reason for the non-recognition of customary marriages by the Divorce Ordinance, 1952, was that these marriages were potentially polygamous, though

by and large they might not be actually so. Dissolution of marriage was considered incompatible with polygamy which permitted more than one wife at a time. Therefore, those who were married under customary law had to resort to such remedies as they could obtain under their personal law or custom and without any means of enforcement. Under the circumstances each group had their own ways of customary divorce. However, many had followed the Chinese style of "Dissolution by Mutual Consent" and then applied to court for "maintenance". Among the Chinese, consensual divorce has generally been accepted.

The Law Reform (Marriage and Divorce) Act, 1976 provides a uniform law on marriage and divorce applicable generally to all non-Muslims residents in Malaysia as well as to all persons who are citizens of or domiciled in Malaysia residing abroad. The Act replaced the heterogeneous personal laws applicable heretofore to persons of different ethnic origins.

Administrative and organizational structure

There is an established network of registration offices at primary/local, state and national levels. The organizational structure is similar to the administration of laws pertaining to registration of birth and deaths. The Registrar-General of Births and Deaths is also the Registrar-General of Marriages and is answerable to the Minister of Home Affairs. The Registrar-General is assisted by the Deputy Registrar-General of Marriages and the Director of the Marriage Division as the Assistant Registrar-General at the National level. The Director of National Registration in respect of each state is appointed as the Superintendent Registrar while the Registration Officers in each district/sub-district (primary/local) are appointed as Registrars/Deputy Registrars. All these officers are Government Officers. The priests of churches or temples as well as Committee Members of Community Associations, who are non-Government Officials, are appointed by name as Assistant Registrars of Marriages, as admissible under the Act.

The Registrar-General is responsible for the general supervision and control of Registrars and Assistant Registrars and for all matters pertaining to the implementation and enforcement of the Act including policy directions. He is also required to collect, collate and constitute marriage registers and other documents received from the Registrars and Assistant Registrars and in respect of divorces and annulments received from the courts.

At the State level the Superintendent Registrar is responsible to supervise the functions of Registrars/Assistant Registrars in his State and to compile marriage registers and documents received from them and to allow inspection and issue of extracts on payment.

The Registrars and the Deputy Registrars who are National Registration Officers at the local/primary level perform civil marriages in their districts. They receive marriages notices, which are required to be put up on the

notice board for 21 days and if no caveat received at the end of the period, solemnise the marriage, register the same and immediately issue the Marriage Certificate to the couple. Soon after the registration of marriages, the records and the copies of marriage certificates are sent to the Superintendent Registrar of the State and the original to the Registrar-General of Marriages at the National level. They are also Chairmen of the reconciliatory bodies and if unable to reconcile, issue certificate to that effect to enable the parties concerned to submit petition to court for divorce.

The Assistant Registrar in church or temple may solemnise the marriage according to their religious rites, whereas the Assistant Registrars of the Association may solemnise the marriage according to the custom or usage of their race or clan. The functions and responsibilities of the Assistant Registrar are similar to that of the Registrar; but they can conform or not to the procedural requirement of 21 days marriage notice, according to the religious tenets of his group.

The provision for the appointment of Assistant Registrar of Marriages is the result of public demand made to the Royal Commission, to provide facilities to the public who wish to marry according to their religion, custom or usage. By this provision a marriage ceremony could be conducted according to each individual's desire, but it has to be in accordance with the requirement of this Act. Thus, the effectiveness of the registration of marriages is complete. It should be noted that a "marriage" contracted in contravention of the provisions of the Act is void.

To ensure that the Assistant Registrars play an effective role and conform with all the instructions they are often briefed at courses as well as during inspections conducted by the Registrar of the district. The Assistant Registrars are directly responsible to the Registrar of the districts, to whom they submit weekly returns of the marriages registered together with the documents concerned.

Characteristics of the System

There are 154 Registrars/Deputy Registrars and 1,667 Assistant Registrars throughout the country providing easy accessibility to the public who may opt either to solemnise the marriage either at Registration Office, church, temple or at association premises. There are also 55 Registrars in Malaysian Missions abroad to solemnise marriages. Notice of marriage (Form B) and declaration (Form G) to have the marriage solemnised at NRD or church, temple or association are respectively as in Annexes 5 and 6.

Weekly returns consisting copies of marriage certificates, marriage notices (civil) and declarations (religious/customary), permit close monitoring of the day-to-day performance of each Registrar/Assistant Registrar. Thus, every marriage taking place in Malaysia is registered and

all such copies constitute the marriage register kept by the Registrar-General at the National Level and by the Superintendent Registrar at the State level. Even marriages solemnised abroad according to the marriage laws of the resident country, where one party is a Malaysian citizen or domiciled in Malaysia are required to be registered and such register constitutes Foreign Marriage Register.

Marriages can only be solemnised by a Registrar/Assistant Registrar duly appointed under the Act, and he is required to register immediately every marriage solemnised by him. A person who is not so appointed, if he solemnises or purport to solemnise a marriage will be guilty of an offence and on conviction may be punished with imprisonment for a term not exceeding ten years and to a fine not exceeding 15 thousand ringgit (\$15,000.00).

Marriage contracted abroad under the law of the resident countries where one party is either a citizen of Malaysia or a domiciled person is required to register within a period of six months. Failure to register the marriage within the prescribed time, is liable on conviction to imprisonment for a term not exceeding one year or to a fine not exceeding one thousand ringgit (\$1,000.00) or to both. However, such a marriage could be registered as late registration on payment of a penalty fee.

By having a marriage registered, the certificate provides documentary evidence. This documentary evidence may be used in applying for Letters of Administration, claiming pension or insurance, to apply for divorce and as evidence to sue for bigamy etc.

Under the new Act, the particulars contained in a marriage register is basically the same as prescribed internationally. The only additional feature is the recording of identity card numbers of the couple in the Marriage Register. This is to prevent impersonation. It also provides reliability at source and avoids duplication. Copy of marriage register issued to the couple is as shown in Annex 7.

The National Registration Department is in the process of transferring its marriage records to the computer. When all the records have been "captured" in the computer, retrieval of information can be made speedily through a person's identity card number. In Malaysia, a child on attaining the age of 12 years is required to register and obtain a personal identity card. The number given will not be allocated to any other person even upon the individual's death. In other words, the number dies with the person. By using the identity card number as the "key", extracts from registers could be issued without delay. In addition, the system will eventually enable the National Registration Department, at a later date, to issue confirmation of "marital status" of an individual.

C. Conclusion

The Malaysian system of civil registration can be said to be satisfactory and effective. By and large the

Malaysian public is aware of the importance of the documents pertaining to civil registration and the legal requirement to register. The production of these documents for every officials or business transaction is the order of the day. The present registration laws although adequate need to be upgraded to meet the demands in the field of medicine, modern technology and of society.

Although coverage is satisfactory in many areas there are still certain areas where the rate of registration is not very satisfactory, *particularly in the very remote areas*. This drawback is mainly due to *transport and communication facilities not being available*. Until these facilities are considerably improved, the department will have to depend largely on *the mobile registration units* in respect of those areas.

From the foregoing it will be noted that, recognizing the basic importance of the concept of centralized control and bearing in mind the recommendation of the United Nations in this regard, the registration is performed at primary/local level and at the State/National level to co-ordinate, unify, supervise and promote registration efficiency to meet the requirements of both legal and statistical needs. The availability of statistical data generally ensures quality development planning particularly population data which have become indispensable for effective social and economic programming.

II. COMPILATION PROCESSING AND EVALUATION OF VITAL STATISTICS IN MALAYSIA

Introduction

In Malaysia, the compilation and processing of vital registration data, mainly those relating to live births, deaths and still births, is carried out separately for the three regions – Peninsular Malaysia, Sabah and Sarawak. Peninsular Malaysia contains slightly more than four-fifths of Malaysia's 15 million population but covers just 40 per cent of the land area. There are regional differences in the system of civil registration and in the format and content of birth and death certificates.

The Department of Statistics first undertook the processing of vital statistics for Peninsular Malaysia in 1963, and at its regional offices of Sabah and Sarawak in 1966. For statistical purposes, some degree of uniformity in the processing systems and tabulations had been developed in recent years, with the view to deriving Malaysian statistics, and in preparation for the implementation of a common system of civil registration for the whole country. However, availability of data for Malaysia as a whole is still limited by differential rates of registration coverage for the three regions.

In Malaysia, the definitions of vital events used for statistical tabulation are as recommended by the United Nations and the World Health Organization.

Data collection and compilation

Receipt of certificates

The Demography Division in the Department of Statistics receives copies of live birth, stillbirth and death certificates each week from the Superintendent – Registrars of each of the 12 states of Peninsular Malaysia. Currently in Peninsular Malaysia there are about 400,000 live births, 70,000 deaths and 5,000 stillbirths each year. On the average, 95 per cent or more of the annual number of certificates are received within four to six months after the end of the year of occurrence of the events.

Weekly and monthly records are maintained so as to monitor the receipt of certificates from each of the states within Peninsular Malaysia. From these records a table is compiled showing numbers of births, deaths and stillbirths according to month of receipt. The total numbers of certificates received are then compared with total numbers which occurred for each month in the previous year. This helps to make a preliminary estimate of what proportions have been received each month. In states where the proportions fall far short of the expected, the Registrars are asked to try to speed up the despatch of their returns. Currently attempts are being made to achieve a target of obtaining 99 per cent of the certificates within two to three months of the occurrence of the event. This will shorten the data processing stage and improve the timeliness of the population estimates and of the publications of vital statistics.

In Sabah and Sarawak, birth and death certificates/registers are made accessible to the Department of Statistics by the Registration Departments. Those items of information needed for the compilation of vital statistics are transcribed and coded. The number of records processed annually for Sabah and Sarawak are each about 40,000 live births, 5,000 deaths, and 200 still births.

Coding

The items of information that are coded from birth and death registration certificates are given in tables 1 and 2.

Changes in geographical codes are made periodically to take account of modifications to boundaries and new registration subareas. Codes for particular items are also revised on the basis of recommendations of international organizations, and to cater for changing demands made by users. Whenever changes are made the effect on reliability and timeliness of data are considered. Specific revisions that have been made are as follows:

State/Place of Occurrence

Changes are made on the basis of the decennial population censuses, which provide the base data and framework for analysis of vital statistics rates. Codes for state, administrative districts and towns are revised based on the latest population census.

Table 1. Items coded from certificates of live birth and stillbirth, Peninsular Malaysia, Sabah and Sarawak

<i>Peninsular Malaysia</i>	<i>Sabah</i>	<i>Sarawak</i>
1. State of occurrence (Registration area)	1. Place of occurrence (Division/District)	1. Place of occurrence (Division/District)
2. Registration subarea	2. Registration centre	2. Registration district
3. Certificate No.	3. Certificate No.	3. Certificate No.
4. Sex	4. Sex	4. Sex
5. Date of birth	5. Date of birth	5. Date of birth
6. Ethnic group of father	6. Ethnic group of father	6. Ethnic group of father
7. Age of mother	7. Date of registration	7. Age of mother
8. Place of usual residence (of mother)	8. Identity card No. of mother	8. Place of usual residence (of mother)
9. Country of birth of mother		9. Country of birth of mother
10. Live birth order		10. Live birth order
11. Duration of marriage		11. Identity card No. of mother
12. Identity card No. of mother		12. Date of registration
13. Birth weight		
14. Name of child (or of mother for stillbirth)		

Table 2. Items coded from death certificates, Peninsular Malaysia, Sabah and Sarawak

<i>Peninsular Malaysia</i>	<i>Sabah</i>	<i>Sarawak</i>
1. State of occurrence (Registration area)	1. Place of occurrence (Division/District)	1. Place of occurrence (Division/District)
2. Registration subarea	2. Registration centre	2. Registration district
3. Certificate No.	3. Certificate No.	3. Certificate No.
4. Sex	4. Sex	4. Sex
5. Date of birth	5. Date of birth	5. Date of birth
6. Ethnic group	6. Ethnic group	6. Ethnic group
7. Age of deceased	7. Age of deceased	7. Age of deceased
8. Place of usual residence of deceased	8. Cause of death	8. Place of usual residence of deceased
9. Cause of death	9. Type of certification for cause of death	9. Cause of death
10. Type of certification for cause of death	10. Occupation of deceased	10. Type of certification for cause of death
11. Occupation of deceased	11. Identity card No. of deceased	11. Occupation of deceased
12. Identity card No. of deceased	12. Date of registration	12. Identity card No. of deceased
13. Name		13. Date of registration

Codes for Registration subareas are also revised annually, to update for new areas created with the appointment of new Registrars by the Registration Department.

Place of usual residence

Coding of place of usual residence involves the assigning of urban and rural codes at state level, derived from addresses given on the certificates. As of 1982, a set of codes which enable the derivation of administrative district and town level data for place of usual residence was devised and used for Peninsular Malaysia. The urban-rural classification is also updated based on the latest census.

Cause of death

In coding 'Cause of Death' information, the International Classification of Causes of Death as recommended by WHO is used for Medically Certified and Inspected cases, and a list of Causes of Death drawn up by the Ministry of Health is used for Uncertified cases (see Annex 8). The three-digit categories of the 1975 Revision (Ninth Revision) of the ICD is currently in use (as of 1982 for Peninsular Malaysia, and 1984 for Sabah and Sarawak). In Peninsular Malaysia, Medically certified and inspected deaths make up less than 40 per cent of the total registered deaths.

Processing and tabulation

Computer processing

Information on birth and death certificates are data captured for computer processing using key-to-disc machines and transferred on to computer tapes. Currently data capture for Peninsular Malaysia for a particular year ends in June of the following year, by which time the Department of Statistics is expected to have received almost all certificates for that year.

Validation and imputation of the codes are made when 50 to 80 per cent of the certificates have been data captured. A Batch Control Listing, an Error Report and an Imputation and Update Report are produced showing out-of-range codes, duplicated records, inconsistencies among items or codes and the number of imputed records for the relevant items.

Computer tabulation starts after the validation process is completed, that is, after all records have been 'cleaned'. A total of about 200 tabulations are generated over a period of two to three months. The tabulations are checked in formats against control totals according to basic items such as place of residence, ethnic group and sex, age and month of occurrence.

Tabulations

The basic tabulations generated are numbers of live births, deaths and stillbirths cross-tabulated by variables

such as month of occurrence, ethnic group, sex and age (of mother/of deceased). These basic tabulations are produced for Peninsular Malaysia, Sabah and Sarawak as well as at state and administrative district levels.

More detailed tabulations are also derived, for example, in the case of live births, age of mother is further cross-tabulated by live birth order, birth weight and duration of marriage. A further disaggregation of deaths into infant deaths, neonatal deaths, toddler deaths and maternal deaths is also available.

Since 1982 tables on current population estimates and rates of vital events have been fully computerized enabling the production of detailed tabulations on population and vital rates.

Place of occurrence versus Place of residence

Tabulations are also produced and published in two sets; one is based on place of occurrence and the other on place of residence. The figures show differences because of the essential differences in *de jure* and *de facto* classifications.

Vital statistics for place of occurrence (that is, place of registration) show that the more urbanized states have an excess of live births and deaths owing to the accessibility and use of their hospital services by residents of neighbouring states. Likewise, at administrative district level, the districts with relatively bigger hospitals in a particular state also register higher numbers of births and deaths.

Vital statistics based on place of residence are found very useful for sub-national areas, particularly for states and smaller geographical areas. Such data have been available in Malaysia since 1964 for the states within Peninsular Malaysia and for urban and rural areas. Since 1982 vital events classified by place of residence have also been produced for the administrative districts in Peninsular Malaysia. To minimize problems of comparability over time, vital statistics are currently tabulated and presented separately according to place of occurrence and place of residence.

Causes of death classification

Two types of cause of death classification for mortality tabulations are used based on the recommendations of WHO (Ninth Revision of ICD). As mentioned earlier, coding is done using the list of three-digit categories to enable the use of the recommended Special Tabulation Lists, that is a minimum list of 55 categories and a basic list of 275 categories.

The minimum list currently in use for Malaysia differs slightly from the one recommended by WHO in the specification of diseases prevalent in the country such as cholera and typhoid/para typhoid fevers. Moreover, the grouping of residual groups of diseases has also been modified such that an overall total can be derived. For example, the category "All other infectious and parasitic

diseases", which is not found in the WHO list, has been included. Some comparability with the list of 50 causes from the Eighth Revision has been maintained.

The basic list of 275 categories has also been adopted for use in the tabulation of Malaysian cause of death data. It has, however, been modified such that comparability with the Eighth Revision list is maximized. The classification used by Singapore, and the pattern shown by the data of Singapore, are also considered in adapting the list.

For deaths which are not certified or inspected by medical personnel (doctors or coroners), a list of 23 causes has been drawn up by the Health Ministry and used for classification purposes since 1982. That list is the revision of a previous list which had been in use from the mid-1960s.

Publications

Detailed statistical tabulations of births and deaths, cross-classified by several background variables, are published annually in: 'Vital Statistics, Peninsular Malaysia' and for Sabah and Sarawak in two separate releases viz: 'Vital Statistics, Sabah' and 'Vital Statistics, Sarawak'.

A new release, 'Quarterly Review of Malaysian Population Statistics' (forthcoming in January 1986) will publish key tables of annual population statistics in time series, as well as quarterly statistics on numbers and rates of births and deaths. This quarterly publication aims to provide early information on changes in levels and trends of fertility and mortality as shown by vital registration data.

Evaluation

Registration Coverage

Evaluation studies showed that registration coverage of vital events, especially of births, was more than 90 per cent complete for Peninsular Malaysia from as early as the 1960s. Comparisons made of numbers of registered births by ethnic group with numbers of children as well as estimates of fertility from recent censuses and surveys have indicated that birth registration is virtually complete. Death evaluation done during the course of preparation of life tables for Peninsular Malaysia and states showed no serious problem of under-registration of deaths except perhaps a very small amount of under-registration at old ages.

In contrast, annual number of births and deaths for Sabah and Sarawak are affected by under-registration as well as late registration. During the 1960s, birth registration in Sabah and Sarawak were incomplete as reflected by very low birth and death rates particularly for indigenous communities living in interior parts of the states. However, as administration became more efficient and people more aware of the importance of birth certificates for purposes of obtaining admission into schools or as

proofs of nationality and citizenship, the completeness of birth registration improved markedly.

Table 3 presents a comparison of the number of registered births in the five years before the 1980 Census with the census population aged 0-4 which had been adjusted for under-enumeration, and reverse survived for the equivalent period.

Table 3. Number of registered births and number of births reverse survived from census population aged 0-4, Sabah and Sarawak, 1980

Ethnic Group	Births from vital registration ('000)	Births reverse survived from census population ('000)	Deviation of registered births from reverse survived births (%)
Sabah			
Chinese	23.2	21.3	14
Non-Chinese	150.00	147.8	2
Sarawak			
Chinese	56.9	51.3	11
Malays	43.9	41.1	7
Bidayuhs	17.8	16.6	7
Other Indigenous	56.9	78.0	-27

From the comparison birth registration is shown to be somewhat complete in Sabah by 1980. For a group of indigenous communities in Sarawak, the same comparison shows that birth registration at least 27 per cent incomplete. Using reverse survival techniques and P/F ratios in the estimation of fertility rates, the level of under-registration of births implied in 1980, taking all ethnic groups together, was about 4 per cent in Sabah and 22 per cent in Sarawak.

Under registration is more acute in the case of deaths than for births. On the basis of intercensal survival methods of estimating adult mortality, under-registration of deaths among persons aged 10 years and above for the indigenous groups in Sarawak is estimated to be 60 per cent in 1980. A publication, *Demographic estimates for Sabah and Sarawak, 1970-80*, (Studies on Demographic and Population Topics No. 1, Kuala Lumpur, Department of Statistics) is forthcoming in 1986 which discusses in detail these estimates of registration incompleteness in Sabah and Sarawak.

On the whole, items of information contained in the birth and death certificates for Malaysia are of reasonably good quality for use in estimation of population as well as in fertility and mortality analysis. Data on live births cross-classified by age of mother and ethnic group, and mortality rates such as infant and toddler mortality rates

compare favourably with estimates derived from indirect methods using census or survey data.

However some problems, as listed below, are encountered with regard to quality of information observed at the coding stage which tend to introduce some limitations in the analysis:

- (i) A source of inaccuracy is the absence of information on date of birth for deceased persons in the death certificates or for mothers in the live birth and stillbirth certificates. Some degree of misreporting of age information, obtained in completed years, affect particularly the analysis of age-specific death rates where accuracy for older and very young groups of the population is important. A rather serious limitation in analysis of fertility for Sabah is the non-availability of information on age of mother on the birth certificates.
- (ii) Assigning urban-rural codes on the basis of the addresses given for place of usual residence poses problems in terms of incompleteness. Use of common or similar names of places without specification of the area level also creates additional problem. This occurs because the format of certificates does not cater for further specification or breakdown of the place of usual residence reported – for example, whether a town, administrative district, or village. Thus a town which may have the same name as the district in which it is located may erroneously be assigned a rural code. A list of names of localities/villages corresponding to urban/rural classifications on the basis of the latest population census is used as a guide in the coding procedure but this list dates rapidly.
- (iii) Analysis of cause of death information is somewhat limited by the low proportion of deaths certified by medical personnel. In 1984, the proportion of medically certified deaths amounts to about 40 per cent total deaths. Reporting of cause of death on the current format of death certificates presents problems so far as the 'underlying cause' is the information required for coding and classification. A specification of immediate and underlying cause or causes to aid in coding as recommended by WHO should be included either as an attachment to, or on the death certificate document itself. Currently problem in the selection of the underlying cause of death from the information provided are solved in consultation with the Ministry of Health.
- (iv) Use of birth weight information, collected in birth certificate for Peninsular Malaysia in 1976

is limited by a high proportion of unknown cases for some states and districts. Non-reporting of birth weight information is not related to the proportion of births registered in hospitals and health centres for the states and districts concerned. Rather, the problem seems to stem from non-specification of the item in the format or possibly inadequacy in instructions for inclusion of this item.

- (v) Information on occupation of deceased, which presents a potentially important variable for analysis in mortality studies presents problems in that the description given may be too vague and general for coding and classification. A further specification to obtain a person's main occupation throughout his or her life may be necessary for meaningful tabulation for example, for cross-classification with cause of death information.

Strategy for Improvement of Vital Statistics

Improvement of civil registration is basic for the improvement of vital statistics. Some measures which are currently under-way have already been briefly referred to in the section on "improving the civil registration system". A few other measures of specific relevance to improvement of vital statistics are discussed here: an integrated system of coding procedures, of processing and tabulations has been developed so that vital statistics can be made available for Malaysia as a whole. With improved registration coverage and availability of common items for tabulations for all the three main regions, more meaningful analysis of vital registration data for use in planning is made possible.

There is still scope for improvement in the current system of vital statistics compilation and processing a few salient aspects of which are:

- (a) Receipt of the certificates should be monitored more closely to achieve timeliness in processing and release of population estimates and vital registration data;
- (b) Inclusion of additional items of information for statistical purposes on the registration documents needs to be explored. Further improvement in reporting or collection may be achieved by further elaboration of the requirements on the forms themselves. Imparting more regular training and updating instructions in the registration procedures are also necessary;
- (c) A regular system of updating of the set of codes used and tabulations generated with consideration given to areas of increasing demand by users, for instance in regional planning, should be developed further in the context of Malaysian data requirements.

Annex 1

Number, Average Area Size and Average Population of the Civil Registration Unit

<i>Region</i>	<i>Number of Registration Units</i>			<i>Average Area size per Unit (in sq. km)</i>	<i>Average population per unit</i>
	<i>Total</i>	<i>Primary</i>	<i>Others</i>		
Peninsular Malaysia ^a	1 178	93	1 085	111.7	10 733
Sabah ^b	1 915	32	1 883	38.8	615
Sarawak ^c	685	26	659	181.6	2 105

Notes: ^a NRD Registration Offices at National, State and District levels, Medical Officers, Police Officers, Headmen, School Headmasters and Protectors of Aborigines.

^b District Officers, Medical Officers, Hospital Assistants, Midwives, Village Headmen.

^c District Officers, Registration Clerks, Village Headmen, School Headmasters, Nurses in private clinic.

Annex 2

Contents of the birth register

1. Registration Area
2. Subarea
3. Particulars of Child
 - (a) Name of child (including surname or father's name)
 - (b) Sex
 - (c) Where born
 - (d) When born
4. Particulars of Father
 - (a) Name
 - (b) Identity Card Number and colour
 - (c) Other type of Identity Document
 - (d) Occupation
 - (e) Race
5. Particulars of Mother
 - (a) Maiden Name
 - (b) Identity Card Number and colour
 - (c) Age
 - (d) Other type of Identity Document
 - (e) Usual place of residence
 - (f) Race
6. Particulars of Informant
 - (a) Name
 - (b) Occupation
 - (c) Identity Card Number and colour
7. Date of Registration.

Annex 3

Contents of stillbirth register

1. Registration Area
2. Subarea
3. Particulars of Child
 - (a) Sex
 - (b) When born
 - (c) Where born
4. Particulars of Father
 - (a) Name
 - (b) Occupation
 - (c) Race
5. Particulars of Mother
 - (a) Maiden name
 - (b) Age
 - (c) Usual place of residence
 - (d) Race
6. Name of Medical Practitioner or Midwife in attendance at birth
7. Particulars of informant
 - (a) Name
 - (b) Occupation
8. Date of Registration.

Annex 4

Contents of the death register

1. Registration Area
2. Subarea
3. Particulars of deceased
 - (a) Full name
 - (b) Sex
 - (c) Age
 - (d) Race
 - (e) Occupation
 - (f) When died
 - (g) Where died
 - (h) Place of usual residence
 - (i) Cause of death
4. Name and qualification of persons notifying cause of death
5. Particulars of informant
 - (a) Name
 - (b) Occupation
6. Date of Registration.

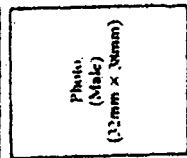
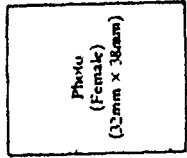
Annex 5. (Continued)

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To the Registrar of Marriages in the marriage district of
 We give notice of an intended marriage between us, me and the other party as described below:

SECTION A — PERSONAL PARTICULARS

No.	Particulars	Male	Female
1.	Full name (in capital letters)	[Grid]	[Grid]
2.	Other names	[Grid]	[Grid]
3.	Address	[Grid]	[Grid]
4.	Date of birth	19 [] [] [] Year [] [] [] Month [] [] [] Day	19 [] [] [] Year [] [] [] Month [] [] [] Day
5.	Place of birth	[Grid]	[Grid]
6.	Marital status	1 [] SINGLE 2 [] WIDOWER/UNWIDOWED	1 [] SINGLE 2 [] WIDOW/UNWIDOWED
7.	Religion	1 [] CHRISTIAN 2 [] HINDU 3 [] BUDDHIST 4 [] OTHERS (State Religion)	1 [] CHRISTIAN 2 [] HINDU 3 [] BUDDHIST 4 [] OTHERS (State Religion)
8.	Identity Card No. and colour	[Grid]	[Grid]
9.	Other document of identity No. (if not the holder of Malaysian Identity Card)	[Grid]	[Grid]
10.	Citizenship	[Grid]	[Grid]
11.	Country of domicile (if applicable)	[Grid]	[Grid]
12.	Occupation	[Grid]	[Grid]
13.	Full name of father	[Grid]	[Grid]
14.	Full name of mother	[Grid]	[Grid]
15.	Marriage district in which each party resides	[Grid]	[Grid]
16.	Registry where marriage is to be solemnised	[Grid]	[Grid]

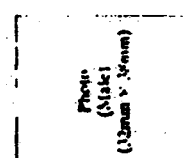
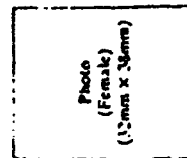


Annex 6. (Continued)

To the Assistant Registrar of Marriages.....
 (Name and place of church, temple or other place of marriage)
 We apply for our intended marriage the particulars of which are described below to be solemnized according to religious
 ceremony, custom or usage:

SECTION A - PERSONAL PARTICULARS

No.	Particulars	Male	Female
1.	Full name (in capital letters)	[Grid]	[Grid]
2.	Other names	[Grid]	[Grid]
3.	Address	[Grid]	[Grid]
4.	Date of birth	19 [] [] [] [] Year Month Day	19 [] [] [] [] Year Month Day
5.	Place of birth	[Grid]	[Grid]
6.	Marital status	1 [] SINGLE 2 [] WIDOW/WIDOWESS 3 [] DIVORCED	1 [] SINGLE 2 [] WIDOW/WIDOWESS 3 [] DIVORCED
7.	Religion	1 [] CHRISTIAN 2 [] BUDDHIST 3 [] HINDU 4 [] OTHERS (State Religion)	1 [] CHRISTIAN 2 [] BUDDHIST 3 [] HINDU 4 [] OTHERS (State Religion)
8.	Identity Card No. and colour	1 [] BLUE 2 [] GREEN 3 [] RED 4 [] BROWN	1 [] BLUE 2 [] GREEN 3 [] RED 4 [] BROWN
9.	Other document of identity No. (if not the holder of Malaysian Identity Card)	[Grid]	[Grid]
10.	Citizenship	[Grid]	[Grid]
11.	Country of domicile (if applicable)	[Grid]	[Grid]
12.	Occupation	[Grid]	[Grid]
13.	Full name of father	[Grid]	[Grid]
14.	Full name of mother	[Grid]	[Grid]



Annex 6. (Continued)

We sincerely declare that:

- (a) (i) We/I the male/female party am/are 21 years of age or over;
or
 - (ii) We/I the male/female party am/are under 21 years of age and is/are a widower/widow/divorcee;
or
 - (iii) We/I the male/female party am/are below 21 years of age and have/has not been previously married;
and
- the consent of appropriate person for the male/female party mentioned in section 12 has been given in writing and attached herewith/dispensed with;
- (b) The female party is not under the age of 16 years;
 - (c) There is no lawful impediment to the marriage; and
 - (d) Neither of the parties to the intended marriage is married under any law, religion, custom or usage to any person other than the person with whom such marriage is proposed to be contracted.

We/I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly declared by the abovenamed

(1)

(2)

in

in the State of

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

(1)

(2)

Before me,

.....
Magistrate/Commissioner for Oaths

(For Official Use)

SECTION C — CONFIRMATION OF MARRIAGE

NAME OF REGISTRAR

MARRIAGE REGISTER NO.

PLACE OF SOLEMNISATION

DATE OF SOLEMNISATION 19
Year Month Day

I confirm that the marriage between the said parties has been solemnised.

This marriage is a Christian marriage and has been solemnised in accordance with the rites, ceremonies or usages of a Christian religious denomination and the publication of banns in accordance with the canons has been complied with/lawfully dispensed with.

.....
Signature of Assistant Registrar of Marriages

*Delete whichever is not applicable.

(P. 9)

Annex 7. Form 1: Marriage Register Nº

Law Reform (Marriage and Divorce) Act 1976
(Sections 25, 26, 29 and 30; Rule 1)

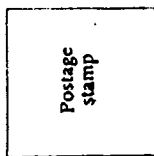
Full name and Identity Card No./other Identity Documents	Date of birth	Marital status	Religion	Occupation	Address	Full name of father
.....
.....

This marriage was solemnised at on the day of 19..... pursuant to the certificate for marriage No. /licence from the Chief Minister of /statutory declaration under section 22 (3).

Between us: Signature of male
..... Signature of female

In the presence of witness: (1) Signature.....
Full name
Identity Card No.
(2) Signature
Full name
Identity Card No.

Date.....
Registered by me
(Signature and seal of Registrar of Marriages)
Name of Registrar.....
Marriage District of.....
State of.....



Fee \$15.00

Annex 8

List of causes of death (uncertified), as drawn by the Ministry of Health

<i>Cause of death</i>	<i>Code</i>
Road transport accidents	001
All other accidents	002
Injury by other persons/Homicide	003
Suicide	004
Dying of childbirth or pregnancy	005
Malaria or repeated fever	006
Fever and cough	007
Other fever	008
Chicken Pox	009
Diarrhoea	010
Lockjaw	011
Measles	012
Tuberculosis or Dry Cough	013
Yellowness of eyes or skin	014
Abdominal pain	015
Diabetes	016
Fits and Convulsions	017
Cancer	018
Heart Attack	019
Shortness of Breath and Swelling of legs	020
Old Age (more than 65 years) and does not include other causes	021
Other known Causes of Death (write)	022
Unknown cause	023

CHAPTER 17

MALDIVES

Civil Registration and Vital Statistics System

History

The Birth and Death Registration System in Maldives is not a recent development. The earliest known record of registration practice dates back prior to 1573 A.D. However a systematic recording and registration of births and deaths started only some 30 years ago. With the introduction of a law in 1978 (see annex 1) registration has been made legally compulsory in the country. Originally the law was applicable to the residents of Malé only but currently it is operational in the entire country.

Traditionally, religious headmen were responsible for performing marriage rituals and these duties were entrusted to the island offices during the early fifties. In Malé, the capital, the Ministry of Justice administers the registration of marriages and divorces. The Ministry of Justice also co-ordinates the registration work at the central level.

Organization

The overall responsibility for registration of births and deaths lies with the Ministry of Health. Registration activity at Malé is carried out through the infrastructure of the Ministry of Health and in the islands (other than Malé) through Island and Atoll offices which are directly under the Ministry of Atoll Administration (see annex 2).

The responsibility for registration of marriages and divorces rests with the Ministry of Justice. Island courts register the events at the local level and one of the courts under the Ministry of Justice performs the functions in Malé.

Existing Procedures for Recording Births

Each birth must be reported at its place of occurrence. A stillbirth is considered a birth as well as a death. For each birth including a stillbirth a registration form (*Foolhuma Form*) is expected to be filled by the attendant at birth, i.e. a nurse for hospital delivery. In Malé the form is directly sent to the Ministry of Health. In the other islands it is sent to the Island Office. It is the responsibility of the parent or next of kin to submit the form within 48 hours. There is a provision for imposing a fine of Rf. 2.00 for delayed registration.

Foolhuma Form contains particulars relating to the birth and the parents of the child, namely, date and time of birth, whether the child was alive at the time of birth, sex of the child, weight of the child, duration of pregnancy, place of birth, age or date of birth of the mother, birth order, number of deliveries, number of

pregnancies, name and address of attendant at birth, name and address of parents (or next of kin). The form is to be signed by the parents of the child and if the father is away by the next of kin.

Recording Procedures of Births in Malé

The Ministry of Health maintains the Birth Register. On receipt of *Foolhuma Form*, an Extract of Birth Register is issued to the parent or informant. The extract includes particulars such as, serial number, date and place of birth, name, sex, father's full name, mother's full name and date of registration etc. The extract must be presented at the Ministry for obtaining the certificate. To facilitate issue of Birth Certificate the parents of the child must provide additional information including particulars of grandfather, great grandfather, informant etc.

Recording Procedures of Births in Other Islands

A Register with predesigned format is maintained at the island office. A clerk makes entry in the register from the *Foolhuma Form* or through personal contact with the *foolhuma* and parents. No Extract of Birth Register is given to the concerned. Certificate of birth is issued by the Atoll chief.

Existing Procedures for Recording Deaths

Each death must be reported in the island in which it occurs. It is the responsibility of the inhabitants of the house to report a death. Burial can only be made with the permission of the concerned authorities. A Death Record Form is used for recording particulars of the deceased, namely, identification of Atoll, Island, household, name of deceased, age (date of birth), sex, date of death (day, month, year), and symptoms/complaints before death/cause of death. List of 30 signs and symptoms that can cause death is described on the back of the form.

Recording Procedures for Deaths in Malé

A committee is constituted by the Ministry of Health for the purpose of confirming the deaths. The committee consists of all the doctors in the Central Hospital and seven members from practitioners of Traditional Medicine and Faith Healers.

The concerned persons are expected to contact any one member of the Committee who confirms death and completes the death record form. The duly filled form is then handed over to the informant who in turn produces the same to the Cemetery Office for burial. The Cemetery Office consolidates all the death record forms and sends

them to the Ministry of Health for recording and processing. The Ministry does not maintain any Death Register as such.

Recording Procedures of Deaths in Other Islands

Each death is to be confirmed by Island Chief or his authorized representative or the Community Health Worker (CHW), and verbal permission obtained from the island chief or his authorized person for burial. Death Record form is expected to be filled by island office. The responsible clerk makes record in the Death Register which has designated format. In some islands the same book is used for registration of both birth and death while some may use different books.

Reporting Procedures of Births and Deaths

Malé

The parents report occurrences of births directly to the Ministry of Health using *Foolhuma Form*. The cemetery office consolidates all death record forms and sends them to the Ministry of Health.

Other Islands

The clerk in the island office prepares a monthly report called "Health Report" on the basis of the entries made in the Birth and Death Registers and sends it to the Atoll Office usually within five days of the following month. Atoll Office in its turn consolidates and compiles the reports from all the islands under its jurisdiction and sends the consolidated report to Ministry of Health within 10 days of the following month.

Analysis

The statistician of the Ministry of Health compiles birth and death statistics at the national level. Birth and death statistics are reported in the Statistical Yearbook which is published by the Ministry of Planning and Development.

Evaluation of the System

There is no inbuilt evaluation mechanism in the system nor has there been any systematic exercise done on this aspect so as to be able to quantify the degree of completeness of coverage of registration of events. However, comparison of total population estimated on the basis of registration data conforms closely to the population census total of 1985 (Preliminary estimates). A more in-depth evaluation can be done when the age-sex structure of the population census is published. In addition, the 1983 Health Survey conducted in 17 out of 201 islands on a 2 per cent sample basis, also revealed consistency in vital rates.

Development Activities

The system is under study by the government with WHO assistance. Preliminary studies have brought to light some deficiencies and have made recommendations for their remedy. Government has already taken steps to

implement some which are immediately possible. The major deficiency of the system is the absence of a law covering the entire country and non-availability of a worker's manual. Both of them are under preparation with assistance from WHO. High priority is being given to training the staff. Computerizations of vital statistical data is also under consideration; in collaboration with the Ministry of Planning and Development and WHO.

Some deficiencies of the existing system

1. There is, as yet no law covering the entire territory, although the system has prevailed all over the country for the last 30 years. The existing law of 1978 cover Malé only. Therefore, the systems prevalent in the islands seem to have their basis on some old law or tradition. At the moment the laws, new or old, are not being enforced strictly.

2. The overall responsibility for registration lies with the Ministry of Health whereas at the bottom level the function is carried out by offices which are under the administrative control of some other Ministry (viz. Ministry of Atolls-administration). Although this does not seem to affect the work, it is felt that the dual administrative responsibility does not strictly ensure full compliance with the instruction of the Ministry of Health.

3. There are no written procedures for registration. Consequently the concerned officials depend on their memory, office tradition or common sense in carrying out the work. As a result some variations are found in recording procedures which might result in omission or duplication of events. Personal contact with the concerned persons during field visit and a short survey on recording and reporting procedure, made by interviewing 27 Island Chief Secretaries during their visit to Malé, has brought this to light.

4. The Death Record Forms in use (form used for Malé is different from that for other islands) do not contain instructions for filling. The instructions for filling of *Foolhuma Form* need updating and improvement.

5. Island level reporting form (i.e. Health Report) is not strictly uniform. The columns of the Health Report and those of the Register are not in sequence.

6. Stillbirth is reported as birth as well as death, which means increased work in terms of reporting and compilation and also increasing chances of clerical error at all levels.

7. There is no prescribed compilation format.

8. An evaluation system has not been developed.

9. There are no definitions of the vital events, as part of the instruction.

10. The prevailing system of registration of marriages and divorces is deficient for statistical compilation. A brief form needs to be introduced to derive relevant data on these activities.

Annex 1

The Law: The current law was promulgated in 1978. The Law is as follows:

ACT FOR REGISTRATION OF BIRTH AND CONFIRMATION
OF DEATH IN MALÉ

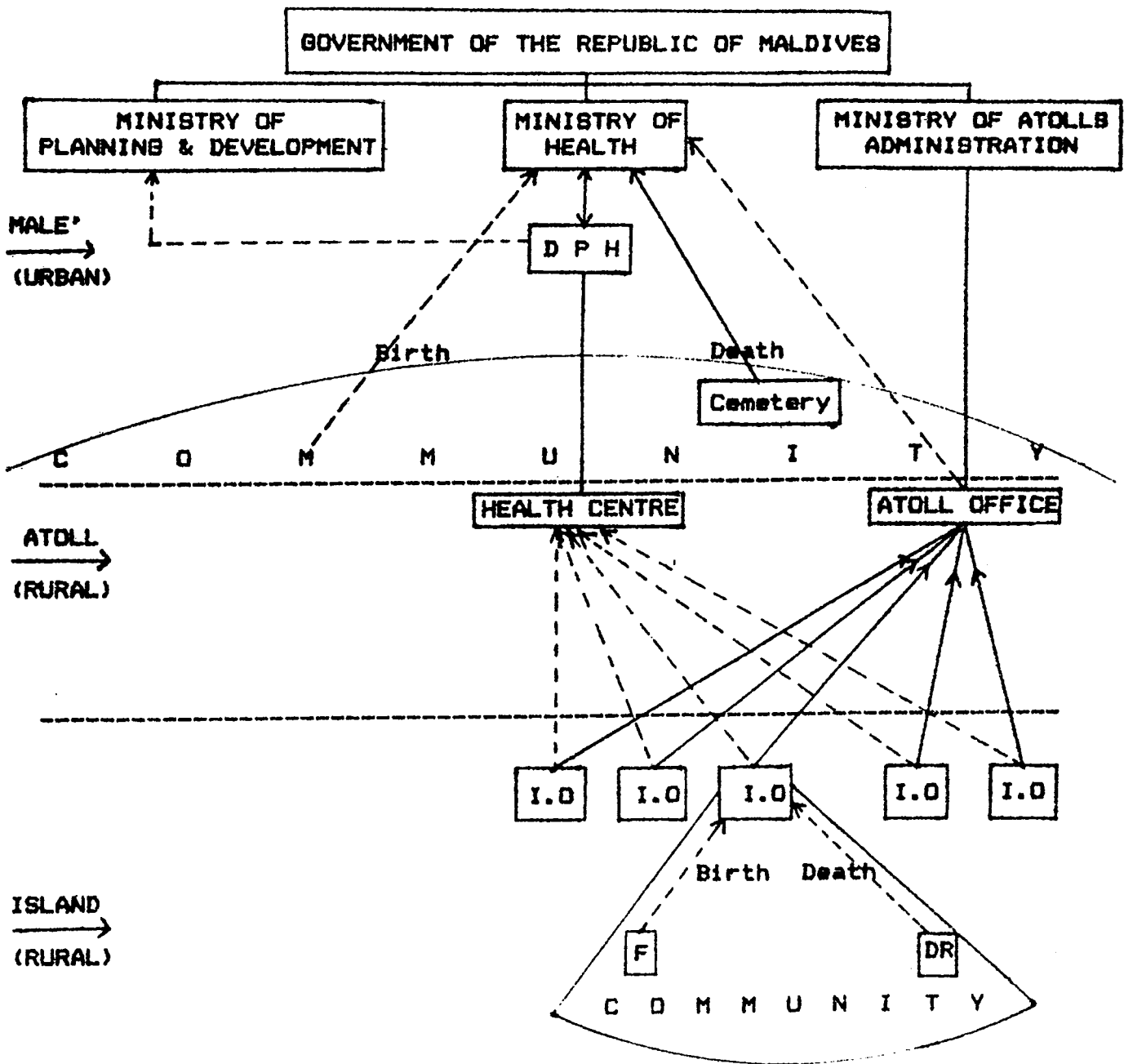
Law No. 83/78

Date: 2/7/78

1. For the registration of date of birth of new born in Malé, Foolhuma Form has to be filled in; it has to reach the Ministry of Health within 48 hours.
2. If any person dies in Malé, the concerned have to inform the selected Committee for confirmation of death. The members of this committee are selected by the Ministry of Health. After the confirmation of death, they have to fill the Death Form and the form has to be submitted to the cemetery office. Burial can be done after that. Cemetery office has to send the form (to the Ministry of Health) on the following day.

(This is not an exact translation)

ANNEX 2. ORGANIZATION OF BIRTH & DEATH REGISTRATION SYSTEM IN MALDIVES



Abbreviations

- F** = Foolhuma
- DR** = Death Recorder
- I.O** = Island Office

Legend

- : Administrative Line of Authority.
- - - : No Administrative Line of Authority.
- ↔ : Information Flow

CHAPTER 18

REPUBLIC OF THE MARSHALL ISLANDS

Vital Registration and Vital Statistics System

Historical Background

The Civil Registration System which is presently in use in the Republic of the Marshall Islands was first introduced in 1945 when the islands in the Trust Territory of the Pacific Islands (TTPI) were placed under a U.S. Military Administration. The same system was maintained during the Civil Administration when the Military Government was replaced in 1947. It was eventually adopted by the Trust Territory Government in 1951 when the islands were transferred to the U.S. Department of Interior. The scope of the Civil Registration System has greatly increased over the years, and the regulations and procedures involved in administering the system have improved.

Administrative and Organizational Structure

The authority for establishing and implementing a system of Civil Registration System in the Trust Territory is vested in the High Commissioner as head of government for the territory. In accordance with Section 624 of the Trust Territory Code, the High Commissioner has the power to promulgate rules and regulations for the administration of the Civil Registration Programme.

Until 1979, the Director of Public Health of the TTPI Government was responsible to the High Commissioner for the administration and supervision of the entire health programme for the territory. He was responsible for preparing, printing, and supplying the District Public Health Offices with the necessary forms together with instructions to assist in registering, recording vital events and preserving vital statistical data. He had direct supervision over the Headquarters Department of Public Health staff and provided technical assistance over the operating divisions of the Department of Public Health in each of the districts.

Established among the divisions within the Headquarters Department of Public Health, was a Division of Vital Statistics headed by a Public Health Statistician who was responsible for the actual tasks of collecting, compiling, analyzing, and reporting vital statistics and medical data to help delineate health problems and to evaluate the progress of health programmes.

The establishment in 1979 of separate political entities within the Trust Territory resulted in a reduction of many of the major departments at the Headquarters level. With the transfer of most of its functions to each of the entities, the Department of Public Health was changed into a Bureau of Health. A few years later, with its staff

and functions further reduced, it was finally designated the TTPI Office of Public Health, still retaining only a few of its key personnel, one of whom was the Public Health Statistician. In accordance with Public Law 93-641 the U.S. Secretary of Health and Humane Services designated the Office of Public Health in 1979 as the Health Planning and Development Agency for all the political entities within the Trust Territory charged with the responsibility of conducting health and medical surveys and maintaining vital statistical data, as well as assisting in the co-ordination of inservice training programmes and workshops aimed at upgrading skills and performance of health statisticians and medical record personnel.

Scope and Procedures for Reporting

The Civil Registration System as is currently in use in the Republic of the Marshall Islands includes live birth, death, foetal death, marriage, divorce, judicial separation and adoption. It covers not only Marshallese citizens, but other Micronesians as well and foreigners residing in the Marshall Islands during the reporting period, including the U.S. Army personnel, civilians, and their dependants living at the Kwajalein Missile Range. Any birth or death occurring at sea is registered in the Marshall Islands if the ship first docks at any points within the Marshalls after the date of occurrence of the event.

Vital Registration Process

In the two major government centres of Majuro and Ebeye, and Kwajalein, information on vital events is obtained from physicians, nurses, or other medical personnel. In the case of the outer-islands, such information is obtained from each health assistant who runs and supervises the operation of a dispensary in each of the island communities. At present, the Ministry of Health Services employs a total of 65 health assistants located in each of the dispensaries in the field (see Annex 1 for a list of dispensaries). Each health assistant is designated as a reporting agent for his own locality.

The information is despatched to the Ministry of Health either by air or by sea on draft forms which the reporting agents are provided with. As the forms are received, the information provided on each form is carefully checked for accuracy and completeness by the Vital Registration Technician before the information is finally rewritten or retyped into a blank form in duplicate. The original copy is filed with the Clerk of Courts, and the other copy is forwarded to the TTPI Office of Public

Health at Saipan. A copy is always retained in the Office of the Vital Registration Technician, Majuro. When it is not possible to send the statistical data from the field in time to meet a deadline by ship or air, as is often the case for some of the remote islands, such information is transmitted to the Vital Registration Technician, through the inter-island radio system. He records the information on the proper vital statistics form and prepares copies for distribution to the appropriate officials and/or offices. A copy is always retained in the office of the Vital Registration Technician, Majuro. The forms currently in use are shown at Annexes 2-6.

Reporting of Births

The following persons, in the order named, are responsible for reporting births and providing all the facts surrounding the events to the Ministry of Health Services, or to the reporting agent in the nearest local reporting area within one week after the date of occurrence of such event: (a) the attendant who delivered the baby; (b) the father of the baby; (c) the mother of the baby; (d) any other person having knowledge of the fact of the birth.

The reporting agent is required to complete a report of birth and transmit it to the Ministry of Health, for appropriate action as mentioned above. A certificate of live birth can be filed without the name of the child. The name may be added at a later date by the Clerk of Courts.

Reporting of Deaths

The following persons, in the order named, are to report a death to the Ministry of Health, or to the reporting agent in the nearest local reporting area within one week after the date of occurrence of the event, providing the nature and cause of death: (a) the physician who attended the deceased during his last illness; (b) in case of death without medical attendance, the nurse or health assistant who visited the deceased during his last illness or who had knowledge of the death; (c) the next of kin of the deceased; (d) any person having knowledge of the death.

The reporting agent is responsible for completing a report of death and transmitting it to the Ministry of Health. The vital registration technician, in turn, provides the appropriate officials and/or offices with copies of properly completed certificates of death.

A medical certificate of cause of death is required when a death was attended by a physician. Such a certificate must be completed and signed by the physician, as attendant, only when the physician attended the deceased during his last illness. Where a death without medical attendance has occurred, the physician is also required to complete and sign the certificate as "investigated" or "reviewed" official report of the death when (a) he had attended the deceased during the course of the condition which terminated in his last illness so that he considered

his knowledge of the cause of death to be reliable enough for certification; or (b) a death from injury has been investigated and the physician feels his opinion of the cause of death is reliable enough for certification.

In each case of death from injury, the Secretary of Health must state, when practicable, whether the death was due or probably due to an accident, suicide or homicide. For reported deaths where a physician had never attended the patient, or there was a long interval since the physician last saw the deceased as a patient, the cause of death is recorded as "unknown" on the medical certificate.

Reporting of Foetal Deaths

The following persons, listed in the order named, have the responsibility for reporting a foetal death, together with the facts required by the Ministry of Health Services, or to the reporting agent in the nearest local reporting area within one week after the date of the event: (a) the attendant who delivered the dead foetus; (b) the father; (c) the mother; (d) any person having knowledge of the foetal death.

The reporting agent is required to complete a report of foetal death and send it to the Ministry of Health in the same manner as for other deaths, for similar further action.

Presumed Deaths Due to Absence or Disappearance

According to the regulations which govern the present Social Security System in the Republic of the Marshall Islands, declaration of death for any person who is lost or disappeared and presumed dead, is withheld until the dead body is found, and if no body is found, until after five years have elapsed.

However, the court may be petitioned for a hearing, by any party or parties concerned, for the purpose of establishing that a person should be declared dead because of his absence or disappearance and where no death certificate has been issued and no dead body had been found. The person who has been lost or has disappeared may be declared death by the court if it can be established, beyond all reasonable doubts, that such a person was in some particular circumstances, or had encountered some special peril, or was within the immediate range of some impending great danger, and when, after a diligent search had been conducted, no body was found, or when a set of facts clearly indicated probable death.

Completion of Certificates

The basic requirement for all certificates of birth, death, and foetal death is that they should be as accurate and complete as possible. All entries must be written in ink, or typewritten and that each certificate must be properly signed by the responsible person or persons.

A certificate is considered incomplete and is unacceptable if: (a) it neither provides the necessary answers to any items, nor gives adequate explanation for any omission; (b) the information is prepared on an improper

form; (c) it contains obvious inaccuracies and inconsistent information; and (d) it does not bear the appropriate signature or signatures.

Authority over matters such as Marriage, Divorce and Adoption

Title 39, Section 53, of the Turst Territory Code gives the courts at both the national and local levels the authority to grant marriages, divorces, and adoptions by the issuance of licenses or certificates to provide evidence and make such acts legal and binding. The courts can also declare annulment of any marriage, divorce or adoption.

The Clerk of Courts has the responsibility for certifying and keeping records of all marriages, divorces, and adoptions which are legally sanctioned by the courts. However, there are many marriages and divorces which are not granted and certified by the courts, but are still recognized and accepted under Marshallese customary laws. It is estimated that over 50 per cent of all the marriages in the Marshall Islands are in this category.

Compilation and Statistical Processing

The Ministry of Health Services, through the Secretary, has the primary responsibility for the collection and maintenance of vital statistics in the Marshall Islands. The Secretary of Health Services is, by law, the key person in the registration of births, deaths, and foetal deaths. He is responsible for seeing that a certificate is filed for each of these events which occurs in the Republic, as well as for ensuring that original copies of certificates are transmitted promptly and filed with the Clerk of Courts, and that another copy is also sent to the Headquarters Office of Public Health. The third copy is retained in the Office of Vital Statistics. Such functions are carried out by the Secretary through the Vital Registration Technician who is a member of his staff. Specifically, the Vital Registration Technician has the following duties and functions: (1) collecting and keeping complete records on births, deaths, and foetal deaths; (2) preparing and distributing vital statistics forms to be completed by reporting agents, and providing helpful instructions on how to fill such forms; (3) checking returned forms for accuracy and completeness, and contacting reporting agents concerned for incomplete or missing data; (4) providing the Clerk of Courts with copies of certificates; and (5) forwarding copies of all completed forms to the Office of Public Health Headquarters.

Although the Vital Registration Technician sometimes compiles and summarizes the vital data he gathers for use by the Ministry of Health for planning purposes, the ultimate responsibility for compiling, tabulating and analyzing the vital data still lies with TTPI Public Health Statistician who incorporates all the data received from the various governments into an annual report for the entire Trust Territory. This important function will eventually be assumed by each of the newly emerging island nations within the present Trust Territory of the Pacific Islands.

Effectiveness of the Civil Registration System

The existing civil registration system can be made more effective through the enactment of a new legislation which would make the reporting and registration of every birth and death compulsory, and prescribe penalties for non-registration. Such legal requirements would guarantee full registration coverage of the entire Marshalls' population. The under reporting of births and deaths occurring in the Marshalls, at present is the result of the ineffectiveness of the present Vital Statistics regulations.

The new law would put the burden on the parents by requiring them to register every live birth, and report every death or foetal death within a specified time rather than to wait to be registered or be contacted for information by personnel in the Ministry of Health. It would require the midwives, who now perform many deliveries, to report every live birth and every foetal death, or be held liable for non-compliance.

The registration of marriages, divorces, and adoptions is also ineffective owing to the cultural beliefs and customs which greatly impede our efforts in the collection and maintenance of data concerning not only marriages and divorces, but also births, deaths and foetal deaths.

Finally, a new law established to make provisions for an effective system of collecting, maintaining, and publishing all types of statistical data would certainly give such an essential function its legal status and the financial backing it really deserves.

Special Problems

Given the geography of the Marshall Islands, the most obvious problems which interfere with the operation of gathering complete and accurate vital statistics regularly and on time, are time and geographical dispersion. The islands are widely scattered and to reach any one of them, one must travel either by a boat or plane which are, at present, quite irregular and unreliable, thus causing frequent delays in reporting data. When time and dispersion are considered, the tremendous costs involved in carrying out such an undertaking as collecting statistical data can be readily understood.

Another problem is the difficulty and/or confusion involved in maintaining and updating statistical data already on file with the Ministry of Health. This is due to the fact that many Marshallese often change the spelling of their names, and in some instances, even change their names completely by petitioning the Court for an order. A lack of understanding of the importance of providing information on births, deaths and other important data on the part of many people in the remote areas makes the task of the Vital Registration Technician more difficult. Without any penalties to ensure compliance with existing regulations, people tend to be ignorant and indifferent with regard to providing vital information.

Future Plans

All the work that goes into gathering, organizing and preparing statistical data can be considered worthwhile only if such information is used by the intended users. On the other hand, the data are useful only in so far as they are complete and accurate as to present the true picture of the existing situation. Therefore, future efforts will address the problems of improving the quality and standards of statistical data gathered and reported by providing training for all health assistants (who are designated

reporting agents in the field) in the use of vital statistics, and medical records forms.

Attempts will be made toward improving the co-ordination of data gathering among various ministries within the government to ensure full utilization of staff expertise, and allow for mutual sharing of statistical information. As funds become available in the future, request will be made for an additional staff member for the vital statistics office in Majuro. Funding for ongoing staff development and training will also be sought from the government.

Annex 1

DEPARTMENT OF HEALTH SERVICES
DISPENSARIES AND ATOLLS

Current number of Dispensaries by Atoll in the Marshall Islands.

ATOLLS AND DISPENSARIES

1. AILINGLAPLAP ATOLL
 1. Airok Is. Disp.
 2. Buoj Is. Disp.
 3. Jeh Is. Disp.
 4. Woja Is. Disp.
2. AILUK ATOLL
 5. Ailuk Is. Disp.
 6. Enejelar Is. Disp.
3. ARNO ATOLL
 7. Arno Is. Disp.
 8. Dodo Is. Disp.
 9. Ine Is. Disp.
 10. Lonar Is. Disp.
 11. Malel Is. Disp.
 12. Pikarej Is. Disp.
 13. Tinak Is. Disp.
 14. Ulien Is. Disp.
4. AUR ATOLL
 15. Aur Is. Disp.
 16. Tabal Is. Disp.
5. EBON ATOLL
 17. Ebon Is. Disp.
 18. Toka Is. Disp.
 19. Enekoion Is. Disp.
6. ENIWETOK ATOLL
 20. Eniwetok Is. Disp.
 21. Jebtan Is. Disp.
 22. Medren Is. Disp.
7. JABAT ISLAND
 23. Jabat Is. Disp.
8. JALUIT ATOLL
 24. Imej Is. Disp.
 25. Imuroj Is. Disp.
 26. Jabwor Is. Disp.
 27. Jaluit Is. Disp.
 28. Majurirok Is. Disp.
 29. Mejetto Is. Disp.
 30. Narmij Is. Disp.
9. KILI ISLAND
 31. Kili Is. Disp.
10. KWAJALEIN ATOLL
 32. Ebadon Is. Disp.
 33. Santo Is. Disp.
11. LAE ATOLL
 34. Lae Is. Disp.
12. LIB ISLAND
 35. Lib Is. Disp.

ATOLLS AND DISPENSARIES

13. LIKIEP ATOLL
 36. Jebal Is. Disp.
 37. Likiep Is. Disp.
 38. Liklal Is. Disp.
 39. Melang Is. Disp.
14. MAJURO ATOLL
 40. Ajeltake Village Disp.
 41. Laura Village Disp.
 42. Rongrong Is. Disp.
15. MALOELAP ATOLL
 43. Airok Is. Disp.
 44. Jang Is. Disp.
 45. Kaven Is. Disp.
 46. Ollet Is. Disp.
 47. Tarwa Is. Disp.
16. MEJIT ISLAND
 48. Mejit Is. Disp.
17. MILI ATOLL
 49. Enejet Is. Disp.
 50. Lukunor Is. Disp.
 51. Mili Is. Disp.
 52. Nallu Is. Disp.
 53. Tokewa Is. Disp.
18. NAMU ATOLL
 54. Loen Is. Disp.
 55. Mae Is. Disp.
 56. Majkin Is. Disp.
 57. Namu Is. Disp.
19. NAMORIK ATOLL
 58. Namorik Is. Disp.
20. RONGELAP ATOLL
 59. Rongelap Is. Disp.
21. UJAE ATOLL
 60. Ujae Is. Disp.
22. UJELANG ATOLL
 61. Ujelang Is. Disp.
23. UTERIK ATOLL
 62. Uterik Is. Disp.
24. WOTHO ATOLL
 63. Wotho Is. Disp.
25. WOTJE ATOLL
 64. Ormej Is. Disp.
 65. Wotje Is. Disp.

Annex 2
 CERTIFICATE OF LIVE BIRTH
 TRUST TERRITORY OF THE PACIFIC ISLANDS

TYPE OR PRINT IN
 PERMANENT INK
 SEE HANDBOOK FOR
 INSTRUCTIONS

REGISTRATION DISTRICT AND FILE NO. _____

CHILD - NAME	FIRST	MIDDLE	LAST	DATE FIRST NAME ADDED BY CLERK OF COURTS BY:
1. DATE OF BIRTH (MONTH, DAY, YEAR):	SEX	THIS BIRTH - SINGLE, TWIN, TRIPLET, ETC. (SPECIFY)	IF NOT SINGLE - BORN FIRST, SECOND, THIRD, ETC. (SPECIFY)	TRUST TERRITORY DISTRICT OF BIRTH
2. ATOLL OR ISLAND GROUP OF BIRTH	3.	4a.	4b.	5a.
5b. MOTHER - MAIDEN NAME	FIRST	MIDDLE	LAST	HOSPITAL OR DISPENSARY - NAME (IF NOT IN EITHER, GIVE VILLAGE, MUNICIPALITY, ISLAND)
6. RESIDENCE - TRUST TERRITORY DISTRICT	FIRST	MIDDLE	LAST	AGE (AT TIME OF THIS BIRTH)
7a. FATHER - NAME	FIRST	MIDDLE	LAST	TRUST TERRITORY DISTRICT OF BIRTH (IF NOT TT, NAME COUNTRY)
7b.	7c.	7d.	7e.	6c.
8. INFORMANT	RELATION TO CHILD			TRUST TERRITORY DISTRICT OF BIRTH (IF NOT TT, NAME COUNTRY)
9.	9b.			8c.
10. CERTIFY THAT THE ABOVE NAMED CHILD WAS BORN ALIVE AT THE PLACE AND ON THE DATE SPECIFIED ABOVE	9c.			DATE INFORMATION WAS GIVEN
10a. CERTIFIER - NAME (TYPE OR PRINT)	10b.			9c.
10c.	10d.			DATE SIGNED (MONTH, DAY, YEAR)
11. I CERTIFY THAT I REVIEWED THIS CERTIFICATE FOR COMPLETENESS AND ACCURACY	SIGNATURE OF DISTRICT DIRECTOR OF HEALTH SERVICES OR AUTHORIZED DEPUTY			DATE SIGNED (MONTH, DAY, YEAR)
12a. NAME OF CLERK OF COURTS	11a.			11b.
12b.	12c.			DATE RECEIVED BY CLERK OF COURTS (MONTH, DAY, YEAR)
13. PREVIOUS DELIVERIES - HOW MANY OTHER CHILDREN WERE BORN ALIVE - NOW DEAD AT ANY TIME AFTER CONCEPTION?	13a.			DATE OF LAST FETAL DEATH (MONTH, DAY, YEAR)
13b.	13c.			14b.
14. LENGTH OF PREGNANCY (COMPLETED WEEKS)	14a.			14c.
15. COMPLICATIONS NOT RELATED TO PREGNANCY (DESCRIBE OR WRITE "NONE")	15.			14d.
16. BIRTH INJURIES TO CHILD (DESCRIBE OR WRITE "NONE")	16.			14e.
17. CONGENITAL MALFORMATIONS OR ANOMALIES OF CHILD (DESCRIBE OR WRITE "NONE")	17.			14f.
18.	18.			14g.
19.	19.			14h.
20.	20.			14i.

CERTIFICATE OF DEATH
TRUST TERRITORY OF THE PACIFIC ISLANDS

TYPE OR PRINT IN
PERMANENT INK
SEE HANDBOOK FOR
INSTRUCTIONS

DECEASED - NAME		FIRST	MIDDLE	LAST	SEX	REGISTRATION DISTRICT AND FILE NO.	
1. AGE - LAST BIRTHDAY (YEARS)		UNDER 1 YEAR DAYS		DATE OF BIRTH (MONTH, DAY, YEAR)		3. TRUST TERRITORY DISTRICT OF DEATH	
4a. ATOLL OR ISLAND GROUP OF DEATH		4c. UNDER 1 DAY (CHECK) <input type="checkbox"/>		5. DATE OF BIRTH (MONTH, DAY, YEAR)		6a. HOSPITAL OR DISPENSARY - NAME (IF NOT IN EITHER, GIVE VILLAGE, MUNICIPALITY, ISLAND)	
6b. DISTRICT AND ISLAND OF BIRTH (IF NOT IT, NAME COUNTRY)		8. CITIZEN OF WHAT COUNTRY		9. MARRIED, NEVER MARRIED, WIDOWED, DIVORCED (SPECIFY)		6d. HOSPITAL UNIT RECORD NUMBER	
7. SOCIAL SECURITY NUMBER		12a. USUAL OCCUPATION (GIVE KIND OF WORK DONE DURING MOST OF WORKING LIFE, EVEN IF RETIRED)		10. SURVIVING SPOUSE (IF WIFE, GIVE MAIDEN NAME)			
11. RESIDENCE - TRUST TERRITORY DISTRICT		13a. ATOLL OR ISLAND GROUP		12b. VILLAGE OR HAMLET, MUNICIPALITY, ISLAND			
13a. FATHER - NAME		FIRST	MIDDLE	LAST	13c. MOTHER - MAIDEN NAME		LAST
14. INFORMANT - NAME		ADDRESS		15.		DATE INFORMATION WAS GIVEN	
16a.		16b.		16c.		APPROXIMATE INTERVAL BETWEEN ONSET AND DEATH	
17. PART I. DEATH WAS CAUSED BY: (ENTER ONLY ONE CAUSE PER LINE FOR (a), (b) AND (c))							
IMMEDIATE CAUSE							
(a) DUE TO, OR AS A CONSEQUENCE OF:							
(b) DUE TO, OR AS A CONSEQUENCE OF:							
(c) DUE TO, OR AS A CONSEQUENCE OF:							
PART II. OTHER SIGNIFICANT CONDITIONS: CONDITIONS CONTRIBUTING TO DEATH BUT NOT RELATED TO CAUSE GIVEN IN PART I (a)							
18. AUTOPSY (YES OR NO)		SIGNATURE		DATE SIGNED (MONTH, DAY, YEAR)			
19a. CERTIFY THAT I ATTENDED THE DECEASED AND THAT DEATH OCCURRED ON THE DATE AND TO THE BEST OF MY KNOWLEDGE FROM THE CAUSES SHOWN		19b. NAME OF PHYSICIAN		19c. SIGNATURE		19d. DATE SIGNED (MONTH, DAY, YEAR)	
20a. OFFICIAL REPORT AND FINDINGS OF INVESTIGATION WHERE APPLICABLE WERE REVIEWED BY		20b. NAME OF PHYSICIAN		20c. SIGNATURE		20d. DATE SIGNED (MONTH, DAY, YEAR)	
21a. ACCIDENT, SUICIDE, HOMICIDE, OR UNDETERMINED (SPECIFY)		21b. DATE OF INJURY (MONTH, DAY, YEAR)		21c. HOW INJURY OCCURRED (ENTER NATURE OF INJURY IN PART I OR PART II, ITEM 17)			
21d. INJURY AT WORK (YES OR NO)		21e. PLACE OF INJURY: HOME, FARM, ROAD, DOCK, ETC.		21f. LOCATION (VILLAGE, HAMLET, ETC.)			
22a. I CERTIFY THAT I HAVE REVIEWED THIS CERTIFICATE FOR COMPLETENESS AND ACCURACY (I HAVE ADDED INFORMATION ON INJURY WHEN APPLICABLE)		22b. SIGNATURE		22c. SIGNATURE DISTRICT DIRECTOR OF HEALTH SERVICES OR AUTHORIZED DEPUTY (DEGREE OR TITLE)		22d. DATE SIGNED (MONTH, DAY, YEAR)	
23a. NAME OF CLERK OF COURTS		23b. SIGNATURE		23c. DATE RECEIVED BY CLERK OF COURTS (MONTH, DAY, YEAR)			
23d.		23e.		23f.			

DEPARTMENT OF HEALTH SERVICES

CERTIFICATE OF FETAL DEATH
TRUST TERRITORY OF THE PACIFIC ISLANDS

TYPE OR PRINT IN
PERMANENT INK
SEE HANDBOOK FOR
INSTRUCTIONS

REGISTRATION DISTRICT AND FILE NO. _____

FETUS - NAME		FIRST		MIDDLE		LAST		DATE OF DELIVERY (MONTH, DAY, YEAR)	
1.	SEX	THIS DELIVERY - SINGLE, TWIN, TRIPLET, ETC. (SPECIFY)		IF NOT SINGLE - BORN FIRST, SECOND, THIRD, ETC. (SPECIFY)		TRUST TERRITORY DISTRICT OF DELIVERY		2.	
3.	ATOLL OR ISLAND GROUP OF DELIVERY	4a.		4b.		5a.		HOSPITAL OR DISPENSARY - NAME (IF NOT IN EITHER, GIVE VILLAGE, MUNICIPALITY, ISLAND)	
5b.	MOTHER - MAIDEN NAME	FIRST		MIDDLE		LAST		5c.	
6a.	RESIDENCE - TRUST TERRITORY DISTRICT	7a.		7b.		7c.		VILLAGE OR HAWLEET, MUNICIPALITY, ISLAND	
8a.	FATHER - NAME	FIRST		MIDDLE		LAST		8b.	
8c.	INFORMANT	9.		10.		11.		12.	
I CERTIFY THAT THIS DELIVERY OCCURRED ON THE DATE STATED ABOVE AND THAT THE FETUS WAS BORN DEAD									
11a.		SIGNATURE		11b.		ATTENDANT - PHYSICIAN, GRADUATE NURSE, HEALTH AIDE, MIDWIFE (SPECIFY)		11c.	
11d.		I CERTIFY THAT I REVIEWED THIS CERTIFICATE FOR COMPLETENESS AND ACCURACY		11e.		SIGNATURE OF DISTRICT DIRECTOR OF HEALTH SERVICES OR AUTHORIZED DEPUTY		11f.	
12a.		NAME OF CLERK OF COURTS		12b.		SIGNATURE		12c.	
13a.		PREVIOUS DELIVERIES - HOW MANY OTHER CHILDREN WERE BORN ALIVE - NOW DEAD		13b.		DATE RECEIVED BY CLERK OF COURTS (MONTH, DAY, YEAR)		13c.	
14a.		LENGTH OF PREGNANCY (COMPLETED WEEKS)		14b.		DATE OF LAST LIVE BIRTH (MONTH, DAY, YEAR)		14c.	
15a.		BIRTH WEIGHT		15b.		DATE OF LAST FETAL DEATH (MONTH, DAY, YEAR)		15c.	
16.		COMPLICATIONS NOT RELATED TO PREGNANCY (DESCRIBE OR WRITE "NONE")		16.		COMPLICATIONS RELATED TO PREGNANCY (DESCRIBE OR WRITE "NONE")		17.	
18.		BIRTH INJURIES TO FETUS (DESCRIBE OR WRITE "NONE")		19.		COMPLICATIONS OF LABOR (DESCRIBE OR WRITE "NONE")		20.	
21.		CONGENITAL MALFORMATIONS OR ANOMALIES OF FETUS (DESCRIBE OR WRITE "NONE")		22.		21.		22.	

1969 REVISION DEPARTMENT OF HEALTH SERVICES

Annex 5

REPUBLIC OF THE MARSHALL ISLANDS
CERTIFICATE OF MARRIAGE
PERFORMED BY DULY AUTHORIZED PERSON

FOR CLERK OF COURTS
MARRIAGE FILE NO. _____

WHERE BOTH PARTIES ARE CITIZENS OF THE REPUBLIC

		A. HUSBAND	B. WIFE
1.	NAME		
2.	PRESENT USUAL RESIDENCE VILLAGE, MUNICIPALITY ISLAND, AND ATOLL OR ISLAND GROUP		
3.	HOME VILLAGE, MUNICIPALITY ISLAND, AND ATOLL OR ISLAND GROUP		
4.	DATE OF BIRTH AND AGE	AGE	AGE
5.	PLACE OF BIRTH VILLAGE, MUNICIPALITY ISLAND, AND ATOLL OR ISLAND GROUP		
6.	PLACE OF MARRIAGE DATE OF MARRIAGE	PLACE OF MARRIAGE	DATE OF MARRIAGE
7.	SIGNATURES OF HUSBAND AND WIFE	SIGNATURE OF HUSBAND	SIGNATURE OF WIFE
8.	SIGNATURES OF WITNESSES	SIGNATURE OF WITNESS (2)	SIGNATURE OF WITNESS (2)
9.	PERSON WHO PERFORMED MARRIAGE CEREMONY	SIGNATURE OF PERSON WHO PERFORMED CEREMONY	TITLE
10.	CLERK OF COURTS	DATE RECEIVED	SIGNATURE OF CLERK OF COURTS

REPUBLIC OF THE MARSHALL ISLANDS
**APPLICATION FOR MARRIAGE LICENSE
 AND
 RECORD OF MARRIAGE**

FOR CLERK OF COURTS
 Marriage File No.

WHERE ONE OR BOTH PARTIES ARE NON-CITIZENS OF THE MARSHALL ISLANDS

I. APPLICATION		A. M A L E		B. F E M A L E	
1. NAME (Full Name)					
PRESENT RESIDENCE <i>Village, Municipality or Residence</i>	PRESENT USUAL RESIDENCE, EVEN IF TEMPORARY		PRESENT USUAL RESIDENCE, EVEN IF TEMPORARY		
2. ATOLL OR ISLAND GROUP	ATOLL OR ISLAND GROUP		ATOLL OR ISLAND GROUP		
HOME OR PERMANENT RESIDENCE <i>Village, Municipality or Island Or City and State or Nation</i>	PERMANENT RESIDENCE		PERMANENT RESIDENCE		
3. ATOLL OR ISLAND GROUP OR COUNTRY	ATOLL OR ISLAND GROUP OR COUNTRY		ATOLL OR ISLAND GROUP OR COUNTRY		
4. RACE AND CITIZENSHIP	RACE	CITIZEN OF WHAT COUNTRY	RACE	CITIZEN OF WHAT COUNTRY	
5. DATE OF BIRTH AND AGE	DATE OF BIRTH	AGE	DATE OF BIRTH	AGE	
PLACE OF BIRTH <i>Village, Municipality or Island Or City and State or Nation</i>	PLACE OF BIRTH		PLACE OF BIRTH		
6. ATOLL OR ISLAND GROUP OR COUNTRY	ATOLL OR ISLAND GROUP OR COUNTRY		ATOLL OR ISLAND GROUP OR COUNTRY		
7. OCCUPATION					
8. PRIOR MARRIAGES NUMBER AND HOW TERMINATED	HOW TERMINATED	NUMBER OF PRIOR MARRIAGES*	HOW TERMINATED	NUMBER OF PRIOR MARRIAGES*	
	(1) <input type="checkbox"/> DEATH	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> ANNULMENT	(1) <input type="checkbox"/> DEATH	<input type="checkbox"/> ANNULMENT
	(2) <input type="checkbox"/> DEATH	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> ANNULMENT	(2) <input type="checkbox"/> DEATH	<input type="checkbox"/> ANNULMENT
	(3) <input type="checkbox"/> DEATH	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> ANNULMENT	(3) <input type="checkbox"/> DEATH	<input type="checkbox"/> ANNULMENT
9. DATE AND SIGNATURE OF APPLICANT	DATE	SIGNATURE OF MALE	DATE	SIGNATURE OF FEMALE	
10. APPLICATION GRANTED	DATE APPLICATION GRANTED		Signature, Chief Secretary		
II. RECORD OF MARRIAGE					
1. DATE AND PLACE OF MARRIAGE	1. DATE OF MARRIAGE		2. PLACE OF MARRIAGE		
2. SIGNATURES OF HUSBAND AND WIFE	3. SIGNATURE OF HUSBAND		4. SIGNATURE OF WIFE		
3. SIGNATURES OF WITNESSES	5. WITNESS (1)		6. WITNESS (2)		
CERTIFICATION OF PERSON WHO PERFORMED WEDDING CEREMONY	SIGNATURE		TITLE		
5. CLERK OF COURTS	8. DATE RECEIVED**		9. SIGNATURE OF CLERK OF COURTS**		

* If either party had more than three prior marriages, show on the back of this form how each after the first three was ended.

**Item 11 a and b to be completed only on copy filed with Clerk of Courts.

CHAPTER 19

NEW ZEALAND

Civil Registration and Vital Statistics System

The population of New Zealand as of March 1981 (last Census date) was 3,175,737. Births numbered 51,636, deaths 25,378 and marriages 25,272 for the year ended 31 December 1984. The following paragraph describe the system of Civil Registration and Vital Statistics as it exists currently in New Zealand.

Agency

The Office of the Registrar General of Births, Deaths and Marriages, located in the Department of Justice is responsible for the registration of births including still births, deaths and marriages in the Country – the Department of Statistics produces vital statistics from this source.

There are 205 Registration Offices located throughout New Zealand. In small centres the Post Office serves as the Registration Office.

Registration Process

Registration is a continuous process. The statistics are, however, published on a quarterly and annual basis.

Births

Under the provisions of the Births and Deaths Registration Act 1951, the father and mother of any child born in New Zealand (or, in the case of the death, absence or inability of the father and mother, the occupier of the premises in which the child is born) is responsible for informing the Registrar of certain particulars required to be registered concerning the birth of the child. The Hospital or the midwife in attendance at the birth notify the Registrar nearest to the place of birth, the mother's name and address and details of the birth. The Registrar sends a notice to the parents advising them of their obligation to register the birth within two months. Parent(s) visit the Registration Office and fill the Birth Registration Form, No. RG27.

The Department of Statistics is responsible for processing and publishing Birth statistics derived from the Department of Justice's Registration form. Every month each Registration Office forwards to the Dunedin Office of the Department of Statistics a copy of the forms, consecutively numbered, for all births registered that month.

Information given on the RG27 form consists of the Registration Office in which the birth was registered, the child's name, sex, birth weight, gestation period, the type of birth (single, multiple, live or still), the date and place of birth, father's (if known for ex-nuptials) and mother's

name, occupation, ethnic origin, date of birth, and place of birth, nuptiality, if married, date and place of marriage, number of previous issues and dates of birth, the residence of the mother, and registration period. (Data on birth weight and gestation period are supplied to the Registrar by the hospital or midwife attending the birth.) These information are coded except for the names of the parents' and if applicable, the place of marriage. Data are aggregated quarterly and annually. The births covered by a year's statistics are those registered during the year.

Non-Response procedures: The parents of every child born in New Zealand are entitled to a family benefit for children up to the age of 16, payable at the rate of \$6.00 per week per child. Depending on parents' income, family care benefit of up to \$10.00 per week for each child is also payable. To apply for these benefits evidence of the child's birth is required, consequently birth registrations are considered to be at least 99 per cent complete.

Although not technically 'Non Response', there are often gaps in the information received from the Registration Offices. Shortly after receipt, the forms may have to be reviewed with the appropriate Registration Office because of missing forms or incomplete information received. Details frequently missed or inadequately notified include: birth weight, length of gestation, especially for still births, place of birth in detail, marriage date, and ethnic origins of parents.

Deaths

Under the provisions of the Births and Deaths Registration Act, 1951, every death occurring in New Zealand must be recorded and the Registrar notified. The Death Registration form, RG 28, is prescribed in the first schedule to the Act. Usually the funeral director completes the Registration form which is then forwarded to the nearest Registry.

The Department of Statistics is responsible for processing and publishing death statistics derived from the Department of Justice's RG 28 form. Each Registration Office forwards to Dunedin Office of the Department of Statistics a copy of all Death Registration forms, consecutively numbered as and when the deaths are registered.

Information coded from the form consist of: The Registration Office at which the death was registered, date and place of death, sex of the deceased, date of birth, place of birth, marital status, domicile location, length of residence in New Zealand, usual occupation, whether

retired, father's and mother's ethnic origin, whether the deceased was buried or cremated, and the registration period.

Further information are also coded for infant death, i.e. deaths of children under 12 months of age. The Death Registration form is matched with the Birth Registration form, if possible and certain birth details are noted: the entry number, the registration office, the year of registration, the date of birth of the mother, and the number of previous children born to the mother.

Non-Response procedures: As in the case of births, there are often gaps in the information received from the Registration Offices. Shortly after receipt, the forms may have to be reviewed with the appropriate registration office because of missing forms or incomplete information. Details frequently missed or inadequately notified relate to: date of death, place of death, and whether deceased was buried or cremated.

These variables are the only ones queried as they are known, whereas all other personal information may not be available from any source, e.g. parents' ethnic origin.

Marriages

Under the provisions of the Marriage Act 1955, every person legally marrying in New Zealand must, at the time of marriage, sign a Marriage Certificate containing particulars of both parties to the marriage. Within ten days of completion form No. RG45, the "Copy of particulars of marriage" form is sent to the Registrar-General. The licence number and Registry code are then entered from the Department of Justice's records.

The Department of Statistics processes and publishes Marriages statistics. All Marriage certificates received by the Registrar-General are photocopied by Department of Statistics staff and are forwarded to the Dunedin Office. Coded information consists of the bride and bridegroom's date of birth, country of birth, occupation, marital status,

duration of widow(er)hood or divorce (if applicable), and the bridegroom's usual residence. Details of the marriage include the date, the Registration District, the Statistical Area, and the denomination of the officiating Minister. The certificate also records whether the marriage was performed by a Registrar or Marriage Celebrant.

Non-Response procedures: There are no major problems with this collection. Occasionally the consecutively numbered certificates are received with a number missing, and this must be queried. However, no queries are ever referred back to the Registrar in connection with missing information. The forms are usually completed and if the date of marriage is missing it can be determined by the dates of the marriages on the certificates adjacent to the relevant form.

Processing of Data

The following procedures are adopted in processing and publication of vital statistics.

Confidentiality

The details of names or individual addresses are not stored or held on computer tapes. Source documents are destroyed after processing for the year is finalized.

Processing

Information is coded onto coding sheets. The coding sheets are batched and sent to Input Preparation Section where the unit records are keyed to magnetic tape and then transferred to the master file.

Publications

Basic data are published quarterly in Information Releases and in the Monthly Abstract of Statistics. In addition more detailed statistics are published annually in the Vital Statistics Annual Volume, New Zealand Official Yearbook and *ad hoc* requests can be obtained directly from the Vital Statistics Survey Section.

CHAPTER 20

NEPAL

Civil Registration and Vital Statistics System

History

In the early sixties, Central Bureau of Statistics initiated a Vital Registration Project in a few Panchayats on an experimental basis. This project was assumed to be ineffective because it could not cover the expected number of events within a short span of time and was dropped completely.

After the initiation of Panchayat System in Nepal, the Village Panchayat at the grassroot level was made responsible for registration of vital events within its area. In order to facilitate this task the village Panchayat Law was enacted for the first time in 1962. However, registration of vital events by the Village Panchayat could not be successfully implemented due to various reasons.

The Family Planning and Maternal Child Health Project (FP/MCH) launched a four-year vital registration project, in 1977, in Banke and Nuwakot districts to evaluate the family planning program. In the first year the results were found to be poor. In the second and third years the coverage began to improve to acceptable limits. Then in the fourth and final year the coverage of the vital events dropped significantly due to poor supervision.

The policy makers felt that special efforts were needed for developing a continuous and reliable demographic data source. With a view to meet the statistical as well as the legal requirements a Vital Registration System was again initiated in Nepal in 1977 with assistance from UNFPA.

Organization of the Vital Registration System

The Civil Registration and Vital Statistics Office, under the charge of a Registrar was established in Kathmandu, in the Ministry of Home and Panchayat for implementing the Vital Registration System.

The vital registration system was introduced progressively in 40 densely populated districts during 1977-1981 as shown in table 1.

The country is divided into 75 districts, in terms of population these 40 districts account for two-thirds of Nepal's population.

A small vital registration unit is attached to the district office in each of the 40 districts. This district vital registration unit is responsible for vital registration in the respective district. It obtains information and

Table 1. Year-wise number of districts in which vital registration system was introduced, 1977-1981

<i>Year</i>	<i>No. of Districts</i>
1977	10
1978	7
1979	8
1980	9
1981	6
Total	40

schedules from the Civil Registration and Vital Statistics Office, from the centre and distributes them to the Village Panchayats. It also collects registered forms from the local registrars and despatches them to the office of the Registrar at the centre.

The village secretary is designated as the local registrar. He is responsible for registering vital events that occur within his village and of despatching the filled-in forms to the respective district vital registration unit, for onward transmission to the Central Office.

With the bifurcation of the Ministry of Home and Panchayat recently into two, namely: Home Ministry and Panchayat and Local Development Ministry, the Vital Registration Office continues to function under the Home Ministry. But the local registrar's who are the Village Panchayat Secretaries are under the control of the Panchayat and Local Development Ministry.

Registrars at the District and Panchayat levels

A total of 2,445 local registrars are currently functioning in the 40 districts where vital registration system has been launched. Of these 2,417 belong to Village Panchayat and 28 to Town Panchayats. Each of the district vital registration unit has two staff members who collect and despatch the registered forms to the centre and distribute the blank forms to the respective local registrars. The Central Vital Registration Office at Kathmandu is manned by 32 persons at different levels.

Performance of Vital Registration System

In spite of the fact that registering vital events (i.e. birth, death) is a new practice in the Nepalese society, a remarkable number of births, deaths and marriages were registered in various years as shown in table 2 below:

Table 2. Number of vital events registered, 1978-1984

Year	Number of events registered			
	Births	Deaths	Marriages	Total
1978	36 310	6 643	4 169	47 122
1979	36 876	10 511	3 860	51 247
1980	43 517	12 698	4 525	60 740
1981	54 202	17 882	8 231	80 315
1982	68 010	18 119	8 651	94 180
1983	97 778	16 071	10 346	124 195
1984	108 352	20 181	14 499	143 032

Since the progressive introduction of the civil registration system in the last of the 40 districts was completed

only by the end of 1981, the slowly rising trend from 1981 onwards points towards the growing popularity of vital registration among the people. It is hoped that this will grow in the future also.

While comparing the registered vital events with that of the population covered it was found that only 25 per cent of the expected births are registered. However looking at the district-wise figures it is observed that some of the districts have been successful in registering 50 to 80 per cent of the expected births. Rapid expansion of the system over a wide area of 40 districts in a short time had worked as an obstacle against attaining good coverage of vital events. Had this system been introduced in a few districts more emphasis could have been put within a limited area which could have enhanced coverage. Another obstacle is the lack of resources. His Majesty's Government initiated the Vital Registration System in Nepal with the assistance of UNFPA. The assistance provided by UNFPA proved to be very helpful in launching the system. Vital registration activity is a very difficult task, which needs a lot of financial involvement and a long gestation period. Hence in spite of the fact that the system has been making progress in a steady manner quite a lot remains to be done to achieve the desired goal.

CHAPTER 21

NIUE

Civil Registration and Vital Statistics System

Introduction

The Registration system now used in Niue is considered to be of relatively high standard in comparison with most countries in the Pacific region. One of the main factors contributing to this high standard is the very small population (the highest census population since the beginning of this century was 5,194 in 1966 and the lowest was 2,887 in the 1984 Mini-census), as compared to other Pacific islands.

Registration of vital statistics dates as far back as 1845 when missionaries "unofficially" recorded events of births and deaths. Fortunately, these records were later passed on to the Registrar when the Registry Office was officially established in 1916. However, the situation then lacked consistency and accuracy in the recording of details. After several amendments the 1916 Regulation was superseded by the 1962 Regulation, whereby every vital event must be reported within the week. The new Legislation of 1984 replaces the 1962 Regulation, which allows 14 days for vital events to be reported. However, this legislation has not yet come into effect.

Since 1962, an increasing number of children have been born in the Niue Hospital resulting in very few cases occurring outside the hospital. This was the turning point in the vital registration process in Niue, as the hospital provides basic information on births and deaths to the Registry office prior to the actual registration being carried out. It is the normal practice therefore to check the information supplied by the Health Authority and in addition to collect more data for inclusion in the register. Hence the registration is regularly cross-checked.

In 1965 the decision to collect the age of the mother at the time of the child's birth was made for demographic research purposes, and this practice has been continued since that date.

In the case of deaths the system of registration is quite simple in that reported deaths are not normally accepted for registration until and unless a death certificate is obtained from a health authority. It follows that on receipt of the necessary document the Registry Office checks the details before proceeding with the completion of the register. It should be pointed out however that a separate book is kept entirely for the recording of still births and here again the central Registry Office relies solely on the information provided by the Health Authority.

Registration Process

The following briefly outlines the system:

Births

Immediately after the occurrence of a birth the Health Authority supplies the Registry Office with a Birth Notification. Births that take place outside the hospital are reported independently through a welfare nurse. The Registry Office records the event and at the same time notifies the parents concerned to furnish the required information. On registration the Registry Office completes all entries in the register and issues a certificate of registration on completion of the process (see Annex I).

Deaths

Relatives of the deceased must present to the Registry Office a death certificate signed by a physician who actually attended the deceased person. The Registry Office records the event and issues the burial order, whereas still births are recorded in a special register.

Marriages

Couples intending to be married must apply to the Justice Department (Registrar of Marriages) where they are provided with forms to be filled in. The ages of the couples are checked for eligibility to marry; the legal age is 18 for males and 15 for females, but the consent of parents is needed until males and females are of ages 21 and 19 years respectively according to the 1970 Regulations. The information is recorded in the Marriage Register Book. Completed documents are duly registered.

It is interesting to note that the number of marriages conducted in the Registry Office is increasing, an indication of an increasing rate of secularization.

Cases of divorce and separation are insignificant and have straightforward procedures.

Compilation and Utilization of Vital Statistics

The recorded information is used by the Justice Department mainly for legal and administrative purposes; usually this department tabulated the information. But this practice has been changed. The Statistics Unit of the Department of Economic Development is now responsible for producing the basic statistical information according to international standard definitions. To date, the tabu-

lation of data is limited to basic requirements and the related tables are published in the Quarterly and Annual Abstracts. However, it is the intention of the Statistics Unit to widen the tabulation of data (i.e. by age of mother and by village) in order to be used in the calculation of

population estimates by age and sex for each village in the near future.

The Health Department also keep their own records for administrative purposes and reference.

Annex 1

GOVERNMENT OF NIUE
 CERTIFIED COPY OF ENTRY IN THE REGISTER BOOK OF BIRTHS
 HELD IN REGISTRY OFFICE

ENTRY NO.:

VOLUME NO.:

ISSUED NO.:

CHILD	1.	When Born	
	2.	Where Born	
	3.	Christian or First Names	
	4.	Sex	
FATHER	5.	Name and Surname	
	6.	Occupation	
	7.	Age	
	8.	Residence	
	9.	Description	
MOTHER	10.	Name and Surname	
	11.	Occupation	
	12.	Age	
	13.	Residence	
	14.	Description	
INFORMANT	15.	Signature	
	16.	Residence and Occupation	
	17.	Degree of relation to child	
CHILD	18.	Name, if added or altered after registration of birth, i.e. Deed Poll	
	19.	Date of Registration	
	20.	Signature of Registrar	

I HEREBY CERTIFY that the above is a true copy of an entry of birth in the Register kept in my office.

CAUTION: Any person who, (1) falsified any of the particulars of this certificate of (2) uses it as true, knowing it to be false, is liable to prosecution under the Niue Act 1966.

GIVEN under Seal of Registrar of Births at Alofi this day of 19...

.....
 Registrar

CHAPTER 22

PAKISTAN

Civil Registration and Vital Statistics System

History

The registration of births and deaths in the territory which now comprises Pakistan was first enforced in the urban areas under the Municipal and Cantonment Act VI of 1863, 1866 and 1867. It was subsequently extended to the rural areas in 1872 with the passing of the Punjab Laws Act IV of 1872. Under this law the village headman and chowkidar (watchman) were generally made responsible to record births and deaths occurring in their jurisdiction. However, in some parts of the rural areas the revenue officials were charged with the responsibility for maintaining record of these events.

The Chowkidar (watchman) of each village used to visit the police station of his area fortnightly for handing over the recorded information. The recorded events for all the villages were co-ordinated by the police station and passed on to the office of the District Superintendent of Police for onward transmission of the information to the District Health Officer/Civil Surgeon. The Municipalities and Cantonment Boards also forwarded the particulars of births/deaths recorded by them in urban areas to these health units. The data from all the districts were then conveyed to the Provincial Health Departments who were responsible for statistical compilation.

After the creation of Pakistan births and deaths in the country continued to be registered as before, under the legislations enacted during British rule. With the promulgation of Basic Democracies Ordinance 1959 and Municipal Ordinance 1960 registration of births and deaths was made compulsory and uniform in all rural and urban areas of Pakistan. Accordingly, in the rural areas any member of the household was required to report the vital event to the village chowkidar or direct to the Secretary of the Union Council within four days of occurrence.

The registration of marriages and divorces also commenced with the enforcement of the Muslim Family Laws Ordinance, 1961. The marriages are registered by the Nikah (marriage) Registrars right at the time when they are solemnised, and two witnesses each of the bride and groom are required to sign the marriage certificates. The registrar reports the marriages to the Municipality/Cantonment Board and to the Secretary Union Council in the urban and rural areas respectively. The divorces are effective only when the efforts of the Reconciliation Committees established under the Family Laws Ordinance failed to reconcile the differences between the husband and the spouse. All the divorces must be confirmed (realised)

by Reconciliation Committees before they are effected legally. However, the possibility that some of the divorces might be taking place without the knowledge of the Reconciliation Committees cannot be ruled out. As in the case of marriages, divorces are reported to the Union Council in rural areas and to the Municipality/Cantonment Board in the urban areas. The registration of non-Muslim marriages is done under a different set of Acts and the Deputy Commissioner is the Registrar for his district.

The recording of births and deaths continued for about 20 years under the revised set up till the Basic Democracies Order, 1959 and Municipal Ordinance, 1960 were replaced by the Local Government Ordinance, 1979. This ordinance came into force in 1978 in the provinces of Punjab, Sind and NWFP and in 1980 in Baluchistan. Under this Ordinance the births and deaths in the rural areas are registered by the Union Councils whereas in urban areas it is the responsibility of Municipal/Town Committees and Cantonment Boards. The parents or heads of the households are expected to report the occurrences of births and deaths.

The National Registration Act LVI of 1973, though notified on 28 July 1973, came into force in different areas on dates specified for each by the Federal Government. Under this Act the head of the household was made responsible to get the members of his household registered at the nearest Registration Offices. It provides for the issue of identity cards to all those individuals who attained the age of 18 years and above. The reporting of death of such persons was made compulsory. In such cases the identity card of the deceased should be surrendered by the spouse or next of kin within 60 days of the date of death. Though there was a provision for reporting births, no definite clause was included for birth reporting. Similarly there was no provision for reporting the death of those below 18 years of age. To remove such anomalies this act was amended by Act LIII of 1975 which includes specific provisions for the registration of vital events.

Administrative and Organizational Structure

The registration of births and deaths is a provincial subject (decentralized). Though several legislations were enacted from time to time in the past, the provincial governments and their affiliated local functionaries, namely Union Councils (rural) Municipality/Cantonment Board/Town Committee (urban) etc. have invariably remained responsible for the primary registration work. The Union

Council consisting of a village or group of villages covers a population of 10,000 to 15,000 persons. In urban areas the Municipal Corporations/Committees, Town Committees and Cantonment Boards have populations varying from 15,000 to 3,000,000 persons. Under the old law it was the responsibility of the Chowkidar to visit each and every household to determine the occurrences of the event for reporting the same to the Police Station whereas the new Laws have made the common man responsible to report the event.

Under the current administrative set up of the country there exists two parallel systems of vital registration: one flowing from the household to the Ministry of Health through the rural Union Councils and the urban Municipalities/Cantonment Boards; and the other from the household to the Office of the Director General of Registration through a net work of local Population Registration Offices. Though registration is compulsory in both the channels, the supervisory mechanism is poor so that the systems are virtually left to run by themselves. It is felt that the duplication and overlapping responsibility leads to statistics of poor coverage and quality.

Characteristics of the System

Civil Registration is a decentralized subject involving several government departments like the Ministry of Health, Directorate General of Registration, Federal Bureau of Statistics and the Local Bodies Administration. Under different legal frame-work enacted at different times it is obligatory on respondents defined as head of households, midwives, doctors etc., to report births and deaths to local Council functionaries. After the repeal of the Basic Democracies Order of 1959 and the Municipal Administration Ordinance, 1960, the Local Government Ordinance 1979 came into being for enforcement by the Provincial Governments.

Though the registration of births, deaths, marriages and divorces has remained compulsory the provisions of law on the subject are not being complied with effectively. This is particularly true in the case of birth and death registration. The registration process both with regard to scope and geographic coverage has deteriorated a lot during last 25 years. Both the agencies in the provinces who have to enforce the provisions of law and the public at large are responsible for it. The provincial governments have their own priorities and their usual complaint is the paucity of resources. The indifference of the local government is such that the By-Laws of the Local Government Ordinance 1979 have not so far been framed. No measures are adopted to make the public realize their obligations. A very small proportion of occurrences of births and deaths are, therefore, being reported in the rural as well as urban areas.

Under the law, births and deaths are required to be registered within 30 days of their occurrence. However, these can be registered even after the expiry of the prescribed period with a very nominal penalty. There is no fixed penalty which one has to pay for non-reporting of an event to the competent authority.

Marriages are registered when solemnised and their coverage is almost 100 per cent in urban areas whereas in rural areas the registration of marriages particularly in areas having low literacy rate is about 80 per cent. Although the coverage of marriages is quite satisfactory the data are not compiled at all. The divorces as such, though obtained under the law, became effective only when confirmed by the Reconciliation Committees. Their number, therefore, is well defined but known only to the Reconciliation Committee.

Compilation and Statistical Processing

The copies of the forms in which births and deaths are registered are required to be forwarded to District Health Officer by the Municipalities/Cantonment Boards on a weekly basis and by the Local Councils of the rural areas on a fortnightly basis. These copies are then transmitted to the Statistical Branch of the office of Director, Health Services of the respective Provinces for compilation. The data on registration of births and deaths compiled at the Provincial Level are sent by the Directors of Health Services to Director General Health, at the Centre for national level compilation. These compilations at various levels are all done manually.

Until a few years ago the Ministry of Health used to publish the final figures of birth and death by different levels, by Gazette notification, on a monthly basis. They have now stopped this practice in view of the inadequacy of receipt of information. The system of registration of births and deaths introduced by the British Government was covering more than 60 per cent of births/deaths occurring in the country. However, for want of effective monitoring and supervision the system has deteriorated drastically over time with the result that, even despite the promulgation in 1979 of the Local Governments Ordinance, reporting of the vitals has dwindled down to less than 5 per cent.

No statistical tabulations are undertaken with regard to marriages and divorces. The definitions of the various vital events broadly conform to those recommended by the United Nations in the Principles and Recommendation for the Vital Statistics System, 1973.

Evaluation and Sample Surveys

There has been no scientific evaluation of the system conducted during the past years. The state of affairs recounted in the previous paragraphs shows clearly that the data are too meagre and unreliable to merit any special evaluation study. Hence, in order to estimate, among other things, the current vital rates and other indicators for use in the evaluation of the progress and impact of the family planning programmes the Population Growth Estimation (PGE) study was undertaken in 1962-1965. This was a collaborative effort of the Federal Bureau of Statistics (then called Central Statistical Office) and the Pakistan

Institute of Development Economics, adopting by and large a dual record system with certain variations. Based on the utility of this survey a second and third series of surveys, called Population Growth Surveys, were also carried by the Federal Bureau of Statistics during 1968-1971 and 1976-1979 respectively. Some details regarding the 1976-1979 survey are presented below to give an idea of the procedures adopted in these surveys.

Population Growth Surveys: 1976-1979

A two-stage stratified sampling approach was adopted. Though a PPS¹ selection was adopted in the rural areas for the selection of at least two Primary Sample Units (PSUs), from each rural stratum, from each urban stratum (or sub-stratum), simple random selection with equal probability and without replacement was utilized. The secondary sampling unit consisted of 50 contiguous households all of which were canvassed in the sample. The total

sample size consisted of 26,000 households or approximately 155,000 persons.

After the initial base line survey, the survey was repeated every quarter, with a reference period of six months for recording the events. The events during the overlapping period of the three months provided the material for the matching process. Suitable precautions were taken to resolve the problem of changes in the population during the survey period.

Matching criteria were evolved and unmatched items were re-verified on the basis of field re-visits. The enumerators in any two consecutive surveys were different. A third set of enumerators, different from the other two, was also employed to do the field re-verification, so as to maintain independence of the items compared as far as possible. Some results of the survey are shown in the table given below.

Birth, death and infant mortality rates from the Population Growth Survey, conducted during 1976-1979

Period	Crude birth rate (per 1,000 population)			Crude death rate (per 1,000 population)			Infant mortality rate (per 1,000 live births)		
	Total	Urban	Rural	Total	Urban	Rural	Total	Urban	Rural
1976	42.8	40.3	43.8	11.5	8.8	12.6	87.0	72.8	92.2
1977	40.6	35.4	42.6	10.7	8.2	11.7	100.2	77.7	107.5
1978	40.9	38.9	41.8	10.1	8.0	10.8	95.2	83.5	99.5
1979	41.6	39.2	42.6	9.6	7.7	10.4	94.5	62.3	105.8
1976-1979 (average)	41.5	38.4	42.7	10.5	8.2	11.4	94.2	74.1	101.2

The Federal Bureau of Statistics has already initiated another survey called "Pakistan Demographic Survey" commencing from 1984, whose results are still awaited.

Dual Record System of Vital Registration started in April 1985

With a view to evolve ways and means of upgrading the vital registration system, the Federal Bureau of Statistics launched a Sample Survey on Vital Registration in April 1985 in ten big cities of the country on a pilot basis in the first instance. On an average ten enumeration blocks, each comprising of 200-250 households have been selected in each city to conduct the Survey. Based on the results of this pilot exercise it is proposed to extend the survey gradually over the entire country. The full scale project will cover a sample of 77,300 rural and 30,800 urban households. The objectives of the project are two fold:

(a) *Short term*

- (i) To find ways and means of overcoming the existing deficiencies with a view to establishing a well organized civil registration system with the assistance of the local bodies;
- (ii) To generate reliable statistics of births, deaths, marriages and divorces to fill the current gaps and bring out key demographic indicators for official use, and;
- (iii) To train and supervise the personnel of local bodies in the discharge of their civil registration duties.

(b) *Long term*

- (i) To develop vital registration system over the entire country, on a sound basis, capable of providing reliable and timely vital statistics and;

¹ Probabilities proportional to size.

- (ii) To improve the institutional capabilities for data collection, research and analysis in the field of vital statistics.

A dual record system will be adopted: one a continuous recording of events by the local registrar and the other, an independent retrospective survey. The local registrar will be drawn from the local bodies, as these agencies are responsible for the existing civil registration system. The assistance of local functionaries like midwives, Imams of the mosques, local hospital staff etc. will be utilized to act as notifiers to assist the registrars. Supervision of the periodic retrospective survey and matching of events from the two sources will be undertaken by the staff of the Federal Bureau of Statistics. At the beginning of each calendar year complete enumeration of the survey population will be done, which will serve as frame for the collection of the vital events and provide the denominators for the computation of vital rates.

Problems faced by the system

At present the system of registration of births/deaths exists virtually on paper. Some of the factors that have created this undesirable situation are:

- (a) Under the Constitution, the registration of vital events is a provincial subject. But the Provincial/Local governments are not keen enough to implement the system, although the provisions of Law are quite clear. The agencies responsible for it have their own priorities and do not assign due importance to this system. Lack of funds is the usual excuse offered by the provincial/local governments;
- (b) In view of lack of suitable and adequate infrastructure for the system there is no proper control and supervision over the basic units responsible for registration of births and deaths;
- (c) There is no realization of the importance of registration of births and deaths at the grass-root level. The public have no incentive to volunteer to register the vital events;
- (d) There exists no co-ordination between the health (compiling agency) and local government (collecting agency) departments. The transmission of the data for compilation of statistics has suffered seriously;
- (e) Staff has not been provided exclusively for registration of births and deaths.

The department which badly needs the information on individual births and deaths to update its population registers is the Directorate General of Registration, a federal agency with 314 offices spread throughout the country. This Organization which deals with each citizen

of Pakistan living within or outside the country was created in 1973 with the following charter of duties:

- (a) Initial registration of all citizens in or out of Pakistan;
- (b) Issue of identity cards to persons of age 18 years and above;
- (c) Issue of identity cards to persons who attain the age of 18 years;
- (d) Issue of duplicate revised identity cards;
- (e) Registration of newly born citizens and deaths of citizens of less than 18 years of age in collaboration with the provincial governments, who are responsible for the same under the Constitution;
- (f) Cancellation of identity cards of:
 - (i) Deceased persons of age 18 years and above;
 - (ii) Those who cease to be Pakistani Nationals.
- (g) Cancellation, impounding/confiscation of identity cards when Director General has reason to believe that:
 - (i) The identity card has been obtained by a person who is not a citizen of Pakistan by posing himself as such citizen; or
 - (ii) More than one identity cards have been obtained by the same persons; or
 - (iii) The particulars shown on the identity card have been obliterated or tampered with; or
 - (iv) The identity card is forged.
- (h) Inspection of identity cards after the initial coverage and updating of population registers periodically by incorporating changes in individual characteristics such as marital status, present address and education, as well as by insertion of births and deletion of deaths.

Strategies for improvement of civil registration and vital statistics

The deficiencies of the registration system and the resultant issues were discussed in a meeting of the National Statistical Council held in December 1983. Representatives of the relevant departments of the Federal and Provincial Governments participated. Since then consultations are being made at the appropriate level among the various concerned departments at Federal and Provincial Levels to evolve ways and means of effectively tackling the issues. A comprehensive and integrated system is likely to emerge from the consultations in due course.

The Directorate General of Registration has been attempting to register all population under the authority

of the National Registration Act, 1973. Dependence on the Provincial Governments to register the vital events and to convey the information to the Directorate has not proved successful so far. The Directorate has therefore proposed to the Government that they will adopt their own registration machinery i.e. appointing 2,500 Registration clerks at the rate of one person for an area of 40,000 persons. These officials will be expected to visit each household in their respective areas at least once a year to record births, deaths and other changes there during the year.

Some of the directions in which definite action need to be taken to improve the system are therefore:

- (a) Rationalizing the various legislations and combining them into a uniform law laying down clear-cut responsibilities and definite, but simple, procedures which are easy for implementation as well as for adoption by the public;

- (b) Evolving a mechanism through which registration services are available to the people at their door step;
- (c) Taking promotional steps to educate the public on the importance of registration and familiarizing them with the registration services;
- (d) Evolving suitable supervisory and monitoring devices so that the local registration machinery is fully geared to the task;
- (e) Educating the registration personnel to be welfare linked instead of being authority oriented;
- (f) Devising a mechanism by which arbitrary practices are eliminated and transmission of information from the grassroot level is handled with minimum timelag and without omissions. Introduction of mechanical processing procedures as and when possible.

CHAPTER 23

REPUBLIC OF PALAU

Vital Registration and Vital Statistics System

History

Prior to separation of the four political entities of the Trust Territory in October 1978, a Public Health Statistician, located in the Trust Territory Headquarters Department of Health Services, was responsible for the overall supervision of the system for registering live births, deaths, foetal deaths, and for compilation of vital statistics in the Territory. Under the executive orders and regulations promulgated by the High Commissioner, this responsibility was vested in the health services department, during the early years (about 1950) of the Trust Territory Administration. These orders and regulations were eventually codified into the Trust Territory Code in 1966. Subsequent revisions of the Trust Territory Code made in 1970 and 1980 retained the same provisions of the civil registration law which were applicable throughout the Territory. At about the same time, the then District Legislature of Palau enacted a local law requiring the people to report births to the Magistrate or Clerk of the Municipality and Department of Public Health and deaths to the Magistrate or Clerk of the Municipality. The Magistrate or his representative maintains accurate records and submits them monthly to the District Administrator or upon request.

The Public Health Department submitted, every month, to the Health Services Office, Trust Territory Headquarters copies of birth, death and foetal death certificates for compilation, analysis and publication. The Clerk of Court in Palau filed the original certificates.

Administrative and Organizational Structure

The following national agencies are now responsible for civil registration and vital statistics – the Bureau of Health Services, Office of Planning and Statistics, and the Office of Clerk of Courts in the Judiciary. The Bureau of Health Services is responsible for collection and compilation of birth, death and foetal death data. Originals of completed certificates of these vital events are then transmitted to the Clerk of Courts to be filed. Vital statistics and other health data are also furnished annually to the Office of Planning and Statistics by the Bureau of Health Services for publication in an annual report, entitled, "Abstract of Statistics".

By law, the Clerk of Courts registers births, deaths and foetal deaths by recording and indexing each birth, death and foetal death certificate that is filed from the Bureau of Health Services (see Annex 1). Since January 1984 census records which are filed in the Office of Planning

and Statistics were transferred to the Clerk of Courts. The transfer of these records created additional administrative responsibility to the Clerk of Courts in the Civil Registration system. In order to verify birth records, a person goes to the Clerk of Courts and obtains a certified copy of the birth certificate (see Annex 2).

Pursuant to the provisions of the Palau District Code, the Magistrate of each Municipality (now the Governor of the State) is responsible for reporting vital events to the national government. This procedure was practiced throughout the Trust Territory administration in Palau District until 1978 when regular reporting of such events stopped for some inexplicable reasons. The procedure has not been revived even though the law is still in effect. Consequently, reporting of vital events is now being covered by the Bureau of Health Services personnel and other national government employees assigned to the outlying areas of the Republic of Palau.

Characteristics of the System

Only live births, deaths and foetal deaths are covered at present. There are no statutes in Palau or in the Trust Territory Code requiring registration of marriage, divorce or other marital data. Covering marital events in Palau requires concerted efforts since there are three legal ways to wedlock – traditional customs, the church and the court. Without statutory requirement, married couples do not register their marriages.

It is surmised that the completeness of registration of vital events is about 90 to 95 per cent. Between 95 to 98 per cent of all births occur in the government-run hospital, while slightly lower percentage of deaths also occur in the hospital. In the case of deaths occurring outside the hospital, vital statistics staff in the Bureau of Health initiate data collection process after funeral notices are announced over the government radio station. Health Assistants in the field act as informants of these vital events. Characteristics of events covered can be seen from Annexes 2 (certificate of live birth), 3 (certificate of foetal death), and 4 (certificate of death).

Annex 5 (Report of Birth), Annex 6 (Report of Death) and Annex 7 (Transfer of Residence) are the reporting forms required by law to be completed by State Officials and citizens but are not being implemented.

Penalties for non-registration of vital events, change of Residence and other events are cited in Section 701(f), Chapter VII, Palau District Code. According to this

Section, any one wilfully and unlawfully violating any of the provisions will, upon conviction, be imprisoned for not more than six months or fined not more than \$50.00 or both. These penalties are, however, not being enforced even though the states have ceased reporting the events for a number of years.

The maximum period allowed for reporting births or deaths is ten days. The mother of a new born child is expected to report the birth, and give the particulars required, to Department of Public Health and Magistrate or Clerk of the Municipality in which the child is intended to reside permanently. In the case of adoption, the parents of the child should notify the Magistrate of the Municipality in which the child resides of the change of address and other particulars within 30 days of the change. If the child is adopted by a person or persons who are permanent residents of another municipality, the Magistrate shall correct his census rolls and notify the Magistrate of the Municipality, to which the child is moving, of the change of address.

In the case of death, the nearest of kin of the deceased or in their absence the person charged with the care of the deceased at the time of his death should report the event within ten days of occurrence to the magistrate or clerk of the municipality in which the deceased had legal residence. The laws do not require mandatory registration of these events by Municipality or by an agency of the national government.

Population register (all census records in Clerk of Courts) has only been there for 14 months. Annex 8 is the form used in the population register. These forms are filed in folders that have been prepared by each municipality. Each hamlet has a separate folder, and each form is the record of particulars of members of a household within that hamlet.

Compilation and Statistical Processing

As stated above, compilation and statistical processing was earlier centralized at the Trust Territory Headquarters, with the public health statistician being responsible for the Territory-wide civil registration system. The various district administrators, health services personnel in the field and the elected local officials provided statistical data and served as informants.

Presently, the Trust Territory Headquarters Office of Health Services still requires the Bureau of Health Services in Palau to send copies of birth, death and foetal death certificates on a monthly basis. Complete transfer of functions for all health and vital statistics to the Bureau of Health Services, Palau will take place sometime during this year (1985). Organizationally, the Bureau of Health Services is the main agency for compiling statistics for the entire Republic of Palau. The Office of Planning and Statistics and the Clerk of Courts serve as secondary agencies in the compilation and processing of vital statis-

tical data. As mentioned previously, the role of the local state governments is not being adhered to as required by statute.

Definitions

Definitions of live birth, death and foetal death used in Palau are the same as the standardized definitions found in the *Handbook of Vital Statistics Methods*, (Studies in Methods – Series F. No. 7, United Nations, April 1955). Definitions of other vital events such as marriage and divorce mentioned above have not been addressed in the law for purposes of civil registration and statistical compilation and analysis.

Compilation, processing and dissemination

The Office of Planning and Statistics and the Bureau of Health Services are the sole agencies in Palau which compile, analyze and disseminate vital statistics and other related statistics. The Office of Planning and Statistics compiles and publishes annually an "Abstract of Statistics" which contain tables on vital statistics. The Bureau of Health Services also compiles and puts out an annual report. Both are recent publications.

Method of tabulation at present is manual. Format for some of the statistics such as live births are presented by age of mother, type of attendant and by sex. Deaths are cross-classified by cause, age, sex and by month.

Evaluation

No evaluation of the present system has ever been made. However, to assure completeness of vital records, the Bureau's new inhouse policy is to recount the number of events after the first three months of the new Calendar year to account for late reporting for the previous year. Recount will be made once again 12 months later before the data are considered final. Birth and death data are fairly complete in Palau.

Special problems

The system of civil registration for the Republic of Palau is not a very comprehensive system. Following are the problems that are faced by the government in respect of this very important and essential function:

- (a) Establishment of a Sound Civil Registration System is not a priority programme of the national government. The present system of civil registration is, therefore, not effective as it cannot help us easily to keep track of population and population movement within Palau;
- (b) Laws require, in general, to be changed to reflect the present political situation and needs, and vital statistics laws, in particular, require a thorough review as they are outmoded;

- (c) New laws requiring registration of other important vital events such as marriages, divorces, legal separation, etc. also need to be enacted;
- (d) No single office has complete charge of the civil registration function in the Republic. Therefore no staff, office space and funding is specifically allocated for this important function;
- (e) Roles are not clearly defined for states and national government, in this regard;
- (f) States have ceased to report birth and death events to public health authorities anymore even though the law is still in effect;
- (g) Suitable procedures have to be evolved to keep track of migration into and out of Palau;
- (h) Present law requiring reporting of transfer of residence from one state to another is not being implemented;

Future plans

Some future plans to improve the civil registration system are in the following direction:

- (a) Updating the present laws to reflect present situation;
- (b) Identifying or creating an agency to take full charge of civil registration function;
- (c) Enacting laws and evolving clear-cut regulations and registration procedures so as to improve the system;
- (d) Enacting laws to facilitate registration of such other important vital events as marriages, divorces, etc.;
- (e) Enacting laws to ensure reporting of migration movements into and out of the Republic of Palau and movements throughout the various states in Palau.

Annex 1

Indexing, by Clerk of Courts, of the vital events registered in his office

TT FORM-215
(REV. 11/56)

BIRTH INDEX

NAME OF CHILD		BIRTH FILE NO.
SEX	DATE OF BIRTH (Month, day, year)	
USUAL RESIDENCE OF MOTHER		
FULL NAME OF FATHER		
FULL MAIDEN NAME OF MOTHER		

TT FORM-215
(REV. 11/56)

DEATH INDEX

NAME OF DECEASED		DEATH FILE NO.
DATE OF DEATH (Month, day, year)	SEX	AGE AT DEATH
NAME OF FATHER		
USUAL RESIDENCE OF DECEASED		

T. T. FORM 217
011955
NAVY-PPD, GUAM

FETAL DEATH INDEX

MOTHER'S NAME	CERTIFICATE NO.
DATE OF DELIVERY (Month, Day, Year)	
RESIDENCE OF MOTHER	

Annex 2

CERTIFICATE OF LIVE BIRTH
TRUST TERRITORY OF THE PACIFIC ISLANDS

TYPE OR PRINT IN
PERMANENT INK
SEE HANDBOOK FOR
INSTRUCTIONS

REGISTRATION DISTRICT AND FILE NO. _____

CHILD - NAME	FIRST	MIDDLE	LAST	DATE - FIRST NAME ADDED BY CLERK OF COURTS
1. DATE OF BIRTH (MONTH, DAY, YEAR)	SEX	THIS BIRTH - SINGLE, TWIN, TRIPLET, ETC. (SPECIFY)	IF NOT SINGLE - BORN FIRST, SECOND, THIRD, ETC. (SPECIFY)	BY:
2. ATOLL OR ISLAND GROUP OF BIRTH	3.	4a.	4b.	TRUST TERRITORY DISTRICT OF BIRTH
5b. MOTHER - MAIDEN NAME	FIRST	MIDDLE	LAST	5a. HOSPITAL OR DISPENSARY - NAME (IF NOT IN EITHER, GIVE VILLAGE, MUNICIPALITY, ISLAND)
6a. RESIDENCE - TRUST TERRITORY DISTRICT	ATOLL OR ISLAND GROUP	7a. FATHER - NAME	7b. FATHER - MIDDLE	7c. FATHER - LAST
8a. INFORMANT	RELATION TO CHILD	9a. CERTIFIER - NAME (TYPE OR PRINT)	9b. CERTIFIER - MIDDLE	9c. CERTIFIER - LAST
10a. CERTIFIER - NAME (TYPE OR PRINT)	10b. ATTENDANT - PHYSICIAN, GRADUATE NURSE, HEALTH AIDE, MIDWIFE (SPECIFY)	10c. I CERTIFY THAT I REVIEWED THIS CERTIFICATE FOR COMPLETENESS AND ACCURACY	10d. SIGNATURE OF DISTRICT DIRECTOR OF HEALTH SERVICES OR AUTHORIZED DEPUTY	DATE SIGNED (MONTH, DAY, YEAR)
11a. NAME OF CLERK OF COURTS	11b. DATE RECEIVED BY CLERK OF COURTS (MONTH, DAY, YEAR)	12a. PREVIOUS DELIVERIES - HOW MANY OTHER CHILDREN WERE BORN ALIVE - NOW DEAD AT ANY TIME AFTER CONCEPTION	12b. SIGNATURE	DATE SIGNED (MONTH, DAY, YEAR)
13a. LENGTH OF PREGNANCY (COMPLETED WEEKS)	13b. BIRTH WEIGHT	13c. COMPLICATIONS RELATED TO PREGNANCY (DESCRIBE OR WRITE "NONE")	14a. DATE OF LAST FETAL DEATH (MONTH, DAY, YEAR)	14b. DATE OF LAST FETAL DEATH (MONTH, DAY, YEAR)
15. COMPLICATIONS NOT RELATED TO PREGNANCY (DESCRIBE OR WRITE "NONE")	16. COMPLICATIONS OF LABOR (DESCRIBE OR WRITE "NONE")	17. CONGENITAL MALFORMATIONS OR ANOMALIES OF CHILD (DESCRIBE OR WRITE "NONE")	18. BIRTH INJURIES TO CHILD (DESCRIBE OR WRITE "NONE")	19. CONGENITAL MALFORMATIONS OR ANOMALIES OF CHILD (DESCRIBE OR WRITE "NONE")
20.	21.			

1969 REVISION DEPARTMENT HEALTH SERVICES

Annex 3

CERTIFICATE OF FETAL DEATH
TRUST TERRITORY OF THE PACIFIC ISLANDS

TYPE, OR PRINT IN
PERMANENT INK
SEE HANDBOOK FOR
INSTRUCTIONS

FETUS-NAME		FIRST		MIDDLE		LAST		DATE OF DELIVERY (MONTH, DAY, YEAR)	
1.	SEX	THIS DELIVERY - SINGLE, TWIN, TRIPLET, ETC. (SPECIFY)		IF NOT SINGLE - BORN FIRST, SECOND, THIRD, ETC. (SPECIFY)		TRUST TERRITORY DISTRICT OF DELIVERY			
3.	ATOLL OR ISLAND GROUP OF DELIVERY	4a.		4b.		5a. HOSPITAL OR DISPENSARY - NAME (IF NOT IN EITHER, GIVE VILLAGE, MUNICIPALITY, ISLAND)			
5b.	MOTHER - MAIDEN NAME	FIRST		MIDDLE		LAST		3c.	
6a.	RESIDENCE - TRUST TERRITORY DISTRICT	7a.		7b.		7c. VILLAGE OR HAMLET, MUNICIPALITY, ISLAND			
8a.	FATHER - NAME	FIRST		MIDDLE		LAST		6c.	
8b.	AGE (AT TIME OF THIS DELIVERY)	8c.		8d.		8e. FETUS DIED BEFORE LABOR, DURING LABOR, DURING DELIVERY, UNKNOWN (SPECIFY)			
9.	I CERTIFY THAT THIS DELIVERY OCCURRED ON THE DATE STATED ABOVE AND THAT THE FETUS WAS BORN DEAD								
11a.	SIGNATURE		CERTIFIER - NAME (TYPE OR PRINT)		11b.		11c. ATTENDANT - PHYSICIAN, GRADUATE NURSE, HEALTH AIDE, MIDWIFE (SPECIFY)		
11c.	I CERTIFY THAT I REVIEWED THIS CERTIFICATE FOR COMPLETENESS AND ACCURACY		12a.		12b.		12c. DATE SIGNED (MONTH, DAY, YEAR)		
NAME OF CLERK OF COURTS		13a.		13b.		13c. DATE RECEIVED BY CLERK OF COURTS (MONTH, DAY, YEAR)			
14a.		14b.		14c.		14d.			
15a.		15b.		15c.		15d.			
16.		17.		18.		19.			
20.		21.		22.		23.			

1989 REVISION DEPARTMENT OF HEALTH SERVICES

TT FORM 202 (11-68)

Annex 5

Municipality of

REPORT OF BIRTH

1. Name of Child:
(First Name) (Middle Name) (Last Name)

2. Male or Female

3. Date of Birth:
Month Day Year

4. Place of Birth:

5. Name and residence of the Mother, and her clan
Name
.....
Clan Residence

7. Dependent of
Head of House Hamlet

8. Remarks:
.....

The above information are true and that the child is my
.....

.....
Parent's or Guardian's Signature

This birth was reported to the Municipal Office on

.....
Magistrate of the Municipality

cc: Municipal file
Administration

Annex 6

Municipality of

REPORT OF DEATH

- 1. Name of dead
- 2. Sex
- 3. Date of death
- 4. Place of death
- 5. Clan and residence at time of death
- 6. Name of household's head
(*N.B.* If the dead person was a head of a household, indicate the fact under 8).

7. Name three or four relatives present at time of death:

<i>Name</i>	<i>Sex</i>	<i>Age</i>	<i>Relationship</i>
.....
.....
.....
.....

8. Remarks: Indicate the new household's head, if any:

.....

I, of the dead confirm that the above informations are to the best of my knowledge correct.

.....
Relative's Signature

This death was reported to the Municipal Office on,, 19....

.....
Mayor or Magistrate of the
..... Municipality

Copies: Municipal file
Census Office, c/o Planning Office

CHAPTER 24

PAPUA NEW GUINEA

Civil Registration and Vital Statistics System

History

A system of civil registration has operated in Papua New Guinea since 1892, however with limited application. Though changes took place in the field of registration of births, deaths and marriages, centralization has been a feature of registration in Papua (formerly described as British New Guinea), and decentralization in New Guinea. It was not until 1 September 1967 that the full introduction of the Civil Registration Ordinance was brought into effect, providing for registration of vital events for the whole population. All registration has been centralized at the Registrar General's Office in Port Moresby.

Prior to 1967, relevant statutes were made for the former Territories of Papua and New Guinea, requiring compulsory registration of births and deaths, which applied only to the non-indigenous populations of the respective Territories. In 1949 provision was made under Local Government Legislation for Local Government Councils to make rules for the registration of indigenous births and deaths in their jurisdictions. However, not all the councils made such rules and the manner in which it was made was somewhat sporadic.

Marriage may be celebrated either under the Marriage Act or according to traditional customs in respect of indigenous Papua New Guineans. For example a christian marriage may be performed by authorized celebrants (Priests) from the respective religious denominations or by civil celebrants appointed for the purpose by the Government (Provincial Secretaries). Registration, however, is confined to marriage celebrated under the Statutory Law.

Until 1964, marriage under the Marriage Ordinance of the former Territory of Papua was available to persons of all races but the corresponding Ordinance of New Guinea applied only to non-indigenous persons, including persons of mixed racial origin. Christian religious marriages between indigenous persons in New Guinea were deemed by law to be customary marriages. In 1965 the separate territorial statutes were replaced by a consolidated Marriage Act, which made its provisions available to persons of all races while continuing to recognize the validity of customary marriages entered into by indigenous Papua New Guineans. However, no provision existed for the registration of customary marriages. The registration of all statutory marriages being compulsory, a good coverages achieved in respect of them. However nearly 90 per cent of the marriages are still contracted under traditional customs and are not officially registered.

Divorces in respect of statutory marriages may be granted by the National Court of Justice under the Matrimonial Causes Act and records thereof are kept by the Registrar of the Court. Records are not kept of divorces according to custom in respect of customary marriages.

A consolidated Civil Registration Act was also enacted in 1965. The Act provides for the registration of marriages, legitimations, adoptions, births and deaths to cover the indigenous as well as the non-indigenous population. This Act provided, for the first time, for the registration of still births. Although the Civil Registration Act provided for the registration of births and deaths of persons of all races, because of foreseeable administrative problems such registration was not to be made immediately compulsory.

Administration

The Civil Registration Act is administered by the Registrar General, whose office is a branch of the Department of Justice and is located at Port Moresby, where it maintains national registers of births, deaths and marriages.

Under the previous territorial ordinances district registries were established in the various administrative districts where initial registrations were made and duplicates forwarded to the central registry. On introduction of the present Act the old district registries were abolished and registration activity centralized at Port Moresby.

For some time the former district registries, which has been operated by administrative district headquarters, continued to collect full information of births and deaths and forward them to the central registry in Port Moresby. During this period re-registration proceeded only on application. Provision is made under the Act for establishment of regional registration offices as and when required, but none have yet been established. Registration on a voluntary basis became available to all races as from the introduction of the Act.

In the absence of a system of local registrars, the Registrar General's Office attempts to collect information on births and deaths in the provinces through the Department of Provincial Affairs. For this, the Information of Birth and Death forms (see Annexes 1 and 2) are used. After completion, these forms are forwarded to the Registrar General's Office and the information recorded in the Registers of Births and Deaths respectively (see Annexes 3 and 4). In some cases, however, the Information of Birth and Death forms are completed by hospitals and churches and forwarded directly to the Registrar General's Office.

Registration Process

The Registration Act prescribes the following informants for the vital events:

Births must be reported within three months after date of birth by either of the married parents, or by the mother in the case of unmarried parents.

Deaths. For medically certified cases (see Annex 5) the responsibility for reporting lies with the certifying medical practitioners. When the death is not so certified a relative of the deceased should report the event. The report should be made within a month after the date of death.

Marriages are to be reported by the celebrants (see Annex 6). When solemnized either by the Ministries of religious denominations or by the Provincial Secretaries, copies of the certificate of marriage are sent by them to the Registrar General's offices and get recorded in the Marriage Register.

When information cannot be obtained from the prime informants it may be furnished by other persons like the occupant of the premises where the events have occurred. In the case of late or delayed registration of birth of a child of more than seven years of age, supporting evidence from a source other than the prime informant is generally required.

In the absence of a proper organizational structure the registration of births and deaths is greatly incomplete. The events that get registered at present are only those which take place in hospitals and health centres which includes the events in respect of non-indigenous population.

No fee is charged for registration. On registration of a birth an extract of entry is issued free of charge to the parents. Further extracts and full birth certificates and all extracts and certificates of death and marriage registrations, may be issued on request on payment of a fee. A schedule of fees stipulated in this regard is given in Annex 7.

Compilation and Processing of Data

The National Statistical Office compiles and analyses the vital statistics which have been collected by the Department of Health and the Registrar General's Office. However, since these data suffer from heavy under registration, these compilations cannot be meaningfully used for an assessment of the demographic and health situation in the country nor for evaluation and planning of health projects. The National Statistical Office, relies, therefore on two alternative sources of information on births and deaths namely, (a) The Provincial Data System (PDS); and (b) the National Census.

The Provincial Data System

In the past, the collection of birth and death statistics in the Rural Village Sector was a regular function of the

patrol officers of the Department of Districts Administration (DDA). Registration of children who were born between visits and survived until the most recent visit was reasonable, at least in those areas which were under sufficient administrative control. This was, understandably, not the case for most of the children who died in infancy and early childhood, i.e. for the children who were born and died between two consecutive visits of officers of DDA. Also, no attempt was ever made to compile any statistics on deaths by age at death and on births by age of mother at the time of birth. The demographic information which the system provided was therefore not much more than a headcount of residents in particular patrol areas, and possibly some compilation of births and deaths from the data incorporated in the Village Books.

Unfortunately, in the early seventies, the system of *Village Books* was neglected and fell into disuse. Prior to the 1980 census, it was felt that the system of Village Books should be revitalized as a component of an integrated Provincial Data System. During the first round of PDS, which was basically a part of the preparations for the 1980 census, population data including information on births and deaths were collected on the Annual Census Form (ACF) (see Annex 8).

After collection of the information, the ACFs stayed in the province, while a summary of the data, called Annual Census Summary (ACS) (see Annex 9) was sent to the National Statistical Office. The summarized demographic information contained in this form is, however, of limited statistical value, even if all the information is complete and accurate. Age is only given in four broad age groups, i.e. 0-5, 6-17, 18-45 and 46+. Since the ACSs were compiled by hand in the provinces, a PDS Users Committee decided that the summarized information should be kept very simple. The rather unconventional age groups were a compromise between the conflicting requirement of several departments. The ACS shows total numbers of births by sex only. Deaths are recorded by sex and separately for "children" and "adults". Births and deaths are supposed to refer to a reference period of one year prior to the visit of the PDS team. In reality the information on births and deaths often refers to completely different reference periods.

From this limited and often very incomplete and deficient information, under the best of circumstances it is only possible to derive crude measures of birth and death. Because of the limitations of the original version of the ACF, the National Statistical Office decided in 1984 to modify this form drastically in order to make it more responsive to new requirements. This was the practice prior to the 1980 census.

The National Census

So far, the only reasonably accurate statistical information on birth and death in Papua New Guinea at the national, regional and provincial level, has been derived from census data, using indirect estimation techniques.

Abridged life tables for the citizen population by geographic sector (Rural Village, Rural Non-Village, Urban and All Sectors) and by sex have been constructed from information collected during the most recent census (1980) for each of the provinces and regions and for the entire Papua New Guinea. Among other things, crude birth rates, general fertility rates, age-specific fertility rates, total fertility rates and gross and net reproduction rates, were also computed for the country and the provinces from these data.

Indirect estimates of fertility and mortality, though on a far more restricted basis, have also been derived from previous (sample) censuses in 1966 and 1971. Consequently, recent trends in fertility and mortality levels and patterns in Papua New Guinea can be established from subsequent censuses.

Problems of Registration

Though the Civil Registration Act provides for the declaration of compulsory registration areas and prescribed premises, no such areas or premises have been declared since 1967. Reporting of births and deaths is therefore largely voluntary and coverage is poor. There are several reasons for this situation, namely, difficulties of terrain, transport and communication, high level of illiteracy, low priority assigned by the Government to registration of vital events and consequent inadequacy of funds for promotional activities, lack of interest of the registration agencies as well as of the public, and the absence of incentives to the public for registration.

Plans were underway sometime back to provide an appropriate medium for the expansion of the system through local government hierarchy. Unfortunately, the plans already approved by the Government had to be shelved due to changes in the local government system.

Papua New Guinea's rapid transition to self-government and independent nationhood brought about sweeping changes in government and internal administration and created greater strains on available resources of finance and manpower. Internal government is now being decentralized by the transfer of legislative and administrative powers to elected provincial governments and civil registration is one of the functions to be so transferred. However, to date the function remains centralized in Port Moresby. It may be some time before transfer of the functions may be made. This is because Provincial Government resources are limited and lack of suitably qualified personnel, both of research and registration administration may cause further delays.

Some Suggestions for Future Improvement

Under the circumstances the prime need is to enforce compulsory civil registration system over the entire country

and to establish and strengthen the registration machinery under the Registra-General. Better co-ordination between the Registrar General's Office and other Government Departments, particularly the Health Department will, even under current conditions, improve the coverage of registration to a certain extent. It is realized, though, that even if the organizational structure needed for civil registration were to be established and all registrars and sub-registrars were appointed within the next few years it is not necessary for the civil registration system to improve drastically even within the next few decades. However this being the basic requirement efforts should be made to organize the set up in the near future.

In the short run the alternatives to obtain vital data are: (a) a system for collection of vital data on a sample basis; and (b) improving the system of collection of vital events through Provincial Data System and the Health Department. Again under present conditions and given the problems of achieving an adequate and realistic sample size, any of the sample systems like the Sample Registration Scheme, a Dual Record Registration System and Single or Multi-Round Retrospective Surveys are not suitable to provide direct estimates of vital rates. Indirect estimation from data collected from a sample of reasonable size may be a possibility provided the conditions of applicability of such methods are satisfied.

In this context since the Department of District Administration and the Health Department attempt to collect vital statistics, among other things, through their respective data collecting machineries on a nationwide basis, their efforts could be actively co-ordinated to yield more reliable information on vital events. The Annual Census Form (ACF) referred to earlier (Annex 8) was replaced by the Rural Population Register (RPR) (see Annex 10) in 1984. This is merely a modified version of ACF made suitable for computerization. This form could net a large number, if not all, of the vital events provided it is possible to record the events at shorter intervals of time say six months. Though inaccessibility of large parts of the country and difficulties of transport, communications and other resource problems may militate against this being put in operation over the entire country; the possibility of updating the RPR at least in the relatively "easier" and more advanced provinces should be considered.

Despite the fact that the data collected by the Department of Health are also at present deficient, they have a rudimentary network of local registrars spreading over the entire country. The full utility of this network in vital registration will however depend largely on the active co-operation of the Provincial Health Officials. Since these various agencies are constrained by limitation of resources and other impediments, a co-operative effort by pooling of resources could achieve some measures of success in registration in the near future.

Annex 1

PAPUA NEW GUINEA

Civil Registration Act 1963

INFORMATION OF BIRTH

WHEN COMPLETED FORWARD TO NEAREST PROVINCE OFFICE OR REGISTRAR-GENERAL, P.O. BOX 1281, PORT MORESBY

A. DETAILS OF CHILD

1. Given Names
2. Family Name
3. Place of Birth (a) Name of Hospital or place
- (b) Name of Village or town
- (c) Province
4. Date of Birth
5. State whether the child is male or female
6. If more than one child born to this mother *at the same time* give names in order of birth

B. DETAILS OF PARENTS

	MOTHER	FATHER
7. Age at birth of child
8. Occupation
9. Where born (a) Name of Village or town
(b) Province
(c) Country
10. Where usually living (a) Name of Village or town
(b) Province
11. Family Name (In the case of mother, family name <i>before marriage</i>)
12. Given Names

13. Name and address of Doctor or other person present at the birth

C. STATISTICAL INFORMATION

14. Are parents (a) married to each other native custom? (b) married to each other under the Marriage Act of Papua New Guinea, or similar legislation of another country? (c) not married to each other (state which)
15. Date of Marriage
16. Place of Marriage (a) Name of Village or town
- (b) Province
- (c) Country
17. Total number of children *ever born* to this mother before this birth—Male: Female:
18. Previous children of this marriage:

Given Names	Sex	Date of Birth	Country of Birth	If now deceased Date of Death

19. Racial origin of mother

(if of mixed racial origin, give details)

20. Racial origin of father

(if of mixed racial origin, give details)

I/We being aware that the penalty for giving false information about a birth is a fine of K500 or imprisonment for 6 months, hereby certify that the above information is correct for the purpose of registration under the *Civil Registration Act 1963*.

Name

Address

Occupation

Relationship to child

Signature*

(Note: If parents are not married, details of father cannot be shown unless both sign this form.
*If signed by mark the following should be completed by a witness.)

The above information was read over to the informant(s) who appeared to fully understand it and whose mark(s) were affixed hereto in my presence.

Annex 2

PAPUA NEW GUINEA

Civil Registration Act 1963

INFORMATION OF DEATH

NOTE: Please use BLOCK LETTERS when filling in this form

A. Details of Death

- 1. Date of Death.....
- 2. Place of Death (a) Hospital or Place.....
(b) Village or Town.....
(c) Province.....
- 3. Cause of Death.....
- 4. Name of Person Certifying Death.....

B. Details of Dead Person

- 5. Sex.....
- 6. Age at Death.....
- 7. Length of residence in Papua New Guinea.....
- 8. Place of birth (a) Village or Town.....
(b) Province.....
(c) Country.....
- 9. Occupation before Death.....
- 10. Last usual place of residence (a) Village or Town.....
(b) Province.....
(c) Country.....
- 11. At the time of Death was the person (a) never married (b) married (c) divorced or (d) Widowed.....
(state which)

C. Details of Family

	1st		2nd		Other	
	Male	Female	Male	Female	Male	Female
12. Date of Marriage						
13. Names of children Living						
14. Names of children Dead						
15. Names of persons to whom the Dead Person was married						

	Given Names	Family Names
16. Name of Dead Person		
17. Name of Father of Dead Person		
18. Name of Mother of Dead Person before she was married		

- 19. Occupation of Father of Dead Person.....
- 20. Racial origin of Dead Person (if of mixed racial origin give details).....

D. Details of Burial

- 21. Date of Burial.....
- 22. Place of Burial (a) Cemetery or Place.....
(b) Village or Town.....
(c) Province.....
- 23. Name of person who certified burial.....

I hereby certify that the above information is correct for the purpose of registration under the *Civil Registration Act 1963*.

Name.....
Address.....
Occupation.....
Relationship to Dead Person.....

Signature*.....

*If signed by mark the following should be completed by a witness.
The above information was read over to the informant(s) who appeared to fully understand it and whose mark(s) were affixed hereto in my presence.

Annex 3

PAPUA NEW GUINEA			
<i>Civil Registration Act 1963 as amended</i>			
REGISTER OF BIRTHS			
Number of Entry in Register:—			
CHILD			
		Christian Names	
		Surname	
		Place of Birth	
		Date of Birth	
		Date of Registration	the day of 19
		Signature of Registration Officer
No of Entry in Register		Place of Registration	General Registry, Port Moresby
B		Sex and Plurality	
M		PARENTS	
R			Mother Father
P.I.	M F	Age	
D		Occupation	
R.O.	O A E I	Birthplace	
		Usual place of residence	
Checked		Surname (mother's maiden name)	
Indexed		Christian Names	
		Name and address of Doctor or other person present at the Birth	
Notations:—			

PAPUA NEW GUINEA

Annex 4

PAPUA NEW GUINEA Civil Registration Act 1963						
REGISTER OF DEATHS						
	Date of Registration					
I	DETAILS OF DEATH					
E	Date of Death Deputy Registrar-General					
A	Place of Death					
O	Cause of Death					
L.R.						
Details of Person Certifying Death						
DETAILS OF DECEASED						
Sex	Age					
Birthplace						
Occupation						
Last place of Residence						
Conjugal Status						
DETAILS OF DESCENDANTS						
Marriage	1st	2nd	3rd			
Date of Marriage						
	Male	Female	Male	Female	Male	Female
No. of Issue living						
No. of Issue deceased						
Checked	Maiden name of Spouse					
Indexed	Name of Deceased					
	Name and Occupation of father of deceased					
	Name of Mother of deceased					
	Date and place of burial					
	Details of person Certifying Burial					
	Notations:—					

Annex 5

Reg. 11

PAPUA NEW GUINEA

Form 12

Civil Registration Act 1963.

MEDICAL CERTIFICATE OF DEATH

- A & D No. Station Serial No
- 1 Family Name..... 2 Given Names
 3. Date of Birth..... 4. Age.... 5. Sex..... 6. Race
 7. Last usual place of residence
 8. Occupation
 9. Place of Employment.....
 10. Name and Address of Employer if Employed
 -
 11. This is to certify that I last saw the deceased alive on..... (date)
 12. That she/he died at(time) on (date) at(place)
 13. The deceased was first viewed after death by me on..... (date)
 14. The body was/was not the subject of a post mortem examination.
 15. The consent of a coroner was/was not obtained to the issue of this certificate. (If consent obtained complete Question 16.)
 16. Coroner's Name Location
 17. I certify that to the best of my knowledge and belief the cause of death of the abovenamed was—

	Approximate interval between onset and death.
PART I	
<i>Disease or condition directly leading (a) to death*—</i> due to (or as a consequence of)
<i>Antecedent causes—</i>	
Morbid conditions if any, giving rise } (b) to the above cause, stating the under- } due to (or as a consequence of) lying condition last
(c)
PART II	
<i>Other significant conditions contri- } buting to the death, but not related to } the disease or condition causing it</i> }

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

18. Certifier's Name 19. Prof. Qualifications
20. Position Held 21. Location
22. Date Signature

Annex 6

PAPUA NEW GUINEA

Registered Vol. Fol.

Marriage Act 1963

CERTIFICATE OF MARRIAGE

Marriage was solemnized between the parties, particulars of whom are given below:—

On the day of, 19.....

At
 Church or other place Suburb and city or town Province

According to.....

	Bridegroom.	Bride.
1. Surname		
2. Christian or other names		
3. Usual occupation		
4. Usual place of residence		
5. Conjugal Status		
6. Birthplace		
7. Date of birth		
8. Father's name in full		
9. Mother's maiden name in full		

Signatures of parties }

Witnesses to the marriage:

Full names.....

Signatures.....

I,

hereby certify that, on the date and at the place specified above, I duly solemnized marriage in accordance with the provisions of the *Marriage Act 1963* between the parties specified above.

DATED this day of, 19.....

.....No.....
Signature of Celebrant

FOR OFFICIAL
 USE ONLY.

Registered at.....

By.....

Date.....

DECLARATIONS

I, (*).....

do solemnly and sincerely declare as follows: —

1. I am a (*).....
2. I believe there is no legal impediment to my marriage with (*).....

(hereinafter referred to as "the other party") by reason of consanguinity or affinity, a subsisting former marriage or lack of marriageable age of either myself or the other party, or by reason of any other circumstances.

3. *I have attained the age of 21 years.
 *I have not attained the age of 21 years, the date of my birth being the day of , 19

And I make this solemn declaration under the *Marriage Act* 1963, conscientiously believing the statements contained in it to be true in every particular, and knowing that that Act provides a penalty for the wilful making of a false statement in a declaration.

Declared at....., the.....day of....., 19.....

(*).....
 Before me,
 (*).....
 (*).....

*Cross out whichever is inapplicable.

I, (*).....

do solemnly and sincerely declare as follows: —

1. I am a (*).....
2. I believe there is no legal impediment to my marriage with (*).....

(hereinafter referred to as "the other party") by reason of consanguinity or affinity, a subsisting former marriage or lack of marriageable age of either myself or the other party, or by reason of any other circumstances.

3. *I have attained the age of 21 years.
 *I have not attained the age of 21 years, the date of my birth being the day of , 19

And I make this solemn declaration under the *Marriage Act* 1963, conscientiously believing the statements contained in it to be true in every particular, and knowing that that Act provides a penalty for the wilful making of a false statement in a declaration.

Declared at....., the.....day of....., 19.....

(*).....
 Before me,
 (*).....
 (*).....

*Cross out whichever is inapplicable.

- (1) Here insert full name, address and occupation of person making the declaration.
- (2) Here insert "bachelor", "spinster", "widower", "divorced person", or other conjugal status.
- (3) Here insert full name, address and occupation of the other party to the intended marriage.
- (4) Signature of person making the declaration.
- (5) Signature of authorised celebrant before whom the declaration is made.
- (6) Here insert "Registered Minister of Religion" "District Registrar of Marriages", or other description of qualification to solemnize marriages.

Annex 7

Specification of fees charged for certain categories of work regarding
Civil Registration and for marriage

Schedule 2

(a) *Civil Registration*

For a search in a register kept in the custody of the Registrar-General and issue of an extract of an entry	K2.50
For a search in a register kept in the custody of the Registrar-General	K2.50
For a search in a register kept in the custody of the Registrar-General and issue of a certified copy of an entry	K10.00
When correct or sufficient particulars of an entry in a register are not given in an application for an official copy of an entry, for searching for and identifying the correct entry, in addition to any other fee	K2.50
For a search of an entry in a register kept in the custody of the Registrar-General where no official copy is required.	K2.50
For a search in a register kept in the custody of the Registrar General and issue of a Certificate of Entry (Births, Deaths and Marriage)	K5.00

(b) *Marriage*

Filing notice of application to a Judge under Section 7(2) of the Act (including the affidavits in support of the application)	K4.00
For notice of application to a Magistrate under Section 7(2) or 11 of the Act [including the affidavits in support of an application under Section 7(2)]	K4.00
Filing request under Section 12 of the Act	K8.00
Filing application under Section 20 or 21 of the Act	K8.00
For notice of intended marriage given to an authorized celebrant who is not a minister of religion	K5.00
For marriage solemnized celebrant who is not a minister of religion	K5.00

Annex 9

VILLAGE SURVEY FORM
ANNUAL CENSUS SUMMARY

Province Census Division
 Distric Village
 Officer Date of Census
 Description of Village (e.g. Compact unit, scattered hamlet, clan line point etc.)

CENSUS FIGURES (For checking only)

BIRTHS (Exclude absentee births)
 MALE FEMALE
 TOTAL RESIDENTS _____
 Absentees (include absentee births)
 BOOK TOTAL (B T) _____
 Deaths Male Child Female Child TOTAL
 Male Adult Female Adult

NOTE: Record only the Births and Deaths which happened in the last 12 months

AGE GROUPS

	RESIDENTS		ABSENTEES		BOOK TOTAL		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
0-5							
6-17							
18-45							
46 plus							
Totals							
	(R & B)		(A)		(B T)		

ACTIVITY CODES — FOR RESIDENTS ONLY

	0	1	2	3	4	5					Total Residents	
WAGE EARNING											
CASH CROPPING							6	7	8	9	
EDUCATION							6	7	8	9	
LITERACY							6				

Migration IN Male Female TOTAL IN
 Migration OUT Male Female TOTAL OUT

Duplicate of this page to Bureau of Statistics.
 " " " " " Kept in Census Book.
 " " " " " Retained District Office.

CHAPTER 25

PHILIPPINES

Civil Registration and Vital Statistics System

Civil Registration System

History¹

Available evidence, however fragmentary, show that before the Spanish colonizers came to the Philippines in 1521, there had been an admirable method of keeping records of the fighting strength of the natives. Such record keeping by the tribal heads, although limited to the tribal warriors, is the fore-runner of what we call now as the civil registration system in the Philippines.

As early as the 17th century the Catholic Church required every parish to keep and maintain records of baptisms, burials and marriages. Records of these vital events filled up the parochial archives. Unfortunately, most of these early valuable records are now missing, except for those for the period 1876 to 1885. Of the available documents, it is surprising to note that only those of 1876 and 1885 are complete while those for the period 1877 to 1884, are either partly destroyed or incomplete. Interestingly, cause of death had not been given much importance in the early Church records as evidenced by its omission often in the records.

The earliest attempt to formally establish a system of vital registration was the enactment of the Civil Code of Spain on 8 December 1889. This code also instituted the civil registry and civil marriage in the Philippines.

The Philippines Revolution in 1898 brought with it the separation of the Church and the State. One of the early actions of the new administration was the promulgation of a decree on 18 June 1898 transferring the control of towns to independent local governments. Section 3 of the decree stipulated the appointment of a delegate for Justice and Civil Registration who shall assist the Chief in the initiation of court proceedings and the preparation of the record book of births, deaths, marriages and the census. A set of rules and regulations for the proper observance of the above-mentioned decree was also published. Among them Rules 24 and 26 refer to keeping of separate books for births and deaths. Rule 27 provided for the registration of the marriage contract.

With the advent of the American occupation, changes were brought about in the recording of vital events. According to Section 20 of the Municipal Law or Philippine

Act No. 82 of 1901 the most important of these changes was the provision for the recording of vital events in each municipality under the supervision of the Municipal Secretary.

On 21 October 1901, the Philippine Act No. 273 was enacted creating the Bureau of Archives. Important documents including some civil registry records which were referred to as old Spanish documents were deposited in the Bureau of Archives.

With the enactment of Act No. 3022 on 8 March 1922, the Bureau of Archives was converted into one of the divisions of the National Library. This marked the beginning of the centralization of civil registry records by requiring all municipal secretaries to submit quarterly reports on all registration matters to the Chief of the Division of Archives.

Another Act No. 3753, otherwise known as the Philippine Civil Registry Law was passed on 26 November 1930 making civil registration compulsory with effect from 27 February 1931. Several improvements of the civil registration system, were brought about by this law such as: (a) designation of the Director of the National Library as the Civil Registrar General; (b) designation of the City Health Offices (CHO) and the Municipal Treasurers (MT) as Local Civil Registrars; (c) establishment of civil registry books; (d) laying down registration procedures; and (e) provision of penal clause to enforce compulsory civil registration.

Eighteen years later, with the promulgation of Commonwealth Act No. 591, 1940, the function of the Archives Division of the National Library as the central depository of civil records was transferred to the Bureau of the Census and Statistics (now, National Census and Statistics Office by virtue of Presidential Decree No. 418). Thus, the Director of the Bureau of the Census and Statistics became the Civil Registrar General in an ex-officio capacity.

For the purpose of carrying out and enforcing the provisions of Philippine Act 3753, the Civil Registrar General issued Administrative Order No. 3, Series of 1942, containing the related rules and regulations. The new Administrative Order No. 1, Series of 1975 was issued on 12 February 1975 incorporating court rulings and opinions from the Department of Justice (now, Ministry of Justice) concerning civil registration and providing simplified procedures in order to improve birth and death registration coverage.

¹ *Manual on Civil Registration and Vital Statistics* (Manila, National Census and Statistics Office, 1957, 1975, 1983).

The latest legislation which materially affected the system of civil registration in the Philippines is the new Local Government Code (Batas Pambansa Blg. 337) enacted in 1983. Provisions concerning civil registration were made part of this law which led to the new Administrative Order No. 1, Series of 1983 taking effects on 8 September 1983.

The new Local Government Code relieved the Municipal Treasurers and City Health Officers as Local Civil Registrars and created the Office of the City Civil Registrar (CCR) in a highly urbanized city, and a division, section or an office under the City/Municipal Planning and Development Coordinator (C/MPDC) in a component city and municipal. It was the intention of the law to have Local Civil Registrars on full-time basis but surprisingly, the Ministry of Local Government ruled that the City/Municipal Planning and Development Coordinators shall act as the Local Civil Registrars, in an ex-officio capacity. Because of this development, the problems of part-time registrars still remains unresolved and have merely been transferred from one agency to another.

Administrative and organization structure

The National Census and Statistics Office (NCSO) by virtue of Commonwealth Act No. 591 has been the authorized government agency to enforce and carry out the provisions of the Civil Registry Law since 1940. The Executive Director of this Office is the ex-officio Civil Registrar General. As provided for in the new Local Government Code (LGC) and as "interpreted" by the Ministry of Local Government (MLG), the Local Civil Registrars (LCRs) in the highly urbanized cities are whole time officers of the city Administration appointed as such by the City Mayor. In other cities and municipalities, the corresponding planning and Development Coordinators function as the LCR in an ex-officio capacity.

The Civil Registrar General (CRG) receives feedback on civil registry matters from the regional, provincial and municipal census officers (RCO, PCO, MCO) of NCSO. In an unprecedented move to strengthen the supervision of the registration system, the CRG issued Circular No. 1 on 29 January 1985 delegating his supervisory function to RCOs and PCOs in matters pertaining to civil registration. As a result the RCOs and PCOs have the following additional duties and functions: (a) monitoring the status of civil registration system; (b) providing instructions to LCRs on the implementation of the laws and rules of registration; (c) taking steps to ensure proper maintenance and safekeeping of registration records; (d) co-ordinating with heads of other national and local agencies in programme designed to effect a more efficient civil registration system; and (e) performing such other activities, as may be necessary to ensure the smooth running of the civil registration system.

The Civil Registry and Vital Statistics Division (CRVSD), of NCSO at the centre, is headed by the Civil

Registry Coordinator (CRC) who also functions as Assistant to the CRG (see Annexes 1 & 2). At present, CRVSD has four sections namely: Archives Management Section, Vital Statistics Section, Certification Section and Civil Registration Coordinating Section. CRVSD has the following major functions:²

- (a) Planning, developing and implementing programme for the improvement of the civil registration system in the Philippines;
- (b) Processing of civil registry documents for publication of the annual vital statistics report;
- (c) Maintaining the central archive of civil registry documents;
- (d) Issuing certifications of records of vital events to the public; and
- (e) Co-ordinating with NCSO field staff in matters pertaining to civil registration.

With few exceptions, the Office of the Local Civil Registrar (OLCR) is located at the City or Municipal Building. The number of civil registry personnel in each OLCR depends to a large extent on the budget capability of the local government (see Annexes 3 & 4). The LCR, as a rule, may select one from his staff to act as his Assistant. There are instances, however, when the LCR may not have any staff to assist him.

The LCR has the following duties and responsibilities:³

- (a) Accept all registrable documents affecting the civil status of persons;
- (b) Transcribe and enter immediately upon receipt all registrable documents in the appropriate civil registers;
- (c) Send to the OLCRG within the first ten days of each month a duplicate copy of every document registered during the preceding month;
- (d) Issue certified transcript or photo copy of any certificate or document registered upon payment of the prescribed fee;
- (e) Classify and bind all registered certificates or documents;
- (f) Index the registered certificates or documents to facilitate verification;
- (g) Administer oath free of charge for civil registration purposes; and

² *Manual on Civil Registration (Supplement)* (Manila, National Census and Statistics Office, 1984).

³ Office of the Civil Registrar General, *Administrative Order No. 1 As Amended, Series of 1983, Rule 3.*

- (h) Perform such other duties as may be necessary relative to civil registration.

Characteristics of the system

There are six registry books, one each for birth, foundling, death/foetal death, court decree/order, legal instrument and marriage. Specimen copies of the registers of birth and death are shown at Annexes 5 & 6. Specimens of forms Nos. 97, 102, 103 and 103-A relating to marriage, live birth, death and foetal deaths certificates are given at Annexes 7-10.

A penalty clause (Section 17) was introduced in the 1931 law imposing a fine of not less than 10 but not more than 200 pesos for evasion of registration or violation of provisions of the Act. In spite of the penal provision of the law, the problem of underregistration of vital events still persists. A study conducted by NCSO during 1971-1973 showed that underregistration in 1973 was of the order of 20.6 per cent for births, and 23.0 per cent for deaths.⁴ Various administrative and technical problems which have not been resolved over the past years such as the ex-officio function of the LCRs, lack of funds etc, tend to retard the improvement of the system.

Simple imposition of the penalty may, however, not have been as effective as in other countries, because civil registration is not a matter of "life and death" among the people. Philippines is a developing country wherein survival is a primordial activity. In fact, the following reasons⁵ or factors which are contributory to the low level of registration are indicative of the indifference of the people and inadequacy of the system:

- (a) Lack of interest among parents;
- (b) Ignorance about the law requiring the compulsory registration of births and deaths;
- (c) Custom not to register vital events, especially among the cultural minorities;
- (d) Distance from the place of occurrence to the registration centre; and
- (e) Common belief that baptism is already registration.

Period for Registration and Delayed Registration

Under the law, the birth of a child or a death is required to be registered at the OLCR of the place where the event occurred within 30 days from the time of birth or death.

For marriage, a distinction is made between a marriage of exceptional character and an ordinary marriage.

⁴ Nelia R. Marquez, *Civil Registration in the Philippines*, NCSO-UNFPA, 1982 (unpublished mimeographed paper).

⁵ Tito A. Mijares, "Development and Maintenance of the Sample Vital Registration System in the Philippines", *The Philippines Statistician*, Vol. XXIII, Nos. 3-4, July-December 1974.

Marriage of exceptional character is one which does not need a marriage licence as requisite for its validity, for example, a marriage in which either of the contracting parties is on the point of death. The general rule is that marriage was solemnized. The time fixed is 15 days from the day following the celebration of an ordinary marriage, while for marriages of exceptional character, the prescribed period is 30 days.

In the case of late or delayed registration a different procedure is provided by law. Aside from the preparation of the registration forms, the applicant is required to submit an affidavit stating, among other things, the cause or reason for the delay. The application for registration will be posted at the LCR's office for ten consecutive days and reported to the City or Provincial Fiscal office for appropriate action under Section 17 of Act No. 3753. The entry in the civil register is made in red ink, and a remark "Late Registration" is stamped on the registration certificate.

Informants for vital events

Birth

Reporting of birth at the OLCR shall be the duty of the physician, nurse, midwife or "hilot" who attended the birth, or the hospital or clinic administrator, if birth was in a hospital or clinic, or in their default, either parent of the newborn child or any person having knowledge of such birth. The parents or a responsible member of the family and the attendants at birth shall be jointly liable in case they fail to register the newborn child. If there was no attendant at birth, or if the child was not born in hospital or clinic, then the parents or a responsible member of the family alone shall be primarily liable in case of failure to register the newborn child.

Death

In case of death, it shall be the responsibility of the physician who last attended the deceased or the administrator of the hospital or clinic where the person died, to prepare the proper death certificate and certify as to the cause of death. The death certificate shall be forwarded within 48 hours after death, to the Local Health Officer who shall examine the completeness of every entry in the certificate of death and affix his signature and direct its registration in the OLCR of the place of death. If the deceased died without medical attendance it is the responsibility of the nearest relative or person who has knowledge of the death to report the same within 48 hours after death to the Local Health Officer or his authorized representative. Before issuing a death certificate the Local Health Officer examines the deceased, certifies as to the cause of death and then directs its registration in the OLCR within the time prescribed by law.

Marriage

In marriage, the solemnising officer shall prepare four copies of the contract and send two copies, original and

a duplicate, to LCR of the place where the marriage took place within the time specified in the Civil Code, depending upon whether the marriage is ordinary or of exceptional character. One copy shall be given to the contracting parties and the remaining copy for the file of the solemnizing officer.

The different civil registry books and related certificates are considered public documents and are admissible as *prima facie* evidence of the facts therein contained. According to Article 412 of the Civil Code no entry in civil register shall be changed or corrected without a judicial order.

The Civil Registry Law does not authorize the LCR to deny the registration for any documents presented to him on ground other than insufficiency of information thereof. However, the registration of the document is in no way considered as a recognition of its validity. The determination of its validity involves an inquiry into facts and circumstances which the OLCR is not competent to pursue.

Ordinarily, three copies are prepared for each type of documents. The first copy is kept by the LCR for his file and for making entries in the registers. He sends the second copy to the OCRG to be filed in the NCSO archives. The third copy is given to the registrant or to the applicant after detaching the statistical portions. If the hospital, clinic or attendant in the case of birth or death, and the solemnizing officer in case of marriage, want to have a copy of the document, a fourth copy is prepared.

Registration of birth, death and marriage certificates is free. However, for the registration of legal instruments, court decrees or orders and requests for certified copy or certification of civil registry record issued by the LCR, fees shall be collected in accordance with the Local Tax Code and other laws.

Compilation and Statistical Processing

History⁶

The scientific treatment of vital statistics in the Philippines began with the organization in 1889 of the Central Office of Statistics, then a subordinate office of the Bureau of Civil Administration. The parish priests were required to send to the Statistics Office in Manila a detailed statement of the births, marriages and deaths that occurred in their parishes during the year immediately preceding the report. On 1 July 1895, the first issue of the monthly "Statistical Bulletin of the City of Manila" came out. Its section IX was devoted to vital statistics.

With the advent of the American occupation, changes were brought about in all the subordinate offices of the

⁶ Office of the Civil Registrar General, *Civil Registration and Vital Statistics Practices in the Philippines*, a paper presented at the *Conference on Vital Statistics Practices in Asia*, held at Bayview Plaza Hotel, Manila, Philippines, 9-13 May 1977, pp.14-16.

Civil Administration and the recording of vital statistics was then carried on according to modern practices. The activities of this Office were placed under the control of the Board of Health, later superseded by the Bureau of Health, and the Philippine Health Service. Fortunately for the new Office, the first decennial revision of the Manual of International Lists of Causes of Deaths had just been completed in Paris by the International Commission and was accordingly adopted for all statistical compilation of causes of death. The service was thus placed on a firm footing, and the success of later years might, largely be ascribed to the efficient manner in which the vital statistics were collected and systematically presented.

The Vital Statistics Section of the Bureau of Health together with its functions and duties was transferred to the Bureau of the Census and Statistics (now, NCSO) when it was created on 19 August 1940 by Commonwealth Act No. 591. Since then, all matters pertaining to vital statistics became the responsibility of NCSO.

In the NCSO, the Civil Registry and Vital Statistics Division (CRVSD) has the task of processing the civil registry documents. It publishes the Annual Vital Statistics Report which contains four statistical tables for marriage, seven for birth and 16 for death. These 27 tables are listed in Annex 11.

Administrative and organizational structure

The vital statistics system of the Philippines is centralized in the NCSO. Compilation, tabulation and dissemination of the vital statistics data are handled by the vital statistics Section of the CRVSD. Vital Statistics Section is composed of a statistical unit and three coding units one each for births, deaths and marriages.

Definition of terms

Under the Civil Registration System operating in the Philippines the vital events are defined in conformity with the definitions recommended by the UN/WHO. However in the case of foetal death registration the following procedural instructions are given:

A foetus with an intrauterine life of seven months or more and born alive at the time it was completely delivered from the maternal womb but died later shall be registered in the register of birth as well as in the register of death.

A foetus with an intrauterine life of less than seven months is not deemed born if it died within 24 hours after its complete delivery from the month's womb and therefore, does not require registration. However, for statistical purposes, certificates of birth and death shall be prepared and a copy of each shall be forwarded to the OCRG.

Compilation, processing and dissemination

The primary sources for Vital Statistics are the four Municipal Forms Nos. 97, 102, 103 and 103A which relate to marriage, live birth, death and foetal death respectively.

As stated earlier the LCR detaches the statistical portion of the third copy before giving it to the registrant. The statistical portions are then coded and given to the provincial office of NCSO where the monthly preliminary tabulation is made. The NCSO provincial office tabulates and produces the following data in the form of statistical tables in four forms, (CRVS Forms 1, 2, 3 and 4) containing the following details:

- (a) Number of registered births and deaths, by sex, by period of registration (timely or delayed) and by municipality;
- (b) Number of registered marriages by period of registration and by municipality.

After the tabulation, the NCSO provincial office submits the statistical tables to the Vital Statistics Section of CRVSD, which consolidates the report at the regional and national levels. These data are used in the publication of special releases and advance preliminary reports about births, deaths and marriages of a given period and place.

As required by law, the LCR sends to the OCRG on or before the tenth day of the month the second copies (duplicates) of all documents which were registered during the preceding month. These documents are received, checked, sorted and bound at the Civil Registration Coordinating Section. The documents which are already in properly labeled folders are then forwarded to the Vital Statistics Section where the following data processing activities take place:

- (a) Checking of the coding work done at the LCR's office;
- (b) Coding of the documents which LCR fails to code;
- (c) Preparing the documents for the final tabulation and processing at the EDP by detaching the statistical portions from the legal portions.

The legal portions go to the Archives Management Section, while the statistical portions which are also bound in folders and properly labeled are forwarded to Key punch Operations Division. After punching, the folders are sent back to Vital Statistics Section, where the computer Listings are verified for correctness and accuracy. Finally, the corrected Listings are returned to Computer Operations Division for statistical tabulations. The final tabulations are then sent to the Publication Division for release as the Annual Vital Statistics Report.

Evaluation⁷

In October 1964, a sample survey was conducted by the Bureau of the Census and Statistics (now, NCSO) covering 7,206 households to assess the tempo of registration. The results showed that 39.7 per cent of all births

⁷ Nelia R. Marquez, *op. cit.*

and 30.0 per cent of deaths were not registered (see Annex 12 Table A). It was found that births attended to by "hilot" (untrained rural midwife) and other persons, and those occurring at home contributed largely to the under-registration of births. Surprisingly there was also more than 20 per cent under-registration even among births attended to by medical practitioners like doctors, nurses and midwives and delivered in hospitals, clinics and health centres (see Annex 12, Table B).

Another study was conducted by the NCSO during 1971-1973 on the development and maintenance of an efficient civil registration system in the Philippines. This was a project funded by USAID through the Commission on Population (POPCOM). It covered 464 sample enumeration districts located in 464 municipalities/cities including Manila and Suburbs. The results (see table 1) revealed that between 1964 (first study) and 1971-1973, the level of registration of births and deaths improved a little, although, the levels were still not satisfactory.

Table 1. Estimated annual levels of under-registration of births and deaths, 1964 and 1971-1973

Year	Per cent level of under-registration					
	Birth			Death		
	Urban	Rural	Total	Urban	Rural	Total
1964 ^a	—	—	39.7	—	—	30.0
1971	23.3	37.6	23.9	24.7	31.8	29.5
1972	13.0	22.4	19.6	14.8	23.1	20.6
1973	19.7	21.1	20.6	20.8	24.0	23.0

^a Earlier study conducted by Bureau of Census and Statistics in 1964.

According to this study under-registration was also observed to be greater in the rural than in the urban areas in 1971. However, as the project progressed, there was a big decrease in the level of non-registration in 1972 and 1973. Further a review of the causes of non-registration based on unpublished reports of the project⁸ indicated that the most common causes were ignorance of the people regarding the place where to register and negligence on their part to register the events. About one-fifth reported that baptism was the same as registration. Analysing the extent of registration among infants born in 1972 who died in the same year it was seen (see table 2) that among the total infant deaths occurring in 1972 covered by the project as many as 14.5 per cent were not registered either as a birth or as a death. Because of this observation the

⁸ Dolores M. Mortel, "Causes of Non-Registration of Vital Events in the Philippines, 1973", Seminar Proceedings, *Development and Maintenance of a Sample Vital Registration System in the Philippines*, 5-6 May 1975.

OCRG issued a general circular to all LCRs to the effect that while registering those infants who died, (especially those less than one month old) they should take special care to see that they are also registered as births.

Table 2. Percentage distribution of infants born and dying in the same year by status of registration, 1972

<i>Status of registration</i>	<i>Births in 1972 who died in the same year (%)</i>
Registered both as birth and death	46.8
Registered as death but not as birth	33.2
Registered as birth but not as death	5.5
Not registered as birth or death	14.5

To ensure smooth registration, the project also provided blank birth and death certificates for municipalities that had problems in procuring their own supply of forms. With a view to improving registration a circular memorandum was also issued by the Minister of Education and Culture to insist on production of birth certificates for enrolment to the first grade in both public and private schools.

The vital statistics compiled from registered documents received by the OCRG during the eight years 1970-1977 showed an erratic trend. The problems which were cited earlier such as delayed receipt of documents and incomplete coverage of reports, not to mention the effect of under-registration, might have greatly affected the statistics on births, deaths and infant deaths compiled from civil registry documents during the period.

A sharp increase was observed in the number of deaths registered between 1971 and 1972. It was felt that this might have been due to the big increase (10.3 per cent) in infant deaths registration in 1972 as a result of the general circular issued to all LCRs to watch for birth registration among infant deaths. Infant deaths consisted of about 23 per cent of the total deaths registered in 1972 while the number of birth in 1973 increased by over 8 per cent. The increase in the registered births and deaths during 1972 and 1973 could therefore be attributed only to the improvement in registration coverage.

1974, being the United Nations "World Population Year", the NCSO/POPCOM Project sponsored the issue of Presidential Decree No. 651 as amended by Presidential Decree No. 766 with a view to promoting better registration. The decree called for compulsory registration, free of charge, of births and deaths which occurred, in the

Philippines during 1 January 1974 to 31 December 1975 in order to improve registration. There was an increase of a little over 13 per cent in the number of births registered in 1975 over those registered in 1974. There was practically no effect on the registration of deaths during the period. However a big increase of 10.6 per cent in the number of registered deaths, as well as a 14.6 per cent increase among the infant deaths was also noted in 1976 compared to 1975. It was felt that these improvements in registration were brought about particularly as a result of the OCRG circular. Massive educational campaigns, as were employed in the NCSO/POPCOM Project, combined with the full co-operation and support of LCRs, could, therefore, improve the level of registration effectively.

Special Problems

As has been described in the foregoing paragraphs, several measures have been adopted overtime with a view to upgrading the status of the Civil Registration and Vital Statistics System. However several problems remain which claim attention. These problems are discussed in the following paragraphs.

Organization Primarily the ex-officio function of the local civil registrars referred to earlier imposes added responsibility on the person holding the position. Consequently, the ex-officio employees like the CHO, MT, CPDC and MPDC, give the registration work only secondary importance. For example these officials leaves the registration work entirely to the office clerks and devote their attention to their primary duties with the result that registration becomes perfunctory over a period of time.

This problem is further compounded by very inadequate supervision of the LCRs by the CRG. Since the persons acting as LCRs are appointed by the Mayors and are not employees of NCSO, supervision by the CRG over the LCRs has been reduced to a mere co-ordinating activity. Disciplining an erring LCR is not possible without coursing the action through the city or municipal mayor, who being a political functionary hesitates to act strongly in such situations. Under these conditions the current level of registration would not be able to produce reliable vital statistics unless an independent office attending solely to registration matters is created.⁹

Funding The lack of funds is obviously the underlying cause of many of the immediate problems facing such developing countries as Philippines. Beside the insufficient number of fulltime workers lack of: (i) adequately trained staff; (ii) equipment to file and preserve vital records; (iii) well-thought out publicity materials on civil registration; and (iv) continuing training programmes for civil registration as well as statistical staff, are all problems rooted in inadequate funding. An obvious solution, therefore, would

⁹ Morata and Alegre, "Improvement of the Civil Registration System", a paper presented at the *Third Seminar-Workshop on Strengthening the Vital Registration System*, 15-16 October 1961, at Davao City, Philippines.

depend on the willingness of the government to provide adequate resources from the regular national budget.¹⁰

Submission of civil registry documents to OCRG The problem of under-registration is also aggravated by the

delayed transmission of returns to OCRG. Table 3 gives a good idea of the coverage of the vital statistics returns at the time when the NCSO compiles the statistics. This table is based on a scrutiny of available records made on 15 August 1985.

Table 3. Number of LCRs not submitting civil registry documents by number of months of default, 1983 and 1984

Year	No. of months of default in submission of returns												Total defaulting LCRs	Total LCRs	
	0	1	2	3	4	5	6	7	8	9	10	11			12
1983	1 427	46	11	10	4	1	3	1	4	9	0	4	53	146	1 573
1984	1 429	35	17	10	5	3	8	17	1	2	4	2	40	144	1 573

Location of registration centres Registration centre is located in the heart of the city or a municipality. In most cases, the OLCR is housed in a public or government building where the mayor holds office. Since there are no other places of registration in the barangays the people must come to the poblacion for the purpose. The LCR just waits in his office for the people to come to his office to report vital events. Because of the distance from place of residence to poblacion, though registration is free by law people are forced to spend their hard-earned money in going to the registration centre whenever they want to register an event. Hence there is a natural reluctance to register unless there is a strong compulsion to do so.

Further, the Philippines abounds in valleys, mountains, marshland, and coastal plains with elevation ranging from sea level to almost 10,000 feet. Very few roads pass through the mountains. Some of the rural barangays can only be reached by trails which are often very long and winding. Approximately 15 per cent of the total barangays are accessible only by foot. The barangays that can be reached by land transportation at a distance of 10 kilometres and over from the town hall constitute approximately 21 per cent. Hence there is an urgent need to open more registration offices so that the registration facility may be offered to the people near their homes.

*Cultural minorities*¹¹ Deeply rooted customs and traditions of certain cultural minority communities also contribute to under-registration. Parents are not concerned in registering newly-born babies for they have to find time and funds to "offer" the child. In case of death, they have to bury their dead in their ancestral lands within 24 hours of death. They thus feel there is no necessity to register the event. With regard to marriages, Filipino

Muslims are not required to obtain licences before they get married. Hence they do not have marriage contracts when they get married.

Members of the cultural minority communities do not often subscribe to modern procedures and legal requirements in the belief that compliance may tend to change their ancient customs, traditions and heritage.

In the Muslim areas there is also a general feeling that civil registration is unnecessary since such documents can be dispensed with or replaced by a mere certification of the Commission on National Integration (CNI), or an affidavit procurable whenever such a document is needed by the person concerned.

*Collection of fees*¹² In spite of the fact that law requires registration to be done free of charge, it was learned during the regional seminars that many LCRs are collecting fees for the registration of births, deaths and marriages. It was also reported that others impose penalties for delayed registration of births, deaths and marriages even in the absence of a conviction by a competent court.

It has also been observed that some of the municipalities are imposing a service fee. This is particularly common in depressed municipalities since they claim to use the money to buy needed forms and for the maintenance of the civil registry office.

Collection of fees for purposes of registration is another factor that affects the implementation and improvement of the civil registration system since it prevents to a certain extent the registration of vital events especially in remote places and rural areas of the country.

¹⁰ Tito A. Mijares, "Civil Registration in the Philippines", a paper presented during the 6th Regional Seminar-Workshop on Civil Registration, 4 June 1982, at Iloilo City, Philippines.

¹¹ *Ibid.*

¹² Eugenio Venal, "On the Improvement of the Civil Registration System in the Philippines", a paper presented during the National Conference on Civil Registration and Censuses, 12-14 December 1984, at Regent of Manila, Philippines.

*Double registration*¹³ Double registration is partly caused by the strict implementation of Article 412 of the Philippine Civil Code, which provides that “no entry in a civil register shall be changed or corrected without a judicial order”. This provision of the law requires mandatory compliance and its implementation is a cumbersome and expensive process. Those who cannot afford to get the services of a lawyer and go through the expensive process of filing a petition in court find it easier to fraudulently apply for a delayed registration in a neighbouring municipality or in a place where the party is presently residing. At present, the practice is rampant due to the economic crisis and the increasing demand for certified copies of birth/marriage records for travel or employment abroad. This is another big problem that affects the civil registration system.

Some cases of double registration also arise due to people desiring to adjust age of a person for purposes of employment or to avoid incurring the expense for a legal action in court as in the case of avoiding the filing of a petition for legal adoption in court. Double registration of marriages also occurs in the case of married persons who declare themselves fraudulently as single in order to emigrate. They return subsequently to the Philippines to marry their supposed fiancée (their wife to whom they are already married). Since the percentage of double registration of marriages may no longer be minimal the reliability of data on births and marriages occurring during the year gets vitiated.

Strategies for Improvement of Civil Registration and Vital Statistics

Taking account of the many problems of under-registration discussed in the earlier paragraphs all efforts of civil registry personnel and of the entire staff of NCSO are geared towards evolving ways and means of resolving them. Some of the steps taken to improve the level of registration are described briefly below:

Legislations In the Philippines, the basic civil registry law is Act 3753 which took effect on 27 February 1931. However for the purpose of improving and strengthening the system, several laws were enacted from time to time since then, some of which have already been referred to. A brief listing of these laws below brings out chronologically the improvements effected through such legislations:

- (a) Local Government Code amended Section 3 of Act 3753, thereby restructuring the organization of the system according to current needs.
- (b) Marriage laws (Book 1, Title III, Articles 52 to 96 of the Civil Code), specified among other things, the duties of LCRs in issuing marriage licenses and registering marriages.

- (c) Presidential Decree No. 603 (The Child and Youth Welfare Code), directed that the records of a person’s birth shall be kept confidential.
- (d) Presidential Decree Nos. 651 and 766 specifically identified the person or persons responsible for reporting or registering vital events. It further emphasized that registration was to be done free of charge for all births and deaths; and that the presentation of a birth certificate shall be required for enrolment in the first grade as well as in claims for tax exemption for dependents under the National Internal Revenue Code.
- (e) Presidential Decree No. 856 stipulated that no burials could be effected without a death certificate.
- (f) Presidential Decree No. 1083 (Code of Muslim Personal Laws) was promulgated to recognize system of Filipino Muslim laws, to codify them and to provide for their administration. Among other things, it also stipulated that marriages performed under Muslim laws may be registered at the Office of the District Registrar who in turn shall send copy of the marriage contract to the OCRG in accordance with Act 3753.
- (g) Commonwealth Act No. 591 created the Bureau of the Census and Statistics (now, NCSO) and empowered it to carry out and administer the provisions of the Civil Registry Law.

Circulars, memoranda and other letters of instruction

The CRG maintains constant communication with the LCRs all over the country. All problems encountered by the LCRs of which the solutions or answers are not available in the Manual on Civil Registration or in any of the circulars or memoranda, are forwarded to the CRG. When the problem is about the procedural aspects of registration, the CRG readily sends a reply. The CRG also refers some problems to other government agencies like the Ministry of Justice, National Library, Ministry of Education and Culture, and the Ministry of Health. Opinions obtained from these agencies helped in resolving the issues on hand. Such decisions are later included among the rules and regulations of civil registration. These rules and regulations form the basis for circulars, memoranda and other forms of written instruction issued frequently by the CRG. With the assistance of the NCSO field-staff, these circulars reach out to the LCRs all over the country within the shortest time possible.

One of the latest and probably the most important and unprecedented circular issued by the CRG in 1985 is Circular No. 1985-1 which authorizes the Regional and Provincial Census Officers to supervise the LCRs in their respective areas of jurisdiction. Because of this regular local supervision civil registration is expected to

¹³ *Ibid.*

improve considerably in the future in terms of coverage and quality of vital statistics.

Registration Forms Municipal Form Nos. 102 (birth certificate) and 103 (death certificate) were revised in 1983 and released for adoption in January of 1984. Such revision was very necessary to meet the requirements of electronic data processing. The main feature of the revised forms is the separation of the details needed for statistical compilation from other civil registration information. Appropriate boxes and cells are provided in the statistical part of the form for coding purposes. This facilitates accurate and quick handling of statistical data at the data processing stage.

Seminars, conferences and workshops The civil registration system can be improved only when the persons directly involved in running the system are trained and well-versed in the interpretation and application of the rules and regulations and other matters pertaining to the registration activity. It is not possible that everything is contained in the Manual on Civil Registration, since a growing system is often confronted with unforeseen field situations requiring quick handling on the spot. Hence, with funding from the United Nations Fund for Population Activities, the OCRG has been conducting frequent seminar-workshops in different places of the country since 1981. The original plan was to conduct the seminar-workshop at the regional centres only, but due to the need for penetrating the grassroot level, the seminar-workshops were also conducted at the provincial level. At present, through the initiative of the NCSO fieldmen and assistance from the local governments, seminar-workshops are being organized in cities and municipalities also.

The principal participants in these seminars are the new LCRs and civil registry personnel, hospital or clinic administrators, nurses, midwives, "hilots", educators, barangay officials, religious ministers, and representatives of other government agencies associated with civil registration. The objectives of these seminar-workshops are to: (a) orient and update LCRs on the civil registration system of the Philippines; (b) provide a forum for discussion of the merits and problems of existing registration procedures; and (c) evolve ways and measures for improving civil registration.

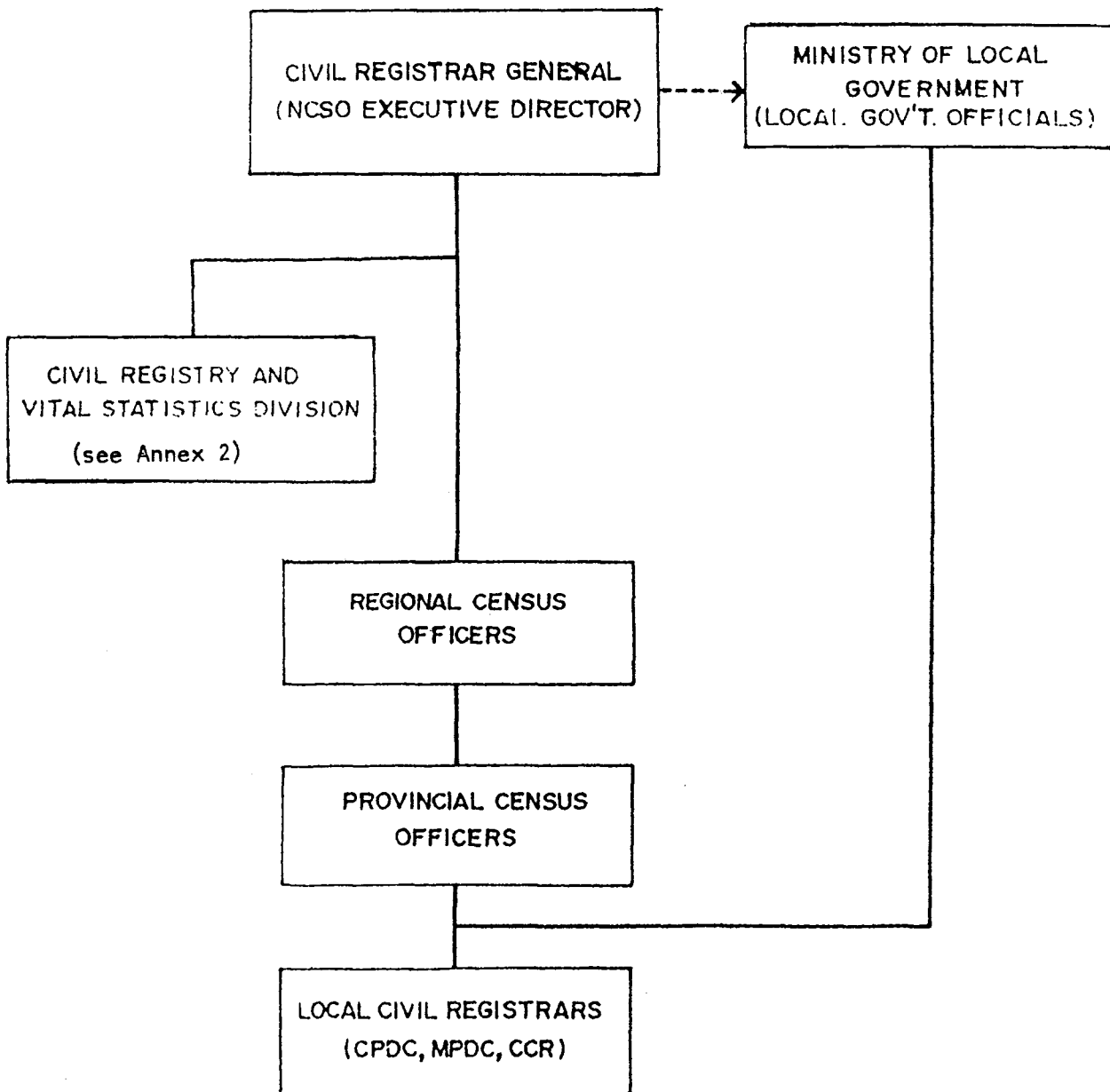
Future Plans

The first step in improving the civil registration and vital statistics system, is to increase the level of registration, followed by instituting steps to upgrade the quality of vital statistics. Toward this objective, the OCRG hopes to take action in the following directions:

- (a) Formation of an inter-agency committee to review the implementation of the Local Government Code regarding civil registration. The committee will be composed of representatives of the Ministries of Local Government, of Health, and Justice, National Library, National Economic and Development Authority, and the OCRG. Among other things, the three basic problems which this committee hopes to tackle are: (i) Who will be the most appropriate LCR under the new Local Government Code? (ii) What is the alternative if a city or municipality cannot comply with the organizational structure of the new local government setup? (iii) Is it possible to make the LCRs regular employees of NCSO so that the problems arising from ex-officio functions could be obviated?
- (b) Revision of the Manual on Civil Registration and updating the implementing rules and regulations governing the enforcement and application of civil registry laws.
- (c) Facilitating more frequent travel of the Civil Registry Coordinator, to spot check local civil registry offices thereby ensuring that they discharge their duties effectively.
- (d) Effecting the decentralization of the processing of civil registry documents as and when regional offices of the NCSO are finally equipped with micro-computers. The Vital Statistics Section will then only consolidate the regional tabulations at the national level.
- (e) One problem which the CRG encounters in the processing of civil registry documents is the non-uniformity of the format of registration forms used in the local registration offices. Registration forms are supposed to be uniform in size, printing and material but this has not been the case so far because LCRs procure the forms from various sources. In some cases, omission of important items of information in the forms also go unnoticed. Even if a form is found defective the tendency is for the LCR to consume first the misprinted forms before procuring the correct ones. To solve the problem, the CRG is taking over the responsibility of distributing uniform registration forms to all the LCRs.
- (f) Finally, the organizational structure of the present machinery for civil registration has to be altered so that fulltime officers are made responsible for registration work.

Annex 1

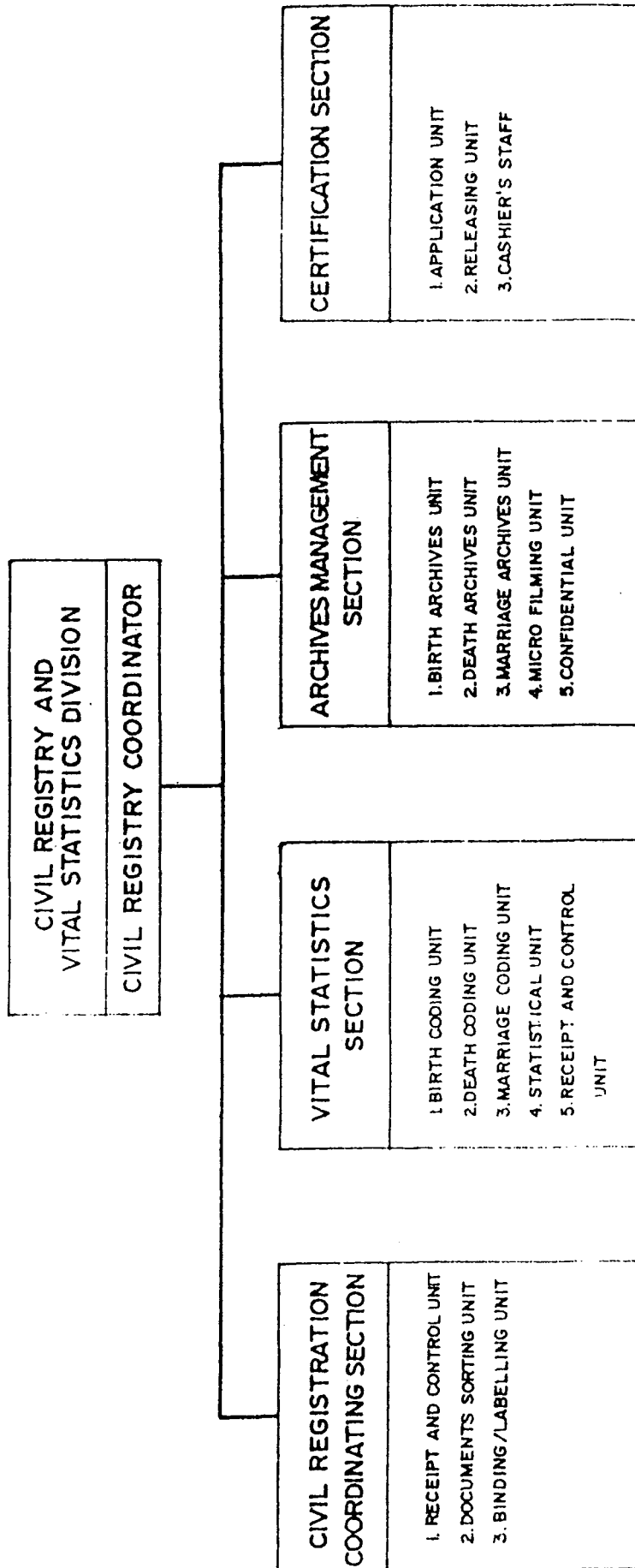
ORGANIZATIONAL CHART
OF CIVIL REGISTRATION AND VITAL STATISTICS
SYSTEM IN THE PHILIPPINES



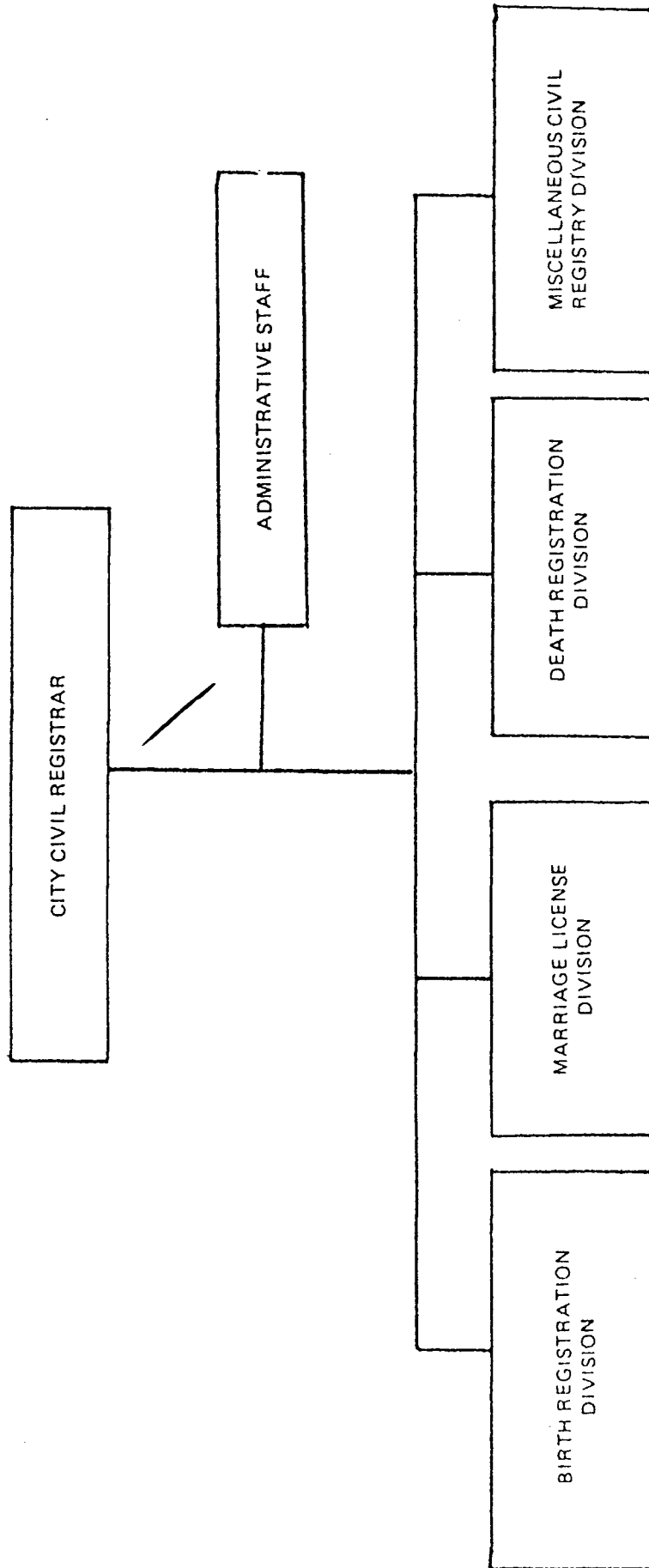
- NCSO: National Census and Statistics Office
- CPDC: City Planning and Development Coordinator
- MPDC: Municipal Planning and Development Coordinator

Annex 2

**ORGANIZATIONAL CHART
OF CIVIL REGISTRATION AND VITAL STATISTICS DIVISION
IN THE NATIONAL CENSUS AND STATISTICS OFFICE**



Annex 3
ORGANIZATIONAL CHART
OFFICE OF THE CIVIL REGISTRAR
For Highly Urbanized Cities



Annex 4

STAFF SET UP OF CIVIL REGISTRATION DIVISION IN CITIES AND MUNICIPALITIES

Note: These divisions function under the City Planning and Development Coordinator or the Municipal Planning and Development Coordinator who looks after the Civil Registration work in an ex-officio capacity. 7

C I T I E S

FIRST CLASS 'A' FIRST CLASS 'B' FIRST CLASS 'C' 2nd & 3rd CLASSES

CIVIL REGISTRATION DIVISION
0.1 Civil Registry Officer V
1.1 Civil Registry Officer III
2.4 Civil Registry Officer I
1.4 Senior Civil Registry Clerk
3.5 Civil Registry Clerk
1.2 Bookbinder
2.4 Bindery Helper

CIVIL REGISTRATION DIVISION
0.1 Civil Registry Officer IV
1.1 Civil Registry Officer II
2.4 Senior Civil Registry Clerk
3.5 Civil Registry Clerk
1.1 Bookbinder
1.3 Bindery Helper

CIVIL REGISTRATION DIVISION
0.1 Civil Registry Officer III
1.1 Civil Registry Officer I
1.3 Senior Civil Registry Clerk
2.4 Civil Registry Clerk
1.1 Bookbinder
1.2 Bindery Helper

CIVIL REGISTRATION DIVISION
1.1 Civil Registry Officer II
1.2 Senior Civil Registry Clerk
2.4 Civil Registry Clerk
0.1 Bookbinder
1.1 Bindery Helper

M U N I C I P A L I T I E S

FIRST CLASS 2nd & 3rd CLASSES 4th TO 6th CLASSES

CIVIL REGISTRATION SECTION
1.1 Civil Registry Officer II
0.1 Senior Civil Registry Clerk
1.3 Civil Registry Clerk

CIVIL REGISTRATION SECTION
1.1 Civil Registry Officer I
0.1 Senior Civil Registry Clerk
1.2 Civil Registry Clerk

CIVIL REGISTRATION SECTION
1.1 Senior Civil Registry Clerk
1.2 Civil Registry Clerk

Annex 7

MUNICIPAL FORM No. 97—(Form No. 13)

REGISTER NO. _____

MARRIAGE CONTRACT

City or Municipality of _____, Province of _____

	HUSBAND	WIFE
Contracting Parties		
(a) Age		
(b) Nationality		
(c) Residence		
Single, widowed or divorced		
Father		
Nationality		
Mother		
Nationality		
Witnesses		
Residence		
Persons who gave consent or advice		
(a) Residence		
(v) Relation to contracting party		

Place of marriage { Office of the
House of
Barrio of
Church of

Date of marriage _____

Marriage solemnized by _____

(a) _____ (b) _____
(Position) (Address)

THIS IS TO CERTIFY: That I, _____ and I, _____ on the date and at the place above given, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the two witnesses named below, both of age, take each other as husband and wife.

And I, _____ (Position)

CERTIFY: That on the date and at the place above written the aforesaid _____ were with their mutual consent lawfully joined together in holy matrimony by me in the presence of said witnesses, both of age; and I further certify that the Marriage License No. _____, issued at _____ on _____, 19____ in favor of said parties, was exhibited to me or no marriage license was exhibited to me, this marriage being of an exceptional character performed under Art. _____ of Rep. Act 388; and that consent or advice to such marriage was duly given, as required by law, by the person or persons above mentioned.

IN WITNESS WHEREOF, we signed, (or marked with our fingerprint) this certificate in triplicate this _____ day of _____, 19____

(Contracting Party)

(Contracting Party)

(Judge, Justice of the Peace, Mayor, Priest, Minister, etc.)

WITNESSES

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF LIVE BIRTH
(Fill out completely, accurately and legibly in ink or typewriter)

PROVINCE _____ LOCAL CIVIL REGISTRY, NO. _____
CITY / MUNICIPALITY _____

1. NAME (First) _____ (Middle) _____ (Last) _____		
2. SEX (Place 'X' on appropriate answer) ___ 1 Male ___ 2 Female		3. DATE OF BIRTH (Day) _____ (Month) _____ (Year) _____
4. PLACE OF BIRTH (Name of Hospital/Institution; if not in hospital, give street/barangay)		(City/Municipality) _____ (Province) _____
5a. TYPE OF BIRTH (Place 'X' on appropriate answer) ___ 1 Single ___ 2 Twin ___ 3 Three or more		b. IF MULTIPLE BIRTH, CHILD WAS ___ 1 First ___ 2 Second ___ 3 Third, 4th, etc
Father, Mother	6. MAIDEN NAME (First) _____ (Middle) _____ (Last) _____	7. NATIONALITY _____
	9. NAME (First) _____ (Middle) _____ (Last) _____	10. NATIONALITY _____
8. RELIGION _____		
12. DATE AND PLACE OF MARRIAGE OF PARENTS (Important: if not applicable, fill Affidavit of Acknowledgment of the back)		

13. CERTIFICATE OF ATTENDANT AT BIRTH
I hereby certify that I attended the birth of the child who was born alive at _____ o'clock a.m./p.m. on the date stated above.

Signature _____ Address _____
Name in print _____
Title or position _____ Date _____

14. INFORMANT
Signature _____ Address _____
Name in print _____
Relationship to child _____ Date _____

15a. PREPARED BY
Signature _____
Name in print _____
Title or position _____
Date _____

b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR
Signature _____
Name in print _____
Title or position _____
Date _____

16a. INFORMATION GIVEN IN SUPPLEMENTAL REPORT b. DATE WHEN INFORMATION WAS SUPPLIED

(Important: Informant should also provide information for Items 17 to 25. The code boxes are to be filled out at the Office of the Local Civil Registrar.)

RESERVE FOR BINDING	PROVINCE _____	Local Civil Registry No. <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									Registration Status <table border="1"><tr><td> </td><td> </td></tr></table>											
	CITY / MUNICIPALITY _____																					
	17. Weight at Birth (in grams) <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					18. Birth Order of Child <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, etc <table border="1"><tr><td> </td><td> </td></tr></table>																
	19a. Total Number of Children Born Alive <table border="1"><tr><td> </td><td> </td></tr></table>			b. How many children are now living including this birth? <table border="1"><tr><td> </td><td> </td></tr></table>			c. How many children were born alive but are now dead? <table border="1"><tr><td> </td><td> </td></tr></table>															
20 Usual Occupation <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				21 Age at the time of this Birth <table border="1"><tr><td> </td><td> </td></tr></table>																		
22 Usual Residence (Barangay) _____ (City/Municipality) _____ (Province) _____																						
23 Usual Occupation <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				24 Age at the time of this Birth <table border="1"><tr><td> </td><td> </td></tr></table>																		
25 Attendant at Birth (Place 'X' on appropriate answer) ___ 1 Physician ___ 2 Nurse ___ 3 Midwife ___ 4 Healer ___ 5 Others																						
Sex <table border="1"><tr><td> </td></tr></table>		Date of Birth <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					Place of Birth <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					Mother's Nationality <table border="1"><tr><td> </td></tr></table>		Father's Nationality <table border="1"><tr><td> </td></tr></table>								
NAME OF CHILD First: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> M.I. <table border="1"><tr><td> </td><td> </td></tr></table> Last: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																						

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF DEATH
(Fill out completely, accurately and legibly in ink or typewriter)

PROVINCE _____ LOCAL CIVIL REGISTRY NO. _____
CITY/MUNICIPALITY _____

1. NAME (First) (Middle) (Last)

2. SEX (Place 'X' on appropriate answer)
 1 Male 2 Female

3. AGE If 1 year or above Completed years If under 1 year Months Days If under 1 day Hours
 2 1 0

4. CIVIL STATUS (Place 'X' on appropriate answer)
 1 Single 2 Married 3 Widowed 4 Others

5. NATIONALITY

6. USUAL RESIDENCE (Street/Barangay) (City/Municipality) (Province)

7. USUAL OCCUPATION (If 15 years old or over)

8. DATE OF DEATH (Day) (Month) (Year)

9. PLACE OF DEATH (Name of Hospital/Clinic; if not in hospital, give street/barangay) (City/Municipality) (Province)

10. SURVIVING SPOUSE (Name) (Address)

MEDICAL CERTIFICATE

11. CAUSE OF DEATH (Please see instructions at the back) Interval Between Onset and Death

I. Immediate cause : a _____
 Antecedent cause : b _____
 Underlying cause : c _____

II. Other significant conditions contributing to death : _____

12. DEATH BY NON-NATURAL CAUSES
 a. Manner of Death (Place 'X' on appropriate answer) b. Place of Occurrence (e.g. home, farm, factory, street, sea, etc.)
 1 Homicide 2 Suicide 3 Accident 4 Others (Specify) _____

13. MEDICAL ATTENDANCE (Place 'X' on appropriate answer) If medically attended state duration:
 1 Private Physician 3 Hospital Authority From _____, 19 _____
 2 Public Health Officer 4 None To _____, 19 _____

14. CERTIFICATION OF DEATH
 I hereby certify that the foregoing particulars are correct as near as same can be ascertained and I further certify that I have/have not attended the deceased, and that death occurred at _____ a.m./p.m. on the date indicated above.
 Signature _____ Address _____
 Name in print _____
 Title or position _____ Date _____

15. INFORMANT
 Signature _____ Address _____
 Name in print _____
 Relationship to the deceased _____ Date _____

16a. PREPARED BY b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR
 Signature _____ Signature _____
 Name in print _____ Name in print _____
 Title or position _____ Title or position _____
 Date _____ Date _____

17. CORPSE DISPOSAL (Place 'X' on appropriate answer) 18. BURIAL / CREMATION PERMIT
 1 Burial 2 Cremation 3 Others (Specify) _____ Number _____ Date issued _____

(This portion below is to be filled out at the Office of the Local Civil Registrar)

RESERVE FOR BINDING

PROVINCE _____ Local Civil Registry No. _____ Registration Status _____
 CITY / MUNICIPALITY _____

Sex 16 Age 17 Civil Status 20 Nationality 21 Usual Residence 22 Usual Occupation 27

Date of Death 30 Place of Death 36 Cause of Death 41 Medical Attendance 45

NAME OF DECEASED
 First 46 M.I. 58 Last 59

MUNICIPAL FORM 103 A-1 Revised January, 1968

(To be accomplished in Duplicate)

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF FETAL DEATH

Register number:

Province: _____

(a) Civil Registrar General No. _____

City or Municipality: _____

(b) Local Civil Registrar No. _____

1. PLACE OF DELIVERY a. PROVINCE		2. USUAL RESIDENCE OF MOTHER (Where does mother live?) a. PROVINCE	
b. CITY OR TOWN		b. CITY OR TOWN	
c. FULL NAME OF HOSPITAL OR INSTITUTION (If not in hospital or institution, give street address or location)		c. STREET ADDRESS	
3. NAME OF FETUS (If given)		4. SEX OF FETUS MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNDETERMINED <input type="checkbox"/>	
5a. THIS DELIVERY SINGLE <input type="checkbox"/> TWIN <input type="checkbox"/> TRIPLET <input type="checkbox"/>		5b. IF TWIN OR TRIPLET, WAS THIS FETUS DELIVERED 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>	
6. DATE OF DELIVERY (Month) (Day) (Year)		7. NAME a. (First) b. (Middle) c. (Last)	
8a. NATIONALITY 8. RACE		9. AGE (At time of delivery) YEARS	
10. BIRTHPLACE		11a. USUAL OCCUPATION	
11b. KIND OF BUSINESS OR INDUSTRY		12. MAIDEN a. (First) b. (Middle) c. (Last)	
13a. NATIONALITY 13. RACE		14. AGE (At time of delivery) YEARS	
15. BIRTHPLACE		16. PREVIOUS DELIVERIES TO MOTHER (DO NOT include this fetus) a. How many children are now living? b. How many children were born alive but are now dead? c. How many PREVIOUS fetal deaths (fetuses born dead at ANY time after conception?)	
17. INFORMANT'S SIGNATURE: NAME IN PRINT			
18a. LENGTH OF PREGNANCY COMPLETED _____ WEEKS		18b. WEIGHT OF FETUS _____ Lb. _____ Oz.	
19. LEGITIMATE YES <input type="checkbox"/> NO <input type="checkbox"/>		20. WHEN DID FETUS DIE BEFORE LABOR <input type="checkbox"/> DURING LABOR <input type="checkbox"/> UNLABOR <input type="checkbox"/> OR DELIVERY <input type="checkbox"/> KNOWN <input type="checkbox"/>	
21. AUTOPEY YES <input type="checkbox"/> NO <input type="checkbox"/>		22. CAUSE OF FETAL DEATH 1. DIRECT AND ANTECEDENT CAUSES (Enter only one cause per line) DIRECT CAUSE State fetal or maternal condition directly causing fetal death (do not use such terms as stillbirth or prematurity) ANTECEDENT CAUSES State fetal and/or maternal condition, if any, GIVING RISE TO THE ABOVE CAUSE (a) stating THE UNDERLYING CAUSE LAST. (a) _____ DUE TO _____ (b) _____ DUE TO _____ (c) _____ 11. OTHER SIGNIFICANT CONDITIONS of fetus or mother which may have CONTRIBUTED to fetal death, but, in so far as known, were not related to direct cause of fetal death.	
I hereby certify that the delivery occurred on the date stated above and the fetus was born dead at _____ o'clock _____ m.		23a. ATTENDANT'S SIGNATURE (Name in print) (Specify if M. D., Nurse, midwife, or other)	
23b. DATE SIGNED		23c. ATTENDANT'S ADDRESS	
If not attended by physician		24. SIGNATURE OF CITY OR MUNICIPAL HEALTH OFFICER NAME AND TITLE IN PRINT	
25a. BURIAL CREMATION		25b. DATE	
25c. NAME OF CEMETERY OR CREMATORY		25d. LOCATION (City, town or street) (Province)	
26. FUNERAL DIRECTOR ADDRESS		DATE RECEIVED BY LOCAL REGISTRAR	
REGISTRAR'S SIGNATURE (Name in print)			

RESERVE FOR BINDING

Annex 11

List of 27 tables on births, deaths and marriages published in the Annual Vital Statistics Report

- A. **Marriage Statistics (4 tables)**
1. Marriages, by month of occurrence and by region, province and city
 2. Marriages, by type of ceremony and by age of bride and groom
 3. Marriages, by nationality of bride and groom
 4. Marriages, by age of bride and groom
- B. **Birth Statistics (7 tables)**
5. Live births, by month of occurrence, by sex and by region, province and city
 6. Live births, by usual residence of mother and by region, province and city
 7. Live births, by attendant at birth and by region, province and city
 8. Live births, by age of mother and by number of living children
 9. Live births, by age of mother and live birth order
 10. Live births, by nationality of father and mother
 11. Live births, by sex, occupation and age of father
- C. **Mortality Statistics (16 tables)**
12. Deaths, by month of occurrence, by sex and by region, province and city
 13. Deaths, by sex, by age and by region, province and city
 14. Deaths, by type of attendance and by region, province and city
 15. Deaths, by sex, by usual residence of deceased and by region, province and city
 16. Deaths, by age and by nationality
 17. Deaths, by cause and by age and sex
 18. Deaths, by cause and by type of attendance
 19. Deaths of 10 years old and over, by civil status, by sex and by region, province and city
 20. Deaths of 15 years old and over by occupation, age and sex
 21. Infant deaths, by age, by sex and by region, province and city
 22. Infant deaths, by cause, by age and sex
 23. Foetal deaths, by type of occurrence and by region, province and city
 24. Foetal deaths, by type of attendance and by region, province and city
 25. Late foetal deaths, by age of mother and by birth order and legitimacy
 26. Maternal deaths, by month of occurrence and by region, province and city
 27. Maternal deaths, by age group and by region, province and city.

Annex 12

Some Results of the Sample Survey Conducted in 1964 and 1971-1973

Table A. Level of under-registration in the Philippines, 1964-1973

Region	Percentage level of under-registration							
	1964		1971		1972		1973	
	Birth	Death	Birth	Death	Birth	Death	Birth	Death
Philippines	39.7	30.0	23.9	29.5	19.6	20.6	20.6	23.0
Manila and Suburbs (I)	31.7	50.0	18.5	9.4	7.9	8.9	9.7	19.6
Ilocos and Mt. Province (II)	38.3	80.0	10.6	23.7	2.5	10.9	2.9	8.2
Cagayan Valley (III)	11.5	9.5	9.5	14.9	5.5	12.1	5.2	8.2
Central Luzon (IV)	26.2	5.0	21.5	26.3	8.5	14.4	21.0	28.7
Southern Tagalog (V)	34.7	14.0	23.3	30.4	12.5	16.3	15.6	11.4
Bicol (VI)	34.0	15.4	23.7	17.3	15.6	14.8	34.2	40.0
Western Visayas (VII)	58.3	30.3	55.2	37.3	28.3	23.6	39.2	30.7
Eastern Visayas (VIII)	45.5	21.9	42.3	39.6	30.7	32.2	31.9	29.6
Northern Mindanao (IX)	55.9	47.6	37.0	17.5	22.1	21.9	7.4	8.6
Southern Mindanao (X)	63.3	48.0	57.6	62.8	38.4	40.2	11.8	22.2

1964 figures relate to the NCSO under-registration study. Those for 1971-1973 relate to the POPCOM project of NCSO.

Table B. Level of under-registration by attendant at birth and place of delivery, 1964

Percentage level of under-registration								
by attendant at birth					by place of delivery			
Doctor	Nurse	Midwife	Hilot	Other	Hospital	Clinic	Health Center	Home
24.5	29.0	20.2	49.2	60.7	26.9	22.2	17.6	41.9

Sources: - "Birth and Death Registration", Special Release Series No.13, (Manila, BCS, 1965);

- Tito A. Mijares, "Development and Maintenance of a Sample Vital Registration System in the Philippines", *Laboratories for Population Statistics*, Reprint Series No. 19 (The University of North Carolina at Chapel Hill, 1977).

CHAPTER 26

SAMOA

Civil Registration and Vital Statistics System

History

Well before the European discovery of Western Samoa by the Dutch Explorer Jacob Roggeveen on 13 June 1722, Samoa had been divided by tribal wars and factionalism under one or more chieftains. The absence of a central administrative system was the principal reason for the absence of a centralized system of civil registration during the early history of the country. However, information pertaining to family heritage, births, deaths and marriages were handed down from generation to generation by word of mouth; and where possible, some records were effected on wood and stone carvings or through one or more of the crude and rather archaic means of recording available to the people at that time.

With the arrival of missionaries in the 19th century, the recording in writing of these important sources of information relating to the lives of the people began to take shape. The political occupation of Samoa in turn by Great Britain, Germany, United States of America and New Zealand brought with them the systems of civil registration predominantly used in those countries and adapted by the Consul-Authorities to record births, deaths and marriages within Samoan territory. As an example of this, we have in our records births, deaths and marriages that were registered in the British Consulate Office in Apia during British occupation of the Samoan Islands.

The codification as well as consolidation of the Civil Registration system in this country came about with statute laws. The New Zealand occupation of Western Samoa from 1917 until the end of 1961 brought with it the New Zealand system of Civil Registration as found in their Births, Deaths and Marriage legislation. When Western Samoa became independent on 1 January 1962, New Zealand legislation continued to be enforced in Western Samoa until they were superseded by Western Samoan enacted legislation. Hence the Births and Deaths Registration Act 1920 (New Zealand) and subsequent amendments were superseded by the Births and Deaths Registration Ordinance 1961 in Western Samoa. The Marriage Act 1955 (New Zealand) and Sections 284-300 of the Samoan Act 1921 and Section 74 of the Statutes Amendment Act 1945 were replaced by the Marriage Ordinance 1961 Western Samoa.

Registration Process

The Births and Deaths Registration Ordinance 1961 consolidates the law relating to registration of births and deaths in Western Samoa. Sections 3 and 4 provide for the

appointment of a Registrar General, Deputy Registrar General and Registrars of Births and Deaths from within the Public Service. Under Part II of the Act is set out the requirements for the registration of births. Section 9 imposes a duty, to give notice of the birth of every child born in Western Samoa, on the occupier of any premises in which a child is born, the father and mother of a child or any other person present at the birth of a child. Such notice is required, by Section 10, to be given within seven days of the birth of a child to either the 'Pulenuu' (Mayor) of the village in which the mother of the child resides, or the Registrar whose office is nearest to the place where the birth occurred. In the case of the 'Pulenuu', he enters the name in his register of birth notices and sends a duplicate copy of the notice to the Registrar. The baby must be registered in Registrar Generals Office within two months. The Registrar Generals issues a birth certificate on payment of \$3.00.

Section 12 sets a time limit of six months within which a birth must be registered or within two years from birth if registration is authorized by the Registrar General. There is an overriding discretion, under Section 14, vested in the Registrar General to register births not registered by the Registrar at any time, provided evidence through statutory declaration concerning the birth is offered to the satisfaction of the Registrar General. Provisions are also made under Part II of the Ordinance for the registration of foundlings, children born out of wedlock and stillborn children. Part III provides for the registration of adoptions and Part IV for the registration of Deaths.

Notice of a death is to be given pursuant to Section 22 by an occupier of the premises in which the death took place, any person present at the death, any medical practitioner who attended the deceased at the time of death or any other person assisting in the burial. The obligations for registration of deaths under Part IV are identical to those for the Registration of Births under Part II. For example the Pulenuu enters the name of the deceased in his death-notice-register and sends two copies of the notice to the Registrar General who issues the death certificate without a fee.

Under Part V, Miscellaneous Provisions set out penalties of \$20 for failure to comply with any of the provisions of this Ordinance or \$40 in the case of a Registrar or Pulenuu who refuses or omits to forward any notice to register any birth or death.

The Marriage Ordinance 1961 consolidates the law relating to marriages in Western Samoa. The Ordinance

applies to the marriage of any person domiciled in Western Samoa at the time of the marriage, whether the marriage is solemnised in Western Samoa or elsewhere. Sections 4 and 5 provide for the appointment of Registrar General, Deputy Registrar General and Registrars of Marriages. Marriage Officers are appointed under Warrant, by the Head of State under Section 6. Part IV sets out provisions relating to registration of marriages. Section 17 imposes a statutory obligation on every marriage officer to keep a Register Book for the purpose of recording marriages. Particulars of marriage are to be entered in the Register Book, and this Register is to be forwarded to the nearest Registrar when all the forms have been filled in. A penalty of \$40 is imposed on any marriage officer who neglects to register the particulars of a marriage or to forward to the Registrar General any document required by the Ordinance to be so forwarded.

General provisions relating to registration of marriages are set out under Part V of the Marriage Ordinance 1961. This part deals with the correction of errors in register books or records, search of records, form of certified copy which, if signed, stamped and sealed by the Registrar General, is prima-facie evidence of the solemnisation of a marriage. Section 27 imposes on the Registrar of the Supreme Court an obligation to forward to the Registrar General in duplicate a certificate of dissolution of marriage. In Western Samoa, the Registrar of the Supreme Court is also the Registrar General of Births, Deaths and Marriages. The records of the Supreme Court Register, for the past five years, have shown the number of divorces granted by the Court as 244. Adultery is the principal ground for dissolution of marriage in many of these cases. The Divorce and Matrimonial Causes Ordinance 1961 is the requisite legislation in Western Samoa which makes provision for divorce and other matrimonial causes.

The forms currently in use for registration of birth, death and marriages are shown in Annexes 1-4.

Government has intervened from time to time with policy matters touching upon the civil registration system. For instance, the role of the 'Pulenuu' or the village Mayor is enhanced by entrusting him with an active role in the registration of births and deaths in the villages. Up to the present time, there are still a large number of children delivered by mid-wives outside of hospitals. This highlights the importance of the part played by Pulenuus in registering these births and deaths occurring in the village. There is a monthly meeting of all Pulenuus in Apia and the Office of the Registrar General makes use of this opportunity to talk to the Pulenuus explaining their roles under the system and their statutory obligations under the Ordinances. Pulenuus in turn make use of this opportunity to forward the used registration forms to the Central Registry Office in Apia, and at the same time collect any unused forms for registration purposes.

Tribute must be paid here to the significant role played by the Church in the villages in respect of the

Civil Registration System. Each village pastor keeps a register of Baptisms as well as birth details for children born to members of their Congregations. Likewise, marriages solemnised in the churches by duly-licensed marriage officers of the church are also recorded on a similar Register or Book. Usually in the absence of any other information pertaining to births, deaths and marriages, those supplied by Village Pastors from Church Records are an acceptable substitute.

The Civil Registration system in Western Samoa is basically working satisfactorily. It is now over 20 years since the machinery for registration established by the "Births and Deaths Registration Ordinance 1961" and the "Marriage Ordinance 1961" have been put into operation; and perhaps the time has come for the authorities to carry out a review of the whole system so that changes for the improvement of the system can be incorporated and adopted.

As in many under-developed countries, the main problems is lack of finance. Sufficient funds are required to effect improvements on equipment and facilities required for the administration of the system. In Western Samoa, the Government has already embarked on an ambitious scheme of microfilming births, deaths and marriages records, although efforts in this area have been delayed due to lack of finance and equipment.

Compilation and Statistical Processing

The Demographic and Social Statistics Section of the Department of Statistics is the national agency responsible for the compilation of vital statistics. Since it has no authority over the civil registration system, special arrangements have been made with the Registrar-General to allow officials in charge to transcribe information needed for statistical purposes from the original registers onto statistical forms. Vital events collected include live births, deaths, marriages and divorces. Vital statistics are tabulated manually according to date of occurrence of each event. Vital statistics are published in the Department's publications namely, Quarterly Statistical Bulletin and Annual Statistical Abstract.

Some problems of civil registration and vital statistics and suggestions for improvement

In an over-view of the civil registration system in Samoa several areas for improvement can be identified. These are briefly discussed below.

Registration Act

One of the main shortcomings of the 1961 Ordinance is the fact that there are no specific penalties which are to be imposed if the births or deaths are not registered. This lack of pressure on people to register implies that the vital events are registered only when a particular purpose or need arises.

Pulenuu as Local Registrar

The village mayor is selected by the village council, and upon the recommendations of the council he is appointed by the Prime Minister. The Registrar-General is therefore not empowered to decline such a nomination, even if the village mayor is not qualified for his duties because of illiteracy or physical incapability. In such cases, a member of his family usually perform the duties and fills the forms and registers haphazardly and inaccurately. Apart from this the Pulenuu is also loaded with other duties and responsibility by the various Government authorities which make him assign low priority to registration work. A thorough and continuing education and training programme may improve the situation considerably.

Public apathy towards registration

People do not fully realize the importance of registering vital events, especially births and deaths. Those living in the plantations have less incentives than those in the lowlands to register their births and deceased for obvious reasons. Since many schools now require the birth certificate for enrolling a child and immigration regulations require it for getting a passport, people begin to realize the value of registration of births only at such times. That part, other problems also arise, such as late registration, changing of names, deliberate falsification

and possible reluctance to register illegitimate births. A concerted programme of registration promotion and effective monitoring and supervision of the system will help in upgrading the tempo of registration.

Need for strengthening the registration hierarchy

The Registration Ordinance provides for the appointment of additional registrars in the villages and districts from time to time. However this provision has not so far been effectively implemented. Since the Pulenuu is not able to cope up with the registration work adequately appointment of registrars for each district will strengthen the system considerably. They will not only attend to registration work but supervise the work of Pulenuu's in their charge and train them in registration duties. It may be advantageous for the purpose to adopt the district delineations adopted by the Medical Department since the District Medical Offices, District Nurses and Women's Committees (who acts as mid-wives) can be utilized as notifiers of the vital events. These district registrars should be made to tour the villages in their charge regularly and activate the system.

Review and modifications of forms

The birth and death certificates need to be rationalized to include important particulars of statistical value which will meet the needs of the wide circle of users of vital statistics.

O le Tulafono Tau le Faamauina o E Fananau ma E Maliliu 1961
 The Births and Deaths Registration Ordinance 1961

PEPA-FAAMAONI O LE FAAMAUINA O LE ASO FANAU I LE OFISA O LE RESITARA-AUTU
 CERTIFIED COPY OF ENTRY OF BIRTH IN THE REGISTRAR-GENERAL'S OFFICE

Nuu na faamau ai (Place of Registration)

NO.

TAMAITIITI (CHILD)		
1. Aso na fanau ai	(when born)
2. Nu u na fanau ai	(where born)
3. Igoa muamua	(Christian or first name)
4. Tama poo se teine	(Sex)
TAMA (FATHER)		
5. Igoa atoa	(Name and surname)
6. Galuega	(Profession or Occupation)
7. Tausaga	(Age)
8. Nu u na fanau ai	(Birthplace)
TINA (MOTHER)		
9. Igoa atoa	(Name and Surname)
10. Faaiu ae le'i faaiipoipo	(Maiden surname)
11. Tausaga	(Age)
12. Nu u na fanau ai	(Birthplace)

Ua faamaonia o faamatalaga ua taua i luga o le ata moni
 lea o le faamauina o le fanauga i pepa o i le Ofisa o le
 Resitara-Autu.

Tuuina atu i lalo o le faamau faailoga a le Resitara-Autu
 o Samoa i Sisifo, i le

Aso o 19 ...

Certified to be a true copy of the above particulars included
 in an entry of birth in the records of the Registrar General's
 Office. Given under the seal of the Registrar-General of
 Western Samoa, this day of
 19

O le totogi o lenei pepa faamaoni e
 50 sene
 The fee for this certificate is 50 sene

LAPATAIGA O soo se tasi nate (1) faaseaina poo le suiina o see se
 avaega o lenei pepa faamaoni, poo (2) faaogaina e pei o se mea
 moni a ua na iloaina e pepelo, o le a mafai ona faasalaina e nofo i
 le falepuipui mo se vaitaimi e le silia le lima tausaga.

PEPA FAAMAONI O LE FAAMAUINA I LE TUSI E FAAMAU AI MALIU

I.

CERTIFIED COPY OF ENTRY IN THE REGISTER BOOK OF DEATHS

AT

Nu./No.	
Faamatalaga o le ua malii Description of deceased (4) ed (2)	1. Nuu na maliu ai Where died
	2. Aso masina ma le tausaga na maliu ai When died
	1. Igoa atoa o le ua maliu Name and surname
Ala ole maliu Cause of death (5)	2. Tulaga tofi poo le galuega Rank, Profession or occupation
	1. Tausaga Age
	2. Tane poo se fafine Sex (M or F)
Matua Parents (6)	1. Ala o le maliu Cause of Death
	2. Le umi o le gasegase na maliu ai Duration of last illness
	3. Le Fomai ua ia faamaonia Medical attendant by whom certified
	4. O anafea lana toe vaai i le ua maliu When he last saw deceased
Falelanasiga (7)	1. Igoa atoa o le Tama Name and Surname of father
	2. Igoa atoa o le Tina Name and surname of mother
	3. Faaiu o le tina ae lei faaipoipo Maiden Surname of Mother
	4. Tulaga tofi poo le galuega a le Tama Bank, Profession or occupation of father
Nuu na fanau ai (9)	1. O fea na tanu ai Where buried
	2. Aso na tanu ai When buried
	3. Igoa o le Faifeau poo igoa to molimau Name of Minister (or names of witnesses)
	4. Lotu a le Faifeau Religion of Minister
Nuu na afai e ipoipo ua maliu (10)	1. O fea na fanau ai le ua maliu Where born
	2. E fia tausaga o i Samoa i sisifo How long in W. Samoa
	1. O fea le nuu na faaipoipo ai Where married
Pe faa le (11)	2. E fia ona tausaga ona faaipoipo ai
	3. Tausaga o le toalua pe afai o ola
Le na tauina mai (12)	Afai e iai se fanau o ola faamatala o latou tausaga, tama ma teine
	1. Saini a le na tuuina mai Signature
Resitara (13)	2. Se faamatalaga ia te ia (description)
	1. Saini a le Resitara
	2. Aso o lenei tausaga (tusiga)
	3. Nuu na faamauina ai

Ua ou faamaonia nei e faapea o mea o loo taua i luga o se ata moni lea o loo aofia i le tusiga o le maliu o loo faamau i totonu o le Tusi Faamau o loo tausi i lo'u Ofisa. Tusia i i le aso O 19.....

SUI RESITARA AUTU O E FANANAU MA E MALILIU



TULAFONO O FAAIPOPOGA, 1961
THE MARRIAGE ORDINANCE, 1961

FAASILASILAGA O SE FAAIPOPOGA UA TO NU O LE A FAIA
NOTICE OF INTENDED MARRIAGE

Ia _____ Ofisa Fai-Faaiipooga,
To _____ Marriage Officer, _____

Ua faaalua nei o ē ua ta'ua igoa i lalo o loo faamoemoe o le a faaiipo i
Notice is hereby given that the undermentioned parties intend to marry at

	Tane Faaiipoipo Bridegroom	Tama'ita'i Faaiipoipo Bride
Igoa Atoa Name and surname		
Tausaga Age		
Tulaga, poo le Tofi Profession or occupation		
Tulaga o i ai (le'i faito'alua, le'i nofotane, maliu lona to'alua, maliu lana tane, poo ua tatata le faaiipoipoga. Afai ua maliu lona to'alua poo lana tane, le aso na maliu ai lea to'alua poo lea tane. Afai na tatata le faaiipoipoga, le aso na tatata ai lea poloaiga) Conjugal status (bachelor, spinster, widower, widow or divorced. If widower or widow, date of death of former wife or husband. If divorced, date of decree dissolving marriage).		
Nuu na fanau ai Birthplace		
Nuu e masani ona nofo ai (mea atoa) Usual residence (in full)		
Igoa atoa o le tamā Name and surname of father		
Tulaga poo le galuega a le tamā Profession or occupation of father		
Igoa atoa o le tinā Name and surname of mother		
Igoa faai'u ae le'i faaiipoipo le tina Maiden surname of mother		

Ua ou matuā ta'utino ma le faamaoni (1) ua moni mea uma o loo ta'ua i leni faasilasilaga: (2) o lo'u talitonusuga o leni faaiipoipoga e lē o faasāina e le vaega 7 o le tulafono o Faaiipoipoga, 1961: (3) o le ua ta'ua le igoa o _____ onā o loo i lalo ifo o le 21 tausaga lona matua ma e le'i faaiipoipo muamua, o maliega e tusa ma le tulafono i le faaiipoipoga o le a faia ua uma ona tuuina atu: ma (4) e leai lava seisi mea faa-le-tulafono e ave'a ma faalavelave i le faiga o le faaiipoipoga. Me ua ou faia leni tautinoga mamalu ma lo'u matuā faamaoni e sa'o mea uma o lo'ua ta'ua ma ia tusa ai ma le tulafono.

I solemnly and sincerely declare (1) that the several particulars set forth in this notice are true: (2) that I believe that the marriage is not prohibited by section 7 of the marriage Ordinance 1961 (3) that the said _____ being under the age of twenty-one years, and not having been previously married, the consents required by law to the intended marriage have been given: and (4) that there is no other lawful impediment to the intended marriage. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the

(Saimi a lē ua tuuina mai le faasilasilaga)

(Signature of Party giving notice)

Ta'utino i _____ leni aso _____ o
Declared at _____ this _____ day of _____ 197

i o'u luma
before me

Resitara o Faaiipoipoga
Registrar of Marriages

*Titina le vaega (3) pe'ā le talafeagai
*Delete paragraph (3) where not applicable

Annex 4

PEPA FAAMAONI O LE FAAMAUINA O LE FAAIPOIPOGA
I LE OFISA O LE RESITARA-AUTU

CERTIFIED COPY OF ENTRY OF MARRIAGE IN
THE REGISTRAR-GENERAL'S OFFICE

Numera Number		
Aso na Faaipoipo ai When Married		
Nuu na Faaipoipo ai Where Married		
	Tane Faaipoipo Bridegroom	Tamaitai Faaipoipo Bride
Igoa Atoa Name and Surname		
Tausaga Age		
Tulaga Tofi poo le galuega Profession, rank or occupation		
Tulaga o iai(le'i faitoalua, le'i nofotane, maliu lona toalua, maliu lana tane, poo ua tatala le faa- ipoipoga) Conjugal status(bachelor, spinster, widower, widow or divorced)		
Nuu na Fanau ai Birthplace		
Nuu e masani ona nofo ai Usual residence		
Igoa Atoa o le tama Name and Surname of Father		
Tulaga poo le Galuega a le Tama Profession or Occupation of father		
Igoa atoa o le Tina Name and Surname of Mother		
Igoa ae lei faaipoipo le tina Maiden Surname of Mother		

Ua ou faaipoipoina
Married by me

.....
(Faifeau na faapaiaina le faaipoipoga)
Officiating Minister or Registrar

O lenei faaipoipoga na faapaiaina i lo
ma va
This marriage was solemnised between us {

I le ma auai faatasi
In the presence of us {

Ua faamaonia o mea ua taua i luga o le ata moni lea o mea o loo aofia i le
tusiga o se faaipoipoga o loo faamau i le ofisa o le Resitara Autu.
Tusia atu i lalo o le lima ma le faamau-faailoga a le Resitara-Autu i lenei
Aso.....o19...

Certified to be a true copy of the above particulars included in a marriage
entry in the records of the Registrar-General's Office.
Given under the hand and Seal of the Registrar General at Apia this.....day of
.....19....

DEPUTY REGISTRAR General

CHAPTER 27

SOLOMON ISLANDS

Civil Registration System

Introduction

In the Solomon Islands there has been no legislation to set up a comprehensive system of civil registration of vital events. There have in recent years been a number of proposals to introduce compulsory registration of certain events but so far these have not been implemented. As a result, civil registration in the Solomon Islands is based on a number of *ad hoc* and voluntary systems which provide, for the most part, only incomplete coverage of certain vital events.

Registration process

Registration of Birth

An administrative system of birth registration is operated by the Ministry of Health and Medical Services (MHMS). Where a birth takes place in a hospital, a birth certificate (Annex 1) is completed by the doctor in three parts; one part is given to the mother, a second is retained by the hospital, while the third is sent to the central registry of MHMS. A similar system operates in the countrywide network of local clinics. Nurses complete the certificate, sending one part to the central registry via the Principal Nursing Officers at Provincial Headquarters. A recent estimate for a single year suggested that the coverage of this central birth register may be as high as 80 per cent of all births. This reflects the relative success of Solomon Island maternity and child health care services in reaching mothers and young children.

Registration of Death

The Ministry of Health and Medical Services has two systems for recording deaths. One is a formal death certificate (Annex 2) issued by a hospital doctor, which contains the doctor's verdict on the cause of death. The second type of certificate (Annex 3) is completed by nursing staff at local clinics when they are notified of a death in their district. Under this lay reporting system the nurse records the likely cause of death by ticking one or more items on the list printed on the certificate. The number of certi-

ificates issued under both systems only amounts to some 300 a year or about 10 per cent of the estimated total of all deaths. The very low coverage of these hospital and clinic based systems is due to the custom of returning to the home village when close to death. In these cases the doctors and nurses rely totally on relatives or friends reporting a death and clearly the level of response is not good at present.

There are plans to improve the analysis of birth and death records collected by MHMS and to encourage improved reporting under the system of lay reporting of deaths.

Registration of Marriages and Divorces

Marriages and divorces are currently registered by the Ministry of Police and Justice, Magistrates Division, which keeps a registry in each of its four divisions. Where a marriage is formalized by a magistrate one of two copies of the marriage certificate (Annex 4) is sent by the Magistrates Office to one of the four registries. Where a marriage takes place in a church, three copies of the certificate are made and the top copy is sent to the Magistrates Office for sending on to the registry. Divorce cases are not very common. However the Magistrates Office will make a record where a divorce has gone through the Solicitors Office, and is approved, or where a divorce fee is paid.

There has so far been no attempt to extract statistics from these records of marriages and divorces. At the moment certificates are simply registered and filed.

Conclusion

The Solomon Islands Government recognizes that the present system of civil registration is inadequate and it is hoped that a system of statutory registration of births and deaths will be introduced in the not too distant future. There are more complex, practical and cultural issues involved in the registration of marriages and divorces and it is likely that these will be tackled later.

FORM VS1 - R

Annex 1

GOVERNMENT OF SOLOMON ISLANDS
LIVE/STILL* BIRTH CERTIFICATE

1. Name of Child:	3. Date of Birth:
2. Sex:	Institution Province
4. Place of Birth: Village	7. Island Nationality
5. Father's Name:	10. Island Nationality
6. Father's Birth Date (Age):	13. Birthweight
8. Mother's Name:	16. Date:
9. Mother's Birth Date (Age):	Position:
11. Permanent Address: Village	
12. Total No. of other live born children	
14. Attendant at Birth:	
15. Signature: Name:	

COPY FOR MOTHER

FORM VS1 - R

GOVERNMENT OF SOLOMON ISLANDS
LIVE/STILL* BIRTH CERTIFICATE

1. Name of Child:	3. Date of Birth:
2. Sex:	Institution Province
4. Place of Birth: Village	7. Island Nationality
5. Father's Name:	10. Island Nationality
6. Father's Birth Date (Age):	13. Birthweight
8. Mother's Name:	16. Date:
9. Mother's Birth Date (Age):	Position:
11. Permanent Address: Village	
12. Total No. of other live born children	
14. Attendant at Birth:	
15. Signature: Name:	

COPY FOR CENTRAL REGISTER

FORM VS1 - C

GOVERNMENT OF SOLOMON ISLANDS
LIVE/STILL* BIRTH CERTIFICATE

1. Name of Child:	3. Date of Birth:
2. Sex:	Institution Province
4. Place of Birth: Village	7. Island Nationality
5. Father's Name:	10. Island Nationality
6. Father's Birth Date (Age):	13. Birthweight
8. Mother's Name:	16. Date:
9. Mother's Birth Date (Age):	Position:
11. Permanent Address: Village	
12. Total No. of other live born children	
14. Attendant at Birth:	
15. Signature: Name:	

*Delete whichever is not applicable

COPY KEPT BY REGISTRAR (REGISTRY)/NURSE

Annex 2

MED. 93/76

SOLOMON ISLANDS
MINISTRY OF HEALTH & MEDICAL SERVICESNOTIFICATION OF DEATH
(Not occurring in hospital)

NAME DATE OF DEATH SEX S.M.V.D

ADDRESS PLACE OF DEATH: VILLAGE

PROVINCE

BIRTHDATE OR ESTIMATE OF AGE OCCUPATION RACE

Circle below the condition which most closely describes the cause of death.

- (1) Diarrhoea.
- (2) Cough or more than 3 months with or without blood in sputum and loss of weight. (Tuberculosis)
- (3) Cough or short duration with high fever, shortness of breath. (Pneumonia)
- (4) Intermittent high fever, rigours. (Malaria)
- (5) Rigid neck, fever of short duration, headache. (meningitis)
- (6) Fever with rash. (Measles or chicken pox specify)
- (7) Lock-jaw, spasm of the muscle, history of wound and/or childbirth. (Tetanus)
- (8) Sudden death including stroke. (Coronary thrombosis or C.V.A)
- (9) Increasing breathlessness, swelling of ankles and/or abdomen. (Cardiac failure)
- (10) Chronic cough, breathlessness, asthma. (Bronchitis)
- (11) Acute abdominal pain, abdominal rigidity. (Peritonitis)
- (12) Complete stoppage of urination. (Renal failure)
- (13) Abortion.
- (14) Other complications of pregnancy. (specify)
- (15) Complications of delivery. (specify)
- (16) Complications of puerperium. (Specify)
- (17) Death of the newborn with 7 days.
- (18) Malnutrition.
- (19) Transport accidents.
- (20) Accidental poisoning.
- (21) Bites/stings of venomous or other animal. (specify animal)
- (22) Falls.
- (23) Burns.
- (24) Suicides/homicides.
- (25) Drowning.
- (26) Other injuries and accidents. (specify)
- (27) Senility. (old age)
- (28) Unknown causes.
- (29) Other causes of death. (give full details of symptoms duration and possible cause)

REMARKS

DATE.....

SIGNATURE.....

NAME AND ADDRESS OF REPORTER

Annex 3

SOLOMON ISLANDS

Medical Certificate of Cause of Death

Med. 150
 Registrar to enter No. of death entry

For use only by a Registered Medical Practitioner or an Assistant Medical Practitioner who has been in attendance during the deceased's last illness and to be delivered by him to the Registrar of Deaths of the District in which the death occurred.

Name of deceased..... Sex..... Race..... Age as stated to me.....
 Date of death as stated to me..... day of..... 15.....
 Place of Death..... Seen* after death by me..... 1. held*
 Last seen alive by me..... day of..... Not seen* after death by me..... 2. not intended to be held.*
 (See also statement "B" on back) 3. being or to be held.*
 Approximate interval between onset and death

CAUSE OF DEATH

I
 Disease or Condition directly leading to death (a) due to (or as consequence of)

Antecedent Causes:
 Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last. (b) due to (or as a consequence of)

II
 Other significant conditions contributing to the death, but not related to the disease or condition causing it. (c)

I HEREBY CERTIFY that I was in medical attendance during the abovenamed deceased's last illness, and that the particulars and causes of death above written are true to the best of my knowledge and belief.

Signature..... Qualification.....
 Residence..... Date.....
 *Strike out whichever does not apply
 †This means the disease, injury or complication which caused death - NOT the mode of dying, as e.g., heart failure, asphyxia, ashenia, &c.
 *This means such conditions as pregnancy, parturition, over-exertion, dangerous occupation.

(PLEASE SEE BACK)

SOLOMON ISLANDS

NOTICE TO UNDERTAKER

or other person in charge of burial

I hereby give notice that I have, this day, signed and delivered to the High Commissioner Medical Certificate of the Causes of death of..... deceased.

To the best of my knowledge and belief the deceased was not* suffering from an infectious disease, viz:.....

* Delete whichever inapplicable.

Signature.....

Qualifications.....

Date.....

IMPORTANT

The Undertaker or other person in charge of burial must deliver this notice to the High Commissioner.

COUNTERFOIL

For use of Registered Medical Practitioner, or an Assistant Medical Practitioner, who should in all cases fill it up.

Name of deceased.....
 Race..... Sex.....
 Date of death..... Age.....

Place of death.....

Last seen alive.....

Seen* after death.....

Not seen*.....

P.M. (1) held*
 (2) not intended to be held.*
 (3) being or to be held*

Causes of death:—

I. (a).....

(b).....

(c).....

Signature.....

Qualifications.....

II. Date.....

Initials.....

Date.....

A. Reported to Deputy Commissioner.....

B. Further information offered?.....

N.B.— If either statement "A" or "B" has been filled up the fact should be noted in the appropriate place on back of certificate.

* Strike out whichever is inapplicable.

NATIVE MARRIAGE ORDINANCE

Certificate of Marriage

	Date when married	Names and surnames	Age	Condition	Rank or profession	Residence at time of marriage	Father's name and surname	Occupation or rank of father
Name of Husband								
Name of Wife								

Married at by me, due notice having been given in accordance with the Native Marriage Ordinance.

This marriage was
celebrated between
us

..... District Registrar

..... Minister of Religion

In the presence
of us

Witnesses

S. 40

CHAPTER 28

SRI LANKA

Civil Registration and Vital Statistics System

Registration of Births, Deaths, and Marriages

History

The Department of Registration of Births, Deaths and Marriages in the Island of Sri Lanka, formerly Ceylon, was created in the year 1867. The general control and supervision of the department is vested in the Registrar-General. Though the department was created 71 years after the British occupation of the maritime provinces the registration scheme has a much earlier history and the laws passed are scattered over many years and many pages of the Statute Book. It was recognized almost at the very beginning of the British administration that, as a fundamental principle of good administration, the vital events occurring in the population should be registered.

Even under the previous Dutch government, a scheme of registration of marriages, births and deaths existed but mostly confined to the present Western and Southern provinces of the Island. The events registered, however, related mainly to the Dutch themselves, and other town residents. The records, known as the 'Thombos' were kept by the "Palliye Gurunnanse" or the school master.

The earliest British enactment was the Regulation No. 7 of 1815 in which year the whole Island passed under the sway of Britain. The regulation related to the marriages of indigenous protestants. This was followed by the Regulation No. 9 of 1822, which provided for the registration of marriages and births of all indigenous persons of the maritime districts. The Government school masters in each division, functioned as ex officio registrars. The Ordinance No. 6 of 1847 was the first attempt to provide a general system of registration and was applicable to all births and deaths and to all marriages except those marriages of the Kandyan Sinhalese and the Muslims. This law was replaced by Ordinance No. 18 of 1867.

The registration of births was very generally disregarded in Sri Lanka. In the absence of any penal provision in the Ordinance No. 18 of 1867, it was generally believed both by the public and the Department that the registration and deaths was not compulsory. The passing of the Ordinance No. 1 of 1895 and its several amendments promulgated upto 1935 removed many of such anomalies. The present law for the registration of births and deaths was passed under Act No. 17 of 1951, which consolidated the several procedures contained in the previous laws and their amendments and became operational on 1 August 1954. As late as 1975 some amendments to suit current conditions have also been introduced in this law.

For the purpose of marriage registration, the country's population is divided into three groups, namely, Kandyans, Muslims and the Rest. Kandyans are those Sinhalese living in the old Kandyan provinces, as distinguished from low-Sinhalese. The Kandyan Law is the old national Sinhalese law and custom as modified by statute. Prior to 1859, the Kandyans had no written laws and marriages were contracted according to customary rites and by public recognition of the unions. The practices of polygamy and polyandry were also prevalent. Ordinance No. 13 of 1859 which abolished polygamy and polyandry made registration essential to validate a Kandyan marriage. This ordinance, after several amendments over the years, was replaced by ordinance No. 3 of 1870. The present Kandyan Marriage and Divorce Act No. 44 was passed in 1952 and was brought into operation on 1 August 1954.

The Muslims of Sri Lanka are governed in matrimonial matters by laws and customs of their own, some of which had been reduced to writing in the "Code of Mohammadan Law of 1806". Ordinance No. 8 of 1886 was passed giving the Muslims the opportunity of recording their marriages in registers kept by officially appointed Muslim Registrars. As a result of the unsatisfactory condition of this law in its application to the needs of the Muslim community, the Governor appointed a select committee of the legislative council to report on the Muslim law of marriage and divorce and to make suggestions with regard to its amendment. The recommendations of this Commission were embodied in Ordinance No. 27 of 1929 which was later amended and brought into force on January 1937. This ordinance was replaced by the Muslim Marriage and Divorce Act No. 13 of 1951. The rest of the population are governed by the General Marriage Registration Ordinance No. 19 of 1907. This law had also undergone several amendment with the last one made in the year 1975.

The present laws relating to civil registration in Sri Lanka were amended by the Births, Deaths and Marriages (amendment) Law No. 41 of 1975, wherein, it was provided, among other things, to issue a free copy of the registration entry in the case of birth or death to the informant and in the case of a marriage, to the female party.

Administrative and organizational structure

For administrative purposes the country is divided into 25 districts and each district is headed by a govern-

ment agent. Both the Registrar General and the Government Agent function under the Ministry of Home Affairs. The Registration System recognizes three broad divisions of the country, namely, urban (called proclaimed areas), the estates (covering the plantations) and the rest. The plantations are scheduled under the Medical Wants Ordinance of 1912 while the rest category areas are considered rural.

The office of the Registrar General functions under the Ministry of Home Affairs. In the Central Organization of the Department, situated in Colombo, the Registrar General, is assisted by one Deputy Registrar General and seven Assistant Registrar Generals. The Government Agent of each Administrative District is, by virtue of office, the District Registrar; the Additional Government Agent, Assistant Government Agent, Office Assistant and extra Office Assistant function as Additional District Registrars. So far as registration of vital events is concerned these officers function in a very limited way, as they are otherwise engaged in administration and development work of the district.

In addition to these officers, there are departmental Additional District Registrars who are in immediate charge of the district offices. These officers are designated as Registrars of Lands and Additional District Registrars as their duties involve the registration of lands, control of Notaries and custody of Notarial deeds – a subject coming under the Registrar General's Department. The Registrar of Lands and Additional District Registrar, is the district level Head of the Department. The area of authority of the registrar of Marriage, Births and Deaths, is the Division.

For purposes of registration of marriages, births and deaths, each administrative District is divided into several small units each of which is called a Registration Division. A marriage registration division is generally co-extensive with a Divisional Assistant Government Agent's Division. For a marriage registration division there can be more than one marriage registrar. Under the Muslim Marriage and Divorce Act, the Registrar General has power to appoint Registrars of Muslim marriages. The Judicial Service Commission also has power to appoint any male Muslim of good character to function as a "Qazi" for any area.

A births and deaths registration division is a sub-division of a Divisional Assistant Government Agent's Division; generally Co-extensive with one or more Grama Seva Niladhari (Village-Officer) Divisions. Each births and deaths registration division can have only one Registrar who exercises exclusive jurisdiction over his division in the matter of registration of births and deaths. These registrars are also authorized to register marriages of their own divisions as well as in the larger marriage registration division within which their births and deaths registration divisions are situated.

In the proclaimed areas, like Municipal Urban Council or Town Council areas, a Registrar should be a registered medical practitioner or a practitioner of Ayurvedic medicine

or a holder of a certificate of competency issued by the Director of Health Services.

Every registrar should have a board bearing his title, the days of attendance and hours of work, written in English, Sinhala and Tamil and have it placed at a prominent place of the entrance of the office for the public to see. The organizational set up of the system is shown in the flow chart at Annex 1.

Over the last three decades expansions in the registration divisions has just been able to keep pace with the population growth. In the early 1960's there were about 670 primary registration divisions scattered all over the country. One division on the average spanned an area of 100 km² covering a population of about 12,000. By 1982 the number of registration divisions increased to 1,363 so that one division on the average covered an area of about 48 km² with an average population of about 11,100 (see map in Annex 2).

The registrars not being regular employees of the Registrar General's department are not paid a regular salary. They however receive a nominal fee on a piece rate basis.

Characteristics of the system

The system of Civil registration in Sri Lanka covers: (1) Live births, (2) Deaths, (3) Still births, (4) Registration of Estate Births, (5) General Marriages, (6) Kandyan Marriages, (7) Muslim Marriages, (8) Kandyan Divorces, (9) Muslim Divorces, (10) Adoption of Children, and (11) Registration of births not duly registered and issue of certificate of probable age. All entries in the registration records are to be prepared in triplicate of which one copy is given to the informant without a fee or reward. A duplicate copy is to be sent monthly to the District Registrar to be transmitted in turn to the Registrar General. If no entry is made during the period, a statement to that effect should be forwarded to the Registrar General. The registrars are also expected to send a monthly summary statement regarding births, deaths, still births (in the case of proclaimed areas) and marriages to the Statistics Division at Headquarters through the District Registrar.

Section 46 of the Births and Deaths Registration Act requires Grama Seva Niladharis (G.S.N.) or village officers to function as notifiers to bring every vital event to the notice of the Registrars.

Registration of Births

The law relating to registration of births and deaths applies to every inhabitant of Sri Lanka irrespective of race or religion. When a birth occurs, the father or mother, and in case the parents are unable to provide the information owing to some reasonable cause, the occupier of the house or building in which the child was born, each person present at the birth, and the person having charge of the child are bound by law to give information of the birth within 42 days of the date of birth to the Registrar of

the Division in which the birth occurred. Information of a birth can be given to a registrar either personally in which case the informant has to sign the register of births in token of his having given the particulars regarding that birth, or by means of a written declaration made before two witnesses. Such a declaration should bear a stamp to the value of 25 cents.

If information of a birth is not given to the registrar within 42 days of the date of birth, the person bound by law to give information is liable to prosecution and on conviction to a fine of Rs. 100 or to simple or rigorous imprisonment for a term not exceeding six months. However, in practice the Act authorizes that a birth can be registered free of charge within three months of the date of birth. After the lapse of three months, but before the lapse of 12 months of the date of birth, a birth can be registered only on the making of a written declaration by a qualified person having knowledge of the birth. The declaration is liable to a stamp duty of Re. 1.00. If one year has lapsed from the date of birth, the declarant should adduce evidence as to the correctness of the particulars stated in the declaration.

Registration of Deaths

Information of a death is required to be given to the registrar of the division in which the death occurred within five days of the date of death. The law casts the obligation of giving information of a death to a registrar on the nearest relatives present at death, or in attendance at last illness of the deceased; and in the absence of such relative every other relative of the deceased in the dwelling or being in the same registrar's division as the deceased; and in the absence of such other relatives, each person present at death and occupier of the house in which the death took place. As in the case of births, information of a death too can be given to a registrar either in person or by means of a written declaration bearing a stamp of 25 cents and made before two witnesses. If information of a death is not given to the Registrar within the stipulated period of five days the persons on whom the obligation to give information is cast are liable to prosecution. However, in practice as in the case of a birth, a death can be registered free of charge within three months of the date of death. If it is not registered within three months, it can be registered afterwards on the making of a written declaration by any qualified person. Such declaration if made within a period of 12 months from the date of death should bear a stamp of Re. 1.00 and if made anytime thereafter should bear a stamp of Rs. 5.00. In the case of a sudden death, registration is effected upon a certificate issued by an Enquirer into Sudden Deaths. The cause of death is entered according to the International Classification of causes of death.

Registration of Still births

Still births occurring in proclaimed Medical Registrars Division in Municipal, Urban and Town Council areas only are registered.

Registration of Births and Deaths in the Estates

As stated earlier births and deaths occurring in a division are generally registered by the Registrar of the division in which the birth or death took place. However, births and deaths that occur on estates scheduled under the Medical Wants Ordinance are registered by the District Registrar of the District in which the estates are situated. The Superintendent of each estate is required by law to report every birth and death that occurs in the estate to the District Registrar of the District in which the estate is situated. As it is difficult for a Superintendent to give verbal information of each event, each Superintendent is supplied with report forms which he fills up and sends to the District Registrar.

The scheme of registration of births and deaths may be summarized as follows:

- (a) All births and deaths occurring in private hospitals, non-government institutions, nursing homes, and houses etc. have to be registered upon the information of a qualified informant. As a check the Grama Sevaka Niladhari (Village Officer) is required under section 46 of the Births and Deaths Registration Act (Cap 110) to report to the Registrar the occurrence of every birth and death occurring in his division; private hospitals and nursing homes are required to furnish weekly returns of births and deaths to the appropriate registrars. This is done to ensure that no event escapes registration;
- (b) In respect of events occurring in all government hospitals and institutions, the medical officer-in-charge is by law qualified to give information;
- (c) In respect of all births and deaths occurring in estates, qualified informants should inform the Superintendents of Estates who are required to ensure that a report relating to each event is sent to the District Registrar to enable him to register the event.

Registration of Marriages

As mentioned earlier, registration of marriages in Sri Lanka is governed by three separate laws:

- (a) The Marriage Registration (General) Ordinance 1907 (Cap. 112);
- (b) The Kandyan Marriage and Divorce Act 1952 (Cap. 113);
- (c) The Muslim Marriage and Divorce Act 1951 (Cap. 115).

Registrars of marriages in an area are not necessarily the same as the registrar of births and deaths. In order to assist the public in registering their marriages there are generally more than one registrar of marriages in a division.

The majority of the people in the country are subject to the (General) Marriage Registration Ordinance. No marriage can be solemnised under the law until notice of the intended marriage is duly given after the prescribed period of residence is acquired and the registrar's certificate is obtained either after the lapse of the prescribed period of 12 clear days or on a special license issued by a District Registrar or by a Divisional Registrar. Marriages under this law are solemnised either by registrars or by ministers of Christian religion in churches. If a marriage is solemnised in a church the minister solemnising the marriage writes down in duplicate the necessary particulars of that marriage and sends the duplicate statement to the District Registrar of the District in which the marriage was solemnised. The District Registrar who receives the statement registers the particulars mentioned in the statement by his marriage register book. The Muslims are governed in matrimonial matters by the Muslim Marriage and Divorce Act. Notice of marriage is not necessary under this law but the bridegroom and the "wali" or the guardian of the bride have to make certain declarations before the registration of a marriage. Registration of Muslim marriages is done by Registrars of Muslim Marriages and is always, preceded by a religious ceremony known as the 'Nikah' ceremony. The Kandyan Sinhalese have the option of getting married either under the Kandyan Marriage and Divorce Act or under the (General) Marriage Registration Ordinance. No marriage can be registered until notice of the intended marriage is duly given after the prescribed period of residence is acquired and the Registrar's certificate is obtained either after the lapse of the period of 12 clear days or on a 'special license' issued by a District or Divisional Registrar.

Registration of Divorces

Dissolutions of marriage of persons married under the (General) Marriage Registration Ordinance are granted by the district courts. The Registrar General does not register these divorces separately. However, the district judges are required to send a return of divorces granted by them quarterly to the Registrar General. The statistics of divorces are derived from these returns.

Dissolution of marriages taking place under the Kandyan Marriage and Divorce Act are also granted by a District Registrar. The application for dissolution can be made only on certain grounds. When a divorce is granted after inquiry the divorce is registered in a divorce register kept by the District Registrar.

Divorces of Muslims and their other matrimonial disputes are adjudicated by Muslim 'Judges' designated "Qasis". Divorces of Muslims are allowed by *Qasis* and registered by them in their divorce register's.

Adoption of Children

Adoption of children is governed by the Adoption of Children Ordinance (Cap. 61) as amended by the Adoption of Children (Amendment) Law No. 6 of 1977.

Any person desirous of being authorized to adopt a child can make an application to the appropriate court. A child means a person under the age of 14 years. Upon the court making an order of adoption, it is registered in the register maintained at the Registrar-General's Office. Certified copies thereof can be obtained on making an application. Where the adoption order authorizes two spouses jointly to adopt a child, it is open to such spouses to make application to the Registrar General, in the prescribed form, for the re-registration of the birth of that child by the insertion of the names of such spouses as the natural parents of that child. Every such declaration should bear a stamp to the value of Rs. 5.00 and can be made before the Registrar-General, Assistant Registrar General or Justice of the Peace.

Registration of births not duly Registered and Issue of Certificates of Probable Age

It is appreciated that considerable hardship is caused to persons who are sitting in examinations or seeking employment, when they find that their births have not been registered and they cannot therefore produce certificates of births. However sympathetic the attitude taken by the Department may be, registration cannot, therefore, be made many years after the event, without adequate proof of the particulars required for registration. In such cases, where a birth has not been registered within one year of occurrence, a qualified person should furnish a written declaration on a Rs. 5.00 stamp setting out fully all particulars required for registration. The declaration should be signed before a District Registrar or a Justice of the Peace or a Commissioner of Oaths. The perfected declaration, together with all supporting documents, are sent to the District Registrar of the District in which the birth is stated to have occurred. Necessary inquiries are then made and the birth registered if the evidence adduced justifies registration. If, however, registration cannot be effected for some reason, the Registrar General will issue a Certificate of Probable Age which will be valid for all education and employment purposes.

Registration of Marriages, Births and Deaths Occurring outside Sri Lanka

Under Consular Functions Act No. 4 of 1981, there is provision for registration of Marriages, Births and Deaths of citizens of Sri Lanka occurring in countries where a Sri Lankan diplomatic or Consular Officer is appointed. Such registration will have the effect of a registration done in Sri Lanka.

Alteration or Insertion of Names in Birth Registers

A birth is sometimes registered without a name being given to the child, or the name already entered in the birth register is subsequently altered for some reason or the other. In such cases provision exists to have the name inserted in the birth register, if a name is not already entered; or for having the names already entered in the entry altered to a new name.

Correction of Errors in Birth and Death Registers

Clerical errors can be corrected without any formality. For correcting an error of fact or substance in a birth or death register, a written declaration stating the nature of error or errors and correction desired should be furnished by the person upon whose information the birth was registered or by any credible person having knowledge of the truth of the case. When it is desired to rectify the entry relating to race of the father in a birth register an application should be made by the parent or guardian, or a person aggrieved, to the District Court of the District in which the birth occurred.

Records

One of the principal functions of the Department involves record making and record preservation. Every registration of a marriage, birth or death is done in triplicate in a register containing 100 folios. The register containing the completed original folios is filed in the District Registrar's Office. The completed duplicate folios are detached from the register and sent to the Central Record Room of the Registrar General's Department where they are bound into volumes of conventional size each generally containing between 250 to 300 folios and preserved. The third copy is issued free of charge to the informant in case of a birth or a death or to the female party in the case of a marriage or divorce. Wherever it is observed that a record of birth or death is damaged or is in danger of becoming illegible, such records are reconstructed and the damaged entries are replaced with the reconstructed entry. Legal provision exists for such action.

Issue of Marriage, Birth and Death Certificates

When a person requires a marriage, birth or death certificate he should first obtain an application form available from any District Registrars Office, Registrar of Marriages, Births and Deaths, or the Grama Sevaka Niladhari (Village Officer) in the Island. The application should be correctly filled, uncanceled stamps affixed as instructed in the form and transmitted to the District Registrar of the District in which the marriage, birth or death took place.

Incentives for Registration

A well established medical and health services network covering all parts of the country facilitates better registration. For several decades, about 80 per cent of the annual registered births in Sri Lanka have occurred in government medical institutions. The events taking place in these institutions are notified regularly to the registrars of the area. In the major hospitals where large number of deliveries take place, office space has been provided for the registrar to enable the individuals to register the births. Proof of birth registration is insisted on before the mother and the child are discharged from the hospital.

Even in private hospitals and nursing homes, births and deaths occurring during a week are entered in their records and particulars of such events are reported in their weekly returns to the registrar of the area.

The most important incentive for early registration of births in Sri Lanka has been the food ration and the subsidy scheme. Up to about 1977 most of the essential food items, particularly, infant milk was given at a subsidized price, only on production of the birth certificate. This scheme was however, revised in 1977 and replaced by a food stamp scheme.

Education is provided by the state free of charge from the Kindergarten up to the university level. Production of birth certificate is necessary for the school admission. This also ensures better coverage of birth registration.

The Registration of Persons Act of 1968 requires every Sri Lanka citizen over the age of 18 years to obtain a National Identity Card. A birth certificate is required to prove a person's citizenship and age to obtain a National Identification Card.

The births and deaths registration Act contains provisions in respect of registration of deaths in proclaimed areas which make it imperative to register deaths. For instance, the Act specifies that "no person could bury, cremate or otherwise dispose of the corpse of a person dying within these areas without proof of registration". Similarly in these areas, under the provisions of the Cemetery and Burial Ordinance of 1899 keepers of public cemetery or burial grounds should insist on proof of registration of death before a corpse is cremated or buried. Funeral undertakers also require a copy of death registration in transporting a corpse.

The Broadcasting Corporation asks for a proof of death — usually a copy of the death certificate — for broadcasting obituary notices. In addition to the above, there are certain other laws and ordinances in the country such as those in the Passport Ordinance Schemes, driving licences, and inheritance, tax rebate schemes, voting rights etc., which tend to promote the coverage of registration of births and deaths.

Penalties for Non-registration

The Birth and Death Registration Act specifies that, non-registration of a birth, death (or a stillbirth occurring in a proclaimed area) is an offence. A person found guilty of the offence is liable to a fine of not exceeding one hundred Rupees.

The Act also specifies that if any person who removes or causes to be removed a corpse for burial or cremation or other disposal of a corpse in a proclaimed area shall be guilty of an offence and shall be liable, on conviction to a fine not exceeding 300 Rupees or to imprisonment for a period not exceeding one month.

It has however been noted that there now exists a substantial delay in registering events particularly, births and deaths as revealed in the 1981 Survey. The delay in registering may have been caused mainly due to the withdrawal of infant milk ration in 1977, which had been a strong incentive to registering a birth, very early – without waiting for 42 days provided by law.

Table 1. Births and deaths registration classified by duration between occurrence and registration, 1967 and 1981

Duration	(Percentages)			
	1967		1981	
	Birth	Death	Birth	Death
1 month	52.5	79.2	52.0	76.0
1-3 months	47.2	20.8	45.2	17.8
3 months or more	—	—	2.8	6.2

Compilation of Statistical Data

History

Prior to independence, compilation of vital statistics was the responsibility of the Registrar General (RG) who was expected to report all the detailed vital statistics in his annual administration reports.

In 1951 the Department of Census and Statistics (DCS) which was vested with the responsibility of supplying statistics required by the government took over the responsibility of compilation of vital statistics from the Registrar General.

Compilation, processing and tabulation of vital statistics are carried on in the statistical unit, of the RG's Department, which is headed by a senior statistician of the DCS. The technical work of this unit is closely supervised by the Demography Division of the DCS (see Annex 3).

Administrative and organizational structure

Although the Department of Census and Statistics has a well established field organization, with a senior Statistical Officer attached to each district, and a team of Statistical Investigators attached to Assistant Government Agent (AGA) Divisions, vital statistical returns are channelled through the district registrars.

Definitions

For the purpose of registration vital events are defined in the law as follows:

Live birth: a product of conception, which irrespective of the duration of pregnancy after complete

expulsion or extraction from its mother breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles whether or not the umbilical cord has been cut or the placenta is attached.

Still birth: death prior to complete expulsion or extraction from its mother of a product of conception which has had a duration of not less than 28 weeks of gestation, death being indicated by the fact that after such separation, the foetus does not breath or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles.

Death: however, death as such, has not been defined anywhere in the civil registration laws. Since the term still birth is adequately defined in the law, the event death does not include any still birth. So death is meant to cover the permanent disappearance of all evidence of life at any time after live birth had taken place. For instance, if a child is born alive and died immediately after, both the events – live birth and the death – are required to be registered.

Compilation and statistical processing

The Local Registrar, at the time of registering a marriage, or birth or death is required to enter under classified heads all particulars regarding that event in a return which should be sent to the District Registrar before the 10th of the month together with all the duplicate registration records relating to the previous month. At the District Registrar's Office these returns and duplicates are checked for their accuracy and dispatched to the Vital Statistics Branch of the Registrar General's Office. The summary data on vital events received in the Head Office are aggregated and these aggregates form the content of advance releases.

All statistical returns are edited and coded manually by a team of coding clerks under the direct supervision of the Statistician. Since there now exists a long delay in receiving returns, any inconsistencies and errors detected in the entries are corrected, as far as possible, at the Statistical Unit without referring them to the respective registrars.

Items to be coded in the statistical returns in respect of birth and marriage statistics are minimal and confined only to assigning codes for the geographic area and the like. However, coding is somewhat complex in respect of the "death returns" where the coders are supposed to enter a detailed code of the ICD for each cause of death. The death return is completed by the Registrars either in Sinhala or in Tamil and the coders who have been trained in ICD classification, assign the relevant detailed code using the English version of the coding manual. Missing values are imputed and assigned by the coding clerks.

When editing and coding of schedules are completed, the schedules are sent to the computer division of the DCS for data entry. The data are further edited in the computer and printed error records sent to the statistical unit for correction. Once the computer editing of data in respect of a whole year is completed, data are tabulated.

In the case of deaths almost all the particulars except rank or profession of the deceased are copied on to the statistical return. Since 1977 the "death return" used to collect statistical data on deaths taking place in a registration area has been revised to include immediate cause, antecedent cause and other conditions leading to death but in practice only a single cause is often reported. In the absence of the deceased's name in the "death return" it is possible for transcribing errors to occur. For example female deaths can be reported as male deaths or vice versa, such errors often cannot be detected at the statistics unit.

In the statistical return used to compile statistics on still births information on date of occurrence, sex of the stillborn, mother's and father's rank or profession, and pregnancy duration at the time of still birth are available.

The registration forms used to record information on marriages, differ according to the type of marriage. However, basic information in respect of each party, such as, name, age, civil condition, place of residence, date of marriage are common in registration forms used in all marriage types. Rank or profession of the parties is found in the registration forms except in the Muslim marriage registration form. Race of the parties is collected in the General marriage registration forms. Race of Kandyans is in fact (Kandyans) Sinhalese, while all Muslims are Moors/Malays.

Forms and contents of civil registration records, and statistical schedules

The items of information included in the original civil registration entry for births, deaths, still births, marriages and divorces are specified in the Registration Laws. Any change in the form or content will have to be approved by the Parliament and should be notified in the Government Gazette. The table in Annex 4 shows the content of the civil registration records and the item that are shown in the statistical returns for compilation purposes. Some specimen forms are given in Annex 5 (a-m).

Tabulations

Vital statistics have customarily been tabulated according to the month or year of registration and not according to the time of occurrence. Similarly, data by geographic areas generally represent the area of registration and not the area of occurrence.

However, certain tabulations on births and deaths, are made available by usual residence, but these are confined to the data collected from proclaimed towns.

A list of tabulations of data in respect of births, deaths, still births, and marriages and the geographical level at which the tabulations are currently available are shown in Annex 6. As can be seen, number of births and deaths are tabulated at the registration division level, but most of the detailed cross classifications are done only at district level.

Death statistics are classified by cause according to the International Classification of Diseases inclusive of some local diseases. Tabulations of death classified by cause, sex and age available for the country as a whole, for proclaimed towns, AGA divisions and estate sectors. Births classified by usual district of residence of the mother, and deaths according to usual district of residence of the deceased are tabulated for districts. Since 1980, the birth order of the child is also collected and tabulations are available at district level. Only limited information is tabulated using data collected on still birth. All marriage data are tabulated according to type of marriage and details are available for administrative districts. Information on civil conditions of the parties, their literacy and ethnic group are also tabulated.

Publications of Statistics

Vital statistics in Sri Lanka are tabulated and published annually. Up to the year 1966 all detailed vital statistics with a brief analysis of trends were included in the Annual Administration Report of the Registrar General. However, only a brief statistical report continued to be published since then. The latest report published contains vital statistics up to 1979.

Some detailed tables on vital events are shown in the vital Statistics Bulletin and for certain items data are presented for administrative districts. Tables currently published in the Bulletin of vital statistics are listed in Annex 7.

Evaluation

During the post-independence period several sample surveys were conducted to evaluate the extent of registration coverage; in 1953, 1967 and 1981. The 1953 and 1981 surveys were conducted along with the Post Enumeration Survey of the respective Population Census. Though the 1967 survey was undertaken four years after the 1963 Population Census, the list of census blocks provided the sampling frame. The sample size of all the three surveys was 1 per cent selected systematically with stratification each survey was carried out during a period of three months.

1953 sample survey

Since the Population Census related to March 1953, the survey recorded the particulars of births and deaths occurring during the period 1 January to 31 March 1953, which were later matched item by item with the registration records. A tally was established if two names and

details of at least one characteristic matched. In cases of no tally, re-visit was made to the household for verification. If unable to match even after this field verification, the event was considered not registered. It is however recognized that though the sample was representative the non-sampling errors were not controlled effectively. For instance, it was possible that there are cases missed both in the survey and registration or cases missed in the survey but actually caught in the registration records.

1967 Survey

The 1967 survey recorded the vital events occurring in the sample areas during 1 January to 31 March 1967. After unitary matching, no re-visit to the households was made to verify the unmatched events. It is therefore realized that non-matching might have been due to factors such as inadequate or incorrect information or inadequate search made at the Registrar's Office.

1981 Survey

This survey was canvassed during the period April/June 1981. But the events recorded were those occurring during 1 November 1980 to 31 March 1981. The survey schedules and matching procedures were essentially the same as those used in the 1953 survey. The District Statistical Officer who functioned as the supervisor for the survey carried out the re-verification in the field in respect of the unmatched events. It was found that some events had been registered in a division other than the one in which the household was located.

The extent of registration of vital events brought out by the results of these three surveys is shown in table 2.

Table 2. Completeness of coverage of birth and death registration in Sri Lanka, 1953, 1967 and 1980

Area	Birth			Death		
	1953	1967	1980	1953	1967	1980
Sri Lanka	88.1	98.7	98.8	88.6	94.5	94.0
Urban	NA	100.0	98.6	NA	100.0	92.9
Rural	NA	98.3	99.3	NA	91.7	92.2
Estate	NA	100.0	93.6	NA	100.0	100.0

NA - Not available.

Study under the Child Survival and Development Programme in the dry zone districts

It has been found that the infant mortality rates have registered a remarkable drop in the dry zone districts of the country since 1977/78. The trends in the socio-economic development of these areas do not justify such a fall in the rates. It is therefore suspected that there is a

significant under-registration of infants dying a few days after birth. In order to study this problem the DCS is currently engaged in a study under the Child Survival and Development Project undertaken with the assistance of UNICEF.

Special Problems

The registration laws currently in operation in the country are comprehensive and the responsibilities of all registration officials and the persons who are responsible for reporting events are all clearly laid down by law. However, no mention is made in the registration laws concerning the vital statistics aspects and this appears to have created several problems in the effective production of vital statistics.

The law is somewhat rigid in regard to the contents of registration forms. Any change in the registration forms need to be approved by the Minister and should receive the approval of the Legislature. For example, on request made by the DCS and the Ministry of Plan Implementation, the Registrar General agreed to collect birth order of the child when registering a birth. The Registrars were in this case requested to record this information, on the edge of the registration schedule to be later transcribed into the statistical return, as the normal procedure for amending the schedule takes a long administrative procedure.

Even though registration of vital events is compulsory by law, registration of marriages under the General Marriage law remains voluntary. It is estimated that only around 90 per cent of the General Marriages are registered. It is necessary to extend the compulsory registration law to cover all marriages.

Although there is legal provision for the Registrar General and his staff to take action on those who failed to register an event required to be registered, such action is rarely taken.

It has been observed that there is the possibility of not registering a live birth if the child dies before the birth is recorded. In such an instance even the death can escape registration. The main reason for the delay in registration appears to be the extra time limit granted to register an event. For instance births and deaths can be registered, in practice, without a penalty within three months of the date of occurrence. The coverage of events would improve if this provision were removed and if the penalties for non-registration or late registrations are increased, and imposed.

One of the major problems in the vital statistics system encountered during the last decade or so has been its inability to release the data in time. There now exists a delay of three to four years in tabulating statistics on vital events pertaining to a specific year. The main reason for this information delay is the difficulty of collecting all required statistical returns in time from the registration divisions. In practice, the local registrars do not accord

high priority to the statistical aspect of registration. They consider it an extra work to transcribe registration entries into statistical returns which they are asked to submit every month.

The quality of the vital statistics is also not satisfactory particularly relating to cause of death. Of the total birth and death registrars in the country majority are laymen. Causes of death reported by them often do not permit detailed 3-digit codes to be assigned, particularly when cause of death is not medically certified. As a result, over 20 per cent of all deaths in a year are categorized under ill-defined causes and an even higher proportion under "other" category in every major causes of death group.

Though traditionally the local registrars enjoyed a high standing in the society, of late the rapid social changes taking place in the country have tended to undermine their status. Consequently their ability to exercise authority and influence over the people is tending to diminish over time.

It was mentioned earlier that the Grama Seva Niladharis (Village-Officers) are expected to bring to the notice of the Registrars the vital events occurring in their areas. Unlike the erstwhile village headmen who were locals, the Grama Seva Niladharis are transferable employees of the Government and hence with no local commitment. Hence their functioning as notifiers has not been as effective as that of village headmen.

Action taken to improve the system

The widespread use and demand for vital statistics in recent years have focussed attention on the various limitations of the registration system. This has led to taking several measures to improve the system.

In order to avoid delays in the collection of statistical returns, the Registrar General introduced a system of penalties for the Registrars who unduly delay the returns. This system appears to have shown some success but still much remains to be improved.

To make proof of registration available to the individuals the Registration Ordinance was amended in 1975 requiring the registrars to prepare the registration entries in triplicate and give a copy to the individual who reports the event free of charge at the time of registration. In addition to cutting-down the time taken in issuing additional copies of the civil registration documents, a system of issuing photo-stat copies certified by the district registrar was also introduced.

Transferring registration records into microfiche has also begun in the central record room on an experimental basis. With the aim of improving the statistics on causes of death, a close co-ordination between the ministry of health and the vital statistics unit was maintained when coding manuals and table formats for the compilation of death statistics commenced using 9th Revision of ICD in 1980. Further, coding clerks of the Statistics Unit were given training in ICD coding (9th Revision) with the help of Ministry of Health and the WHO.

To clear the backlog of statistical returns, the DCS released some of its staff to the statistics unit for coding and editing work. A workshop was also organized with the Registrar General's Department, Department of Census and Statistics, Ministry of Plan Implementation and other data users in order to exchange views between the data users, data producers and civil registration authorities.

DCS has also set-up a special unit in the Department to speed up the manual corrections of errors detected in the computer printouts. Priority has been accorded in the computer division of the DCS to processing of the registration statistics.

Future Plans

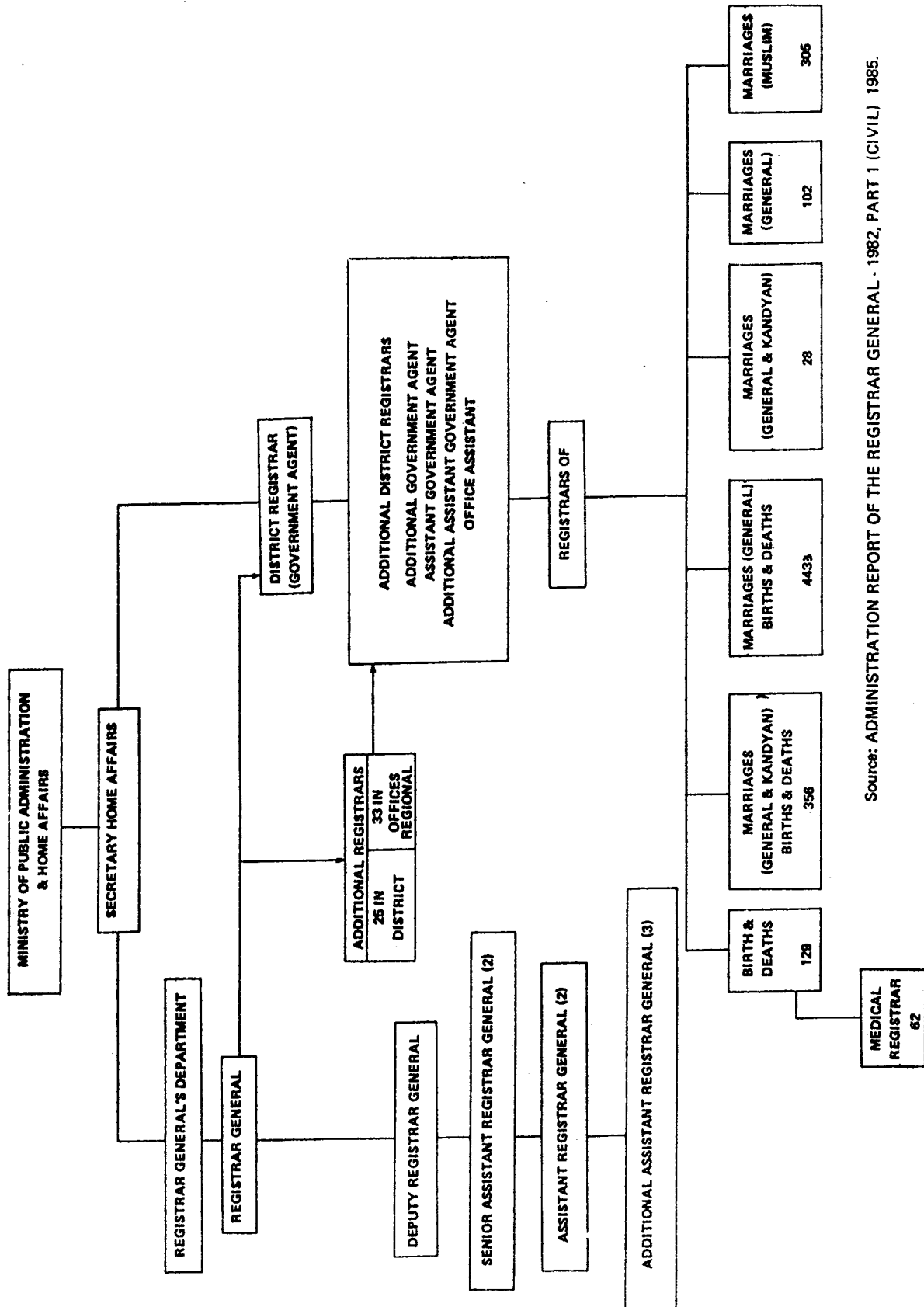
DCS plans, in consultation with the Registrar General, to obtain the services of a suitable advisor to examine the whole registration process in general and the vital statistics in particular to make suitable recommendations for improving the system.

DCS feels that regular surveys are needed to evaluate the extent of coverage of vital statistics. The data generated from the on-going Child Survival and Development Project in the Dry Zone will be used to obtain independent estimates of neo-natal, infant mortality rates and birth rates.

Preliminary work has already begun in obtaining data processing equipment for the Registrar General's Department to undertake the computerization of registration records and processing of vital statistics.

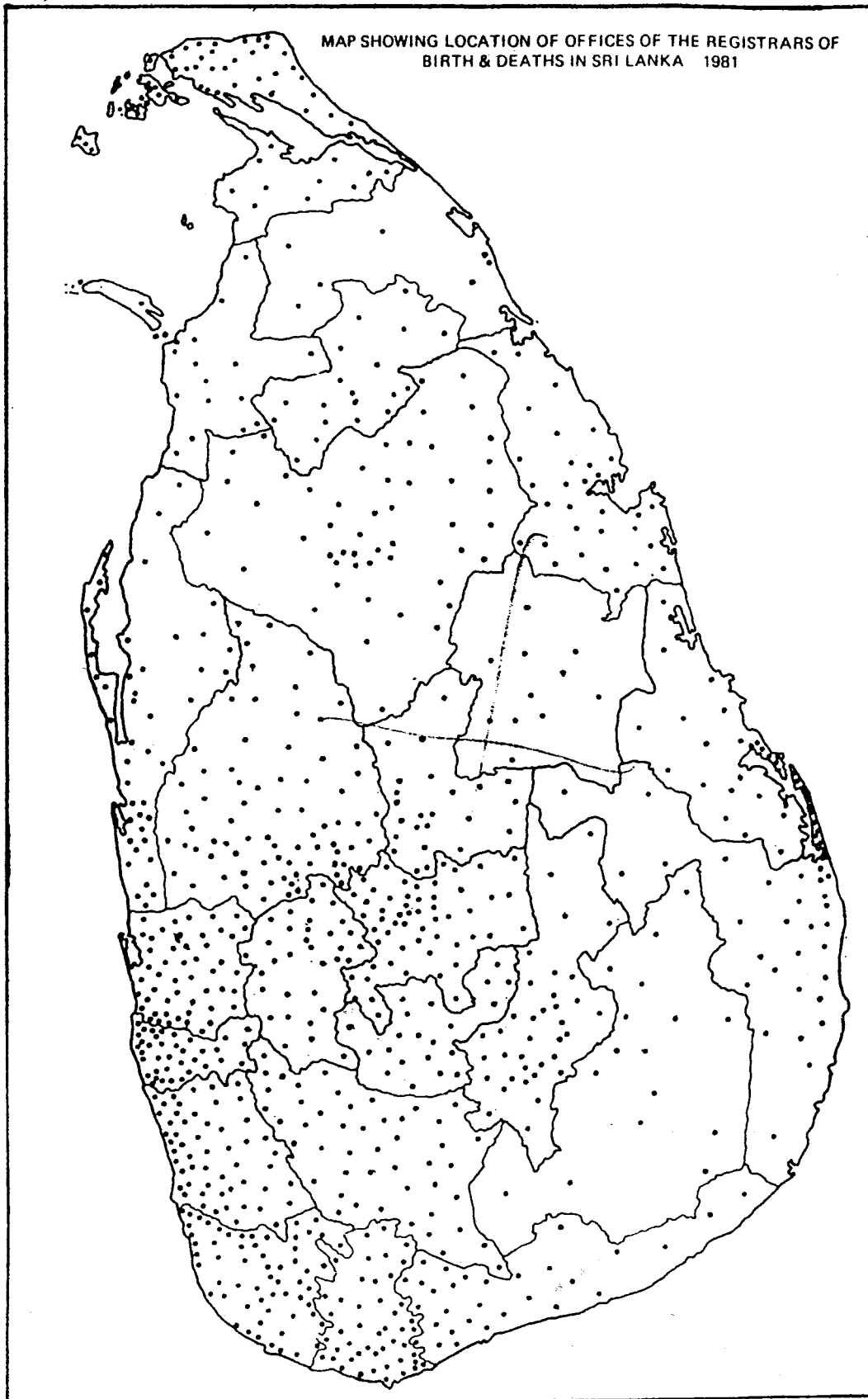
The setting-up of a National Committee on Vital Statistics consisting of officers of the Registrar General's Department, the DCS, and the Ministry of Health is under consideration to review the vital statistics system in general, and in particular to guide and monitor the compilation processing and dissemination of vital statistics and to strengthen the vital statistics unit by making available trained statistical personnel.

Annex 1. CIVIL REGISTRATION-STAFF ORGANIZATION

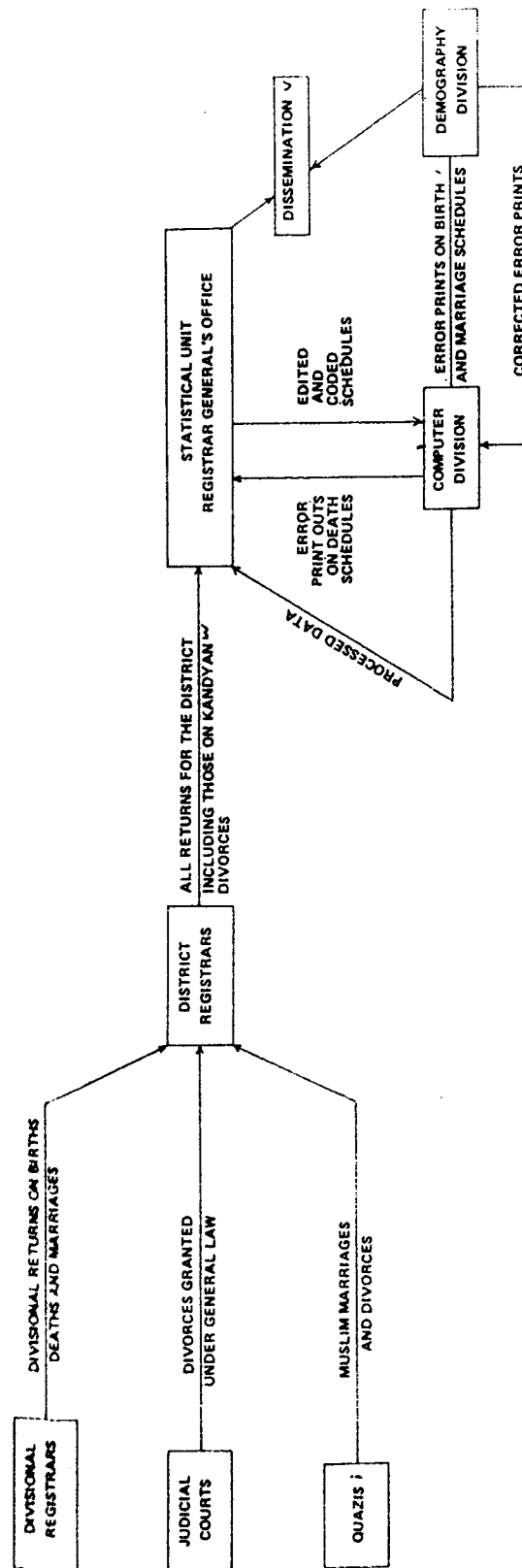


Source: ADMINISTRATION REPORT OF THE REGISTRAR GENERAL - 1982, PART 1 (CIVIL) 1985.

Annex 2. MAP SHOWING LOCATION OF OFFICES OF THE REGISTRARS
OF BIRTH & DEATHS IN SRI LANKA - 1981



Annex 3. SCHEMATIC PRESENTATION OF THE PRODUCTION OF VITAL STATISTICS



Annex 4. INFORMATION CURRENTLY RECORDED IN RESPECT OF VITAL EVENTS

Topic	Register of Birth	Statistical Return
BIRTH		
Date and place of birth	x	x
Name	x	-
Sex	x	x
Father's Name	x	x
Date and place of birth	x	-
Race	x	-
Rank or proportion	x	-
Mother's Name		
Date and place of birth	x	-
Race	x	-
Age	x	x
Usual Residence	x	x
Legitimacy status	x	x
If Grand Father Born in Sri Lanka	x	-
His name	x	-
Year and place of birth	x	-
If either Not Born in Sri Lanka and if Great Grandfather Born in Sri Lanka his Name	x	-
Year and place of birth	x	-
Informants Full Name His/Her Signature	x	-
Date of registration	x	x ^{1/}
Whether hospitalized	-	x
Registrars Signature	x	-
Registration Number	x	x
Live birth order	-	x ^{2/}
Registration division	x	x
Whether birth occurred outside registration division	-	x
Type of birth (twins/triplets etc.)	-	x
DEATHS		
Name of deceased	x	-
Date of death	x	x ^{1/}
Place of death	x	-
Sex	x	x
Race	x	x
Age	x	x
Rank and Profession	x	-
Usual residence of the deceased	-	x
Father's name	x	-
Mother's name	x	-
Cause of death	x	x ^{3/}
Place of burial/crematery	x	-
Informers full name and signature	x	-
Date of registration	x	x ^{1/}
Registration division	x	x
Signature	x	-
Registration No.	x	x

^{1/} Month and year of registration

^{2/} Not legally effected

^{3/} Since 1977, the statistical return revised to enter, immediate cause, antecedent cause and other disease conditions leading to death.

Annex 4. (Continued)

Topic	Register of Birth	Statistical Return
STILLBIRTH		
Date of occurrence	x	-
Place of occurrence	x	-
Race	x	x
Sex	x	-
Mother's Name	x	-
Rank/profession	x	x
Usual residence	x	x
Age	x	x
Pregnancy duration at time of still birth	x	-
Father's Name/Rank/Profession	x	-
Informer's Name, Residence and Signature	x	-
Date of information	x	-
Registration No.	x	x
Registrar Division	x	x
Type of still birth (twin /triplets etc.)	x	x

Topic	Marriage Type		Statistical Returns
	General Muslim	Kandyan	
MARRIAGE			
<u>For Both Parties</u>			
Name	x	x	-
Age	x	x	x
Civil Condition	x	x	x
Rank/Profession	x	-	-
Race	x	<u>1/</u>	<u>1/</u> x
Residence	x	x	x
Father's Name/Grand Father's Name	x	x	-
Rank/Profession	x	-	-
Name and division of Registration who issued	-	-	- x
Certificates	x	-	-
Place of Sole	x	x	x
If divorced evidence of divorce	-	x	- x
Date and hour of marriage	-	x	x
Date of registration	-	x	- x
Nature of marriage	-	-	x -
Registration No.	x	x	x x

1/ Race is not recorded but Kandyans are Sinhalese and Muslims are Moors/Malays

ප්‍රජාවේ ගණන් වැටීමේ පිටුව - (ගැහැණු)
 ව්‍යවස්ථාපිත පැය - (FEMALES)
 RETURN OF BIRTH - (FEMALES)

ප. ස. සී. 127
 Registration B
 (F. S. T. & E.) 02/81

ප්‍රජාවේ ගණන් වැටීමේ පිටුව
 Registrar's Office
 Registrar's Division
 මාසය සහ දිනය
 Month and Year

ප්‍රජාවේ ගණන් වැටීමේ පිටුව
 Registrar's Office
 Registrar's Division
 මාසය සහ දිනය
 Month and Year

විවරණ No. of Registration Entry	1	2	සාමාන්‍ය වාසනා ස්ථාන (Usual Places of Residence of the Mother (Permanent Residence))				7	8	9	මව්වගේ වයස (Age of Mother in Years)					18	19		
			3	4	5	6				10	11	12	13	14			15	16
දින Date of Birth	ගම Village	නගරය නම් විට නම් විට නම් Assessment Number, Street and Town	විවරණ District	විවරණ Whether Outside Division	විවරණ Whether Outside Division	විවරණ Whether Outside Division	විවරණ Whether Outside Division	රාජ්‍යය Race	0-14	15-19	20-24	25-29	30-34	35-39	40-44	45+	විවරණ Whether Twin, Triplet & c.	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

1. If the Birth occurred outside Registrar Division mark "O" in Column 6, otherwise leave blank.
 2. If the Birth occurred in hospital mark "H" in Column 7, otherwise leave blank.
 3. If the Birth occurred in Jail mark "J" if the event relates to the family of an Indian or Pakistan Estate holder mark "EL"; if it relates to any other class of residents on an estate mark "EO" and District Registrar with in addition mark "NE" in red ink in respect of all non-Estate estates in Column 8.

ශ්‍රී ලංකා/இலங்கை/SRI LANKA

Registration B 1
(High Reg P. & S. C.)*
12/78

නොමිලයේ නිකුත් කරන ලදී.
கட்டணமின்றி வழங்கப்பட்டது
Issued Free of charge

උප්පැන්න ලියාපදිංචි කිරීමේ ලේඛනය
பிறப்புப் பதிவுப் புத்தகம்
REGISTER OF BIRTHS

අංකය }
இல. }
No. }

77 *

උප්පැන්න හා මරණ ලියාපදිංචි කිරීමේ ආඥාපනත (110 වන පරිච්ඡේදය)
பிறப்புகள் இறப்புகள் பதிவுச் செய் சட்டம் (அத்தியாயம் 110)
Births and Deaths Registration Act (Cap. 110)

දිස්ත්‍රික්කය }
பெரும் பகுதி }
Districts }

කොට්ඨාසය }
பிரிவு }
Division }

1. උපන් දිනය හා ස්ථානය ¹ பிறந்த திகதியும் இடமும் ¹ Date and place of birth ¹	
2. නම பெயர் Name	
3. ස්ත්‍රී පුරුෂ භාවය பால் Sex	
4. පියාගේ ² தகப்பன் ² Father's	සම්පූර්ණ නම முழுப் பெயர் full name
	උපන් දිනය பிறந்த திகதி date of birth
	උපන් ස්ථානය பிறந்த இடம் place of birth
	ජාතිය ³ சாதி ³ race ³
	තත්ත්වය නොහොත් වෘත්තිය அந்தஸ்த அல்லது தொழில் rank or profession
5. මවගේ ² தாய் ² Mother's	සම්පූර්ණ නම முழுப் பெயர் full name
	උපන් දිනය பிறந்த திகதி date of birth
	උපන් ස්ථානය பிறந்த இடம் place of birth
	ජාතිය ³ சாதி ³ race ³
	වයස வயது age
6. මව්පියන් විවාහකද ? பெற்றோர் விவாகம் செய்தவர்களா ? Were parents married ?	
7. මුත්තා උපන්නේ ³ சூரகாவலி නම ³ பாட்டன் இலங்கையின் ³ பிறந்தாள் அவர் ³ If grandfather born ³ in Sri Lanka ³	මුහුණේ සම්පූර්ණ නම முழுப் பெயர் his full name
	මුහුණේ උපන් වර්ෂය பிறந்த வருடம் his year of birth
	මුහුණේ උපන් ස්ථානය பிறந்த இடம் his place of birth

¹ සහ ² පොත් මුල් කවරයේ යම් පත්තේ උපදෙස් බලන්න.

[අනිත් පිට බලන්න/மறுபக்கம் பார்க்க/ப.ந.உ.]

SRI LANKA
Annex 5 (f) (continued)

<p>8. පියා ශ්‍රී ලංකාවේ නොදැන සිටින බවට මවුන්තා ශ්‍රී ලංකාවේ උපන්නෙම මවුන්තාගේ³</p> <p>தகப்பன் இலங்கையிற் பிறக்காத பூட்டன் இலங்கையிற் பிறந்தால் அவர்³</p> <p>If the father was not born in Sri Lanka and if great-grand- father born in Sri Lanka great grandfather's ³</p>	<p>සමස්ත නම ... முழுப் பெயர் ... full name ...</p> <p>උපන් වර්ෂය ... பிறந்த ஆடம் ... year of birth ...</p> <p>උපන් ස්ථානය ... பிறந்த இடம் ... place of birth ...</p>	
<p>9. දැනුම් දෙන්නාගේ සමස්ත නම, පදිංචි ස්ථානය හා දැනුම් දෙන්නේ කවරෙකු වශයෙන්ද යන්න ...</p> <p>தகவலாளரின் முழுப்பெயரும் வதியுமிடமும், என்ன முறையில் தகவல் கொடுக்கிறார் ... Informant's full name, residence, and in what capacity he gives information ..</p>		
<p>10. දැනුම් දෙන්නාගේ අත්සන ...</p> <p>தகவலாளரின் கையொப்பம் ... Informant's signature ..</p>		
<p>11. ලියාපදිංචි කරන දිනය¹ ...</p> <p>பதிவு செய்யும் திகதி¹ ... Date of registration ¹ ..</p>		
<p>12. ලේකම්ගේ අත්සන ...</p> <p>பதிவுகாரரின் கையொப்பம் ... Registrar's Signature ..</p>		
<p>13. ලියාපදිංචි කිරීමෙන් පසුව ඇතුළත් කරන ලද නැතහොත් කලින් තිබූ නම වෙනුවට දැමූ යොදන ලද නම ...</p> <p>பதிவு செய்தபின் புதிதாகச் சேர்ந்த அல்லது பதிலாகக் கொடுத்த பெயர் ... Name inserted or substituted after registration ..</p>		
<p>14. 13 වෙනි අංකයට ඇතුළත් විස්තර කර ඇති සැපයීමට ආවේ දන් කැනුණාගේ නම සහ එසේ දැනුම් දුන්නේ කවරෙකු වශයෙන්ද යන්න ...</p> <p>பதின்மன்றமாவது வினியத்தற்குத் தகவல் கொடுத்தவரின் பெயர், என்ன முறையில் தகவலைக் கொடுத்தார் ? Name of person on whose information particulars relating to item 13 were supplied and in what capacity he gave information ..</p>		
<p>15. නම ඇතුළත් කිරීමේ හෝ වෙන නමක් යෙදීමේ හෝ දිනය හා දිස්ත්‍රික් ලේකම්ගේ හෝ රෙජිස්ට්‍රාර් ජනරාල් කැනගේ අත්සන ...</p> <p>பெயரைப் புதிதாகச் சேர்த்த அல்லது பதிலாகக் கொடுத்த திகதியும் பதிவுகாரியகர்த்தா அல்லது பெரும் பகுதியப் பதிவுகாரரின் கையொப்பமும் .. Date of insertion or substitution and District Registrar's or Registrar-General's Signature ..</p>		

1975 අංක 41 දරණ විවාහ, උප්පැන්න හා මරණ (සංශෝධන) පනතෙන් සංශෝධිත උප්පැන්න හා මරණ ලියාපදිංචි කිරීමේ ආදාපනතේ (110 වන පරිච්ඡේදයේ) 11 (අ) වගන්තියේ විධිවිධාන යටතේ මෙම පිටපත නිකුත් කරන ලද බවට ආහ්විත කරමි.

இந்தப் பிரதி 1975 ம் ஆண்டின் 41 ம் இலக்க பிறப்புகள், இறப்புகள், விவாகச் (சிருத்தச்) சட்டத்தினால் சிருத்தப்பட்டபடியான பிறப்புகள், இறப்புகள், விவாக பதிவுச் செய் சட்டம் அடங்கி, 110 பிரிவு 11 (அ) விள் ஏற்பாடுகளின் கீழ் வழங்கப்படுகின்றது.

This copy is issued under the provisions of Section 11A of the Births and Deaths Registration Act (Cap. 110) as amended by the Births, Deaths and Marriages (Amendment) Law, No. 41 of 1975.

දිස්ත්‍රික් ලේකම්/අතිරේක දිස්ත්‍රික් ලේකම්/ලේකම්
 மாவட்டப் பதிவாளர்/இணைமாவட்டப் பதிவாளர்/பதிவாளர்
 District Registrar/Adtl. District Registrar/Registrar

සැ. සු.—මෙම පිටපතෙහි කවර අන්දමක එකතු කිරීමක් හෝ වෙනසක් කිරීම දඬුවම් ලැබිය යුතු වරදකි.
 குறிப்பு.—இப்பிரதியில் சேர்ப்புகள் அல்லது மாற்றங்கள் செய்தல் தண்டனைக்குரிய குற்றமாகும்.
 Note.—It is a punishable offence to make any addition or alteration in this copy.

රා. ටී. පී./அ. சே./ O.S.S.

ප්‍ර 57610 ශ්‍රී ලංකා රජයේ මිදුණ දෙපාර්තමේන්තුව

ල. ප. ස. }
 ප්‍රතිලිපි } 2
 Registration B. }
 (High Reg. P. & S. C.) 6/77

ශ්‍රී ලංකා

මරණ ලියාපදිංචි කිරීමේ ලේඛනය

උරුමයේ ප්‍රතිලිපි පුත්තකම

REGISTER OF DEATHS

අංකය }
 මු. }
 No. }

81 ★

උප්පැන්න හා මරණ ලියාපදිංචි කිරීමේ ආඥාපනත (110 වෙනි පරිච්ඡේදය)

විචාරක මණ්ඩල පනතින් සැදුණු (අනුකූල 110)

Births and Deaths Registration Act, (Cap. 110)

දිස්ත්‍රික්කය } කොට්ඨාශය }
 ප්‍රදේශය } විචාරක }
 District } Division }

<p>1. මරණය සිදු වූ දිනය හා ස්ථානය¹ මරණය සිදු වූ දිනය හා ස්ථානය¹ Date and place of death¹</p>	
<p>2. සම්පූර්ණ නම முழுப் பெயர் Full name</p>	
<p>3. ස්ත්‍රී පුරුෂ භාවය හා ජාතිය² பால், சாதி Sex and race²</p>	
<p>4. වයස¹ வயது¹ Age¹</p>	
<p>5. තත්ත්වය නොහොත් වෘත්තිය அந்தஸ்து அல்லது தொழில் Rank or profession</p>	
<p>6. මව්පියන්ගේ සම්පූර්ණ නම பெற்றோருடைய முழுப் பெயர்கள் Parents, full names</p> <p style="text-align: right;">} පියා தந்தை Father } } මව தாய் Mother</p>	
<p>7. මරණයට හේතුව හා භූමදාන හෝ ආදාහන කළ ස්ථානය மரணத்திற்குக் காரணம், அடக்கம் அல்லது தகனஞ் செயத இடம் Cause of death, and place of burial or cremation</p>	
<p>8. දැනුම් දුන් තැනැත්තාගේ සම්පූර්ණ නම, වාසස්ථානය හා දැනුම් දුන්නේ කවරෙකු වශයෙන්ද යන්න³ தகவலாளரின் முழுப்பெயர், அவர் வதியும் இடம், என்ன முறையில் தகவல் கொடுக்கிறார் ? Informant's full name, residence, and capacity for giving information³</p>	
<p>9. දැනුම් දුන් අයගේ අත්සන தகவலாளரின் கையொப்பம் Informant's signature</p>	
<p>10. ලියාපදිංචි කළ දිනය¹ பதிவு செய்யும் திகதி¹ Date of registration¹</p>	
<p>11. ලේකම්ගේ අත්සන பதிவுகாரரின் கையொப்பம் Registrar's signature</p>	

[ල. ප. ස. / ම. ප. හා / ප. ට. ට.]

1975 අංක 41 දරණ විවාහ, උප්පැන්න හා මරණ (සංස්කරණ) පනතෙන් සංශෝධිත උප්පැන්න හා මරණ ලියාපදිංචි කිරීමේ ආඥාපනතේ 110 වන වගන්තියේ 11 ද වන වගන්තියේ විධිවිධාන සටහන් පවරා දෙන කඩයක් තරා ලද බවට අත්සන් කරයි.

இந்தப் பிரதி 1975-ம் ஆண்டின் 41-ம் இலக்க சிறப்புகள், இறப்புகள், விவாக (திருத்த) சட்டத்தின்படி திருத்தப்பட்ட பிறப்புகள், இறப்புகள், விவாக பற்றி சட்ட சட்டம், சந்தி. 110-ன் 11-ம் பிரிவு 11-ம் பிரிவு கட்டுப்பாட்டு விதிகளின் கீழ் வழங்கப்படுகிறது.

This copy is issued under the Provisions of Section 11A of the Births and Deaths Registration Act (Cap. 110) as amended by the Births, Deaths and Marriages (Amendment) Law No. 41 of 1975.

දිස්ත්‍රික් ලේකම්/අතිරේක දිස්ත්‍රික් ලේකම්/ලේකම්.
மாவுட்டப் பதிவாளர் /இணை மாவுட்டப் பதிவாளர் /
பதிவாளர்.
District Registrar/Adl. District Registrar/
Registrar.

නැ. යු.—මෙම පිටපතෙහි කවර අන්දමක එකතු කිරීමක් හෝ වෙනසක් කිරීම දඬුවම් ලැබිය යුතු වරදකි.
குறிப்பு.—இல விவகியம் சேர்ப்புகள் அல்லது மாற்றங்கள் செய்தல் தண்டிக்கத்தக்க குற்றமாகும்.

Note.—It is a punishable offence to make any addition or alteration in this copy.

රා. ඩේ. පී.

ලිපිනය:

ල. ස. Registration } B 3
(High Reg P. & S. C. *)
6/77

ශ්‍රී ලංකාව/இலங்கை/SRI LANKA

මළ උපද්‍රවන ලියාපදිංචි කිරීමේ ලේඛනය

சாபிள்கிளப் பிறப்புப் பதிவுப் புத்தகம்
REGISTER OF STILL-BIRTHS

අංකය }
இல. }
No. }

87 *

උපද්‍රවන හා මරණ ලියාපදිංචි කිරීමේ ආදේශන
(110 වෙනි පරිච්ඡේදය)

பிறப்பு இறப்புப் பதிவுச் சட்டம் (அதிகாரம் 110)
Births and Deaths Registration Act (Chap. 110)

දිස්ත්‍රික්කය }
பெரும்புதல் }
District }

කොට්ඨාශය }
பிரவு }
Division }

1. දිනය හා සිදු වූ ස්ථානය ¹ විෂයය සහ ස්ථානය සහ ස්ථානය ¹ Date and place of occurrence ¹	
2. ජාතිය ² ආභි ² Race ²	
3. ස්ත්‍රී පුරුෂ භාවය பால் Sex	
4. මවගේ සම්පූර්ණ නම සහ තත්ත්වය නොහොත් වෘත්තිය தாயின் முழுப்பெயரும் அந்தஸ்து அல்லது தொழிலும் Mother's full name and rank or profession	
5. මවගේ වයස ¹ තාගේ වයස ¹ Mother's age ¹	

ළ 27781 ශ්‍රී ලංකා රජයේ මුද්‍රණ දෙපාර්තමේන්තුව

[අතින් පිට ලිවීමට ප්‍රවේශයක් ඇත]

6. දරුවා මැරී උපද්‍රවීමට පෙර සති කීයක් වී තිබුණද දින பிள்ளை பிறக்கும்பொழுது கருத்தரித்த எத்தனை සිටිසතරම් ? Number of weeks pregnant at time of still-birth	
7. පියාගේ සම්පූර්ණ නම හා තත්ත්වය නොහොත් වෘත්තිය தகப்பனுவரின் முழுப்பெயரும் அந்தஸ்து அல்லது தொழிலும் Father's full name and rank or profession	
8. දැනුම් දුන් අයගේ නම, විස්තරය හා වාසස්ථානය தகவலாளர் பெயர், விவரம், வதிவிடம் Name, description and residence of informant	
9. දැනුම් දුන් අය මැරී උපද්‍රවීමට නොයෙකු නම්, නැතහොත් ස්වභාවය தகவலாளர் சாபிள்கிளப்பின் சொந்தக்காரரானால் எவ்வිதம் ? If informant related to still-born child, specify nature of relationship	
10. දැනුම් දුන් අයගේ අත්සන தகவலாளரின் கையொப்பம் Informant's signature	
11. දැනුම් දුන් දිනය ¹ தகவல் கொடுக்கும் திகதி ¹ Date of information ¹	
12. ලියාපදිංචි කළ දිනය ¹ பதிவுசெய்யும் திகதி ¹ Date of registration ¹	
13. ලේකම්ගේ අත්සන பதிவுகாரரின் கையொப்பம் Registrar's Signature	

SRI LANKA

Annex 5 (i) (continued)

1975 අංක 41 දරන විවාහ, උප්පැයුණ හා මරණ (සංශෝධන) පනතෙහි සංශෝධන උපබද්ධ විවාහ ලියාපදිංචි කිරීමේ ආඥා පනතේ 113 වන වර්ධනයේ 23 (අ) වන වගන්තියේ විධිවිධාන යටතේ මෙම පිටපත නිකුත් කරන ලද බවට පහතින් කරමි.

This copy is issued under the Provision of Section 23(a) of the Kandyan Marriage Registration Act (Cap. 113) as amended by the Births, Deaths and Marriages (Amendment) Law, No. 41 of 1975.

දිස්ත්‍රික් ලේකම් / *අතිරේක දිස්ත්‍රික් ලේකම් / *ලේකම්.
*District Registrar / *Additional District Registrar / *Registrar.

දිනය } _____
Date }

ස. ශ්‍රී. මෙම පිටපතෙහි කවර අන්දමක එකතු කිරීමක් හෝ වෙනසක් කිරීම දඬුවම් ලැබිය යුතු වරදකි.

Note.—It is a punishable offence to make any addition or alteration in this copy.

*අනවශ්‍ය වචන කපා හරින්න / *delete inapplicable words.

රා. සේ. පී.

ලිපිනය :-

ලියවිල්ල 4
Registration 4
(High Reg P. & S. C.) 06/77

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ශ්‍රී ලංකා இலங்கை SRI LANKA අංකය }
මුස්ලිම් විවාහ හා දික්කසාද පනත }
முஸ்லிம் விவாக, விவாகரத்துச் சட்டம் }
இல. No. }

THE MUSLIM MARRIAGE AND DIVORCE ACT
මුස්ලිම් විවාහ ලේකම් පොත
முஸ்லிம் விவாக இலாபு
MUSLIM MARRIAGE REGISTER

76 ★

දිස්ත්‍රික්කය/பெரும்புதல்/District :

ලේකම්ගේ ප්‍රදේශය/பதிவுகாரரின் இடப்பரப்பு/Registrar's Area :

විවාහය ලියාපදිංචිකරන ලේකම්ගේ සම්පූර්ණ නම }
விவாகத்தைப் பதிவுசெய்யும் பதிவுகாரரின் பெயர் }
Full name of Registrar registering the marriage }

1. සම්පූර්ණ නම முழுப் பெயர் Name in full	මනාලයා/மணமகன்/Bridegroom	මනාලිය/மணமகள்/Bride
2. වයස வயது Age		
3. සිවිල් තත්ත්වය சிவில் சந்தஸ்து Civil Condition		
4. දික්කසාද කරන ලද නම්, ඒ පිළිබඳව සාක්ෂි ඇත්නම් ඒවා விவாகத்தைப் பெற்றவரான, விவாகரத்தைவிட்ட சாட்சியம் எதேனும் இருந்தால் குறிப்பிடுக If divorced, evidence of divorce, if any		
5. පදිංචිය வதியிடம் Residence		
6. පියාගේ හෝ අනාග ආරක්ෂකයාගේ සම්පූර්ණ නම தகப்பன் அல்லது வேறு பாதுகாவலரின் முழுப் பெயர் Name of father or other guardian in full		
7. ආරක්ෂක තමේ අන්දම பாதுகாவலரின் தன்மை Nature of guardianship		
8. මහාරයේ ප්‍රමාණය සහ ගෙවී නොගෙවී බව மகரின் தொகை, அப்பணம் கொடுக்கப்பட்டதா இல்லையா Amount of Mahr and whether paid or not	}	
9. කයිකුලියෙහි ප්‍රමාණය கைகூலியின் தொகை Amount of Kaikuli		
10. විවාහය සිදුකරන ස්ථානය விவாகம் நடந்த இடம் Place of marriage		
11. විවාහය සිදුකරන දිනය හා වේලාව விவாக நாள், විக்கிரம, நேரம் Date and hour of marriage		
12. ලියාපදිංචිවීමේ දිනය பதிவுசெய்த திகதி Date of registration		
13. 1 වෙනි සාක්ෂිකරුගේ සම්පූර්ණ නම සහ පදිංචිය முதலாவது சாட்சியின் முழுப்பெயரும், வதியிடமும். Full name and residence of first witness		
14. 2 වෙනි සාක්ෂිකරුගේ සම්පූර්ණ නම සහ පදිංචිය இரண்டாவது சாட்சியின் முழுப்பெயரும், வதியிடமும். Full name and residence of second witness		
15. "නිකා" වාරිත්‍රය සිදුකරන්නාගේ සම්පූර්ණ නම "நிகா" சடங்குகள் நடத்துபவரின் முழுப்பெயர் Full name of person conducting "Nikah" ceremony		
16. අත්සන් கையொப்பம் Signature of—		
(1) මනාලයා மணமகன் Bridegroom		
(2) මනාලියගේ වාලී மணமகளின் வாலை Bride's Wali		
(3) 1 වෙනි සාක්ෂිකරු முதலாவது சாட்சி First witness		
(4) 2 වෙනි සාක්ෂිකරු இரண்டாவது சாட்சி Second witness		
(5) "නිකා" වාරිත්‍රය සිදුකරන්නා "நிகா" சடங்குகள் நடத்துபவர் Person conducting "Nika" ceremony		
(6) ලේකම් பதிவுகாரர் Registrar		

ශ්‍රී 55607 ශ්‍රී ලංකා රජයේ මුද්‍රණ දෙපාර්තමේන්තුව

අංක 018078 දී ලංකා රජයේ මුද්‍රණ දෙපාර්තමේන්තුව

විවාහ පිටපත් පිටපත්
Registration B } 115
(High Reg P. & S. C. S., T. & E.) 6/77

කොප්පයේ නිකුත් කරන ලදී.
දීමාසහක කොප්පයකි.
Issued Free of Charge

විවාහ ලේකම් සොහොන
விவாகப் பதிவுப் புத்தகம் REGISTER OF MARRIAGES

විවාහ ලියාපදිංචි කිරීමේ ආඥාපනත (112 පරිච්ඡේදය)
விவாகப் பதிவுச் சட்டம் (அதி. 112)
Marriage Registration Ordinance (Cap. 112)

අංකය } **68** *
ලිය. }
No. }

දිස්ත්‍රික්කය දූෂණික District :

කොට්ඨාසය ප්‍රාන්ත Division :

	පුරුෂ පාර්ශ්වය ශාඛිකයා Male Party	ස්ත්‍රී පාර්ශ්වය බෙහෙවින් Female Party
1. දෙපාර්ශ්වයේ සම්පූර්ණ නම් ශාඛිකයාගේ බෙහෙවින් ශුභකාරී නමුත් නමුත් Names (in full) of Parties		
2. වයස (අවුරුදු ගණන) වයස (වැරදක් කණක්තු) Age (in years)		
3. තත්ත්වය නිවැරදි ලෙස නිවැරදි Civil Condition		
4. තරාතිරම නොහොත් රන්කාරි සහ ජාතිය නිවැරදිව අවබෝධ කරගන්නා කොටස Rank or Profession and Race		
5. පදිංචි ස්ථානය වසන ස්ථානය Residence		
6. පියාගේ සම්පූර්ණ නම පියාගේ සම්පූර්ණ නම Father's Name (in full)		
7. පියාගේ තරාතිරම නොහොත් රන්කාරි තරාතිරම නොහොත් රන්කාරි Rank or Profession of Father		
8. සහතික පත්‍රය දුන් රෙජිස්ට්‍රාර්ගේ නම සහ කොට්ඨාසය නිකුත් කළ ප්‍රකාශන ප්‍රකාශන ප්‍රකාශන Name and Division of Registrar who issued Certificate		
9. විවාහය සිදුකළ ස්ථානය කේතනාගාරය නිකුත් කළ ස්ථානය Place of Solemnization of Marriage		

වර්ෂ 19 මස මෙම දින මා විසින් (නොහොත් මා ඉදිරිපිට) විවාහය සිදුකරමු ලදී.
19 මස මෙම දින මා විසින් (නොහොත් මා ඉදිරිපිට) විවාහය සිදුකරමු ලදී.
Solemnized by me (or in my presence) this day of 19.....

ලේකම් කුල (නැත්නම්) දේවගැහැනු කුල.
ප්‍රතිලාභකාරී (අවබෝධ) ලෙස (නැත්නම්) ප්‍රතිලාභකාරී.
Registrar (or) Minister (as the case may be).

මෙහි සහතිකය සඳහා වන සාක්ෂි ඉදිරිපිට මේ විවාහය අප දෙදෙනා අතර සිදුකරමු ලදී.
We solemnize this marriage between us in the presence of

- සාක්ෂිකාරයාගේ අත්සන
සාක්ෂිකාරයාගේ අත්සන
Signature of Witness
- සාක්ෂිකාරයාගේ සම්පූර්ණ නම, රන්කාරි නොහොත් තරාතිරම සහ පදිංචි ස්ථානය
සාක්ෂිකාරයාගේ සම්පූර්ණ නම, රන්කාරි නොහොත් තරාතිරම සහ පදිංචි ස්ථානය
Name in full, Rank or Profession and Residence of Witness
- සාක්ෂිකාරයාගේ අත්සන
සාක්ෂිකාරයාගේ අත්සන
Signature of Witness
- සාක්ෂිකාරයාගේ සම්පූර්ණ නම, රන්කාරි නොහොත් තරාතිරම සහ පදිංචි ස්ථානය
සාක්ෂිකාරයාගේ සම්පූර්ණ නම, රන්කාරි නොහොත් තරාතිරම සහ පදිංචි ස්ථානය
Name in full, Rank or Profession and Residence of Witness

මා ඉදිරිපිටදී අත්සන් කරන ලදී.
Signed before me.

ලේකම් කුල (නැත්නම්) දේවගැහැනු කුල.
ප්‍රතිලාභකාරී (අවබෝධ) ලෙස (නැත්නම්) ප්‍රතිලාභකාරී.
Registrar (or) Minister.

* මෙහි ඉහත දැක්වෙන විවාහ ලියාපදිංචි කිරීමේ ආඥාපනත (112 වැනි පරිච්ඡේදය) 34 වැනි වගන්තිය යටතේ මා වෙත සපයා ඇති.....
දේවගැහැනු කුල (නැත්නම්) දේවගැහැනු කුල (අවබෝධ) ලෙස (නැත්නම්) ප්‍රතිලාභකාරී (අවබෝධ) ලෙස (නැත්නම්) ප්‍රතිලාභකාරී.
* I certify that the above is a true copy of the Statement No. furnished to me under Section 34, Marriage Registration Ordinance (Cap. 112), of a Marriage Solemnized by (or in the presence of) Minister.

දිස්ත්‍රික් ලේකම්ගේ ලේඛනයේ සටහන් කළ දිනය
දිස්ත්‍රික් ලේකම්ගේ ලේඛනයේ සටහන් කළ දිනය
Date of entry in District Registrar's Register

දිස්ත්‍රික් ලේකම්.
දිස්ත්‍රික් ලේකම්.
District Registrar.

* දේවගැහැනු කුල (නැත්නම්) දේවගැහැනු කුල (අවබෝධ) ලෙස (නැත්නම්) ප්‍රතිලාභකාරී (අවබෝධ) ලෙස (නැත්නම්) ප්‍රතිලාභකාරී.
* To be filled up only when entering a Marriage Solemnized by a Minister.

SRI LANKA

Annex 5 (k) (continued)

1975 අංක 41 දරන විවාහ, උපස්ථාන හා මරණ (සංශෝධන) පනතෙන් සංශෝධිත විවාහ ලියාපදිංචි කිරීමේ ආඥා පනතේ 112 වන පරිච්ඡේදයේ 35 (අ) වන වගන්තියේ විධිවිධාන යටතේ මෙම පිටපත නිකුත් කරන ලද බවට සහතික කරමි.

இப்பிரதி விவாகம் பதிவுச் செய்யப்படும் (அத்தி. 112) பிரிவு 35 (அ) யின் கற்பாடுகளின் கீழ் 1975-ம் ஆண்டின் 41-ம் இலக்க பிரப்பு, இறப்பு விவாக (திருத்த) சட்டத்தினால் திருத்தப்பட்டவாறு வழங்கப்படுகின்றது.

This copy is issued under the Provision of Section 35 (A) of the Marriage Registration Act, (Chapter 112) as amended by the Births, Deaths and Marriage (Amendment) Law No. 41 of 1975.

දිස්ත්‍රික් ලේකම්/අතිරේක දිස්ත්‍රික් ලේකම්/ලේකම්.
மாவட்டப் பதிவாளர்/இணை மாவட்டப்பதிவாளர்/பதிவாளர்.
District Registrar/Additional District Registrar/Registrar.

සැ.යු.—මෙම පිටපතෙහි කවර අන්වදාන එකතු කිරීමක් හෝ වෙනස් කිරීම දඬුවම් ලැබිය යුතු වරදකි.

குறிப்பு. — இப்பிரதியில் ஏதாவது சொந்தம் அல்லது மாற்றுகள் தண்டிக்கத்தக்க அளவுக்குரிய குற்றமாகும்.

Note.—It is a punishable offence to make any addition or alteration in this copy.

රා. සේ. පී.

ලිපිනය :-

Annex 6

**TABULATION IN RESPECT OF LIVE BIRTHS, DEATHS AND MARRIAGES SHOWING
THE GEOGRAPHIC AREAS FOR WHICH THEY ARE AVAILABLE**

	<i>Whole Country</i>	<i>District</i>	<i>Sector</i>	<i>AGA Division</i>	<i>Pro- claimed Towns</i>	<i>Estates</i>	<i>Registra- tion Divi- sion</i>
Live Birth							
Birth	x	x	x	x	x	x	x
Births by sex	x					x	
Births by age of mother	x	x				x	
Birth by month x sex x race	x						
Births by sex x race	x	x					
Births by age of mother x race	x						
Births by month of occurrence x sex	x						
Births by usual residence	x			x	x	x	
Births by usual residence x age of mother	x	x			x		
Births by age of mother x sex x legitimacy	x						
Births by sex x legitimacy x hospital births	x	x					
Births by birth order x sex	x	x					
Plural births by sex	x	x					
Still Births							
Still Births x sex	x				x		
Marriages							
Marriages registered x type of marriage	x	x					
Marriage registered x type of marriage x civil condition of parties	x	x					
Marriages registered x type of marriage x ethnic group of parties ¹	x	x					
Marriages registered x type of marriage x whether aged under 21 or over	x	x					
Marriages registered x type of marriage x proportion of illiterate parties	x	x					
Lowest age at marriage x sex x type of marriage	x	x					
Highest age at marriage x sex x type of marriage	x	x					
Deaths							
Deaths	x	x	x	x	x	x	x
Deaths by sex	x	x		x	x	x	
Deaths by age	x	x		x	x	x	
Deaths by age x sex	x	x		x	x	x	
Deaths by race	x	x				x	

¹ Where parties to marriage belong to different races, half the number of marriages is credited to one ethnic group and half to the other ethnic group. The term race is used in the Registrar General's report on vital statistics instead of ethnic group.

Annex 6. (Continued)

	Whole Country	District	Sector	AGA Division	Pro- claimed Towns	Estates	Registra- tion Divi- sion
<i>Deaths (continued)</i>							
Deaths by age x sex x race	x	x				x	
Deaths by sex x race	x	x				x	
Deaths by usual residence	x	x		x	x		
Deaths by sex x usual residence	x	x		x	x		
Deaths by age x sex x cause (A List)	x	x					
Deaths by age x sex x cause (B List)	x	x	x				
Deaths by age x sex x cause (Detailed list)	x		x				
Deaths by sex x age x race x cause	x						
Deaths by month x race x sex	x						
Deaths by sex x cause (A List)	x	x				x	
Deaths by sex x cause (B List)	x				x		
Deaths by month of occurrence x sex	x	x					
Deaths by month of occurrence x sex x cause (A List)	x						
Deaths by sex x cause x usual residence (B List)	x				x		
<i>Infant Deaths</i>							
Infant Deaths	x	x			x	x	
Infant Deaths by sex x age x month	x	x					
Infant Deaths by race x sex	x	x					
Infant Deaths by age x sex	x	x					
Infant Deaths by sex	x	x				x	
<i>Maternal Deaths</i>							
Maternal Deaths	x	x			x	x	
Maternal Deaths by usual residence	x	x			x		
Maternal Deaths by cause	x	x			x		
Maternal Deaths by age	x	x			x		

Annex 7

CONTENTS OF BULLETIN ON VITAL STATISTICS

(Data presented for a series of years)

Part I (Population)

Table

Estimated Mid-year Population of Sri Lanka
 Estimated Mid-year publication by districts
 Estimated Mid-year Population Towns
 Estimated Mid-year Population by Ethnic Groups
 Estimated Mid-year Population by sex and age groups
 Population growth rate in Sri Lanka

Part II – Natural increase

Rate of Natural Increase for Sri Lanka
 Rate of Natural Increase in Sri Lanka by Ethnic Groups
 Comparison of the Sri Lanka Rate of Natural Increase with other countries

Part III – Marriages

Number of Marriages by Types in Sri Lanka
 Average are at Marriages for general, Kandyan and Muslim Marriages
 Sri Lanka Marriages and Rates by Districts for the year
 Number of Marriages in Sri Lanka according to races for each of the year
 General Marriages in Sri Lanka by Ethnic Groups
 Marriages contracted between persons of different ethnic groups
 Muslim Marriages in Sri Lanka by Ethnic Groups
 Registered Marriages and its percentage variation by Civil status of Bride and Groom for the year
 All Marriages Bridegrooms and Brides by age group in Sri Lanka
 Divorce and Divorce rates in Sri Lanka

Part IV – Births

Live Births by Districts of Sri Lanka
 Sex Ratio at Births
 Crude Birth rate in Sri Lanka
 Crude Birth rate by Districts of Sri Lanka
 Age-specific fertility rate in Sri Lanka
 Live Births registered in Urban, Rural and Estates areas in Sri Lanka classified by age of mother together with percentage distribution
 Crude Birth rate of Sri Lanka according to the ethnic groups
 Number of Births by age of mothers
 Live Births registered by mothers in Sri Lanka
 Live Births by ethnic groups and sex in Sri Lanka
 Estate Birth rates
 Comparison of Sri Lanka Birth Rates with other countries

Part V – Deaths

Deaths by Districts in Sri Lanka
 Death Rates by Districts of Sri Lanka
 Sri Lanka mortality rate by age group and sex
 Crude death rate in Sri Lanka
 Comparison of Sri Lanka Death Rate with other countries
 Crude death rates of Sri Lanka according to ethnic groups
 Deaths registered by months in Sri Lanka
 Deaths by age group and sex in Sri Lanka
 Deaths by Ethnic groups and sex in Sri Lanka
 Estate death rate
 Infant mortality rate
 Infant mortality rate in Sri Lanka by Districts
 Neo-natal mortality rate
 Selected causes of infant mortality in Sri Lanka and the rate per 1,000 live births
 Still Birth rates in Sri Lanka (Proclaimed Town)
 Maternal mortality rate in Sri Lanka
 Maternal mortality rate in Sri Lanka by Districts
 Age-specific maternal mortality rates
 Maternal mortality by causes
 Deaths caused by cancer registered in Sri Lanka
 Causes of Death registered in Sri Lanka during the years according to the abbreviated list

Part VI – Migrations

Movement of persons to and from Sri Lanka by races
 Movement of persons to and from Sri Lanka

CHAPTER 29

THAILAND

Civil Registration and Vital Statistics System

Civil Registration System

History

After the two censuses of 1897 and 1903, King Rama V enacted a registration law, for the first time, in 1909 which specified, besides preparation and maintenance of population register, the creation of birth and death registers. According to this law the Ministry of the Bangkok Metropolis and the Ministry of Interior were entrusted with the task of civil registration within and outside the Bangkok Metropolis respectively. This law stipulated the appointment of a central registrar and a commune registrar in each of the 25 communes of Bangkok and designated specific persons as informants for the vital events.

This was followed by a registration law passed by King Rama VI in 1917 and a Civil Registration in Municipal Areas Act in 1936 by the first democratic Government. The latter Act facilitated the creation of network of local registry offices in the municipalities each of which was manned by a registrar and an acting registrar. It also laid down clear guidelines for the registration of birth, death, foetal death (for the first time), household and population and directed the entry of births and deaths into the Population Register.

A comprehensive Civil Registration Act was passed in 1956, superseding the previous laws, which was made applicable over the entire country. Among other things the Act required the population register to be prepared householdwise starting with the head of the household. Greater facilities were offered for the reporting of vital events and an increased number of registration offices were created, spreading over the entire country.

During 1970-1972 some significant improvements were introduced in the civil registration system with a view to achieving a high level of accuracy and completeness in registration. All the forms and registers were reviewed and thoroughly revised. The birth and death registers were replaced by the birth and death certificates, and household register forms were substituted by new improved forms. These innovations, besides rationalizing the registration system, helped in the preparation of voters lists and in the use of these information in development planning of governmental and private agencies.

In 1972, the Civil Registration Act of 1956 was revised by an Announcement of the Revolution Council (number 234, dated 31 October 1972). The Announcement paved the way for the appointment of a hierarchy

of registration functionaries, namely, a Registrar-General, a Deputy Registrar-General, Provincial Registrars, District Registrars, Local Registrars (in Municipalities and other local self government units), Commune Registrars, and Assistant Registrars. It also laid down clear procedures for vital registration, and specified types of informants, place and time for registration, forms, functions, responsibility of registrars, and other requirement for registration. The present civil registration system of Thailand derives its basic legal support from the Civil Registration Act of 1956, and the Announcement of the Revolution Council number 234 of 1972.

The Ministry of Interior soon followed with the issue of the Regulation of Central Civil Registration Division of 1973 on the basis of which the provisions of the 1972 Act were implemented. With a view to find ways and means of upgrading the existing system the VISTIM (Vital Statistics Improvement) program was initiated in 1980 in collaboration with the USAID and the office of International Statistics of the National Center for Health Statistics, United States of America. A demonstration project was put in operation in Nakorn Sawan Province of the Northern region of Thailand. Based on this experience the commune registration offices were moved to be located at district offices and a new local registration office was established in every village. The 1983 revision of the 1973 Regulation placed the responsibilities of the commune registrars on the assistant district officers and entrusted the primary records of birth and death events to the newly established Assistant Commune Registrars at villages. This was done in order to bring the registration authority closer to the public. Revised forms of birth and death certificate were also introduced which are in use since then.

The Ministry of Interior started in 1982, a new project called the population identification number project in order to create a computerized population data base, by using population identification number as the entry into the population files. A computer centre for civil registration was established in the Civil Registration Division of the Ministry.

The population identification number comprises 13 digits. The magnetic tape file of the population kept at the computer centre is arranged according to the population identification number. The record for every person in the file contains all information taken from population register. Birth and death certificates sent from the registration offices throughout the country are transferred to microfilm and kept at the Centre.

Administrative and Organizational Structure

The Division of Civil Registration, in the Department of Local Administration, Ministry of Interior serves as a central registration authority directing and co-ordinating and supervising the registration functions throughout the country. The civil registration process is being carried out by salaried registrars located in 148 municipalities, 709 districts, and 6,283 communes. However, vital statistics are compiled and published by Health Statistics Division of Ministry of Public Health. The authority for population surveys, if any, rests with the National Statistical Office, Office of the Prime Minister. Under this arrangement, therefore, the civil registration process and vital statistics compilation are under the responsibility of different agencies.

The director of the Department of Local Administration is the Registrar General. The head of the Civil Registration Division serves as the Deputy Registrar General. The Civil Registration Division performs several functions, the most important of which are: (a) the regulation of flow of report and instructions between the central and local offices; (b) provision of consultation and technical assistance to local offices; (c) maintenance of records from which individuals could obtain copies for their own use; (d) enforcement of the law; (e) arrangement for legislations on civil registration, as and when necessary; (f) general direction and co-ordination of the registration functions; (g) supervision and monitoring of the operation of local registration units; (h) designation of local and district registrars and their deputies; and (i) organization of training programmes.

The primary or local registration units, located in municipalities and in the districts, are responsible for recording the vital events according to the regulations and instructions issued by the Division of Civil Registration. However, the registrars in the municipalities are called local registrars, while they are designated as district registrars in the districts.

Local Registrars are municipal clerks appointed by the mayors and their pay scales are governed by the local government structure. At the district level, the district registration officers are appointed by the governor, and hence get paid like other civil servants.

The duties of local registrar or a district registrar cover: (a) recording the occurrences of vital events and other personal information on household registers at their offices; (b) keeping the registers of births, deaths, divorces, and marriages, and of households; (c) collecting fines from informants who fail to notify a birth or a death; (d) managing and distributing all civil registration forms received from the Civil Registration Division to commune registrars and assistant commune registrars; (e) issuing certificates about vital events; (f) compiling and reporting statistical data on vital events periodically; (g) sending the certificates of vital events to the Civil Registration Division to make microfilm copies; (h) approving the delayed death regis-

tration by commune registrars; and (i) correcting the registers of births, deaths, and marriages, as and when necessary.

Actually the local and district registrars are not responsible for preparing the legal certificates. This function rests with the commune registrars and assistant commune registrars at the village level. However, the Assistant District Officers who are appointed as commune registrars by the governor have the responsibility to record the occurrence of vital events and the related fact on the legal certificates and sign the certificates.

Village headmen who are appointed as assistant commune registrars are responsible for recording the details of vital events on the primary legal certificates. They however receive no remuneration for this task beyond their pay as headmen.

A flow chart of the Civil Registration System and the associated Vital Statistics System is shown at Annex 1.

Characteristics of the System

The responsibility for only birth and death registration at the National level rests with the Civil Registration Division. Registration of marriages and divorces is handled by the Administrative Registration Division. However, both these divisions are responsible to the Department of Local Administration of the Ministry of Health.

Registration Process

Registration of Birth and Death

By law, births must be registered within 15 days of occurrence while deaths and still births within 24 hours. The head of the household or the mother of the baby is responsible for reporting the birth or still birth to the local registrar. In the case of deaths the head of the household or the person who finds the body must report the event. According to the situation a vital event may be reported to local registrar at the municipal office or to the tambon registrar at the commune level or to the assistant tambon registrar at the village.

The registration form or certificate for birth or death consists of three parts. Only two copies are prepared for the still birth. All of these parts are identical except that Part 3 which contains some additional statistical information for compilation at the Ministry of Public Health.

On registration, Part 1 is handed over to the informant as the official birth, death or still birth certificate. The disposition of Parts 2 and 3 depends on the office to which the event is first reported. In the case of municipal areas, Part 2 is forwarded to the Provincial (changwat) Registration office for onward transmission to the Civil Registration Division, Ministry of Interior for microfilming. After microfilming the form is returned to the municipal registration office for safekeeping; Part 3 is sent to the District Public Health Office for statistical compilation.

Registration of Birth and Death in Rural Areas

In the rural areas the procedure is slightly different. The Commune Registrar, after handing over Part 1 to the informant, sends both Parts 2 and 3 to the District Registrar who in turn proceeds to dispose of these parts exactly as the local (Municipal) Registrar. The Assistant Commune Registrar (village Headman) however fills in a notification or reporting form and passes it on to the Commune Registrar. On the basis of the details in the notification form he prepares the three parts of the certificate, sends Part 1 back to the Assistant Commune Registrar to be handed over to the informant and treats the other two parts exactly as in the case of these events directly reported to him.

There is no charge for registering a birth, death or still birth if it is registered within the legal registration period. For late registrations the local registrar is authorized by law to levy a fine of, upto, 200 Bahts.

Births and deaths that are reported to the registrar are also recorded as additions or deletions in the household register. The person's identification number is assigned by the District Registrar at the time of registration of birth. A copy of household register is issued to each household.

The birth certificate provides several benefits and rights to the people, being a valid document accepted as proof of age. To enter school, to apply for a license to drive a motor vehicle or carry fire arms, to vote, to marry without parental consent, to qualify for pension, to enter into legal contracts, to be entitled to inheritance or to enter certain professions are some of the activities where the production of a birth certificate is essential. A death certificate is essential at the times of burial/cremation, to claim inheritance, insurance or other property rights.

The New Civil Registration System

The new civil registration system covers not only Thai nationals but also aliens and other people unlawfully in the country such as the tribes and refugees. To achieve this, Thai population is divided into seven categories of which the first five categories refer to Thai nationals. These categories are assigned different population numbers. Though the format and content of birth and death certificates are similar in every case, differently coloured/numbered forms are utilized for Thai citizens and other respectively. "Thor ror 2" is used for Thai citizens for delayed registrations. In respect of deaths the corresponding forms are numbered Thor ror 4 and Thor ror 5. A foetal death is recorded on "Thor ror 25". Specimens of Thor ror 1 and 4 are presented in Annexes 2 and 3 respectively. Marriage and Divorce Certificates are shown in Annexes 4 and 5 respectively.

Population Register

Thailand has, not only the registration of vital events but also the population register. The population register

consists of household cards filed according to the address of each household.

Each household has a household card, "Thor ror 13", and 14 (Annex 6), which lists members residing in that household and their particulars. The original household cards are kept at every subnational registration office; a copy is maintained by the Household Head. "Thor ror 14" is a white card relating to Thai citizens. "Thor ror 13" is yellow in colour and is issued to illegal residents. The characteristics in these household cards are, besides the address of the household, names of the members of the families in the household and their personal data such as date of birth, parent's name, citizenship (nationality), date of moving in or entering, and place of departure, date of departure, place from which moved in, date and time of death (in case of death), marked number of birth certificate (in case of birth), marked number of marriage certificate (in case of changed surname of bride) and population identification number.

After registering a birth, an informant makes a request for entering the name and personal data of the child in the household card. In the case of death a similar procedure is also adopted for the deletion of the name of the deceased from the household card. Unlike the national level, in which the responsibility for the population register is with the General Registrar of the Civil Registration Division, the responsibility for the population register at the local level rests with district registrars and assistant registrars on behalf of the district registrars. Consequently, a district officer and some assistant district officers in the district serve as district registrar and assistant registrars respectively for the purpose.

Strategies for Improvement of Civil Registration and Vital Statistics

As stated earlier, the 1983 Civil Registration Regulation has provided for the designation of the assistant commune registrars at village to bring the registration authority close to the public; consequently, any informant can choose to notify a death and a birth at their own village. Moreover, at least once a month, every district office organizes a mobile district office which tours the district so that the district level registration officers are able to serve the public at the village level. With the establishment of the computer system to create a central data base, the population registers can easily be scrutinized to match personal data concerning the death of a person whose birth has been reported at a different registration office. Moreover, the data stored in the computer system can be handled more rapidly, conveniently, and accurately.

The improvement of forms for civil registration is an important strategy. The new forms have facilitated the collection of additional information, and the smoother functioning of the civil registration system.

Future Plans

It is proposed to introduce a new Civil Registration Act in order to remove certain anomalies observed in the existing system and to introduce certain innovations to suite current conditions. The bill is currently under consideration by a Committee of Parliament. The bill seeks to maintain the Population as well as the Vital Registers at the Central Civil Registration Office, assign population identification number to every resident in Thailand and to promote the use of these numbers for personal identification purposes. Some salient features of the new Act are:

- (a) Power to issue numbers and household cards to the illegal and temporary residents will rest with the Registrar General so that the registration system will have improved coverage;
- (b) The Registrar General will have direct authority to establish branches of civil registration offices in any part of the country;
- (c) Eliminate certain deficiencies in the existing Acts. For example, any Thai citizen can register a birth or death in a Thai embassy in any foreign land for which purpose, registrars will be designated by the Ministry of Foreign Affairs; and
- (d) Make the penalties, for failure to notify a birth or death, more stringent than hitherto. For example the fine is increased from 200 to 500 Bahts. Any alien who employs illegal means to have his/her or others name and personal details entered in a population register or in any form of the civil registration system will be liable to imprisonment of from ten months to five years and a fine ranging from 10,000 to 100,000 Bahts.

It is also proposed to progressively tighten procedures for the issue of identification cards to the entire population in the next four years. Training of personnel at every level will be kept up on a continuing basis to run the system efficiently.

Over the next decade or so, progressive computerization of the registration procedures over the entire network of registration offices is also proposed to be adopted, with the introduction of Distributed Data Processing (DDP) and Remote Job Entry (RJE) Systems.

Some Problems and their Solution

There has been no reports on still birth since 1984. It is not clear whether there were really no still births or whether registration of still birth was not done. Since still birth data are important as indicators of maternal and child health, steps have to be taken to motivate the people to register still births without fail. Furthermore, it should all be specifically emphasized in the regulations for vital registration practice under the Vital Registration Act.

At present the district registrar tends to hold on to the third part of the certificates for his use until the second part is returned to him after microfilming at the central level. This delays the sending of the third part to the district health office, and results in delaying the statistical compilation. The contemplated solution to this problem is to evolve and insist on a strict time schedule for microfilming and collection of vital statistics.

Even though the importance of statistics of causes of death has been emphasized, causes of death still remain ill-defined in a large number of cases. One reason is that unclear causes of death or ill-defined symptoms are recorded in the death certificate. Most of the deaths occur outside hospitals so the registrar is the person who writes down the causes of death as stated by the informant. Even though there is a death certification form from a physician inaccuracy in coding often results because the handwriting of the doctors on the form is often unreadable. Ways and means of tackling this problem are being considered with the co-operation of the Ministry of Public Health and the Ministry of Interior under the Lay Reporting Project. A Manual for Investigation of Causes of Death for Non-medical Person is under preparation in this project. Registrars and concerned persons will be trained to use this manual. The project will be implemented on a pilot basis in two to three provinces and evaluated, before nationwide implementation.

Under a Ministry of Public Health programme training in the use of International Classification of Diseases and on the importance of causes of death statistics is being imparted to students in the medical schools.

Infant mortality rates computed from registration data are very low. A special study has to be organized to investigate this problem thoroughly.

Vital Statistics System

While the Ministry of Interior is in charge of the civil registration system, compilation and statistical processing of vital statistics is the responsibility of the Ministry of Public Health. The compilation of vital statistics was first initiated in 1920. The Vital Statistics Division which was established in 1942, is now called the Health Statistics Division. At present this division is attached to the Office of the Permanent Secretary, Ministry of Public Health. The provincial Public Health Officers are instructed to compile primary reports on data of births, still births, deaths and deaths of infants under one year of age based on the information contained in Part 3 of the birth and death certificates and the second part of still birth certificate received by them. These reports are transmitted monthly to the central Health Statistics Division to be consolidated into the annual statistical report for the whole country. The individual certificates are also sent to the centre for further detailed compilations. However, since 1977, only individual certificates of the events occurring in public hospitals are utilized for detailed analysis.

The provincial registrar collects the monthly reports on vital events from the district registrars and prepares summary report for the province for submission to the central office which is under the responsibility of the Civil Registration Division, Department of Local Administration, Ministry of Interior. The reports are made on a monthly basis and at the end of each year the Civil Registration Division publishes the total number of population, births, deaths and other events.

Since the National Statistical Office performs the function of publishing all national statistics the vital statistics compiled by the Ministry of Public Health are sent to NSO annually for publication.

Definitions

For statistical purposes, birth, death and still birth are defined in conformity with the International Recommendations contained in the United Nations Principles and Recommendations for Vital Statistics System, 1973.

Compilation, Processing and Dissemination

There are three main types of statistical reports for vital events that are received in the Ministry of Public Health from the district and municipal offices and the hospitals relating to:

(a) Number of births classified by sex of new-born, birth order and age group of mother;

(b) Number of deaths classified by sex, age group and cause of death;

(c) Deaths of infants under one year of age classified by sex, associated age groups and causes of death.

On the basis of these reports the Ministry of Public Health publishes an Annual Health Statistics Report which contains the following data: classified by place of registration, which is also the place of occurrence.

(a) Number of live births, deaths, infant deaths, maternal deaths, rates and percentages classified into age and sex of each group by month, for each region.

(b) Number of live birth by age of mother and birth order.

(c) Number of live births and deaths in government hospitals by region and changwat.

(d) Number of deaths under 28 days, rates and percentages by age group, sex and region.

(e) Number of Perinatal deaths and rates by sex and region.

Besides, from the third part of the birth and death certificates received from the public hospitals, the Ministry of Public Health, Health Information Centre compiles some indepth statistics. These are published yearly in a

separate report called "Report on Births and Deaths in Public Hospitals". These statistics are built up from the following information contained in Part 3 of the form:

(a) Particulars of the new born such as date of birth, sex, birth weight, birth order, nationality and place of birth; information of mother and father such as age, nationality education and occupation, place of residence; information on compilation of pregnancy and delivery, method of delivery and so on.

(b) For deaths, data are collected on age and sex of the deceased, date of death, occupation, education, marital status, place of death, place of residence, place of birth, attendant at death, cause of death, nationality and occupation of father and mother.

Evaluation

The National Statistical Office (NSO) has attempted, among other things, to estimate the completeness of the country's vital statistics by comparing the registered rates with independent estimates derived from surveys conducted by the NSO.

Three sample surveys have been conducted every ten years since 1964, called 'The Survey of Population Change' (SPC) with the dual purpose of estimating vital rates for the country and evaluating the completeness of vital registration. The first survey, conducted in 1964-67 in co-operation with the Ministry of Interior and the Ministry of Public Health, included the whole country except Bangkok and Thonburi. The survey was repeated in 1974-75 over the entire country including Bangkok and Thonburi. The third survey, which also covered the entire country, was begun in July 1984. A brief description of the latest SPC is given in the following paragraph.

Some details of the 1984-86 Survey of Population Change

The third Survey of Population Change (SPC) was started in July 1984 and the field work will be completed by July 1986. The SPC is a multi-round retrospective survey utilizing a dual record procedure with several objectives, namely (a) to obtain estimates of birth and death rates and the rate of population growth; (b) to measure the completeness of birth and death registration; (c) to provide data indicating changes in major characteristics of population in the mid-decade period; and (d) to provide recent data essential for the revised population projection.

Sample design and coverage: A self-weighting stratified two-stage systematic sample was selected. The 72 changwats (Provinces) were first arranged into five strata composed of four regions and the Bangkok Metropolis. Municipal areas and districts were the first stage sampling units in the urban and rural areas respectively. In the urban areas the Enumeration Districts were the second Stage Sample Units (SSU) while the villages formed the SSU's

in the districts. In all 95 municipal areas/districts were selected with probability proportional to population size. The number of sampling units to be selected from the PSU's were fixed so as to make the sample self-weighting. The sample size so selected was 245 urban blocks and 255 villages equivalent to 300,000 persons.

Methodology: A *de facto* method of enumeration was followed in the survey which was conducted quarterly, beginning with a baseline household visit. The official registration system provided the other set of data for comparison. Two-way matching was possible with respect to the non-municipal records while only one-way matching, i.e., survey events traced into the registration records only, was possible for the municipal records. Matching process was conducted every six months in the NSO for which the registration records were brought from the Ministry of Public Health. This was followed by field verification in respect of unmatched or doubtful match cases. Chandra-sekaran-Deming formula was adopted in respect of non-municipal areas while the estimates were pooled in respect of the municipal areas.

Since the survey makes use of the official civil registration system three copies of the certificates are made as usual of which the first is given to the informant, the second kept at Municipality or District Office after micro-filming and the third found its way to the Ministry of Public Health for statistical processing.

Preliminary results relating to the first year of the most recent survey are shown in the table below along with the results of the two earlier surveys for comparison.

Table 1. Per cent completeness of birth and death registration, 1974-76 and 1984-85, Surveys of Population Change (SPC)

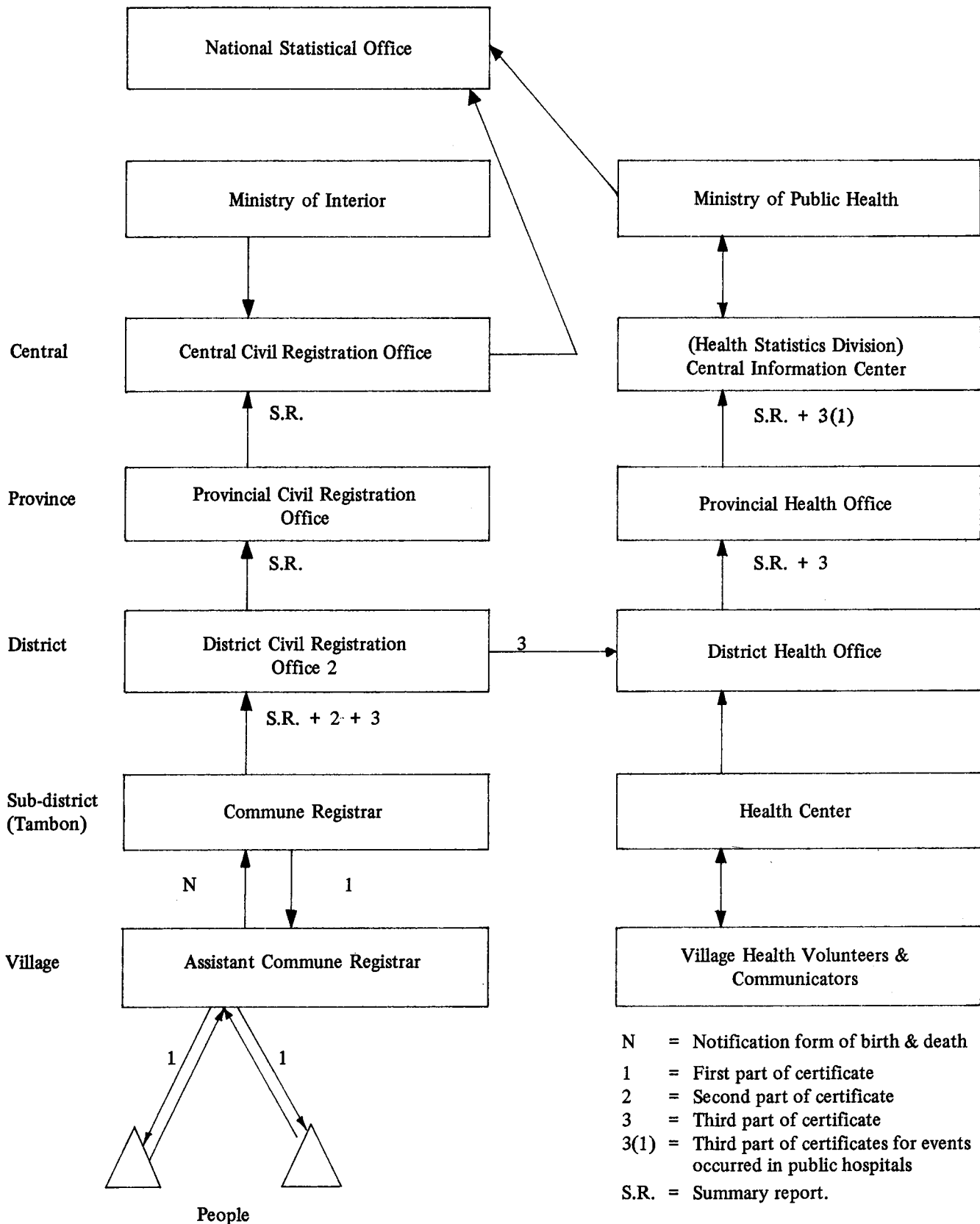
SPC year	Sex	Estimated Completeness (%)	
		Birth	Deaths
1962-64	Both sexes	85	71
1974-76	Male	72.1	59.0
1984-85	Both sexes	89	75

Note: Preliminary estimates.

These results indicate that some deterioration had taken place in the completeness of vital registration in Thailand between 1964-65 and 1974-75 while there has been a substantial improvement in the most recent decade. Birth registration is now virtually complete in Bangkok Metropolis and other municipal areas, but improvements can still be made in non-municipal area. There is also considerable scope for the improvement of death registration in all parts of the country.

Annex 1

Flow Chart of the Civil Registration and Vital Statistics System in Operation





0 4

Thorror 4 part 1

Death Certificate

No...../.....

Registration office of...

1	1.1 Name Surname	1,2 Population identification Number	1.3 Sex M <input type="radio"/> F <input type="radio"/>	1.4 Age Yr.
2	1.5 Nationality <input type="radio"/> Thai	Occupation	1.7 Marital status Single <input type="radio"/> Mr <input type="radio"/> Di <input type="radio"/> Is <input type="radio"/> Wi <input type="radio"/>	1.8 Place of residence
The event	2.1 Date Mo Yr Time.....	2.2 Examiner <input type="radio"/> Midwife <input type="radio"/> Other	<input type="radio"/> None <input type="radio"/> Had <input type="radio"/> Traditional <input type="radio"/> Healer	2.3 Death Certification <input type="radio"/> Had <input type="radio"/> None
Place	3.1 Place of death		2.3 Lenth of staying Yr Mo day	
4	4.1 Father's name Surname	4.2 Population identification No.		
Mother	4.3 Mother's name Surname	4.4 Population identification no.		
5	5.1 Name Surname	5.2 Population identification no.		
Informant	5.3 Relationship <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Household <input type="radio"/> Relative <input type="radio"/> Officer <input type="radio"/> Examiner <input type="radio"/> Other		5.4 Place of residence	
6	6.1 Type of disposition <input type="radio"/> Saved <input type="radio"/> Buried <input type="radio"/> Cremated <input type="radio"/> Other	6.2 Place Commune District Province		
7	Date of notification Mo Yr		8. Notification form <input type="radio"/> Had <input type="radio"/> None	
9	The registrar's signature () The registrar of.....		Informant's signature ()	
11	Change of disposition		12 Signature of the registrar of change () The registrar of	

กธ. ๘



Registration office ----- จังหวัด -----
สำนักงานทะเบียน

Province -----

DIVORCE CERTIFICATE

ใบสำคัญการหย่า

to certify that ----- and -----
ชาย ----- หญิง -----
(Male) ----- (Woman)

ได้จดทะเบียนหย่ากัน ณ สำนักงานทะเบียนที่ -----
had registered their divorce in this registration office
เมื่อวันที่ ----- พุทธศักราช -----
Date ----- YEAR -----

YEAR

ทะเบียน REGISTRAR

DATE -----
วันที่ ----- พุทธศักราช -----
YEAR

พ.ร.บ. 2527

Marriage Certificate
 ใบสำคัญสมรส
 to certify that
 เพื่อยืนยัน

 (ชาย) Male And
 หรือ

 (หญิง) Female
 had registered their marriage
 ได้จดทะเบียนสมรส
 at the registration office.
 ณ สำนักงานทะเบียน

 จังหวัด Province

 เลขทะเบียนที่ File no. เดือน Date พ.ศ. Year

 เลขทะเบียน
 registrar

CHAPTER 30

TONGA

Civil Registration and Vital Statistics System

The Department of Justice is traditionally responsible for the registration of births, deaths, marriages and divorces in the country. The system operates under a law passed in 1926 (Marriage and Registration Act) with amendments in 1979 and 1985. The Chief Justice is designated as the Registrar General.

For registration purposes, the Kingdom is divided into six regions each headed by a Sub-registrar. In the case of Tongatapu, the Registrar of the Supreme Court and in the remaining regions, the local magistrates are the Sub-registrars. The Sub-registrars keep the registers of births, deaths, marriages and divorces for their jurisdictions and issue copies of the records. The Registrar of the Supreme Court also maintains a consolidated register for the country for each of the events, including yearly transcriptions of the Sub-registrars' registers.

In practice, at the time of a birth or shortly after, two Certificates of Live Births are filled in and signed by a doctor, nurse or other attendant. The first certificate is kept in the hospital (if the birth has taken place in a hospital) for health statistics. The second certificate is given to the parents, (or to the other in the case of an illegitimate birth), to be presented within 21 days to the Sub-Registrar's Office. The information is then entered in the birth register, which is signed by one of the parents. Finally, a True Copy of Birth Registration signed by the Sub-registrar is issued to the parents. The two other forms (the Certificate of Live Birth and the Registration Form) are kept at the Sub-Registrars Office.

An almost similar procedure is followed in the case of death. A relative of the deceased presents the Certificate of Death to the Sub-registrar. As for births a Death Registration Form is filled in and the Death Register is signed by the relative. A True Copy of Death Registration is also issued.

Even with the legal requirements that births and deaths should be registered within 21 days, the system is still incomplete and deficient in many ways. One of the main defects in the vital registration system is the incompleteness of vital statistics because of deficient reporting mostly resulting from lack of incentive for the people to register vital events. Especially in the case of

deaths where nothing is expected to be gained from registering the deceased the motivation to register is the least. Further, the problem is worsened by the non-requirement of a burial certificate.

Even though under-registration affects both births and deaths the coverage of births is considered better than that of deaths. Even so in addition to under-registration, registration of births is also frequently delayed. Registration is brisk in December every year, on the eve of the admissions to schools in January, due to the compulsory requirement of a birth certificate for entry into primary schools. Moreover, the registration procedures and the information collected are deficient in many respects (for demographic analysis especially), e.g., until 1979, the age of mother at birth was not asked for.

Because under-registration has been evident for a long time in Tonga, a parallel but independent system for obtaining information about vital events was put into effect on 1 March 1979.

The "new" system is legally enforced and decentralized. Vital events have to be recorded on VS3 forms by the local Town Officers (one per village) who should submit each month, a copy of the forms to the District Officers, who are in charge of two or more villages each. They in turn forward three copies to the Sub-registrar. Emphasis is put on speedy returns, i.e. an event should be reported within six weeks time.

It was thought that a decentralized system would increase the completeness of registration by making it possible for respondents to register events with Town Officers much closer to their homes than with the Sub-Registrar located in the main town of the Division. Moreover, it was expected that the Town Officers would actively look for events to be registered in their villages. Unfortunately, the high hopes for a better coverage of vital events by the introduction of VS3 forms have not been met and the general impression is that the system does not work in its present form, mainly because the Town Officers do not set the importance of their new role, do not accept the additional tasks related to it, and in some cases do not know what is going on in their area.

CHAPTER 31

TUVALU

Civil Registration and Vital Statistics

Introduction

Tuvalu (originally called Ellice Islands) a tiny remote nation centred between Kiribati and Fiji in the central Pacific, was officially separated from the Gilbert and Ellice Islands Colony on 1 October 1975. Three years later, on the same date, Tuvalu became an independent nation, relying mostly on foreign aids for its development programmes. Tuvalu is also fragmented, comprising nine distinct coral islands with a total land area of 24 sq. kms and an estimated population of 8,364 in mid-1983.

Prior to independence, the coverage and accuracy of data on vital events could not be obtained. Users had to rely on census to provide demographic data. It is only in recent years that Tuvalu has developed regular data collection techniques, particularly using the Medical Division's recording of vital events.

Civil Registration and Vital Statistics

The establishment or development of a national vital statistics system is the responsibility of the Medical Division and the Statistical Division of the Office of the Prime Minister. The present system was established after independence. However since taking the 1979 census the vital registration system has not been kept up to date. The registration of vital events which is compulsory is carried out by a Registrar General. The local registrars are officers of the Island Councils.

Attempts have been made to establish a system for a regular monitoring of population change. The health

division records the vital events and produces estimates of birth and death rates. It also maintains records of family planning and notifiable diseases. The data are published in the annual report of the Medical Division.

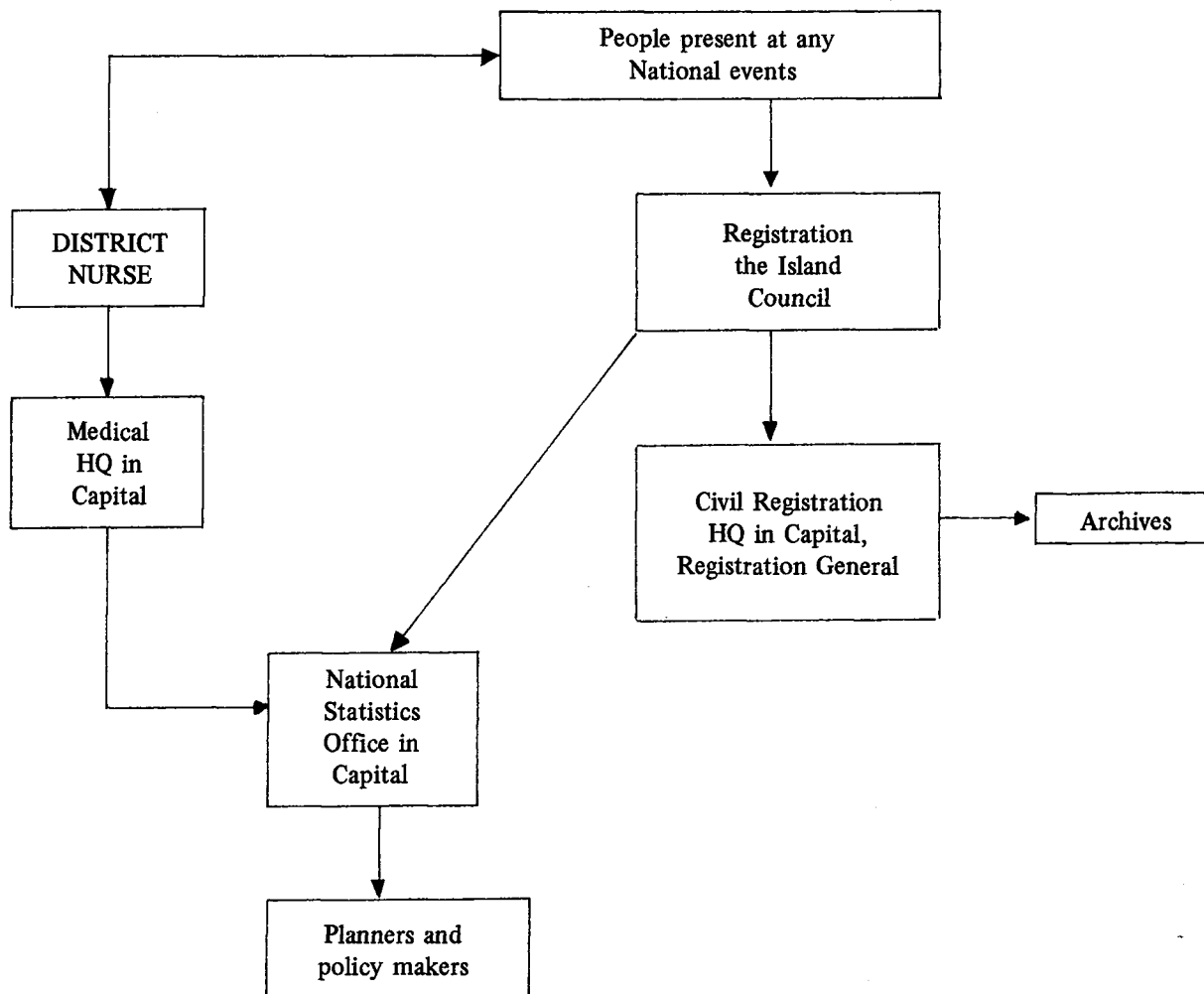
The National Statistical Office recognized that health records were potentially a valuable source of information. In order to assess the quality of statistics emanating from Public Health records, the National Statistical Office, wherever possible, cross-check the data by matching them with the civil registration and church records. The administrative and organizational structure of the system is shown in the Annex.

Cap 27 Sections 42 and 43 of the Laws of Tuvalu also stipulate specific penalties for failing to give information or for making false statements. Under the former, five different situations are identified and the penalty is a fine of \$10.00 for each of these counts. A person making false statements under any of the heads listed in the law is liable to a fine of \$300.00 and imprisonment for three years.

Among other things, the National Statistics Office has authority to collect and compile vital statistics, from any responsible person or organizations under Cap 15 of the Laws of Tuvalu. Under this provision prosecution could be made for offence like non-compliance, wilful misrepresentation of facts etc. On conviction a person is liable to a fine and imprisonment which in certain cases can go up to \$800 and two years.

Annex

Flow-diagram giving the administrative and organisational structure of the Civil Registration and Vital Statistics System



CHAPTER 32

VANUATU

Civil Registration and Vital Statistics System

History

In order to understand the current situation regarding civil registration in Vanuatu, called New Hebrides Civil Status System before independence, its extremely recent origin needs to be stressed. The civil status records were established in four stages chronologically.

Before 1967

There was no indigenous civil status registration whatsoever: the only mention of it appears in section 9 of the Protocol of 6 August 1914, which provides that the joint administrative authorities should designate certain person to be responsible for receiving "declaration made by the natives for the purposes of establishing their civil status".

As a result of an exchange of notes between the two governments, dated 15 February 1967, the Resident Commissioners by a Joint Regulation set up a civil status registration system and were empowered to make such registration compulsory.

In February 1970

The publication of Joint Regulation No. 17 of 1970, providing for the registration of the civil status of New Hebrideans, marked the beginning of the statutory existence of such a system. This piece of legislation was not however given any practical expression; no order was made under it; the Registrar-General was not appointed, nor any Sub-registrars; the territory was not divided into civil status Sub-districts; no department was set up within the administration; no premises were allocated, etc. However, the practical provisions were brought under consideration and District Agents of each of the four districts were instructed to make specific proposals.

In June 1974

The appointment of a Registrar-General marked the beginning of the material existence of a civil status registration system, which was allocated staff, equipment, premises and a budget. Much work was done in consulting the authorities concerned and preparing the statues under the guidance of the Registrar-General: the final design of the printed forms was decided in August 1974 and the final legislation was passed in October 1975.

On 24 November 1975

The Civil Status Office was officially opened. This had been preceded by the dissemination of instructions,

documents and operating supplies to Sub-Registrars, and backed up by an intense publicity campaign over the radio. In order to set up the civil status system on sound lines, the Registrar-General spent almost 12 months visiting every Sub-Registrar. The first copies of entries arrived at the Central Office in Port Vila in April 1976, a few months later a Deputy Registrar was recruited.

The following figures give an idea of how the system has progressed since 1976.

<i>No. of event/year</i>	1976	1977	1978	1979	<i>Total</i>
Births	1 976	3 600	3 822	1 394	10 792
Marriages	387	348	207	70	1 012
Deaths	60	79	86	38	281
Foetal deaths	13	18	6	—	37
Acknowledgements	11	48	2	1	62
Total	2 447	4 111	4 123	1 503	12 184

These figures relate to entries received at the Central Civil Status Office and registered as "mail received". These are far superior to the number of certificates authenticated by the Registrar-General. In particular, they cover all types of declaration both prompt and late — i.e. they do not give any idea, even a rough one, of how complete the registration process was. Since then a report is filed annually to the Ministry of Home Affairs by the Civil Status Office.

Administrative and Organizational Structure

The attached organizational chart (Annex 1) shows in summary form how the Civil Status Department is structured. The Department comes under the responsibility of the Ministry of Home Affairs. There is a Central Office based in Port Vila. The Central Office is run by a Registrar-General who is also the Head of the Department and his duties are prescribed by law. He is responsible for running and supervising the system throughout the country. Original certificates are sent to him by sub-registrars who checks, authenticates and enters them on the central registrar. He maintains an alphabetical list of certificates for easy retrieval. He submits proposals for amendments of laws to the Minister of Home Affairs. He takes administrative decisions such as correcting or cancelling inaccurate certificates, first names and surnames. He issues certified

copies of original certificates and regularly visits sub-registrars to train and counsel them in their work.

The local agencies are the Local Government Council Secretaries and Area Council Secretaries Offices. They draw up records of events, issue certified copies etc. Only the clergy and sub-registrars approved by the Ministry may celebrate marriages.

Characteristics of the System

At present the law provides for registration of births, marriages, deaths, foetal deaths, acknowledgements, annulments and dissolutions of marriage.

At the basic level, there are 102 Sub-registrars (SR) in the various sub-districts registering births, deaths, foetal deaths, marriages, dissolutions of marriage, and acknowledgements. They maintain three registers, relating to (a) births and acknowledgements; (b) marriages, dissolutions and nullifications of marriage; and (c) deaths. The entries are made in four detachable copies (one original and three carbon copies): one copy is immediately delivered free of charge to the declarant and one copy is retained in the register. The original and the last copy are sent to the Registrar of the district (District Agency).

With respect to marriages, a certain number of religious ministers (appointed by their church) are authorized by law to act as SRs. Three kinds of marriages are recognized in Vanuatu: civil, religious and customary. In each Local Government Council the Secretary of the Council is the Registrar; as such, he has the following duties:

- (a) Ensure that the original copies of all entries are forwarded to the Registrar-General;
- (b) For each sub-district, retain copies of entries sent in by the SR's which will subsequently be replaced by certified copies issued by the Registrar-General;
- (c) Obtain from the Registrar-General supplies of printed forms etc. required for the operation of the civil status centres and then distribute these to the SRs. The Local Government Council Secretary also appoints the SRs:

There has not been any provision made for imposing penalties for non-registration of vital events, although there are well-defined deadlines for registration. The maximum period allowed for registration of birth, marriage and foetal death is 21 days inclusive of the day of occurrence of the event, seven days for deaths and 30 days for acknowledgements. After these periods any registration is considered a late registration. The Civil Status Department is currently engaged in registration promotion in two areas namely, (i) to attempt to encourage as many number of late declarations as possible in their efforts to provide

the whole population with official identity documents, and (ii) to establish favourable circumstances for the ongoing and permanent registration of civil status information.

At present, the majority of New Hebrideans have no birth certificate. Many of them will require such a document in the future, hence the need to carry out the late registration of these people. For this purpose, the Civil Status Office are establishing a complete file of the population, which could be computerized.

The Civil Status Office now has a "Central Register of Civil Status" established on the basis of the census returns. This register was designed and opened to permit the identification of individuals through their late registration with the Civil Status Department.

The various forms utilized in the registration process are presented in Annexes 2-10.

Compilation and Statistical Processing

Statistical compilation and processing of vital data has not yet been taken on hand. Some initial data entry work was done. However due to the incomplete coverage and problems at the data entry stage, no analysis has ever been done.

Evaluation

Generally speaking, the legal aspects of civil status seemed to have been gravely neglected. At the present time there is no native civil code specifically defining scope of civil registration and responsibilities of the civil status department in that regard. It would be desirable for a judicial authority, appointed by the law, to be called upon to play the role of legal adviser and judicial supervisor to the Civil Status Department to provide the legal backing.

Special problems

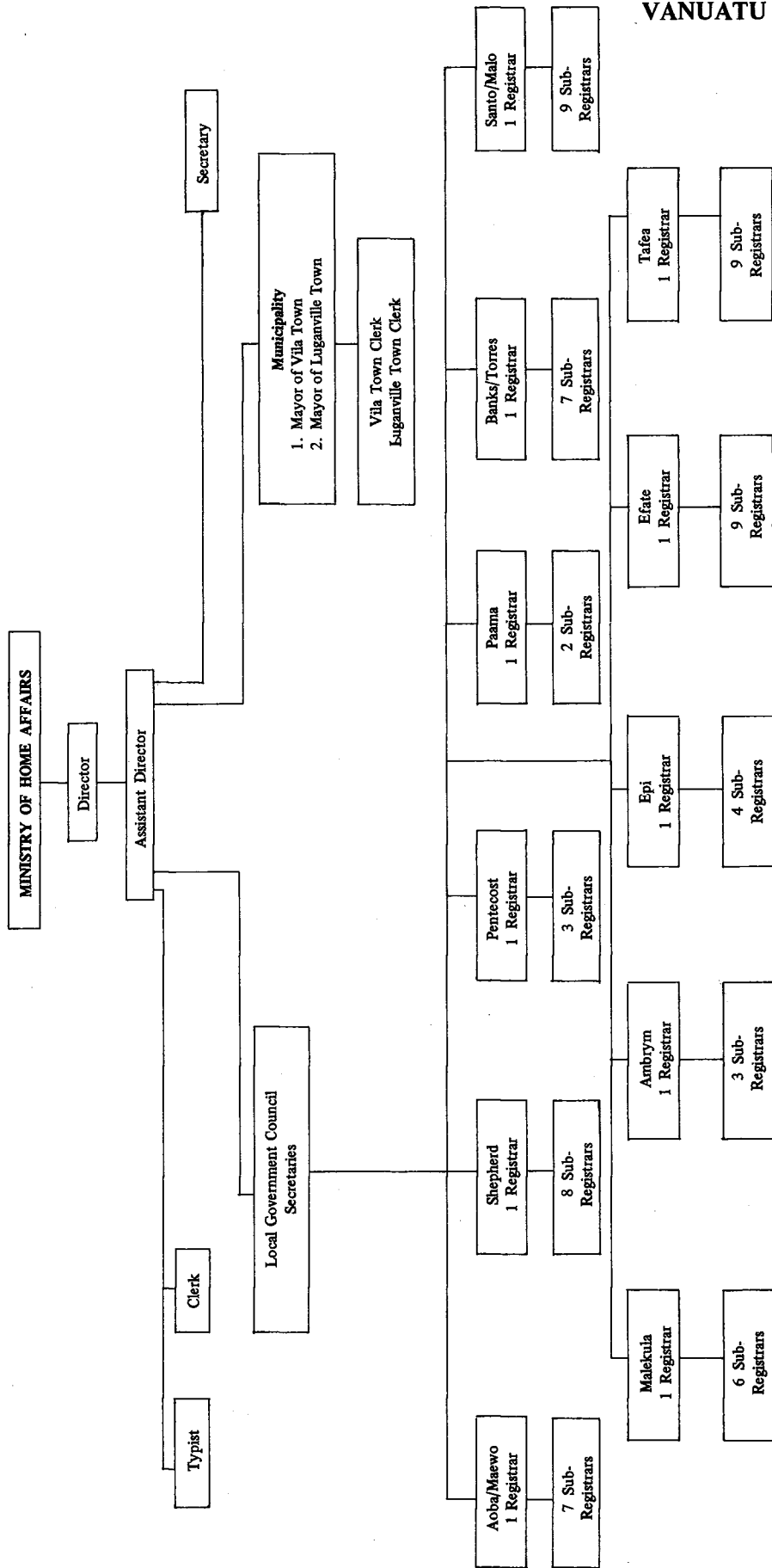
Registrar

In civil status matters the Local Government Councils are not playing the role, which according to the spirit of the law are supposed to be an effective link between the Sub-registrars and the Registrar-General, since their frequent contacts with the people and therefore with the SRs place them in a privileged situation and qualify them ideally for this role. Their indifference make their function more as an extra cog in the machine rather than as a catalyst. Their role, and especially their responsibilities, could be stressed upon them through a ministerial instruction so that they can be actively involved in this task.

Transmission of Information

The current routing of copies of declarations, despite its apparent simplicity, is very cumbersome, the period of time involved is inordinately long and easily exceed one year for centres at a great distance from Port Vila.

Annex 1
ORGANISATION CHART
CIVIL STATUS DEPARTMENT



VANUATU

Annex 2

ACTE de NAISSANCE
REGISTRATION of BIRTH

REPUBLIQUE DE VANUATU
REPUBLIC OF VANUATU

NUMERO
NUMBER

RC. N° 17 de 1970 et ses amendements
J.R. N° 17 of 1970 as amended

VANUATU

INFORMATIONS	ENFANT de sexe CHILD sexe	PERE - FATHER	MERE - MOTHER	PIECES JUSTIFICATIVES WRITTEN PROOF
Nom de famille Family name or surname				Certificat de naissance Birth certificate
Prénoms Christian name or first name				Délivré le Issued on.
Nom individuel Mélanésien Individual Melanesian name				Par By
Localité et île de naissance Locality and island of birth				ou / or Evidence
Heure et date de naissance (ou âge) Hour and date of birth (or age)				Témoins (nom et date de naissance) Witnesses (name and date of birth)
Profession Occupation				1°)
Localité et île du domicile Locality and island of usual place of residence				2°)
Nom du père et de la mère Names of father and mother				
Situation de famille des parents (mariés, etc...) Family status of the parents (married, etc...)				
Déclaré le (date) Declared on (date)	Par By			DECLARATION TARDIVE ACCEPTEE PAR L'O.E.C.A. (à remplir lorsque la déclaration est faite plus de 21 jours après la date de naissance)
Devant l'officier d'état civil (nom) Before the Sub-Registrar (name)				LATE DECLARATION ACCEPTED BY SUB-REGISTRAR (to be filled in the declaration is made more than 21 days after the date of birth)
De (lieu de l'enregistrement) of (place of registration)				Je, soussigné, déclare solennellement que les renseignements inscrits sur le présent acte de naissance sont, à ma connaissance, exacts et sincères. I, the undersigned, do solemnly declare that the particulars of the birth of child herein written are true to the best of my knowledge and belief.
Fonction de l'O.E.C.A. Occupation of Sub-Registrar			Signature ou empreinte du déclarant Signature or fingerprint of declarant	DATE
Signature ou empreinte du déclarant Signature or fingerprint of declarant	Signature de l'O.E.C.A. Signature of the Sub-Registrar		cachet seal	Signature ou empreintes des témoins Signature or fingerprint of witnesses
				Cachet Seal

Annex 2. (Continued)

REPUBLIQUE DE VANUATU REPUBLIC OF VANUATU RC. N° 17 de 1970 et ses amendements J.R. N° 17 of 1970 as amended		ACTE de NAISSANCE de l'enfant REGISTRATION of BIRTH of the child	
<p>RECONNAISSANCE. (à remplir lorsque les parents ne sont pas mariés) Acknowledgement (to be filled when parents are not married)</p> <p>NOUS WE</p> <p>Père et mère de l'enfant nommé sur le présent acte de naissance, demandons à ce que nos noms soient enregistrés comme ceux des père et mère father and mother of the within-named child, request that our names be registered as father and mother</p>	<p>et and</p> <p>Signature ou empreinte du père Signature or fingerprint of the father</p> <p>Signature ou empreinte de la mère Signature or fingerprint of the mother</p> <p>Signature ou empreinte du témoin Signature or fingerprint of the witness</p>	<p>TEMOIN - WITNESS</p> <p>Nom et prénoms Surname and first name</p> <p>Lieu et date de naissance place and date of birth</p> <p>Profession Occupation</p> <p>Domicile Usual of residence</p>	<p>RESERVE au CONSERVATEUR FOR USE of REGISTRAR GENERAL</p> <p>NUMERO au REGISTRE CENTRAL Number in central Register</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto;"></div> <p>Date de certification Date of authentication</p>
<p>ENREGISTREMENT TARDIF ORDONNE PAR UNE COMMISSION DES DECLARATIONS TARDIVES LATE DECLARATION ORDERED BY LATE REGISTRATION COMMITTEE</p> <p>Noms et signatures des membres de la commission ordonnant l'enregistrement Names and signatures of members of the later registration committee ordering</p>		<p>DATE</p>	
<p>Nom du PRESIDENT</p>	<p>Signature</p>	<p>Nom du membre</p>	<p>Signature</p>
<p>Nom du membre</p>	<p>Signature</p>	<p>Nom du membre</p>	<p>Signature</p>

Annex 3

REPUBLIC OF VANUATU
 Joint Regulation No. 17 of 1970 (As amended)
 REPUBLIQUE DE VANUATU
 Règlement Conjoints N° 17 de 1970 (et ses amendements)

REGISTRATION OF FOETAL DEATH
 ENREGISTREMENT D'UNE MORT FOETALE

1. Date of delivery (day)) (month)) Date de l'accouchement - (jour)) (mois))		(year)) (année))	
2. Locality and island of delivery) Localité et île où a eu lieu l'accouchement:)		3. Age in weeks of the foetus) Âge du foetus (semaines))	
4. Sex if known) Sexe s'il est connu)		((b) dead) ((b) morts)	
5. If multiple delivery: total issue born a) alive) Si accouchement multiple: Nombre total nés a) vivants)			
MOTHER MÈRE			
1. Family name (underline) and christian name or firstname) Nom de famille (souligner) et prénom) Individual Melanesian name) Nom individuel Mélanésien)			
2. Date of birth, if not known, state age in years) Date de naissance ou âge si elle n'est pas connue)			
3. Locality and island of birth) Localité et île de naissance)		4. Locality and island of usual residence) Localité et île de domicile)	
5. Relationship to father) Lien avec le père)			
Declared at (hour)) (on (day))) Déclaré à (heure)) (le (jour)))		(year)) (année))	
(by (name))) (par (nom)))		Signature or fingerprint of declarant Signature ou empreinte de déclarant	
Signature or fingerprint of declarant Signature ou empreinte de déclarant		Signature of Sub-registrar Signature de l'O.E.C.A.	
For use of Registrar-General Réservez au Conservateur de l'état civil Number in Central Register Numéro au registre central on) le) Date of authentication Date de certification Seal Cachet			
For use of Sub-registrar Réservez à l'O.E.C.A. Seal Cachet Place of registration Lieu de l'enregistrement Name of Sub-registrar Nom de l'O.E.C.A. Office or occupation Fonction			

Annex 3. (Continued)

MEDICAL CERTIFICATE OF CAUSE OF FOETAL DEATH
CERTIFICAT MEDICAL DE LA CAUSE DU DÉCÈS FOETAL

Certificate number) delivered by) (on)
Numéro de certificat) délivré par) (le)

Cause of foetal death)
Cause de décès foetal)

LATE DECLARATION ACCEPTED BY SUB-REGISTRAR (to be filled in if the declaration is made more than 21 days after the delivery)
DECLARATION TARDIVE ACCEPTEE PAR L'O.E.C.A. (à remplir lorsque la déclaration est faite plus de 21 jours après la date de l'événement.)

I, the undersigned, do solemnly declare that the particulars of the foetal death herein written are true to the best of my knowledge and belief.
Je soussigné, déclare solennellement que les renseignements inscrits sur le présent acte de décès foetal sont, à ma connaissance, exacts et sincères.

Date :

Signature or Fingerprint of declarant)
Signature ou empreinte du déclarant)

Signature of Sub-registrar)
Signature de P.O.E.C.A.)

REGISTRATION OF DEATH

Joint Regulation N° 17 of 1970 (As amended)

ACTE DE DECES

Règlement Conjoints N° 17 de 1970 (et ses amendements)

Death occurred at (time) (on (day) (month) (year)
 Décès intervenu à (heure) (le (jour) (mois) (année)
 at (locality) (on (island))
 à (localité) (sur (île))

INFORMATION	DECEASED DEFUNT	DECLARANT
1. Family name or surname (underline) Nom de famille (souligner) Christian or first name Prénoms Individual Melanesian name, Nom individuel Mélanésien		
2. Sex Sexe		
3. Locality and island of birth Localité et île de naissance		
4. Date of birth, if not known state age in years. Date de naissance ou âge si elle n'est pas connue		
5. Occupation Profession		
6. Locality and island of usual résidence Localité et île de domicile		
7. Names of father and mother Nom du père et de la mère		
9. Remarks Observations		

Declared at (time) (on (day) (month) (year)
 Déclaré à (heure) (le (jour) (mois) (année)

Signature or fingerprint of declarant
 Signature ou empreinte du déclarant

Signature of Sub-Registrar
 Signature de l'O.E.C.A.

For use of Registrar-General Réserve au Conservateur de l'état civil	Number in Central Register Numéro au registre central	on) le)	Date of authentication Date de certification	Seal Cachet
For use of Sub-registrar Réserve à l'O.E.C.A.				Seal Cachet
Place of registration Lieu de l'enregistrement		Name of Sub-registrar Nom de l'O.E.C.A.		
Office or occupation Fonctions		Signature of Sub-Registrar Signature de l'O.E.C.A.		

8 FAMILY OF THE DECEASED
FAMILLE DU DEFUNT

Name of spouse)
 Nom du conjoint)
 Date of marriage)
 Date de mariage)
 Locality and island of marriage)
 Localité et île de mariage)
 Names and age of surviving children)
 Noms et âges des enfants vivants)

Annex 4. (Continued)

MEDICAL CERTIFICATE OF CAUSE OF DEATH
CERTIFICAT MEDICAL DE LA CAUSE DE DECES

Certificate number) delivered by) (on)
Numéro du certificat) délivré par) (le)

Cause of death)
Cause de décès)

LATE DECLARATION ACCEPTED BY SUB-REGISTRAR (to be filled in if the declaration is made more than 7 days after the death occurred)
DECLARATION TARDIVE ACCEPTEE PAR L'O.E.C.A. (à remplir lorsque la déclaration est faite plus de 7 jours après le décès)

I, the undersigned, do solemnly declare that the particulars of the death herein written are true to the best of my knowledge and belief.
Je, soussigné, déclare solennellement que les renseignements inscrits sur le présent acte de décès sont, à ma connaissance, exacts et sincères

Date :
Signature or fingerprint of declarant) Signature of Sub-registrar)
Signature ou empreinte du déclarant) Signature de l'O.E.C.A.)

LATE REGISTRATION ORDERED BY LATE REGISTRATION COMMITTEE (names and signatures of members of late registration committee ordering the registration)
ENREGISTREMENT TARDIF ORDONNE PAR UNE COMMISSION DES DECLARATIONS TARDIVES (noms et signatures des membres de la commission ordonnant l'enregistrement)

Signature : Signature :
Member's name) President's name) Member's name)
Nom du membre) Nom du président) Nom du membre)

Annex 5

REGISTRATION OF MARRIAGE
ACTE DE MARIAGE

Joint Regulation No 17 of 1970 (As amended)

Règlement Conjoints No 17 de 1970 (et ses amendements)

Marriage celebrated at (time) (on (day)) (year)
 Mariage célébré à (heure) (le (jour)) (année)
 at) (on the island of) (by)
 à) (sur l'île de) (par)

according to the rites of)
 selon les rites de)

INFORMATION	HUSBAND EPOUX	WIFE EPOUSE	WITNESS TEMOIN	WITNESS TEMOIN
1. Family name or surname (underline) Nom de famille (souligné) Christian or first name Prénoms Individual Melanesian name, Nom individuel Mélanésien				
2. Date of birth, if not known state age in years. Date de naissance, ou âge si elle n'est pas connue				
3. Locality and island of birth Localité et île de naissance				
4. Occupation Profession				
5. Locality and island of usual place of residence Localité et île de domicile.				
6. Spinster, widow (or), divorced Célibataire, veuf(ve), divorcé(e)				
7. Name of mother and father Nom de père et de la mère				
8. Remarks) Observations)				

Declared at (time) (on (day)) (month) (year)
 Déclaré à (heure) (le (jour)) (mois) (année)
 Signature or fingerprint of witnesses
 Signature ou empreinte de témoins
 Signature or fingerprint of spouses
 Signature ou empreinte des époux
 Minister celebrating marriage or
 of declarant
 Signature of Sub-registrar
 Signature de l'O.E.C.A.
 Witness) Husband)
 Témoin) Epoux)
 Witness) Wife)
 Témoin) Épouse)
 Date

For use of Registrar-General Réserve au Conservateur de l'état civil	Number in Central Register Numéro au registre central	on) le)	Date of authentication Date de certification	Seal Cachet
For use of Sub-registrar Réserve à l'O.E.C.A.				Seal Cachet
Place of registration Lieu de l'enregistrement		Name of Sub-registrar Nom de l'O.E.C.A.		
		Office or occupation Fonctions		

Annex 5. (Continued)

DECLARATION PRIOR TO MARRIAGE

DECLARATION PREALABLE AU MARIAGE

Joint Regulation No 16 of 1970 (Section 8)

Reglement Conjoint No 16 de 1970 (article 8)

I, the undersigned) (do solemnly and sincerely
 Je, soussigné) (déclare solennellement
 declare that I believe there is no impediment or lawful objection by reason of any kindred or relation-
 que'il n'existe pas à ma connaissance d'empêchement ou d'obstacle légal du fait de liens familiaux,
 ship any former marriage, or want of consent of parents or guardians or any other lawful cause, to my
 de précédent mariage non consentement familial, ou pour toute autre cause, à mon
 being married to) (of)
 mariage avec) (de)
 daughter of) (and of)
 fille de) (et de)
 Signature or fingerprint) (Signed by the said)
 Signature ou empreinte) (Signé par la soussignée)
 This notice was interpreted to him /aupuis elle/)
 Le présent avis lui ayant été traduit en langue)
 in my presence) (this day of)
 présence) (le)
 Declare by both the parties abovenamed at)
 Déclaration faite par les futurs époux à)
 Signature of Minister of Religion or of District Registrar ()
 Signature de l'Officier d'Etat Civil ou de Ministre de Culte ()

I, the undersigned,) (of)
 Je, soussigné,) (de)
 declare that I believe there is no impediment or lawful objection by reason of any kindred or relation-
 que'il n'existe pas à ma connaissance d'empêchement ou d'obstacle légal du fait de liens familiaux,
 ship any former marriage, or want of consent of parents or guardians or any other cause, to my
 de précédent mariage non consentement familial, ou pour toute autre cause, à mon
 being married to) (of)
 mariage avec) (de)
 son of) (and of)
 fils de) (et de)
 Signature or fingerprint) (Signed by the said)
 Signature ou empreinte) (Signé par la soussignée)
 (he/she seemed to understand the nature and purpose thereof and made his/her mark thereto
 (le/la soussigné(e) a déclaré en comprenant la nature et le but de son approbation son empreinte en ma
 presence) (before me)
 Signature of Minister of Religion or of District Registrar ()
 Signature de l'Officier d'Etat Civil ou de Ministre de Culte ()

SIGNATURE OF PERSONS WHOSE CONSENT TO THE MARRIAGE OF THE FUTURE HUSBAND IS REQUIRED.
SIGNATURE DES PERSONNES DONT L'ACCORD EST REQUIS POUR LE MARIAGE DU FUTUR ÉPOUX

SIGNATURE OF PERSONS WHOSE CONSENT TO THE MARRIAGE OF THE FUTURE WIFE IS REQUIRED.
SIGNATURE DES PERSONNES DONT L'ACCORD EST REQUIS POUR LE MARIAGE DE LA FUTURE ÉPOUSE

Signature or fingerprint)
 Signature ou empreinte)
 Name)
 Nom)
 Native Court decision in case the consent has been refused)
 Décision de Tribunal Indigène si le consentement est refusé)

Signature or fingerprint)
 Signature ou empreinte)
 Name)
 Nom)
 Native Court decision in case the consent has been refused)
 Décision de Tribunal Indigène si le consentement est refusé)

LATE DECLARATION ACCEPTED BY SUB-REGISTRAR (to filled in if the declaration is made more than 21 days after the marriage was celebrated)
DECLARATION TARDIVE ACCEPTEE PAR LE S.C.A. (à remplir lorsque la déclaration est faite 21 jours après la célébration du mariage)

I, the undersigned, do solemnly declare that the particulars of the marriage here in written are true to the best of my knowledge and belief
 soussigné, déclare solennellement que les renseignements portés sur le présent acte de mariage sont, à ma connaissance, exacts et sincères)

DATE :

Signature or fingerprint of declarant)
 Signature ou empreinte de déclarant)

Signature of Sub-registrar)
 Signature du S.C.A.)

LATE DECLARATION ORDERED BY LATE REGISTRATION COMMITTEE (Signatures and names of members of the late registration committee ordering the registration)
ENREGISTREMENT TARDIF ORDONNE PAR UNE COMMISSION DES DECLARATIONS TARDIVES (Signatures et noms des membres de la commission ordonnant l'enregistrement)

Signature :
 Member's name)

Signature :
 Member's name)

REGISTRATION OF ACKNOWLEDGMENT

Joint Regulation N° 17 of 1970 (As amended)

Règlement Conjoint No 17 de 1970 (et ses amendements)

INFORMATION	CHILD ENFANT	MOTHER MERE	FATHER PERE	WITNESS TEMOIN
1. Family name or surname (underline) <i>Nom de famille (souligné)</i> Christian or first name <i>Prénom</i> Individual Melanesian name. <i>Nom individuel Mélanésien</i>				
2. Sex <i>Sexe</i>				
3. Hour and date of birth. If not known state age in years. <i>Heure et date de naissance ou âge si elle n'est pas connue.</i>				
4. Locality and island of birth <i>Localité et île de naissance</i>				
5. Locality and island of usual residence <i>Localité et île du domicile</i>				
6. Occupation <i>Profession</i>				
7. Names of father and mother <i>Nom du père et de la mère</i>				

For use of Registrar-General <i>Réserve au Conservateur de l'état civil.</i>	on) le
Number in Central Register <i>Numéro au registre central</i>	Date of authentication <i>Date de certification</i>
	Seal Cachet
For use of Sub-registrar <i>Réserve à l'O.E.C.A.</i>	
	Seal Cachet
Place of registration <i>Lieu de l'enregistrement</i>	
Name of Sub-registrar <i>Nom de l'O.E.C.A.</i>	
Office or occupation <i>Fonction</i>	

Annex 6. (Continued)

ACKNOWLEDGING PARENTS

AUTEURS DE LA RECONNAISSANCE

I, the undersigned) (father of) (mother of)
Je soussigné) (père de) (mère de)

the within-named child request that my name be registered as father)
l'enfant mentionné ci-dessus demande que mon nom soit enregistré comme celui de père)

Declared at (time)) (on (day)) (month)
Déclaré à (heure)) (le (jour)) (mois)

(year)
(année)

Signature or fingerprint of the father)
Signature ou empreinte du père)

Signature or fingerprint of the mother)
Signature ou empreinte de la mère)

PERSONS WHOSE CONSENT IS REQUIRED
PERSONNES DONT L'ACCORD EST REQUIS

WITNESS
TEMOIN

SUB-REGISTRAR
O.E.C.A.

Signature or fingerprint of the known parent)
or of the person who brought up the child.
Signature ou empreinte du parent connu ou de
la personne qui a élevé l'enfant.

Signature or fingerprint of the child (if more
than 12 years old)
Signature ou empreinte de l'enfant (s'il est
âgé de plus de 12 ans.)

Signature or fingerprint
Signature ou empreinte

Signature

Annex 7

REGISTRATION OF DISSOLUTION AND NULLIFICATION OF MARRIAGE
ACTE DE DISSOLUTION OU DE NULLITE DE MARIAGE

Joint Regulation No. 17 of 1970 (As amended)

Règlement Conjoints No 17 de 1970 (et ses amendements)

Dissolution or nullification (1) of the marriage registered on central register with no.) (and celebrated at (time))
 Dissolution ou annulation (1) du mariage enregistré au registre central avec le no.) (et célébré à (heure))

(on (day)) (month) (year) (at (locality))
 (le (jour)) (mois) (année) (à (localité))

(or island) (By)
 (sur l'île) (Par)

INFORMATION	HUSBAND EPOUX	WIFE EPOUSE	WITNESS OF MARRIAGE TEMOIN DU MARIAGE	WITNESS OF MARRIAGE TEMOIN DU MARIAGE
1. Family name or surname (underline) Nom de famille (souligner) Christian or first name Prénoms Individual Melanesian name, Nom individuel Melanésien.				
2. Locality and island of birth Localité et île de naissance				
3. Date of birth, if not known state age in years Date de naissance ou âge si elle n'est pas connue				
4. Occupation Profession				
5. Locality and island of usual place of residence Localité et île de domicile				
6. Names of surviving children of former marriage) Noms des enfants vivants issus du mariage)				

For use of Registrar-General Réserve au Conservateur de l'état civil	Number in Central Register Numéro au registre central	on) le) Date of authentication Date de certification	Seal Cachet
For use of Sub-registrar Réserve à l'O.E.C.A.			
Seal Cachet			
Place of registration Lieu de l'enregistrement			
Name of Sub-registrar Nom de l'O.E.C.A.			
Office or occupation Fonctions			

(1) Strike out whichever does not apply
 Rayer la mention inutile

Annex 7. (Continued)

Dissolution or nullification (strike out whichever does not apply) decided by) on (day)) (month)
 Dissolution ou nullité (ayer la mention inutile) décidée par) le (jour) (mois)

(year) (at (locality)) (on island of)
 (année) (à 'localité') (sur l'île de)

Members taken for care of children of former marriage)
 Membres de garde concernant les enfants issus du mariage)

INFORMATION	WITNESS OF DISSOLUTION TEMOIN DE LA DISSOLUTION	WITNESS OF DISSOLUTION TEMOIN DE LA DISSOLUTION	DECLARANT
1. Family name or surname (underline) Nom de famille (souligner) Christian or first name Prénoms Individual Melanesian name Nom individuel Mélanésien			
2. Date of birth. If not known state age in years Date de naissance ou âge si elle n'est pas connue			
3. Locality and island of birth Localité et île de naissance			
4. Locality and island of usual place of residence Localité et île de domicile			
5. Occupation Profession			

LATE REGISTRATION ORDERED BY LATE REGISTRATION
 ENREGISTREMENT TARDIF ORDONNE PAR UNE COMMISSION
 COMMITTEE (Signatures and names of members of the
 DES DECLARATIONS TARDIVES. Signatures et noms des
 late registration committee ordering the registration
 membres de la commission ordonnant l'enregistrement

Signature :
 Member's name)
 Nom du membre)

Signature :
 President's name)
 Nom du président)

Signature :
 Member's name)
 Nom du membre)

Declared at (hour) (on (day)) (year)
 Déclaré à (heure) (le (jour)) (année)

Signature or fingerprint of witness
 Signature ou empreinte du témoin

Signature or fingerprint of witness
 Signature ou empreinte du témoin

Signature or fingerprint of declarant
 Signature ou empreinte du déclarant

Signature of Sub-registrar
 Signature de l'O.E.C.A.

LATE DECLARATION ACCEPTED BY SUB-REGISTRAR (to be filled in if the declaration is made more than 21 days after the dissolution or the nullification has been decided)
 DECLARATION TARDIVE ACCEPTÉE PAR L'O.E.C.A. (à remplir lorsque la déclaration est faite plus de 21 jours après que la dissolution ou l'annulation ait été prononcée)

I, the undersigned, do solemnly declare that the particulars of the dissolution or the nullification herein written are true to the best of my knowledge and belief.
 Je, soussigné, déclare solennellement que les renseignements inscrits sur le présent acte de dissolution ou de nullité sont, à ma connaissance, exacts et sincères.

Date :
 Signature of fingerprint of declarant
 Signature et empreinte du déclarant

Signature of Sub-registrar
 Signature de l'O.E.C.A.

CHAPTER 33

VIET NAM

Civil Registration and Vital Statistics System

In Viet Nam, the population data are obtained from three sources: (a) the population census, (b) periodical statistical reports, built up from Civil Registration System, and (c) sample surveys. The periodical statistical reports reflect the changes of the population for a certain period of time, quarter, six-months or a year. These reports are based on the civil registration system.

Civil Registration

The Government of Viet Nam promulgated the Civil Registration Regulation in May 1956. Although this regulation was still simple, it had created suitable conditions for the work of civil registration and population statistics in the earlier years of liberation. In 1961, the new regulation on civil registration had been enacted by the Government, since the 1956 regulation was not appropriate any more. The 1961 regulation is still in force till now not only for the North, but also for the whole country. The 1961 regulation defined civil registration as "the recording of events relating to births, deaths, marriages, adoptions, recognitions, naturalizations, etc.", and its purpose are spelt out as:

- (a) Certifying the legal status of the civilians, and family relationships and defining duties and responsibilities of citizens;
- (b) Ensuring the implementation of marriage law and;
- (c) Providing population statistics.

Organization-wise, communes (clusters) are the civil registration and vital statistical units at present; provinces and districts at the intermediary levels have the task of helping and superintending the activities of the units under the guidance and instructions of the ministry of Home Affairs and the General Statistical Office (GSO).

At the central level, the Ministry of Home Affairs is responsible for controlling registration work and the General Statistical Office (GSO) is in charge of vital statistical work.

Salient features of the Civil Registration System

Civil Registration is voluntary

The vital registration work in some areas primarily in the cities and in selected provinces, is going on well. Population matters in the cities and selected provinces are better managed and statistical reports also get sufficient

attention. The completeness and accuracy of the registration and statistics are, however, still low in general, since many births, and deaths do not get reported. There have been sizeable differentials among regions and provinces in regard to registration statistics: the North is better than the South; Lowland better than Highland; and Urban better than Rural.

Only a simple list of items of information are collected and tabulated in the registration system. For example, though causes of death are reported they are not tabulated according to the WHO list. All vital events are registered by the place of residence and not by the place of occurrence.

Informants

With regard to vital events taking place in a household, a family member is responsible to notify the event to the registrar of the area where he/she resides and receives in return a birth or death certificate, or a burial permit.

If the birth or death takes place in the hospital or other medical institutions, the birth or death notification issued by the medical organizations is needed for registration purposes. For those events taking place at home, these notifications are not necessary for registration, since the registrars are familiar with all the persons under his/her jurisdiction. Since most of the births in Viet Nam occur in hospitals or other medical institutions at present, they get birth notification automatically.

Time period

The time required for registration is seven days for birth and 24 hours for death. There are at present no penalties in case of delayed registration. For marriages, both groom and bride should submit an application to his/her commune's authority and permission is granted after one week.

The communes are not responsible to register the divorces. Both husband and wife should make an application to the district court which grants the necessary permission.

Vital Statistics

As the quality of data on vital events collected has not been good enough, the General Statistical Office had resorted to conducting a sample survey (about 10 per cent) each year to collect data on births and deaths. Vital rates

for the whole country as well as for the provinces and districts, are computed from these data.

Improvement of Civil Registration and Vital Statistics

The Government is very much concerned with the problems of promoting a sound vital civil registration and vital statistics system. Recently the Government has decided to increase the honorarium of registrars. Each year, the Government provides adequate stationery to

print the registers and statistical tabulation forms so that no bottleneck arises on that score.

UNFPA has been helping Viet Nam to improve the system of collection, processing and analysis of population data. At present a 4-year UNFPA project is in operation in two selected provinces since 1984. Under this project a consultant is assisting in the improvement of the civil registration system.

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