

Handbooks on  
Civil Registration and  
Vital Statistics Systems  
**Studies in Methods**  
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# Handbook on Training in Civil Registration and Vital Statistics Systems

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## NOTE

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## PREFACE

The *Handbook on Training in Civil Registration and Vital Statistics Systems* has been prepared as an aid to countries in developing the capability to operate and maintain the fundamental systems of civil registration and vital statistics in a coordinated manner. In addition, it provides guidance and core material to develop regional, subregional and national courses on civil registration and vital statistics for students, in both graduate and undergraduate programmes, in such areas as demography, statistics, public health, medicine, sociology and law. It also can be a self-teaching tool. The publication and dissemination of the *Handbook* is part of the International Programme for Accelerating the Improvement of Vital Statistics and Civil Registration Systems, which was endorsed by the United Nations Statistical Commission at its twenty-sixth session, in 1991. The Commission stated that the Statistics Division of the United Nations is responsible for overall substantive coordination of the Programme (See *Official Records of the Economic and Social Council, 1991, Supplement No. 5 (E/1991/25)*, para. 118).

The Programme provides technical guidance and encouragement for countries to undertake self-sustaining programmes to strengthen their civil registration and vital statistics systems, with an emphasis on national efforts and genuine commitment to long-term reform. Civil registration is the foundation of a legal system for establishing the rights and privileges of individuals. Records from that system are also the main and preferred source of continuous vital statistics on live births, foetal deaths, marriages, divorces, legal separations and deaths.

As part of its work on vital statistics, the United Nations Statistics Division recently issued the *Principles and Recommendations for a Vital Statistics System, Revision 2* (United Nations publication, Sales No. 01.XVI.10). In addition, the following seven handbooks, which deal with different aspects of civil registration and vital statistics improvement, were published in all six official languages of the United Nations:

(a) *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (United Nations publication, Sales No. E.98.XVII.11);

(b) *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework* (United Nations publication, Sales No. E.98.XVII.7);

(c) *Handbook on Civil Registration and Vital Statistics Systems: Developing*

*Information, Communication and Education* (United Nations publication, Sales No. E.98.XVII.4);

(d) *Handbook on Civil Registration and Vital Statistics Systems: Policies and*

*Protocols for the Release and Archiving of Individual Records* (United Nations publication, Sales No. E.98.XVII.6);

(e) *Handbook on Civil Registration and Vital Statistics Systems: Computerization*

(United Nations publication, Sales No. E.98.XVII.10);

(f) *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal*,

*Organizational and Technical Aspects* (United Nations publication, Sales No. E.91.XVII.5);

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

The present *Handbook* consists of 23 modules that cover the essential elements for establishing, operating and maintaining reliable civil registration and vital statistics systems, and were drafted in line with the most recent framework, issued in the above-mentioned *Principles and Recommendations, Revision 2* so as to increase international comparability of data and information. Each module is designed for about one hour of presentation and provides a content summary of material covered; key points for emphasis; relevant source material; issues and points for discussion; and review questions.

The present *Handbook* assumes that data gathered by the civil registration system is the basis for the production of vital statistics. However, other sources of data that supplement the vital statistics system, such as population censuses and household sample surveys, are also briefly discussed.

General training workshops have drawn on the modules presented here, in their draft form, to conduct training for master trainers of different regions of the world. Attendees were experts working in demographic and statistics research and training centres, who were selected by their institutions and agreed to become focal points for civil registration and vital statistics training activities, as well as government officials responsible for civil registration and vital statistics systems in their own countries. They have helped to assess the suitability of the present *Handbook* as a tool to design training courses for students of demographic and statistics programmes and for target audiences, such as concerned government officials and health staff involved in vital events registration.

The present *Handbook* was developed by Joseph D. Carney, a consultant to the United Nations Statistics Division. The drafting of the *Handbook* was partly financed by the United Nations Population Fund.

Expert advice and assistance in the final review of the draft *Handbook* is gratefully acknowledged from the many individuals who participated in the Training Workshop for Trainers in Civil Registration and Vital Statistics Systems,



which was held in Bangkok from 13 to 24 September 1999 by the United Nations Statistics Division and the Economic and Social Commission for Asia and the Pacific. Expert advice and assistance is also gratefully acknowledged from the individuals, who participated in the Regional Workshop on Vital Statistics and Civil Registration Systems for the Economic and Social Commission for Western Asia Member States which was held in Cairo from 16 to 21 October 1999 by

ESCWA in collaboration with the United Nations Statistics Division; and in the Training Programme in Civil Registration and Vital Statistics Systems which was held in Santiago from 6 to 10 November 2000 by the United Nations Statistics Division, in collaboration with the Pan American Health Organization and the Economic Commission for Latin America and the Caribbean.

## KEY REFERENCE

Eight United Nations publications form the technical basis of the present *Handbook* and are indispensable to its application. They are referred to without bibliographical citation throughout the text. The complete citations are:

*Principles and Recommendations for a Vital Statistics System, Revision 2*  
(United Nations publication, Sales No. 01.XVI.10)

*Handbook on Civil Registration and Vital Statistics Systems:*  
*Management, Operation and Maintenance*  
(United Nations publication, Sales No. E.98.XVII.11)

*Preparation of a Legal Framework*  
(United Nations publication, Sales No. E.98.XVII.7)

*Developing Information, Communication and Education*  
(United Nations publication, Sales No. E.98.XVII.4)

*Policies and Protocols for the Release and Archiving of Individual Records*  
(United Nations publication, Sales No. E.98.XVII.6)

*Computerization*  
(United Nations publication, Sales No. E.98.XVII.10)

*Handbook of Vital Statistics Systems and Methods:*  
Volume I:  
*Legal, Organizational and Technical Aspects*  
(United Nations publication, Sales No. E.91.XVII.5)

Volume II:  
*Review of National Practices*  
(United Nations publication, Sales No. E.84.XVII.11)

## INTRODUCTION

### A. *Structure and purpose of the Handbook*

1. The *Handbook on Training in Civil Registration and Vital Statistics Systems* is designed for use in developing training courses in civil registration and vital statistics systems. The purpose of this introduction is to enable you to design and conduct a training programme to meet the needs of your target group or audience. Target groups may include national officials from ongoing civil registration and vital statistics systems or university students in such programmes as statistics, demography, social sciences, medicine and public health. The materials contained in the *Handbook* are for use as a basic resource that can be easily modified to meet different training objectives, the different needs of the target group or the prevailing conditions in a country, region, province or state.

2. The main part of the *Handbook* consists of 23 training modules that can be presented in approximately one hour each. The modules cover the basic elements, principles, concepts, definitions and techniques recommended by the United Nations for the development, implementation, operation and maintenance of reliable civil registration and vital statistics systems in Member States. Within each module is:

- (a) A **content summary** as a background for each lesson;
- (b) Detailed **source readings** on principles, concepts, definitions etc.;
- (c) A list of **key points** that students should grasp;
- (d) **Discussion points and suggested exercises** that the trainer may select to use;
- (e) **Review questions** on the module content with pointers to where the answers can be found in the source readings.

3. Annexes to the *Handbook* contain references that may be used as supplementary material to help tailor the course to a particular target group. General suggestions for adapting the materials and using the annexes are provided below.

4. The training material is adaptable for use with representatives of agencies dealing with civil registration and vital statistics systems, with representatives within each system or with university students at undergraduate and post graduate levels. Depending on course objectives, participants may include senior officials from the civil registration system, the vital statistics system, the health information system, the population register or the like, either at the international, national or regional levels. Active participation by the audience in the discussion of problems and experiences in conducting civil registration and vital statistics systems is highly desirable. If training is carried out at the university level, then the audience may not have practical experience in registration and vital statistics activities. The trainer will then need to provide

more examples and illustrations from his or her own experience. It is hoped that senior officials from civil registration and vital statistics who are recipients of the training activities will be able to replicate these lessons for audiences of their own countries and regions.

### B. *Adjusting objectives for different participants*

5. The present *Handbook* may be used to develop job site training activities, seminars, short courses or formal courses at academic institutions. The primary objective, structure, and content of the training activity will vary according to the prior experience of the participants. For example:

(a) For participants with senior management responsibilities, the objective might be to understand the benefits that well managed civil registration and vital statistics systems offer to agencies responsible for civil registration. A second objective might be to understand what is involved in operating, maintaining and creating awareness among the entire population for the value of timely, accurate and complete registration of vital events;

(b) For participants with specific operational oversight, it is important to understand what an effective civil registration system is, how it benefits the vital statistics system and how it relates to the sound administration of a community, a region and a country. These participants also need to understand how an effective system benefits the international community;

(c) For participants in a country that lacks a system or has an underdeveloped system, the objective would be to gain the basic knowledge and skills to be able to design and implement reliable civil registration and vital statistics systems;

(d) For participants who will become trainers in their own countries or agencies it is important to acquire necessary information and skills to enable them to develop training activities for officials or mixed audiences within their own agencies;

### C. *Adapting methods, materials and course duration*

6. The present *Handbook* contains the material necessary to conduct an effective and comprehensive training course on the essentials for civil registration and vital statistics systems. Complementary information may be added by the experienced trainer who uses the *Handbook*. The trainer is encouraged to add information about the laws for civil registration and vital statistics in the countries of the participants, the means available to enforce them, the current administrative infrastructures in the country and the standards and procedures for conducting registration and producing vital statistics. For example, emphasis throughout the *Handbook* is on

use of the civil registration method that records data on every vital event as it occurs. However, in module 16, "Topics and themes to be investigated in a vital statistics system", the *Handbook* includes the listing of topics and themes to be investigated in census and household surveys. This listing is included as complementary information for use by the trainer when it is appropriate to the specific class or country. It is not intended to alter the total coverage approach emphasized throughout the *Handbook*. Similarly, it is important to consider changes according to the laws and experience of individual countries. For example, changes to the definition of which foetal deaths should be collected may not be applicable in all countries. It is also useful to select and adapt materials based on the audience to whom the course is presented. It would be desirable that participants supply information concerning their current positions and any civil registration and vital statistics experience they have before coming to the course so as to enable the trainers to adapt the materials to the specific concerns of participants.

7. For example, if all participants in the training activity belong to the civil registration organization or the vital statistics agency, then the training activity may emphasize raising the awareness of senior management relative to the operation and maintenance of the systems. This will help to obtain the allocation of necessary funds as well as the commitment of senior management to higher standards for civil registration and vital statistics in the specific country. For a country lacking a system, it could be the initial step for the establishment of a sound civil registration system. The trainers(s) should provide encouragement to the participants to discuss and frame solutions to the different problems that face civil registration and production of vital statistics.

8. Objectives for a group of this type would include:

(a) Raising awareness and generating commitment from senior management to the implementation of reforms geared to accurate civil registration and vital statistics systems;

(b) Giving assistance to country officials who have responsibility for the day-to-day work of civil registration and the production of vital statistics;

(c) Providing assistance to staff who have responsibilities involving training and supervision of civil registration and vital statistics personnel.

9. If participants come from different countries or agencies, they will bring a wider variety of concerns to enrich the discussion. If time permits, the trainer may consider dividing the group into small groups based on the degree of registration coverage, the type of registration infrastructure (centralized or decentralized) or other relevant criteria. Some of the objectives for the discussions are:

(a) To convince the participants of the advantages of operating reliable civil registration and vital statistics systems;

(b) To provide students the basic elements with which to establish, operate and maintain accurate civil registration and vital statistics systems;

(c) To give the students the information they need to persuade others senior to them in their agency of the value of effective civil registration and vital statistics systems;

(d) To provide participants with techniques to raise aware-

ness of the importance of accurate registration and statistics.

10. If, on the other hand, the participants are undergraduate or postgraduate students enrolled in specific programmes at universities and training centres, then the main objectives of the formal training course will be:

(a) To provide the necessary knowledge to establish, maintain and operate effective civil registration and vital statistics systems;

(b) To increase skills enabling the students to conduct training for others;

(c) To give the students techniques for raising the awareness of the importance of effective civil registration and vital statistics systems.

11. The *Handbook* materials are designed for use in a variety of course durations. These materials can be used for a seminar, a short course taught over a period of 10 days, a series of weekly or monthly sessions within a formal training programme, or a training programme linked to an ongoing improvement programme of civil registration and vital statistics systems within a country. Variations in the type of presentation, the course objectives and the duration of the presentation are as limitless as the imagination of the trainer.

#### D. *Some possible course combinations*

12. As indicated above, the possible combinations are meant to be as unlimited as the creativity of the course designer. Some obvious design possibilities are offered below.

13. The chapter designations for the *Handbook* offer several course possibilities. Chapter I concerns the civil registration system. Its 13 modules could be used in training sessions for participants who are all from the civil registration agency. The six modules of chapter II contain the elements of most interest to a group of participants from the vital statistics agency. Chapter III offers quality control and evaluation methods of interest to both civil registration and vital statistics participants. Chapter IV might be used in a seminar for upper management officials interested in improving an already existing system. For mixed audiences, one might choose a mixture of two or more chapters. The entire *Handbook* has a design, both in its modular form and the five distinct parts of each module, that makes it usable as a self-teaching tool.

14. The table on the following page is a sample of courses that might be given for specific target groups with differing time durations (when time does not allow complete coverage of the suggested modules, the trainer may use portions of the suggested modules that are key to the particular audience).

#### E. *Evaluation*

15. Whatever course design is selected, the evaluation of course effectiveness is a useful tool. Evaluation of a training course has both a short-term view and a long-term view. The short-term evaluation comes from the immediate reaction of participants during the course. Body language, level of enthusiasm, degree of participation and comments during discussions are the indicators. Such items may lead to adjustment of the pace of the presentation, the complexity of the course con-

tent or other immediate changes. The evaluation forms completed at the conclusion of the course offer a more long-term view of effectiveness. A suggested evaluation form is contained in annex III.

#### F. Annexes

16. Selected portions of the *Principles and Recommendations for a Vital Statistics Systems, Revision 2*, the five-part series *Handbooks on Civil Registration and Vital Statistics Systems*, and the *Handbook of Vital Statistics Systems and Methods, Volumes I and II*, all publications of the United Nations, have been quoted to facilitate accessibility to reading materials for participants. All eight publications are available from the United Nations Statistics Division (Two United Nations Plaza, Room DC2-1554, New York, NY 10017, Fax: (212) 963-1940); participants in training courses should be given all eight publications to ensure that relevant literature is readily accessible to them.

17. In addition, the United Nations web site on vital sta-

tistics and civil registration systems ([http://www.un.org/Depts/unsd/demog/vital\\_statistics/index.htm](http://www.un.org/Depts/unsd/demog/vital_statistics/index.htm)) provides case studies from several countries that participated in the workshops organized by the United Nations on this subject. Use of the case studies throughout the course is encouraged to practice skills, to identify problems and to design solutions that provide smooth operation and maintenance of effective civil registration and vital statistics systems. These case studies can be particularly useful if participants have not had much experience in civil registration and vital statistics.

18. One final suggestion is to use the review questions at the end of each module. They may be used within class for discussion or given as assignments to be completed outside class for later discussion. The questions not only review the material covered in the module text but sometimes cover material not specifically stated in the text, or cover concepts from the text in greater detail. The review questions can also form the basis for evaluation of the participants' grasp of the concepts presented.

<i><b>Target group</b></i>	<i><b>Course design</b></i>
Group of national leaders	One-hour class: module 1 One-day course: modules 1, 2, 3, 14, 16 Two-day seminar: modules 1, 2, 4, 14, 16, 23
Key community and key traditional leaders	One-hour class: module 1 One-day course: modules 1, 2, 6, 7, 22, 23 Two-day seminar: modules 1, 2, 5, 6, 7, 10, 12, 22
New local registrars	One-hour class: module 6 One-day course: modules 4, 8, 9, 10, 11 Three-day course: modules 1 through 13
Users of vital statistics	One-hour class: module 16 One-day course: modules 1, 14, 15, 18, 19 Three-day course: modules 14-20, 22-23
Undergraduate or postgraduate students	One-hour class: module 1 One-day course: modules 1, 2, 4, 14, 16 or modules 1, 6, 8-12 or modules 13, 14, 16-19 Three-day course: modules 2, 3, 6, 7, 13-16, 22-23
Representatives of agencies dealing with civil registration and Vital Statistics	One-hour class: module 4 One-day course: modules 2, 6, 8, 9, 15, 16 Three-day course: modules 8-16, 21-23

Module 23, section C, “Using information technology and automation”, is designed as a flexible module for use with any of the configurations above.

## CHAPTER I. THE CIVIL REGISTRATION SYSTEM

### MODULE 1. NEED FOR A CIVIL REGISTRATION SYSTEM

19. One of the few universal (total) registration systems in a country is the civil registration system. It is the goal of the civil registration system to record all vital events occurring in a country and to its citizens abroad. Unlike a census, the civil registration system is continuous. This, along with a guarantee of permanence for the system, allows it to safeguard the human right to social status and the individual benefits of a citizen of the country. The universal (total) coverage and continuity that are hallmarks of civil registration make it a source of vital statistics that cannot be matched by other data-gathering methods.

20. This module examines why every country needs a civil registration system. It lists the legal and protective advantages of vital records to individual citizens. The module also considers the administration and statistical advantages of a well operated and maintained civil registration system.

21. *Civil registration, a system of civil registration and the civil registration method* are clearly defined in this section. The civil registration method is distinguished from other methods of data gathering.

#### Content summary

##### *What is civil registration?*

22. The United Nations defines *civil registration* as the continuous, permanent, compulsory and universal recording of the occurrence and characteristics of vital events pertaining to the population as provided through decree or regulation in accordance with the legal requirements of each country. Civil registration is carried out primarily for the purpose of establishing the legal documents provided for by law. These records are also the best source of vital statistics. [The occurrences considered as vital events are live birth, death, foetal death, marriage, divorce, annulment of marriage, judicial separation of marriage, adoption, legitimization and recognition. Specific definitions of these vital events are given in module 2.]

##### *What is a system of civil registration?*

23. *A system of civil registration* includes all institutional, legal and technical settings needed to perform the civil registration functions in a technically sound, coordinated and standardized manner throughout the country, taking into account cultural and social circumstances particular to the country.

##### *What is the civil registration method?*

24. *The civil registration method* is the procedure employed to gather the basic observations on the incidence of vital events and their characteristics which occur to the popu-

lation of a country within a specified time period and upon which vital records with legal value are prepared and vital statistics are based. This method should be distinguished from other methods that gather data about the population. The civil registration method is distinguished from the *enumeration method* and the *administrative method* by the fact that it is continuous and permanent. It records data on every vital event as it occurs and it does so with no lapses in the time period of collection. *The enumeration method* is the procedure used to gather population or other census or survey statistics. Enumeration employs a snapshot approach that gathers data on the population at a particular moment in time. It is often periodic, such as a decennial census. *The administrative method* produces population data as a by-product of various management controls. For example, automobile accident statistics may be produced as a by-product of Department of Transportation data. The tax system may produce income data as a by-product of its control system.

25. The attributes of permanence and continuity of the civil registration method allow the production of vital statistics as incidence statistics. That is, vital statistics provide a measure of occurrence during a specified period and on a current basis. Permanence and continuity are best guaranteed within the country's legal framework. The details of how this can be accomplished will be discussed in modules 3 and 4.

26. Common uses of vital records by individuals include:

1. Live birth:
  - (a) Provides evidence of the fact of a person's birth and the facts related to birth;
  - (b) Provides proof of the person's age or date of birth to establish rights contingent upon attainment of a certain age;
  - (c) Provides proof of the person's place of birth and place of registration;
2. Death: gives evidence of death for use by the decedent's heirs;
3. Marriage:
  - (a) Provides proof of the fact of occurrence of a marriage;
  - (b) For use within the support programme for family formation;
  - (c) As evidence of the date and place of marriage;
4. Divorce:
  - (a) Provides proof of the fact of divorce;
  - (b) Provides proof of the date of divorce and the place where it was granted.

27. Civil registration provides a safeguard for the human right to social status and individual benefits. Among other

benefits, the system provides the individual with a unique identity (his/her name), records parental relationships and provides the grounds to establish citizenship. A birth record provides a statement of place of birth of the child and usually of one or both parents, which are basic grounds on which nationality can be established, depending on the laws of each country. It also provides proof of age for school entry, the right to work and a driver's license, and demonstrates eligibility for social benefits. In order to do this the civil registration system must be a *universal (total) registration system*. Indeed, it must include the entire population of a country, must cover all vital events occurring within its territory and should provide a means to record vital events occurring outside the country to nationals temporarily abroad. The system must be a *permanent system* that preserves these vital records indefinitely, for use when requested by individuals needing to establish some fact of civil status.

28. A *universal (total) registration system* also has administrative and statistical advantages. Although a sample registration system supplies statistics for large areas, the universal (total) registration system not only meets these requirements of data but, more importantly, meets the need for data on small civil or geographic divisions. Administratively, universal registration is also advantageous for monitoring causes of death, identifying mothers and children in need for health care and so forth. It assures security of national programmes against fraudulent use by individuals whose social status does not conform to the eligibility requirements of the programmes. This universal registration also supplies data for population growth indicators and can be used for indirect estimation of migration. *Confidentiality* is also an important aspect of the civil registration system since some data may be highly personal and sensitive (see paras. 41 to 43 below for further details).

29. Some common administrative uses of vital records include:

1. Birth:
  - (a) In public health programmes in post-natal care of mother and child;
  - (b) In other public health programmes to identify population at risk;
  - (c) For administering social services and social programmes;
  - (d) For research studies and follow-up surveys;
  - (e) For maintaining population registers;
  - (f) For maintaining electoral rolls;
  - (g) For maintaining personal identification card systems;
  - (h) For national security;
2. Foetal death:
  - (a) For social and economic backgrounds of parents in retrospective studies;
  - (b) Studies of causes of foetal death;
  - (c) Outcome of pregnancy studies;
3. Death:
  - (a) In public health programmes to control infectious diseases;
  - (b) In programmes for public safety, accident pre-

- vention and crime eradication;
- (c) In health research of maternal or infant death;
- (d) In epidemiological research;
- (e) For studies of mortality differentials by age, sex, occupation etc.;
- (f) In historical demography research involving long-term trends;

4. Marriage and divorce:

- (a) Used in social and demographic studies of family patterns, family size, remarriage patterns etc.;
- (b) For genealogical research;
- (c) In administering family allowance programmes, family food rations, etc.

30. Civil registration collects items of statistical value. A universal (total) registration system for these items yields data that is not subject to sampling error or recall error. The latter is usually present in retrospective surveys. Because civil registration is a continuous system, it provides continuous vital statistics data rather than ad hoc or periodic data. Other periodic records, such as census data, can be used to evaluate the quality of the registration data or to complement data from this source. The civil registration system is, in turn, dependent on the census and inter-censal estimates of population. It is from these sources that it obtains population-at-risk numbers for denominators in compiling most of the vital statistical rates. The universal (total) registration system also provides a starting point for more intensive research of population sub-categories through the use of data linkage or follow-back studies.

31. Some common uses of vital records in vital statistics are:

1. For preparing population estimates and projections;
2. In cohort and period studies;
3. For construction of life tables;
4. In preparing health indicators, such as infant mortality rates, neonatal mortality rates, post-neonatal mortality rates, maternal mortality rates, etc.;
5. As starting points in retrospective epidemiological studies;
6. In public health programmes in the absence of morbidity data, or for health education;
7. In maternal and child health services for planning and evaluation;
8. For fertility data in family planning.

### Source readings

It is suggested that students read the specified sections of the following publications:

- Handbook of Vital Statistics Systems and Methods*, vol. I, paras. 80-112
- Principles and Recommendations for Vital Statistics Systems*, Revision 2, paras. 300-328
- Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, chaps. 2 and 3



## Key points

The following are key points to remember:

- A civil registration system is the continuous, permanent compulsory recording of the occurrence and characteristics of vital events, including all institutional, technical and legal settings needed to do so, as provided through decree or regulation in accordance with the legal requirements of each country.
- The civil registration method is the procedure employed to gather the basic observations on the incidence of vital events and their characteristics, upon which vital records with legal value are prepared and vital statistics are based. It is continuous and permanent, and can best be assured by legislation that makes civil registration compulsory.
- A civil registration system is needed to safeguard individual rights to social status and benefits. The system establishes identity, parental relationship, heirship and citizenship, and provides eligibility data for social benefits and age-related items, such as school entry, right to work and driver's license.
- As a total registration system, the civil registration system safeguards these rights for all the population and throughout the entire territory of the country.
- Total registration has an administrative advantage for monitoring such items as cause of death; and is able to identify individual needs, such as maternal or child health care.
- Total registration meets the need for data about small civil or geographic divisions.
- The statistical data supplied by a total civil registration system is not subject to sampling error.
- Total registration data can be evaluated against other records (e.g., census records).
- The records of a total registration system serve as a starting point for more intensive studies.
- Vital statistics are incidence statistics that provide a measure of occurrence during a specified period of time and on a current basis.

## Discussion points and suggested exercises

- I. Have students read paragraphs 309 through 311 in *Principles and Recommendations for Vital Statistics Systems, Revision 2*. Then discuss some or all of the following:
  - a. What are some of the human rights that are safeguarded by recording each vital event?  
(Look for such responses as proof of identity, name, parentage, ancestry, age, citizenship, entitlement to family allowances, tax deductions, insurance benefits, property ownership, inheritance, right to remarry, alimony allowances)
  - b. How are vital records used administratively? (They are used for such programmes as postnatal care, immunization, premature baby care, warning of infec-

tious and epidemic diseases, accident prevention, clearing social benefit files, electoral rolls and tax registers)

- c. What are some of the data items from civil registration that can be statistically useful? (Weight at birth, age of parents, cause of death, age at death; also, records can serve as a starting point for more intensive studies through linking or follow-back techniques).
- II. Have students introduce themselves by giving their name, occupation and place of work. Use the results to illustrate the enumeration method as "point in time" information. In two months or a year, some students may change occupation, place of work or get a promotion to a different position. It would be necessary to contact everyone in five years to record changes to the information. The information obtained might also be used as an illustration of an administrative by-product of attendance at this class.

## Review questions

Students should be able to respond to the following questions:

1. What is the definition of a civil registration system? (*Principles and Recommendations for Vital Statistics Systems, Revision 2*, paras. 306 and 307)
2. Compare the civil registration method with two other methods that gather population data (para. 24 above)
3. Name 10 occurrences considered as vital events (CONTENT SUMMARY of this module)
4. How did the General Assembly of the United Nations first recognize the child's right to his or her own identity? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 154)
5. Give some examples of the use of vital statistics in public health. (Ibid., para.165)
6. What is the best way to ensure that vital events are recorded on a continuous and permanent basis? (*Principles and Recommendations for Vital Statistics Systems, Revision 2*, para. 317 and 318)
7. List some of the international agreements that provide a basis for civil registration as a safeguard of human rights. (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 173)
8. Why is the birth registry necessary to the right of citizenship, to the right to education, to the right to vote? (Ibid., paras. 202-204)
9. Why is the death registry necessary to the right to health, to the right to marry, to inheritance rights? (Ibid., paras. 206 and 207)
10. Why is the marriage registry necessary to a child's right to protection and subsistence, to inheritance rights, to the parental right to custody? (Ibid., para. 212)

## MODULE 2. VITAL EVENTS TO BE REGISTERED AND CHARACTERISTICS OF THE CIVIL REGISTRATION METHOD

32. This module considers the specific characteristics of the civil registration method and its connection to the vital statistics system. Definitions are given for the vital events to be registered. The module also examines the need for confidentiality within the system.

### Content summary

33. A civil registration system in a country has as its primary objective the production of the legal documents required by the law of the country. It is not a point-in-time system but rather registers vital events on a continuous basis. The civil registration system should have no time lapses from the date when it is initialized. Once established, the purpose for which the system is designed requires that it be permanent, continuous, universal and compulsory. Universal (total) and timely registration of vital events throughout the country are necessary conditions for the successful functioning of the system.

34. In order to attain continuity, permanence and universal coverage of vital events, the civil registration system should be made compulsory. Indeed, it requires sound legislation that provides for the timely reporting of vital events. It is important that the population be aware of the contents of such legislation, and it should provide for the imposition of penalties by the Registrar General on registry staff or official authorities who fail to comply with the law. The legal framework for civil registration is a fundamental tool for its efficient and smooth administration, operation and maintenance. In general, statistical systems have legislation authorizing a government agency to produce the statistics. The publication of vital statistics is often authorized in a general statistics act. It is necessary and very important to also have legislation that makes the civil registration of vital events compulsory throughout the country. The legislation should also specify sanctions for non-compliance. This legislation should cover the entire country and should not be limited to only a segment of the population. In countries where extremely primitive conditions prevail, it may not be possible to follow this recommendation. However, in countries where the problem is variation in the cultural or economic levels of the population, universal coverage can be attained by use of a simpler type of registration document (e.g., where literacy is a problem). In this way, the characteristics of the civil registration method are guaranteed.

35. The vital events registered in accordance with legislation meet the legal requirements for which the recording documents are designed. They provide the safeguards for the human right to social status and to individual benefits, and assure security against the fraudulent use of these benefits. The registration system also collects the data upon which the statistical agency produces the country's continuous vital statistics. For this reason the definition of the vital events to be

registered are statistical in nature. For a discussion of the applications to be made of the statistical indicators developed by use of these definitions see chapter VI of the United Nations Handbook on Management, Operation and Maintenance.<sup>1</sup>

36. The United Nations recommends 10 vital events that should be registered in a civil registration system. Not all countries register all 10 events. Not all countries publish statistics on all 10 events. Some countries do not have the need to register all 10 events, and some do not have the capacity to register or to publish them.

37. Therefore, a priority of vital events is established. Births and deaths are given first priority because they are needed to measure the natural population increase of a country. Foetal deaths are given the same priority level as deaths and live births because their measurement contributes, among other things, to the accurate recording of live births and infant deaths. A lower priority is assigned to marriages and divorces.

38. Marriages are not given the same weight in the civil law of all societies. In some developing countries, family patterns or cultural values may limit the possibility to register marriage and divorce.

39. Other sets of vital events should be included in the final goal of a country's civil registration system. Registration of annulments, judicial separations, adoptions, legitimations and recognitions are given a lower priority than births, deaths, marriages, divorces and foetal deaths.

40. The following are the recommended statistical definitions for vital events:<sup>2</sup>

LIVE BIRTH is the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, 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; each product of such a birth is considered live-born. (All live-born infants should be registered and counted as such, irrespective of gestational age or whether alive or dead at the time of registration, and if they die at any time following birth they should also be registered and counted as deaths).

DEATH is the permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation). (This definition excludes foetal deaths, which are defined separately below.)

FOETAL DEATH [DEADBORN FOETUS] is death

<sup>1</sup> See *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 684-744.

<sup>2</sup> See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 57.

prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation the foetus does not breathe or show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles (note that this definition broadly includes all terminations of pregnancy other than live births, as defined above.)<sup>3</sup>

**MARRIAGE** is the act, ceremony or process by which the legal relationship of husband and wife is constituted. The legality of the union may be established by civil, religious or other means, as recognized by the laws of each country.

**DIVORCE** is a final legal dissolution of a marriage, that is, that separation of husband and wife which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of each country.

**ANNULMENT** is the invalidation or voiding of a marriage by a competent authority, according to the laws of each country, which confers on the parties the status of never having been married to each other.

**SEPARATION, JUDICIAL** is the disunion of married persons, according to the laws of each country, without conferring on the parties the right to remarry.

**ADOPTION** is the legal and voluntary taking and treating of the child of other parents as one's own, in so far as provided by the laws of each country.

**LEGITIMATION** is the formal investing of a person with the status and rights of a person born in wedlock, according to the laws of each country.

**RECOGNITION** is the legal acknowledgment, either voluntarily or compulsorily, of the paternity of a child born out of wedlock.

41. The connection between the civil registration record of a vital event and the vital statistics produced through use of the records and/or the adjunct information in the vital statistics report is also present in the area of data confidentiality. Safeguards of confidentiality should be provided in the registration law, both in the use of the civil registration record for legal matters and for its use in developing vital statistics. The safeguards should not be so stringent as to prohibit good customer service in supplying records for legal use, nor so restrictive as to prevent legitimate statistical studies.

42. There are three main purposes for protecting the confidentiality of vital records. Since vital records identify

people, protecting the confidentiality of the record protects the privacy of individuals. Second, the assurance that the information collected will only be released under specified conditions for specific uses helps to improve the completeness and accuracy of the data gathered. In turn, this then strengthens the research that is based on civil registration records.

43. Achieving the protection of the confidentiality of vital records raises a number of issues. Confidentiality assurances must not be given lightly but rather must have a basis in legal requirements. Employees handling civil registration or vital statistics data must be aware of confidentiality guarantees and requirements. Protocols are necessary to deal with requests for copies of registration documents or use of data by researchers. The physical protection of the records requires precautions. Care must be taken to avoid possible unintentional disclosure through the release of data published in minute detail, or through the release of computer files for research. Security protection must be in place during physical shipment or computer transfer of data. These and other issues are discussed in more detail in the SOURCE READINGS for this module.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 113-145

*Principles and Recommendations for a Vital Statistics System, Revision. 2*, paras 339-345

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras 443-460.

### Key points

The following are key points to remember:

- The primary objective of a civil registration system is the production of legal documents pertaining to the vital events that occur to the population of a country (or state or province under a decentralized system).
- The continuity, permanence, universal coverage and compulsoriness of the civil registration system must be guaranteed by a comprehensive law.
- A civil registration system has as its ultimate goal the registration of live birth, death, foetal death, marriage, divorce, annulment, judicial separation, adoption, legitimation and recognition.
- It is not always feasible for a country to register or publish statistics on all 10 recommended categories of vital events.
- A priority of vital events to be registered is established. Birth and death (including foetal deaths) are given first priority. Marriage and divorce are next. A final goal is to include annulment, judicial separation, adoption, legitimation and recognition.

<sup>3</sup> {However, the legal requirements for the registration of foetal deaths vary from country to country. It is recommended that dead fetuses weighing 500 or more grams (g) at birth (or those of 22 completed weeks of gestation or crown-heel body length of 25 or more centimetres (cm) if weight is not known) be registered. In addition, for statistical purposes, it is recommended that such terminology as "abortion", "early foetal death", and "late foetal death" be replaced by the use of weight-specific measures, e.g., the foetal death rate for fetuses of 1,000g or more or the foetal death rate for fetuses weighing between 500 and 1,000g, etc.}

- The data collected on vital records will be used for legal, administrative, epidemiological and statistical purposes. The definitions of vital events are designed for the statistical use of the data collected.
- Safeguards of confidentiality are necessary for the legal and administrative use of vital records, and also for the statistical use of the data they supply.
- Safeguarding confidentiality protects the privacy of the individual, improves the completeness of registration and accuracy of the data, and strengthens the research base of the data.

#### Discussion points and suggested exercises

- I. Discuss each of the vital event definitions (see *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 57). Look for the statistical sets that are defined. For example, the definition of death requires the occurrence of a live birth, thus making foetal deaths a distinct statistical set. Discuss how cultural values or family patterns of different countries might affect the marriage and divorce definitions.
- II. Have students read paragraphs 443 through 460 in the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*. Discuss how one might use a birth or death record to fraudulently meet some legal requirement or illegally obtain an administrative benefit. Consider which of the suggested countermeasures would work in various countries or systems. Ask students to determine where the line between confidentiality safeguards and efficient use of the civil registration system might be in their own country or area.
- III. Work with students to compile a list, perhaps on the chalkboard or a flip chart, of possible threats to confidentiality that might exist within the agency or agencies charged with operating the civil registration and vital statistics system.

#### Review questions

Students should be able to respond to the following questions:

1. Explain the connection between the qualities of the registration method (continuity, permanence and compulsoriness) and the enactment of civil registration law. (*Handbook of Vital Statistics Systems and Methods*, vol. 1, *Legal, Organizational and Technical Aspects*, paras. 118-121)
2. What is the purpose of the civil registration system and what is the primary reason to carry out civil registration? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 315)
3. Enumerate five methods used to deter fraudulent use of certified copies of vital records. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 443-455)
4. Identify three techniques that prove useful in protecting confidentiality and privacy when vital records are used in research studies. (*Ibid.*, paras. 456-460)
5. The statistical definition of foetal death relates both to the definition of live birth and the definition of death. Explain. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 131-138)
6. What is the recommendation for replacing the terms “abortion”, “early foetal death” and “late foetal death”? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 57)
7. What is the ultimate goal of the registration programme? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 116 and 125)
8. What priority of events is established to help reach the goal? (*Ibid.*, paras. 122-127)
9. Distinguish between legitimation and recognition. (*Ibid.*, paras. 144 and 145)
10. Why is universal coverage desirable for civil registration? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 319;

### MODULE 3. NATIONAL-LEVEL DESIGNATION OF RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURES

44. This module examines the types of structures under which information on the frequency of occurrence of certain vital events and the person(s) concerned with them is collected, stored, retrieved and preserved. It first considers the legal framework for civil registration under which the structures can operate efficiently.

#### Content summary

##### A. Legal Framework

45. The foundation for a sound civil registration system in a country or area is a well designed registration law that gives clear guidelines concerning how the civil registration system will work. The law governing civil registration would not normally appear in the basic constitution of a country but would need to be in conformity with the principles and rights protected by that constitution. Whereas the vital statistics system is often covered under a general statistics law, the civil registration system needs a specific law to guarantee its continuity, permanence and total coverage and its compulsory nature.

The existence of a civil registration system as such should spring from and be supported by a comprehensive organic law that is not over-regulated. Comprehensive means that the law should contain, as a minimum, provisions concerning the structural base of the system; definitions of its objectives, functions and linkages; the principal features of its organization and method of operation, its financing or financial set-up, and, if an earlier agency is being replaced, the transitional arrangements. Not being over-regulated means taking careful decisions as to how much freedom of action is to be given to system management. The basis for any civil registration and vital statistics system should therefore be custom-designed legislation that maps out the systems, establishes their organization and defines the classes of vital events to be registered, the basic information to be gathered, and the registration requirements, as well as by whom, when and how the events are to be registered. In addition, the registration legislation should clearly define: the powers and resources of the agencies responsible for registration functions; the mechanics of preparing the registration and statistical documents; quality controls on the information obtained using the civil registration method, to ensure its effectiveness at law as the preferred means of proof that the vital events registered actually occurred; and its subsequent compilation for statistical purposes in order to prepare and comply with state programmes in such areas as public health, nutrition, family planning, social and demographic studies, fertility and mortality studies, education, public housing, etc.<sup>4</sup>

46. The civil registration law should clearly define the objectives of the system. It must clearly state the compulsory nature of the system and specify sanctions for non-compliance. The law needs to designate the functions included under the civil registration method, and should also specify the administrative, institutional, organizational and inter-agency participation necessary for the operation of the civil registration system. Another key element to be included in the legal framework that the law establishes is the method of funding the civil registration system.

47. The civil registration law should include, for example:

1. **General provisions:** covers definitions of vital events, the compulsoriness of registration, the collection of statistical items, confidentiality, privacy, access and the safekeeping, storage and preservation of records.
2. **Civil registration infrastructure:** specifies the ministry or government agency in which the central or national authority for civil registration will be located; establishes a Director General or Registrar General, duties and responsibilities and the appointment of local Registrars, their status and duties; at the local level, defines registration units, notifiers, informants etc., as well as the authority to redefine them as the need arises.
3. **Sphere of competence of the civil register:** specifies responsibility of the register for completeness and place of registration of all registrable events.
4. **Making of entries in registers:** indicates in general what must be entered in registers, time periods for entries, and where entries are to be made.
5. **Specific registers:** indicates in particular how, when and where specific items must be registered for births, deaths, marriages, divorces etc., and designates informants for each type of vital event. Specifies incentives for registration and sanctions for non-compliance with timely reporting.
6. **Amendment of registration records:** outlines who is authorized to amend registration records and how it is to be accomplished.
7. **Proof of registration:** authorizes certain officials to issue documents certifying the facts of registration.
8. **Statistical reports:** specifies the agency to which the local registrar will send statistical reports, and delineates cooperation between civil registration and the national statistics agency.
9. **Inspection and penalties:** outlines the Director General's responsibility for oversight of the civil registration system and penalties for failures in compliance.
10. **Funding arrangements:** delineates how the civil registration system will be funded and authorizes the method of funding.

<sup>4</sup>Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework, para. 5.

48. One should be careful about the amount of detail that the civil registration law contains. The needed safeguards and clear guidance to establish a continuous, permanent, compulsory and universal system must be present. The law should not be so detailed, however, as to restrict administrative adjustments by the passage of regulations. The time involved in making changes to a detailed law can be very great. To avoid this, the law can make allowance for administrative adjustments through the administrative process of passing regulations. The law, for example, can create the office of Registrar General and designate the duties of that office. It may then specify that the duties be accomplished “in accordance with rules and regulations duly adopted by the Office of the Registrar General”.

#### B. National level organizational structures

49. The civil registration law may create an agency in which the central or national authority for the civil registration system will be located, or it may specify an existing agency in which the authority will be located. The central authority manages the entire system and provides nationwide technical guidance for its effective operation and maintenance, including monitoring and evaluation. Specification of the location of the central authority needs to be compatible with conditions in the country and already existing government structures. A small country or one with a concentrated population may select a different organizational structure than a large country or a country with a widely dispersed population. For purposes of compatibility, the civil registration system can be centralized or decentralized. Charts with different administrative arrangements for civil registration are provided in annex I.

50. In the centralized model, there is usually a national agency that directs, coordinates and monitors nationwide civil registration work. The centralized agency plays both an administrative and technical role over subnational and local civil registration offices. It is in fact the authority for civil registration in the whole country. The agency also coordinates with other governmental agencies supporting the civil registration system or making intensive use of its data and information.

51. The centralized civil registration system offers two options for relating to vital statistics. In one option, both the civil registration and the vital statistics functions are in the same national agency. For the second option, the two functions are administered in separate agencies. The second option requires more formalized inter-communication structures than the first.

52. A centralized administration for national civil registration has several advantages. It makes possible a standard legal frame throughout the country and facilitates the consistent interpretation of norms and regulations. The centralized system permits the adoption of forms and procedures country-wide. It also promotes direct control over the system and makes training and technical assistance to local levels more consistent. The centralized system keeps its vital records under more uniform archival practices and thus enhances the research based on the records. It also makes possible a na-

tionwide back-up file for records. This not only offers security against loss but also makes the records accessible from two distinct locations, national and local.

53. Under a decentralized administration, the civil registration system is operated at the level of a major subnational division (e.g., state, province or department). There are also two choices for connection of the decentralized civil registration system to the vital statistics system. The subnational agency can have administrative authority for both civil registration and vital statistics. The second option is to have a multiple-level administration for civil registration, with vital statistics compiled at the state or province level. The decentralized model may have advantages for countries with large areas of land or large populations. Annex II of the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* offers examples of existing centralized and decentralized systems in various countries.

54. Whether the structure chosen is centralized or decentralized, it is very important for the legislation to specify a national authority for civil registration. The director of this authority B the Registrar General B is assigned duties and responsibilities within the legislation that are crucial in setting the tone for the operation of the system throughout the country.

55. It is important to remember that whether a country has centralized or decentralized civil registration, the recording of vital events takes place at the local level. The structure at the local level and the role played by local registrars are the building blocks for centralized or decentralized civil registration. Specifics on what is meant by the local level are considered in module 7.

56. A national authority, such as the Ministry of Interior, the Ministry of Justice or the agency responsible for the compilation of vital statistics for the entire country, should design and periodically update a model law, model registration forms and other registration procedures that can be adopted by states or provinces. In this way, standardization can be eventually achieved throughout the country.

#### Source readings

Students should read the specified sections of the following publications:

*Handbook of Vital Statistics Systems and Methods, vol. I, Legal, Organizational and Technical Aspects*, paras. 146-154

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 324-339

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 29-81, annex II

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, chaps. 5 and 6

## Key points

The following are key points to remember:

- The civil registration law should give clear guidelines on the type of organization adopted for the civil registration system in the country or area.
- The type of organization must be compatible with the conditions in the country and with existing governmental structures so as to better promote the establishment of the registration system.
- The civil registration law must conform to the constitution but must not be so detailed as to restrict administrative adjustments by the passage of rules and regulations.
- The civil registration law should:
  - (1) Define the system's objectives;
  - (2) Make civil registration compulsory;
  - (3) Provide sanctions for non-compliance by registry staff or official authorities;
  - (4) Designate system functions;
  - (5) Specify the administrative agencies that need to participate;
  - (6) Establish a method for funding the system.
- Civil registration in a country or area can be administered in a centralized or decentralized manner.
- A centralized registration system:
  - (1) Facilitates the adoption of a standard legal framework across civil registration divisions;
  - (2) Facilitates interpretation of norms and regulations;
  - (3) Permits the adoption of country-wide forms and procedures;
  - (4) Promotes the maintenance of direct control over the system;
  - (5) Enhances research based on vital records kept under uniform archival techniques;
  - (6) Facilitates training and technical assistance to local levels;
  - (7) Makes possible a central back-up for local-level records.
- A centralized registration system may have a single agency for civil registration and vital statistics, or it may have separate administrative agencies for each of the functions.
- Countries with a federated political system, a large territory or a large population may select a decentralized administration for civil registration and vital statistics.
- The decentralized administration has civil registration administered at the major civil division level (e.g., state, province, department).
- There are two major models for the decentralized system. One has the subnational authority administering both civil registration and vital statistics. The second has a sub-national multiple-level administration for civil registration, with vital statistics also compiled at the state or province level.

## Discussion points and suggested exercises

- I. Have students read paragraphs 319 through 325 of the Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework. Then discuss:
  - a. The need for an interdisciplinary team to bring about a civil registration law;
  - b. Where in the process of developing the law should funding become an issue;
  - c. The most important provision of the national civil registration law and the three most essential elements in bringing the law into existence.
- II. If students are all from the same country, have them discuss the national civil registration law for the country, the type of organization for civil registration (centralized or decentralized) and the interface with vital statistics. If students represent several countries, comparisons may be discussed.
- III. Review the concepts of centralized and decentralized civil registration to make sure that the differences in them and their connections to vital statistics are clearly fixed in students' minds.

## Review questions

Students should be able to respond to the following questions:

1. Who has the responsibility for establishing a civil registration system? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 324)
2. What is the first step in establishing a national civil registration system? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 317)
3. Differentiate among the purposes of a country's constitution, enacted laws and regulations. (*Ibid.*, paras. 311-315)
4. Explain the difference between the two general types of administration for the civil registration system. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 29-31 and 57-61)
5. What are the ways in which a centralized national administration for vital registration can interface with vital statistics? (*Ibid.*, paras. 34-36 and 48-50)
6.
  - a. What are the ways in which a decentralized national administration for vital registration can interface with vital statistics? (*Ibid.*, paras. 62-68 and 76-81)
  - b. In such countries as the United States and Canada, how do states or provinces interface with the national authority that compiles vital statistics? (*Ibid.*, paras. 60 and 61)
7. What are seven advantages of a centralized administration for the civil registration system? (*Handbook of Vital Statistics Systems and Methods, Legal, Organizational and Technical Aspects*, vol. I, para. 150)

8. In what situations might a decentralized administration for the civil registration system be selected? (Ibid., para.152)
9. Give two examples of countries with decentralized systems that do not have population registers and two examples countries with decentralized systems that do have population registers. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, annex II)
11. Discuss the operation of the decentralized administration of the civil registration system and the population identification number in Thailand. (Ibid.)



## MODULE 4. MODEL CIVIL REGISTRATION LAW

57. The *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, chapter VI, paragraph 403, provides a model law on civil registration. The purpose of this module is to examine the salient features of this model civil registration law.

### Content summary

58. In the previous modules, it was determined that the civil registration system needs its own legal framework to guarantee its permanence, continuity, universal coverage and compulsoriness. Individual economic conditions and existing administrative structures within a country affect the legal framework that works most efficiently. In particular, the organizational set-up can vary within different countries. The basic procedures and functions of the civil registration system, however are, very similar, irrespective of the organizational structure. The careful examination of a draft civil registration law to ensure that civil registration is accurate and timely can be very instructive.

59. The law should assign the legal, statistical and collaborative functions to the civil registration system. The *legal function* involves the traditional roles of a civil registration system. The civil registration agency collects the data that affect the civil status of individuals. Permanence, continuity and compulsoriness as qualities of the system afford the registered documents their value as proof that the events took place. This legal function includes the requirements governing requests for and issuance of copies of these records, their continuous preservation and protection against climatic hazards and theft, and assurance at all times of the confidentiality of the data therein recorded.

60. A country's planning effort through the *statistical use* of vital registration is assisted by gathering data for input to vital statistics as part of the registration process. The one-time collection of data at the time of registration assists the individual who needs proof to exercise certain rights, and also gives the country planning data for health, housing, services and other infrastructure decisions.

61. The third function is one of *collaboration*. This is a reciprocal collaboration between the civil registration system and other agencies who need the civil registration data to serve the people in their own areas. The civil registration system provides accurate and timely data on a continuous and permanent basis. The collaborating agency assists in achieving and maintaining these qualities for the civil registration system.

62. There are certain items that a civil registration law must include. General provisions should make the objectives of the civil registration system, its necessary qualities and the compulsory nature of registration a part of the legal framework. The law should outline an organizational structure for the system that is compatible with existing administrative structures within the country. The structure should be one that

will work efficiently to establish civil registration. The legal framework needs to address the principle that events occurring to all nationals, even if abroad, should be registered (principle of nationality). The law should also require the registration of all vital events occurring within the country's territory, even if they involve non-nationals (principle of territoriality).

63. The registration law and accompanying rules need to cover the mechanics of registration in general and offer specific procedures for particular events (e.g., live births, deaths, marriages and divorces). Procedures must be included to cover the correction and amendment of vital records. The law also is to address who is entitled to copies of vital records and the methods of issuing copies of the records. The law should give authority to the Director General (or Registrar General) to convene inter-agency and intra-agency committees to provide technical guidance and to ensure close coordination of the sections and agencies involved in the civil registration and vital statistics systems.

64. Within the law, allowance should be made for an administrative system of vital statistics and for the completion of statistical reports. Finally, the law for the civil registration system needs to provide the Registrar General with the ability to apply sanctions for non-compliance on registry staff or official authorities if the need arises, to direct how the system will be funded and to outline how the law will take effect.

65. In a chapter entitled the "Register of births", the law may make provision for late registration "provided that the fact of birth and its circumstances are duly proved to the Registrar". It is in the regulations that the specific proofs required would be specified. The regulations should also contain specific requirements for legally authorized late and delayed registration of death and other events.

66. It was noted in module 3 that while civil registration law should include safeguards and clear guidance for civil registration it should not be so detailed as to restrict administrative adjustments. These adjustments are accomplished through rules and regulations that exercise authority specified within the law. Regulations are often developed in conjunction with and issued simultaneously with the civil registration law.

67. The law, for example, may address document confidentiality in a section entitled "General provisions", by stating that "The privacy and confidentiality of name-bearing data items included in the statistical reports shall be ensured". The regulations would then give details concerning how and what data could be released, and would outline specific requirements for such release and for proper use of the data.

68. The use of advanced technology varies widely from country to country. The draft law should contain the option for employment of the technology at the point when the country is in a position to choose and implement that option. Similarly, a country may not be ready to fully outline how the civil registration system is to interact with the vital statistics sys-

tem at the time that a civil registration law is enacted. The draft would still allow for the participation of the civil registration system in the vital statistics system at the time that the country feels ready to implement this desired objective.

### Source readings

Students should read the specified sections of the following publications:

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 113-252

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 105-117 and 196-199

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 334-403

*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, paras. 29-35

### Key points

The following are key points to remember:

- The model civil registration law need not include specifically but leaves open the option for the use of advanced technology.
- The law allows for the participation of the civil registration system in the administrative system for vital statistics.
- The model presented here presumes a centralized administrative structure for civil registration and a separate administration for vital statistics. However, the same functions and procedures that the model law includes can be formulated for a decentralized structure.
- Civil registration is assigned three main functions: legal (registering the events that are the source of civil status), statistical (gathering the data on these events to compile vital statistics) and collaboration (collaborating with other public entities to serve the people).
- The draft law includes:
  - (1) General provisions—objective, qualities, compulsoriness;
  - (2) Organizational structure;
  - (3) Principles of nationality and territoriality to ensure total coverage of vital events;
  - (4) The mechanics of registration;
  - (5) Specific procedures for registry of birth, marriage, divorce, death, foetal death etc.;
  - (6) Responsibility for the safekeeping, storage, retrieval and preservation of records;
  - (7) Coordination authority for the Registrar General;
  - (8) Correction and amendment procedures for vital records;

- (9) Techniques for issuance of certified copies;
- (10) Allowance for an administrative system for vital statistics;
- (11) Procedures for completion of statistical reports;
- (12) Sanctions for non-compliance by registry staff or official authorities;
- (13) How to fund the system;
- (14) How the law is to take effect.

### Discussion points and suggested exercises

- I. Have students read the *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 338-347. Discuss what organizational assumptions are made in the model law to be studied. Which of the structures outlined in the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 29-33 and 57-61, is being used here?
- II. Hold a discussion on how a child is named. In some cultures, the naming of a child can consume enough time to pose problems to the accuracy of civil registration and vital statistics by delaying the report of the event to the local registrar. Consider articles 66 through 81 of the model law and paras. 366 to 370 of the *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework* during the discussion. What is the method used to name a child in the country or countries represented in the classroom?
- III. Review articles 172 through 178 of the model law on how to fund the civil registration system. Discuss how this compares to known funding systems. Is there sufficient flexibility for adjustment through regulation? What are some regulations that these articles might generate?

### Review questions

Students should be able to respond to the following questions:

1. What legal areas should be included in the civil registration law? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 197)
2. Which articles of the model legislation cover enforcement procedures? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, articles 160 through 171)
3. What amendments and corrections does the law authorize the local registrar to make? (*Ibid.*, articles 122 through 133)
4. In what way may late and delayed registration of vital events be reduced? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 188)

5. The civil registration law for a country should specify the time allowed for registration. What are some of the factors to be considered in this determination? (Ibid., paras. 180-184)
6. How does the civil registration law handle fetal deaths? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 374 and 403, draft law, articles 118-119)
7. What other records of vital events might be required for documentation at the time of marriage? (Ibid., article 84)
8. What entries does the draft law require on the divorce record? (Ibid., article 104)
9. Name the two articles of the draft law that give the power of proof of civil status to the registration record, and record certifications (certificates). (Ibid., articles 5 and 8)
10. What function does article 15 of the draft law assign to civil registration?

## MODULE 5. INTEGRATION AND COORDINATION IN THE CIVIL REGISTRATION SYSTEM

69. In previous modules, it was noted, that the civil registration system includes civil registration and all its institutional and technical associations. The process of the compilation, analysis, evaluation, presentation and dissemination of these data in statistical form completes the definition of the vital statistics system. This module looks at the coordination necessary among the parts of the civil registration system and the vital statistics system. It also examines the integration of the vital statistics system with other agencies related to registration and vital statistics. Detailed coverage of the organizational integration and coordination within the vital statistics system can be found in module 15.

### Content summary

70. The need for coordination within the civil registration system exists irrespective of the organization of the system. Whether civil registration is centralized or decentralized and whether civil registration and vital statistics are in the same or different agencies, the need for the coordination of the system remains. This coordination needs to offer guidance to do an efficient job, provide all necessary supplies and training, and monitor and evaluate performance on an ongoing basis. The civil registration function includes not only the collection and recording of the vital event data but also the preservation and certification of the record when so requested by eligible parties. These registration and certification activities interact not only with each other but also with the endeavors surrounding the production of statistics from the recorded data. Means for coordinating these three activities must be in place.

71. Whatever the organizational structure, it is the nature of a civil registration system that the same local personnel are often used for the collection of data to be used both in civil registration and in vital statistics. In cases where civil registration is computerized, it is often efficient to use a combined form to collect civil registration and statistical data. Coordination between the two entities can lead to more efficiency in their operation. In those more frequent cases where different collection forms are used or personnel from different agencies gather portions of the data, the need for coordination becomes even stronger.

72. In general, a number of efficiencies accrue when a single collection form is used for data collection. Within the sections of a single agency, or across two agencies if registration and vital statistics are separate, coordination is needed to design forms and define their use. When some data is collected for statistical use only and some for legal and statistical use, then coordinated decisions are necessary concerning the contents of certified copies. The civil registration process is involved with burial permits, recognitions, legitimations, adoptions, amendments and delayed registrations. How do these affect the issuance of copies and the production of statistics? The statistics unit or agency may need to know about

changes to vital records within current year data and may not have the same interest in changes to records more than one year old. Coordination of these changing and differing interests must take place regularly. Further, proper understanding and use of the burial permit is crucial in air or train accidents, where registration at the place of occurrence takes place for many decedents whose residence is in another locality. Use of the burial permit for permission to transport the remains is key to obtaining the registration information at the place of occurrence. Coordination between states or provinces is important in such situations.

73. Coordination must also take place between the civil registration system and external agencies. Vital statistics is interested in using census figures for denominators in producing vital statistics rates. Coordination of definitions of vital events is crucial between the agencies. Census seeks counts of births and deaths in its efforts to produce inter-censal population estimates. If the country has a population register, coordination between it and the civil registration system is essential. Similarly, there is a need for coordination of definitions and standards between the civil registration system and other agencies responsible for social and economic statistics, such as public health, immigration and demographic agencies. In addition to the coordination of definitions, the coordination of classifications, coding systems and tabulations ensures correspondence between the numerators and denominators of the vital rates.

74. Coordination with the population census, the population register, the ministry of public health etc. is coordination with the main users of vital statistics and vital records. It is equally important to coordinate with the producers of the data for the civil registration system B local registrars, notifiers, ecclesiastical reporters, and health, judicial and statistical authorities.

75. There are a number of key methods for maintaining proper coordination within the civil registration system. A first priority is to establish an intra-agency committee to coordinate data items, definitions, collection, monitoring, access eligibility criteria, legal and administrative functions. The structure of this committee varies according to whether the system is centralized or decentralized. It should, however, include staff from registration and vital statistics programmes. Some of the items this committee faces are periodic in nature, but enough of the items are of an ongoing nature to require that this be a standing committee.

76. Also necessary, on a permanent basis, is a national inter-agency committee. This committee should be established in law and include representatives from the agencies dealing with population, health, statistics, civil registration, justice etc. In decentralized systems, similarly structured committees at the state or province level are important. If such committees are not specified by legislation, they can be created through memoranda of understanding among the concerned institutions and agencies (see also module 15, which discusses co-

ordination and integration in the vital statistics system).

77. Nationwide uniformity of the civil registration system law is an aid to coordination. Where there is a centralized system, a national civil registration law assures uniformity. Where a decentralized system exists, one needs to offer a model law to the various federated states in order to maximize uniformity. The section of the law that covers the funding of the civil registration and vital statistics systems can address the coordination of funding through the assessment of fees on user agencies. Workshops, conferences and newsletters offer ways to accomplish the exchange of information about system operations. These can be effective at the national, state and local levels.

78. The use of field consultants as liaison agents works in both centralized and decentralized administrative structures. Field consultants can be effective not only within but also between system components. Vital statistics personnel, for example, may effectively consult with local civil registration offices and thus transfer information between the major system components.

79. The integration with other relevant organizations engendered at the national level by the national inter-agency committee should also be carried on at the operational level. It is wise to establish a committee to coordinate technical matters among the relevant organizations at the operational level.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Handbook of Vital Statistics Systems and Methods, vol. I, Legal, Organizational and Technical Aspects*, paras. 269-275

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 422-432, 461-493 and 553-565, and chap. V

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 67-73 and 343-349

### Key points

The following are key points to remember:

- Whether civil registration is centralized or decentralized, coordination activities must be built into the civil registration system.
- Whether vital statistics and civil registration are in the same agency or in separate agencies, coordination is very important and necessary.
- Vital statistics will often use the same personnel and possibly the same forms as civil registration to collect data.
- The dual civil registration functions of registration and certification must coordinate with the vital statistics function.
- Areas for coordination include:
  - (1) Concepts and definitions;
  - (2) Design and use of collection forms;
  - (3) Training, education and publicity campaigns;

- (4) Copy issuance;
- (5) Burial permits, recognitions, legitimations, adoptions, amendments and delayed registrations;
- (6) Coding, data-entry and verification methods;
- (7) Classifications and tabulations;
- (8) Changes to current year records.

- The civil registration system should maintain communication with the census, sample demographic surveys, population registers, immigration and public health, and in general with the agencies responsible for social and economic statistics.
- Coordination is necessary with the producers of vital records data B local registrars, ecclesiastical reporters, notifiers, judicial and statistical authorities.
- Key methods of coordination include:
  - (1) National inter-agency coordinating committee;
  - (2) Intra-agency standing coordinating committee;
  - (3) Uniform legislation;
  - (4) Workshops, conferences and newsletters;
  - (5) Field consultants;
  - (6) Liaison with related agencies.

### Discussion points and suggested exercises

- I. Role play a national inter-agency committee. Students play roles representing staff from agencies dealing with population, health, statistics, civil registration, justice, etc. Role play what coordination items should be on the agenda of such a committee.
- II. Module 4 noted that the three main functions that the law should assign to the civil registration system are the legal function, statistical function, and the collaboration function. Discuss how a uniform law aids coordination in the civil registration system for each of these functions.
- III. Elicit suggestions for conference and workshop topics from students. Flip chart their suggestions for topics at the national, state and local levels for the civil registration system.

### Review questions

Students should be able to respond to the following questions:

1. List five specific activity areas where coordination in the civil registration system is crucial. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 422-432)
2. What are some of the official endorsements for establishing a national committee on vital and health statistics? (*Handbook of Vital Statistics Systems and Methods, vol. I, Legal, Organizational and Technical Aspects*, para. 270)
3. List four components that provide coordination of civil registration field operations and briefly discuss how they can be used. (*Handbook on Civil Registra-*

- tion and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 553-565)
4. An important area for coordination is among the agencies most directly concerned with the production and use of vital statistics. Name some of these agencies and describe their possible roles in the system. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 71 and 72)
  5. Describe how to employ the key methods of coordination. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 270-275; *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 469-478)
  6. Give some examples of needed communication among the registration, certification and statistics activities in the civil registration system. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 479-484)
  7. List several examples of definitions and standards that need to be jointly determined by civil registration and vital statistics. (*Ibid.*, paras. 609-619).
  8. What are some examples of intra-agency committees that are useful for the coordination of civil registration and vital statistics activities? (*Ibid.*, paras. 635-643)
  9. What are some examples of inter-agency committees that are useful for integration of the civil registration system with other related agencies? (*Ibid.*, paras. 644-650)
  10. Name some of the other authorities with whom coordination on coverage, definitions, classification schemes, and tabulation programs should be maintained. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 71)

## MODULE 6. DESIGNATION OF RESPONSIBILITIES FOR THE LOCAL REGISTRAR

80. This module looks at the designation and duties of the local registrar. It also considers ways for the central office to improve the efficiency of the local registrar. To better understand the points raised in this module, it may be useful to consult the charts in annex I that depict the different administrative settings for civil registration.

### Content summary

81. No matter which organizational structure is selected for the civil registration system at the national level, the registration of vital events takes place at the local level. The registration of vital events takes place at the local office of a primary registration unit, or a subsidiary registration unit or perhaps at a mobile registration unit. These types of units are discussed in detail in module 7. The operation of these units is under the authority of a local civil registrar. It is, therefore, important to consider how the local registrar is appointed, what his or her duties are, and how the efficiency of the office of the local registrar can be improved and maintained.

82. Weaknesses at the local office level lead to many problems in the civil registration system. It is a basic fact that the more promptly vital record data is collected the more accurate it will be. Thus, omissions of data at the local level or the making of illegible entries at the local level can lead to the loss of vital facts, and should be avoided. Completeness in recording all events and extreme care in gathering accurate responses from appropriate informants before they leave the office are key elements in strengthening the civil registration system at the local level.

83. The prestige and authority of the local civil registrar are also key elements in strengthening the system at the local level. The civil registration law should establish the local registrar as the legal authority of the Government, with the duty to register the occurrence of vital events. The duties of the local registrar should be clearly designated as a part of the civil registration law. Where there is a national or state registrar established by law, the legislation can specify that the duties of the local registrar be designated through the national or state registrar. The civil registration law can authorize the appointment of the local registrars by the national or state registrar.

84. It is important that local registrars be appointed with care and prudence. The most suitable personnel capable of performing the duties assigned must be selected as local registrars. Remuneration for the position should be appropriate to the duties and prestige of the office. The designation of duties should be such that the position is a full-time position so as to eliminate the possibility of other job responsibilities interfering with the duties of local registrar. Due to the legal value of vital registration records, it is essential that the local registrar be carefully selected, strongly supported and respected.

85. One of the primary duties of the local registrar is to record specified information regarding each legally registrable

vital event within the jurisdiction of that local registration unit. The local registrar has the duty to ensure compliance with the civil registration law. The accuracy and completeness of registered events are the responsibility of the local registrar. He or she should make sure that there are checks in place to guarantee accuracy and completeness.

86. Also among the duties of the local registrar is the custody and the preservation of the records of vital events. This responsibility must be accomplished in such a way that the local registrar can efficiently respond to requests made by legally eligible parties for copies or certificates. The local registrar has the duty to make sure that the public is kept aware of the compulsory nature of civil registration and of the specific requirements placed on the public by the system.

87. The local registrar also has duties with respect to vital statistics. In addition to the information collected for legal purposes, there will be information about each vital event for specifically statistical purposes. Informing the public about the value of the vital statistics produced from the data gathered on each event is an important duty of the local registrar. It is also important that the local registrar make certain that all statistical reports are completed and forwarded to the designated statistical agency in a timely manner, and that the confidentiality of the data is duly protected.

88. In summary, the following are the main duties of the local registrar and should be clearly stated in the civil registration law:<sup>5</sup>

- (a) Recording specific information regarding vital events according to established methods and procedures;
- (b) Ensuring compliance with registration law;
- (c) Ensuring the accuracy and completeness of each record;
- (d) Adopting such measures as are required to inform the public of the necessity, procedures and requirements of registration, and the value of vital statistics;
- (e) Taking custody of records;
- (f) Completing a statistical report for each registered vital event and transmitting these reports on a regular time schedule to the compiling agency for data processing and dissemination;
- (g) Issuing certificates or copies of the vital records upon request;
- (h) Providing customer services.

89. Not specifically mentioned but implied among these duties by items e) and g) is the important duty of the registrar to make sure that there are back-up copies of the vital records entered in the file. How this is done will vary according to each country's procedures. The method for back-up is affected by the manner in which the original record is registered (e.g., book register, loose-leaf or card records, electronic records). Specific methods for making back-ups under these

<sup>5</sup> See *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 162.

various choices are considered in module 9. It is important to realize that assurance of record back-up is a major responsibility for the registrar.

90. The national or state office needs to support the efforts of the local registrar and local offices. This support should be designed to improve the efficiency of the operations at the local level. In addition to the monitoring and review mechanisms provided through field consultants, as discussed in module 5, there are other methods that national or state level office can employ to improve and maintain efficiency of local registrars. Handbooks, newsletters and a training programme are among these methods.

91. A handbook for local registrars can help to maintain consistency for operations between the local and central office, as well as among the different local offices. The registrar's handbook should be viewed as a dynamic document that will require periodic updates and revisions. For this reason, it is recommended that it be in a loose-leaf format to allow for additions and replacements of handbook pages. The handbook should detail how to carry out registration work on a step-by-step basis.

92. In addition to the registrar's handbook, it may be useful to provide mini-handbooks for more specific topics. A handbook for coroners, one for physicians and one for hospital personnel can detail how to complete the vital record forms, where to file them and the time limits specified by law.

93. Newsletters serve as a means of quickly updating local registrars and local office personnel about new laws, regulations and policies. It can get the information out quickly while new pages for the loose-leaf handbook are in preparation. Announcing changes in personnel throughout the system, publishing timeliness ratings on local reporting to the central registration office and the central statistical offices and devoting a section to answering frequently asked questions are examples of ways that a newsletter can be used to improve efficiency.

94. The central office must also respond to the fact that changes occur in personnel at the local registrar's level. A good training programme needs to be established to meet this need. Regional training can be conducted periodically to upgrade and refresh skills. This should be supplemented by the availability of one-on-one training for new local registrars and, if possible, for newly appointed data providers, such as midwives, coroners, physicians and notifiers.

95. The central office may also encourage the development of a national association of local registrars. Such a group can provide a forum for the exchange of views on administering registration laws and on strategies for the improvement of registration practices.

96. Finally, in order to maintain efficiency throughout the system the central office needs to monitor activities and enforce civil registration law penalties with reference to local registrars. Penalties should be in the law and should be enforced against any local registrar who violates the civil registration law, arbitrarily refuses to register a vital event or loses, damages or illegally alters any registered records.

## Source readings

It is suggested that students read the specified sections of the following publications:

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organization and Technical Aspects*, paras. 161-168

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 553-565

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 350-363

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 360, 361 and 403 (draft law, articles 28-36)

## Key points

The following are key points to remember:

- Whatever the national structure, civil registration takes place at the local level.
- Weakness at the local level causes omissions, illegible entries, incompleteness and carelessness.
- The local civil registrar is authorized by law to register the occurrence of vital events and is the legal authority of the government for civil registration.
- Care must be taken in appointing the most suitable personnel at each local registration office.
- Responsibilities of local registrars should be clearly designated in the civil registration law.
- The main duties of the local registrar include the following:
  - (1) Record specific information regarding registrable events;
  - (2) Ensure that there is compliance with the civil registration law;
  - (3) Make checks to guarantee the accuracy and completeness of registered events;
  - (4) Be responsible for the preservation and custody of the records and prepare back-ups of the vital records;
  - (5) Inform the public of the compulsory nature and requirements of civil registration;
  - (6) Advise the public about the value of vital statistics;
  - (7) Complete statistical reports and forward them to the statistical agency in a timely manner, and respond to any queries concerning them;
  - (8) Issue certified copies of the vital records in the registrar's custody, upon request by legally eligible parties;
  - (9) Provide customer services.
- The position of local registrar must be one of prestige, responsibility and standing in the community. It should be compensated in a way that attracts competent personnel.
- It is the duty of the national registration agency to



provide guidance and instruction to the local registrars on a continuing basis, and to monitor and evaluate their work.

- The national registration office has responsibility to maintain efficiency in local civil registration through surveillance, education, incentive programmes for local registrars and application of penalties for non-compliance.

#### **Discussion points and suggested exercises**

- I. Divide the students into several groups. Have each group prepare a job description for a local civil registrar. The description should include job duties, educational requirements and remuneration.
- II. Review on a flip chart suggestions from students concerning topics that should be included in a local registrar's handbook.
- III. Have students explain which mini-handbooks might work well in the areas the students represent.

#### **Review questions**

Students should be able to respond to the following questions:

1. What are the local registrar's responsibilities relative to civil registration needs? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 354)
2. What are the local registrar's responsibilities relative to vital statistics? (Ibid., para. 358)
3. Why should the position of local civil registrar be full-time? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 164)
4. Describe three major methods for improving the efficiency of local registrars. (Ibid., paras. 166-168)
5. Article 31 of the model law gives the local registrar broad powers to check events to be registered. Why is this important? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 361)
6. What type of responsibility is placed on the local registrar by article 36 of the model law? (Ibid., para. 361)
7. Discuss the important features to be included in a local registrar's handbook. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 554-558)
8. How do mini-handbooks differ from the local registrar's handbook? (Ibid., para. 559)
9. Describe the elements of a good training programme for local registration personnel. (Ibid., paras. 564 and 565)
10. What are the advantages of a professional association of civil registrars? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 168; *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 361)

## MODULE 7. LOCAL REGISTRATION UNITS (AREAS), AND DESIGNATION OF INFORMANTS

97. This module gives suggestions on how to determine the number of local registration units needed in a country. It looks at primary registration units, subsidiary registration units and mobile registration units. The module also considers how to designate legally responsible informants for each vital event.

### Content summary

#### A. Local registration areas

98. Consideration should be given to two types of local registration units (or areas). These are the primary registration area and the secondary registration area. The primary registration area is the jurisdictional territory for one local registrar. A secondary registration area may be set up within a primary registration area in order to improve registration, coverage and timeliness. The secondary registration area might be placed within a hospital or medical facility to make the registration process easier on facility personnel. Or the secondary registration area might be necessary to solve a public accessibility problem due to population clustering or topography. A secondary registration area might also improve efficiency by serving an ethnic sub-group within a population using a second language. It is important in all cases to clearly define the boundaries of the registration area so that there is no confusion concerning where to register a particular event.

99. Sometimes accessibility problems due to distance, terrain or lack of availability of convenient transport cannot be resolved by the use of a secondary registration area. Such difficulties can prevent informants from registering the vital event in a timely manner or even at all. In such situations, the efficiency of the civil registration process may be improved through the use of an itinerant approach. By means of mobile registration unit (using a motorized vehicle, a horse, a ship etc.), the local registrar can make regular rounds of households in the primary registration area in order to supplement the registrations made by informants that have greater ease of access. The location of secondary and mobile units should facilitate public access to the registration unit.

100. Multiple factors determine the number of primary and secondary registration areas for a country. The population size in an area must be considered. The population within the area should not be so great that the registrar is not able to give enough attention to the area to produce accurate and timely civil registration. Neither should the population size be so small that the position of local registrar is less than full time.

101. The registration area also requires qualified and salaried staff that receive periodical training to properly perform the registration work. The size of the area must be amenable to providing the personnel capable of doing complete and timely civil registration. In addition to the human resources needed, the area must also offer the required material resources. Office supplies, record forms, communication de-

vices etc. need to be conveniently available.

Accessibility is another factor in determining the number and size of registration areas. Informants who must make long or difficult journeys to register an event may not do so. If the registration office is open only limited hours of the day or only a few days each week, registrations may be lost.

102. The level of literacy of the population affects the amount of information one can gather and the time needed to do so. An area of poor literacy level will need either a larger staff or a smaller area size. Simplicity of procedures can also affect staff or area size. If registration processing is largely computerized, a larger population may be served. Efficient manual registration methods can handle more informants per registration staff member than poorly organized methods.

103. The quality and adequacy of the basic documents used in the system should also be considered. Whether to use ledgers or individual reports, single collection documents (a form that collects the data for both registration and statistical purposes) or two forms (one for registration and another for statistics) that must be matched, are decisions that demonstrate how basic documents will be a determining factor on registration area size. The quality of registration of births, deaths and foetal deaths may be affected when large percentages of these events take place at home. This can particularly affect the accurate recording of cause of death.

104. There are, then, a number of factors to consider concerning the number of local offices to establish:<sup>6</sup>

Determination of the number of local offices, both primary and secondary, that a country may need should take into account the following factors: (a) population size in the area; (b) staff resources available to perform the registration work and the availability of staff training; (c) material resources available to each office; (d) accessibility, including factors such as distance and topography, transportation facilities and climate; (e) literacy level of the population; (f) degree of simplicity of procedures; and (g) quality and adequacy of basic documents.

105. The *Handbook of Vital Statistics Systems and Methods*, volume II, *Review of National Practices*, lists countries with as few as 1,000 people per registration area and others with over 200,000 per area. The average size of areas in some countries was less than 10 square kilometres (km<sup>2</sup>) and in others well over 10,000 km<sup>2</sup>. Variations occur from country to country, and one must use the factors listed to determine the most efficient number and size of registration areas for each country.

#### B. Legally responsible informants

106. Accurate information for the legal use of vital records and specific statistical characteristics concerning events and the persons concerned are supplied by the informant to

<sup>6</sup> See *Principles and Recommendations for a Vital Statistics System*, Revision 2, para. 367

the local registrar. It is important that the civil registration law state clearly and unequivocally the preferred informant for each vital event. As required by law, the informant is the one who presents an oral or written declaration of a vital event, its characteristics and the characteristics of persons involved to the local registrar. The appropriate informants and suggested alternates for every type of vital event, in priority order of preference, are:<sup>7</sup>

Live birth and foetal death:

- (1) The head of the institution (or designee) if the birth occurred in an institution; or
- (2) The mother
- (3) The father
- (4) The attendant at the delivery
- (5) The nearest relative of the mother
- (6) Any other adult person having knowledge of the facts.

Infant death:

- (1) The head of the institution (or designee) if the death occurred in an institution; or
- (2) The mother
- (3) The father
- (4) The nearest relative of the mother
- (5) Any other adult person having knowledge of the facts.

Death of an adult person:

- (1) The head of the institution (or designee) if the death occurred in institution; or
- (2) The nearest relative (e.g., the surviving spouse/partner, a brother, a sister, the father/mother of the decedent)
- (3) Any other adult person, having knowledge of the facts.

Marriage:

- (1) The bride and the bridegroom.

Divorce:

- (1) Either one of the parties
- (2) The petitioner of divorce.

107. The model law offers more alternatives for informants on certain events, which are primarily provided as an example. Actual choices are dependent on specific country or area characteristics. For example, in places where it is common for births or deaths to occur in a hospital or medical institution, the civil registration law might place the responsibility for reporting on the administrator of the establishment. For birth, death and foetal death, there is a distinction between the declaration by the informant and the certification of medical fact or cause of death by the attending physician or coroner.

108. Perhaps cost considerations will cause a country to choose to have large registration areas. In such cases, it needs to have a strong notifier system. The appointed notifiers serve as a link between the informants and the local registrar. They do not have authority to legally register an event, but they facilitate communication between the informant and the local registrar.

## Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 350-377

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 155-160 and 169-173

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, model law, articles 67, 68, 83, 84, 101, 102, 107 and 108

*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education, and Communication*, paras. 694-707

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 69, annex VIII.

## Key points

The following are key points to remember:

- A primary registration area is the jurisdictional territory of each local registrar.
- The population and geographical area of a primary registration area should be manageable by one local registrar.
- The primary registration area should be easily accessible to the public it serves.
- Additional registration offices (e.g., in hospitals or other health facilities) are known as secondary registration areas.
- Problems of distance, terrain or transport may require a mobile or itinerant registration unit to supplement the primary registration area.
- When determining how many local offices are needed, a country should consider:
  - (1) Population size;
  - (2) Staff available to do the work;
  - (3) Material resources available per office;
  - (4) Accessibility (distance, topography, climate, transportation);
  - (5) Literacy level of the area population;
  - (6) Simplicity of required procedures;
  - (7) Document quality and accuracy.
- The informant is required by law to report a vital event to the local registrar. The informant reports the characteristics of the event and of the persons connected with the event.
- The civil registration law should designate the informant(s) for each type of vital event.
- For birth, death and foetal death, the informant functions as a declarant. Medical certification falls upon the attending physician or coroner.
- Selected informant and suggested alternatives by type of vital event are:

<sup>7</sup> Ibid., para. 377.

- (1) Live birth:
  - (a) The head of the institution if the birth occurred in an institution.
  - (b) The mother.
  - (c) The father.
  - (d) The attendant at the delivery.
  - (e) The mother's nearest relative.
- (2) Foetal death:  
Same as for live birth.
- (3) Infant death:
  - (a) The head of the institution if the death occurred in an institution.
  - (b) The mother.
  - (c) The father.
  - (d) The mother's nearest relative.
  - (e) Any other informed adult.
- (4) Adult death:
  - (a) The head of the institution if the death occurred in an institution.
  - (b) The nearest relative (e.g., surviving spouse/partner, sibling, parent).
  - (c) Any other informed adult.
- (5) Marriage:  
The bride or bridegroom.
- (6) Divorce:
  - (a) Either of the parties.
  - (b) The petitioner of divorce.

#### Discussion points and suggested exercises

- I. From the *Handbook of Vital Statistics Systems and Methods*, volume II, *Review of National of Practices* consider tables A.3., A.4. and A.5. For countries represented by students and instructor, describe the reality of the system represented by the data presented in those tables.
- II. Have students read "Case study: the computerization of the civil registration system in Scotland", in *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, annex VIII. Then discuss what effects computerization might have on the number and size of primary and secondary registration areas and on the designation of informants.

#### Review questions

Students should be able to respond to the following questions:

1. How does the model law address the determination and staffing of primary and secondary registration areas? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, model law, articles 25-30)
2. Who are the informants that are required to give declaration of a birth according to the model law? (*Ibid.*, para. 403, draft law, article 67)
3. Outline several instances in which a mobile registration unit might prove to be helpful to a country. (*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, paras. 694-697)
4. What are some of the features of a mobile registration unit that the system in the Islamic Republic of Iran illustrates? (*Ibid.*, paras. 702-704)
5. What becomes a secondary registration area in the New York state electronic birth reporting system? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 69)
6. Should the boundaries of primary registration areas coincide with other minor civil divisions of the country? Explain. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 157)
7. Explain the inter-relationship of the number and the size of primary registration areas. (*Ibid.*, para. 159)
8. Use the terms primary and secondary registration areas to describe how a birth is reported under a centralized registration system and how it is registered under a decentralized registration system. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 294-300)
9. Name some target groups which should be educated about their responsibilities as informants under civil registration law. (*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, para. 250)
10. What is a good strategy to make the general public aware of the civil registration law and its requirements? (*Ibid.*, paras. 343-346)

## MODULE 8. CIVIL REGISTRATION PROCESS, PART 1: PLACE, TIME, COST, LATE REGISTRATION

109. This module examines the first parts of the registration process. It considers the place of registration for each type of event and how it should be defined in law and regulation. The module also considers the importance and effect of the time factor in the registration of vital events. How fees should be assessed is considered relative to the effect they have on the completeness of registration. Finally, the module examines the methods of late and delayed registration and how to reduce the number of such registrations.

### Content summary

#### A. Place of registration

110. A vital event can be registered by place of occurrence or by place of usual residence. If collected by place of occurrence, one must include questions concerning place of usual residence on the report. Similarly, if collected by place of usual residence, information can be collected about place of occurrence. In this way, statistics can be prepared both by place of usual residence and by place of occurrence. Place of occurrence may be statistically interesting to a researcher analysing the distribution of medical care and health facilities, while residence statistics would interest a researcher compiling demographic data.

111. The civil registration law should clearly specify for each type event whether the registration should be by usual residence or by place of occurrence. Residence is a geographical location or address where the person usually resides. This may present problems since some persons have more than one residence (business people, students living away from their parental home, members of the armed forces). There are also those who have no usual place of residence (vagrants living as transients) and those seeking residence (refugees). The law or regulations should specify how to treat these cases. Where the national census encounters similar difficulties in classification, it is wise to use consistent definitions since the census data will often be used as the denominator in compiling statistical rates.

112. Registration by place of occurrence generally presents fewer problems and is more easily accomplished by the informant and the local registrar. Difficulties that the regulations should cover include determination of place of occurrence for events happening in moving vehicles or in national or international airspace; registration of place of birth for foundlings and registration of events of nationals temporarily living abroad.

113. When place of occurrence is used for registration of the event, it is important to also collect information on place of usual residence for certain individuals. It is also essential that the population be informed about the provisions of the law on place of registration. This can be included as part of the regular education, information and communication programme of civil registration. Place of residence of informants

should be obtained as follows:<sup>8</sup>

For statistical as well as legal purposes, it is recommended that, in the registration of the place of residence for each specified vital event, the place of residence of the following persons be obtained:

<i>Vital event</i>	<i>Place of residence of</i>
Live birth	The mother
Foetal death	The mother
Infant death	The mother or the infant
Death	The decedent

#### B. Time of registration

114. The civil registration law should specify the time period within which the informant must report a vital event to the registrar. This time period should be linked to the compulsion of reporting, and the law should specify penalties for non-compliance. The time period specified should be as short as reasonable. This helps prevent the informant from forgetting details or from neglecting to report the event at all.

115. Deaths and foetal deaths should be registered as soon as possible and before final disposition of the body. Prompt disposition of the body is important from a public health perspective. The requirement that a burial permit be obtained before final disposition is a good aid in getting the death registered in a timely manner.

116. The time period allowed varies by type of event and may be affected by other circumstances within a country. Communication facilities, availability of transportation, climate, geography and local customs can all influence the allotted time. Many countries allow a time schedule, such as:

<i>Event</i>	<i>Report within</i>
Live birth	One month
Death or foetal death	Three days
Marriage	Same day
Divorce	Seven days from the date the court grants the divorce

117. The use of different time periods for the same event in different parts of the country can lead to confusion and is not recommended. Differences in conditions between rural and urban areas may tempt one to set different time periods for those areas. It is recommended instead that one consider all the factors operating within the country and set a single reasonable time period for each event. This prevents confusion as to which time period applies in a particular area.

118. In those places where a single document is employed to collect both registration and statistical data, some problems can arise in obtaining all the data within the specified time limit. This is particularly the case in reporting deaths

<sup>8</sup> *Ibid.*, para. 382.

if the cause of death is collected as part of the single document. Toxicology tests may be needed, an autopsy may cause a delay or a particular coroner or physician may not be available within the specified time period. In such cases, it is preferable to retain the requirement that the report of death be made within the specified time limit and the cause listed as “pending” or “pending test results”. This ensures that the report is not forgotten, and that memory lapse does not threaten details, and provides a reminder for the registrar or statistical agency to follow-up later for the detailed cause of death.

### C. Cost

119. One of the goals of the civil registration system is to attain completeness, i.e., every vital event that has occurred within the boundaries of the country has a record in the registration file. For this reason, it is recommended that the civil registration law make the reporting of vital events compulsory. It is also recommended that no fee be assessed when a birth, marriage, divorce, foetal death or death is reported within the time limit prescribed by law. This is to encourage the complete and timely reporting of vital events. The assessment of fees should be connected to the issuance of certified copies of the records and other registration acts, specifically provided in law, that benefit only the individual. Fees may also be charged for the labour-intensive recording of late or delayed registration and changes or additions to the records for such things as name changes, legitimations, adoptions and establishments of filiation. In general, there should be no fee charged for minor corrections of clerical errors discovered at the time of registration, nor for copies issued to other public agencies to help them fulfill their statutory duties.

120. Which services are to be offered free of charge is an important consideration.<sup>9</sup>

Civil registration being a public service that serves both general and individual interests, most countries tend to have a mixed system as far as funding is concerned: as a general principle, the service is free for the principal entries—births, marriages and deaths—and for complementary notations to these; by way of exception, individuals pay for disclosure, that is, for the issuance of any kind of certificates, as well as for those registration acts specifically provided for in the law that benefit only the individual. Charging fees for registration acts should be viewed as an exception to the general principle of free service, which ought to gradually extend to all registration activities in view of the public and compulsory nature of the institution, which requires individuals to go to the civil registration office and subsequently to obtain the pertinent certificates vouching for their civil status. Accordingly, when the service is first introduced, and in view of budget difficulties in funding its operation, it may be necessary to impose certain charges, the amounts of which will need to be spelled out in detail in the regulations; however, as the system evolves, registration should become entirely cost-free to users. This will help to elicit citizen cooperation

and enhance the integrity of the register. In any case, it is felt that regulation of funding should be simplified by establishing general guidelines based on the concepts upheld by the United Nations, without becoming embroiled in lengthy case-by-case lists which, in any event, can be spelled out in greater detail in the regulations.

### D. Late and delayed registration

121. A late registration is a registration of a vital event after the legally specified period but within the grace period. The grace period is usually considered to be one year following the vital event.

122. A delayed registration is the registration of a vital event after the grace period has expired.

123. Even the most established civil registration systems find a need for setting procedures for late or delayed registrations. There should be provision in the civil registration law to accomplish such registrations. Regulations may provide for different levels of documentary proof for late or delayed registration, based on the length of time elapsed past the statutory time period allowed. Fees may also be assessed for late registration and may be tied to the degree of lateness. In general, a late registration that exceeds one year past the date of the event will be lost to vital statistics data.

124. One should examine the causes of late and delayed registrations and make efforts to lower the number of such registrations. Some possible causes include registration requirements that are too intricate; a lack of awareness or interest in registration on the part of the general public; or apathy, indifference or ignorance of benefits from registration on the part of the individual citizen.

125. Decreasing the number of late and delayed registrations means increasing the timely reporting of vital events. It has been determined that increasing the severity of sanctions, particularly penal ones, is not effective. It is more effective to improve the efficiency of the civil registration system and design an educational programme to raise community awareness and interest in the timely registration of vital events. Of great value in this public education effort is the *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*.

### E. Proof required for registering vital events

126. The proof required for the civil registrar to record a vital event depends on the type of event. It may require legal documents, medical certificates, witnesses or a combination of these. In general, documentary evidence is more reliable than a witness and is required in most cases.

127. In the case of physical events, such as birth and death, the registrar normally receives, either directly or through a designee, a declaration from a legally designated informant. This declaration will normally be accompanied by a medical certificate from the professional in attendance at the event. The medical certificate may not always be available, e.g., if a birth occurs without medical attendance. In such cases, the registrar, as a trained official, will need the authority to determine whether a witness is necessary or if the birth

<sup>9</sup> See *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 44.

can be registered on the basis of the report by the informant.

128. In some cases, marriage may be performed by the registrar in an official capacity and the need for separate documentation may disappear. If the marriage is performed by some other person, e.g., in a religious ceremony, then documentation from the officiant will be needed to register the marriage. For divorces, annulments, judicial separations, adoptions, recognitions and voluntary legitimations, the relevant court rulings are necessary for registration or for annotation of the original record.

129. Knowledge of the official forms used to document these events is an important part of the local registrar's training.<sup>10</sup>

Documentary evidence presented to the civil registrar is generally prepared by different agencies for various purposes. Therefore, in the process of registration, the local civil registrar has to be familiar with all types of documents and their design and purpose so as not to be deceived. In some cases, for certain types of vital events, the legal document, the medical certificate and the statistical report are combined in a single form. Thus, the same form may be used as proof of the occurrence of a vital event, as a registration record and as a statistical report form. In other cases, the legal document and medical certificate may contain useful information but may not fully satisfy the need for registration and vital statistics purposes. In such cases, it is advisable for the civil registration administration to approach the relevant agencies that issue the forms in question in order to improve their design to meet multiple needs. At the same time, the registration and statistical information should not become a burden to those who are responsible for preparing the document.<sup>11</sup>

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 378-395

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 174-237

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 44, 111-135 and 403

*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education, and Communication*, para. 464

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 292-318 and 333-336

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 76-84

<sup>10</sup> See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 390.

<sup>11</sup> *Principles and Recommendations for a Vital Statistics System, Revision 2*, United Nations, New York, 1999, paragraph 390.

### Key points

The following are key points to remember:

- Registration can be by place of usual residence or place of occurrence.
- Data should be collected to allow statistics to be prepared by place of usual residence and by place of occurrence.
- For each type of event, the civil registration law should specify whether registration is to be by place of usual residence or place of occurrence.
- Most residents have a single residence but some have multiple residences, some have no residence and some are seeking a residence.
- Place of occurrence must be defined for events in moving vehicles, national airspace and international airspace.
- The civil registration law should specify time period limits for reporting each type of vital event.
- Death and foetal deaths need to be registered as soon as possible.
- To avoid confusion a country should establish a single time period for each type of event applicable throughout the entire country.
- Fees should not be charged for registering an event reported within the specified time limit.
- Fees can be assessed for certified copy issuance, late or delayed registrations and acts of registration that benefit only the individual.
- The civil registration law should provide for the late or delayed registration of events.
- Efforts need to be made to decrease the number of late or delayed registrations.
- The local registrar must have a thorough knowledge of official forms used as documentary evidence for registration acts.

### Discussion points and suggested exercises

- I. Have students read paragraphs 76-84 in the *Handbook on Civil Registration and Vital Statistics Systems: Computerization*. Discuss whether these electronic systems will work best when registration is by place of usual residence or when registration is by place of occurrence.
- II. Students should review paragraph 464 in *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, which presents a sample information brochure on birth registration. Discuss the attributes of the brochure and which parts might be particularly helpful in the countries represented by the students.
- III. Have students consult articles 68, 69, 92, 101, 102, 108 and 109 in the draft law contained in the *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403. Discuss the documentary proof that these articles re-

quire and compare them with what is required in the students' home countries.

### Review questions

Students should be able to respond to the following questions:

1. List three criteria for determining where the registration of a vital event should take place. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 381)
2. What are two major factors on which the registration and transmission of a record from where the event occurs depend? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 292)
3. Briefly outline the procedure for registering a vital event at the registrar's office. (*Handbook of Vital Statistics Systems and Methods*, vol. I, legal, Organizational and Technical Aspects, para. 175)
4. Give two reasons why registration should take place as soon as possible for death and fetal death. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 384)
5. Why is it not wise to allow different time periods for registering the same type of event in different parts of the country? (*Handbook of Vital Statistics Systems and Methods*, vol. I, Legal, Organizational and Technical Aspects, para. 184)
6. List five recommendations regarding fee assessment for civil registration. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 386)
7. When can a late or delayed registration become an omission? (*Handbook of Vital Statistics Systems and Methods*, vol. I, Legal, Organizational and Technical Aspects, para. 185)
8. Outline three chronological categories that could be used in grading the severity of a late registration of birth. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 333-336)
9. What two major groups have responsibility for reduction of late or delayed registration? (*Handbook of Vital Statistics Systems and Methods*, vol. I, Legal, Organizational and Technical Aspects, para. 188)
10. Why are increased sanctions not recommended as an effective way to reduce late or delayed registration? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 395)



## MODULE 9. CIVIL REGISTRATION PROCESS, PART 2: PREPARATION AND STORAGE OF THE VITAL REGISTRATION RECORD

130. The vital registration record is the prime focus of this module. Included in the presentation are various methods to prepare the document and alternative systems for preserving the registration record. While studying this module, students may wish to cross-reference the samples of registration records from various countries contained in annex I. The module concludes with a consideration of storage and preservation of related registration documents.

### Content summary

#### A. *Preparing records of vital events*

131. There is no international recommendation on the type of registration document to use. The type of political and administrative subdivisions in a country, the degree of development of the registration system, the educational and technical skills of potential employees and the financial resources available all have an effect on the choice of registration document to use. Thus, the choice must be made by each country. The choice, however, is a critical one. Countries should carefully consider the advantages and disadvantages of the several methods available. This module will look at the book register, loose-leaf or card registers and electronic registers as possible choices.

#### B. *The book register*

132. The book register contains a number of pre-printed blank registration forms bound in a hard-cover book. Vital events are entered in the register in the order in which they are reported, not in the order in which they occur. This requires that the exact date of registration is remembered in order to request a certified copy at some later time. Since the register is already bound, entry must be made by hand, usually one entry per page. It is recommended that one use indelible ink to preserve the entries and printed characters to ensure legibility. To maintain a back-up, it is necessary to enter a duplicate of each vital event record immediately into a second book register. This increases the chance for errors during transcription. The use of a book register for recording the vital event implies the use of a separate document for the statistical report. The bound nature of the book register makes it difficult to photocopy the record for certificate issuance. An advantage of this method of record preparation is that all records are bound together and the possibility of losing or misplacing an individual record is avoided.

#### C. *Loose-leaf or card registers*

133. Loose-leaf or card registers are methods which offer similar advantages. Loose-leaf registration records would be stored in two-or-three ring binders, while cards would be filed in a cabinet. Legibility of the registration record is improved since the individual records can be prepared by the use

of a typewriter or other electronic device. Back-up copies can be made through the use of carbon or treated paper, or a photocopy machine. Sorting of the documents is possible, so that numerical, alphabetical, chronological or geographic arrangements of the file can be made. The possible loss of or misfiling of an individual document is a disadvantage that one must carefully guard against, and since the forms are pre-printed the possibility of fraud increases. The fact that each event is recorded on a separate sheet of paper or individual card makes it easier to photocopy the records when issuing certified copies of the document. If properly designed, a copy of the loose-leaf registration record can be the statistical report, thus avoiding transcription and the likelihood of introducing errors.

#### D. *Electronic registration records*

134. Electronic registration records have come about since the use of the computer allows the preparation of the registration record in electronic form. This preserves the advantage of legibility, saves paper and adds a further advantage by making it easier to make corrections and amendments to the electronic record. The potential to easily increase the size of an electronic record makes it possible to add the statistical report to the vital record. The sorting ability gains speed and space-saving advantages from the use of the computer. Once the file is in electronic form, it can be rapidly sorted by any variable. The sorts do not take up additional space, as with the loose-leaf or card files. Transmission of the electronic record can take place on-line provided that appropriate security and encryption procedures are used. Retrieval of the electronic record occurs with great speed and computer issuance of the certified copy becomes possible. An electronic back-up to the file can be made with hardly any effort at all. But there are possible disadvantages that a country should consider when contemplating the electronic registration record. The cost of equipment, software and data entry can be high, especially in the initial stages. A second item to consider is the availability of programmers and technicians within the country to maintain the system. Management must also include security checks to avoid fraudulent changes to the records during transmission or by staff after the record is on file. Use of the electronic record also imposes on management the responsibility to provide appropriate upgrades for software and hardware. Electronic files should be recopied on a regular schedule to avoid deterioration.

135. Some countries have used combinations of the above-mentioned options. Loose-leaf registration records can be sorted alphabetically within the date of occurrence and then bound into hard-cover books. This overcomes the danger of loss of individual records but sacrifices the flexibility of different sorts once the binding is done. The binding also complicates the process of photocopying an individual record. If one chooses this combination it becomes almost a necessity

to produce an index to help locate records quickly.

136. Preparation of an electronic index of the records can make it easier to locate records in a book register. This advantage must be weighed against the possible cost and personnel availability problems listed above for the electronic record.

#### E. *Storing and preserving records of vital events*

137. A policy that every civil registration system must recognize is that registration records are official documents with legal value and require permanent safekeeping. In addition, the records must be stored in a way that permits the registrar to retrieve them in order to make certified copies, inquire, notations amendments etc. One must consider the space and storage requirements of the registration documents, the safety of the documents, flexibility in handling the documents, the need for central storage and back-up of the records, and the costs involved for storage and preservation. The technology selected must also conform to the legislation within the country. If a country's law requires a signature on the document, it may be necessary to seek a legislative change if one chooses a technology that employs electronic signatures.

#### F. *Space and storage requirements*

138. Space and storage requirements are influenced by the number of registration records filed each year and by the method selected for registering the event. Storage of electronic files requires significantly less space than the other methods. The number of events filed each year influences the type of electronic media used to store the records, but relatively small containers are easily available for whatever the electronic media selected.

139. One of the advantages of the loose-leaf document is flexibility in sorting. This flexibility requires that only one record be made per individual form. The registration information is entered on one side of the form. The reverse side may be used for instructions on how to complete the form or may be left blank. The loose-leaf type document is commonly about 8.5 inches (A) by 11". This allows for filing in two-ring or three-ring binders. Completed binders are stored on book shelves for easy retrieval.

140. When cards are used for recording the registration information, they are usually about half the size of the loose-leaf document. The storage medium for the cards is usually card file furniture, which generally takes more space than the open shelves used for binders.

141. Book registers may also be stored on open shelves. The registers usually have wider margins than cards in order to allow room for binding the registers. They may also contain additional pages at the start and close of the register for index information and calendar year notations.

142. When considering the amount of space needed for storage, do not overlook the fact that storage space is also needed for duplicate or back-up copies of the records should not be overlooked. If different sorts of loose-leaf records are maintained then space must be allocated for these. Space may be needed for indexes to the records when book registers are

employed. Finally, if copies are to be kept at both the local and the national levels, space allocation must be made appropriately.

143. When balancing back-up requirements, space needs, safety and preservation, one may wish to consider microfilm technology.<sup>12</sup>

Microfilming civil registration records and registers offers several efficiencies. Often, the preservation of paper-based records becomes a problem because climatic conditions tend to cause deterioration of the records over time. Microfilming the records can help preserve the original registration information until a computerized system can be fully implemented. The microfilming of the records can also ease storage space problems when the number of records is very large. It is also quite easy to make several copies of a roll of microfilm, which allows one to store the microfilm in several widely separated locations. This offers protection against complete destruction of the records by a catastrophe, such as fire or flood.

Having a microfilm copy of the records will be helpful as a country goes through the phases of computerization of civil registration and vital statistics. During the phased implementation of computerization, it is usually necessary to maintain a back-up system to the computerized system. Many states in the United States of America have used a combination of microfilmed records and an automated index of those microfilmed records, as an efficient back-up system during the phased move to a computerized civil registration system.

#### G. *Optical disk technology*

144. Of the more technologically advanced systems, computer-based approaches seem to be the most feasible beyond an advanced microfilm system. The significant reduction of storage space and the speed with which back-up copies of registration records can be created and stored in other remote places for security are definite advantages to be considered.<sup>13</sup>

A newer technology that offers problem solution similar to microfilm is optical disk technology. This system digitizes the copy of the record so it can be stored electronically, thus responding to climatic and storage problems. The digitized record is also retrievable, and with appropriately worded statutes one can issue official copies from the digitized version. This technology even allows enhancement of the images of stored records. The enhancement capability is helpful for older, faded records. An emerging technology with similar benefits is known as "computer output to laser disk (COLD)".

As with microfilming of records and registers, optical disk technology offers a good interim measure for the storage and preservation of records while a computerized system is being developed. It can also serve as an efficient

<sup>12</sup> See *Handbook on Civil Registration and Vital Statistics systems: Computerization*, paras. 48 and 49.

<sup>13</sup> *Ibid.*, paras. 50 and 51.

back-up system during the later phases of the computerization development. As with microfilming, the optical disk system will need an automated index to make locating the records a productive process. It is important to note, however, that microfilm, optical and laser disk technology offer back-up system capability. At this point in time, these systems are not designed to allow use of the data for statistical purposes in the way that the computerized system is.

#### H. *Safety and preservation*

145. The safety and preservation of registration documents are important responsibilities of the civil registration system. Whatever the medium used for the registration document, the files are subject to loss through deterioration, fire, flood or other disaster. Records must also be protected from alteration through fraud by the management's use of control and surveillance systems, e.g., intaglio printing and close monitoring of printed forms through a serial numbering system to trace registration records, including void records.

146. Proper control of humidity and light is a factor in prolonging the life of paper-based records. Protection should be in place against over-handling or abuse of paper documents, and care taken to avoid spilled liquids in the vicinity of the records. It is also important to have in place policies for the restoration of deteriorated registration records.

147. It is recommended that information stored electronically on disks or tapes be recopied onto fresh disks or tapes periodically to avoid degeneration of the stored data. Care should be taken to keep the magnetic fields of other electronic devices away from electronically stored data.

148. The above precautions refer to the record file used daily to produce certified copies. Another safety precaution is to maintain a back-up file that is stored at a location remote from the daily use file. This is a precaution against destruction of the original file by fire, flood, earthquake or other disaster. Back-up files can be duplicate paper or card files, microfilm copies or electronic copies in analog or digital form. Space requirements become a factor in the choice made. Another factor is that the back-up file must be maintained to reflect additions, deletions, changes, corrections and amendments made to the original file.

149. A duplicate computerized back-up file can be space efficient and can answer the problem of duplicating additions, deletions, changes, corrections and amendments that are made to the original file. Establishing a duplicate computerized file may require substantial resource investment initially, but a country should weigh these costs against long-term advantages for the system.

#### I. *Cost*

150. Cost of creating and maintaining the registration record is made up of many factors. If space is expensive, then paper-based systems and back-up are costly. If computer hardware, software, programmers and technicians are in short supply, then electronic registration may be too costly as an option. Each country should consider the cost

factors operative within its situation as it seeks to make a choice. As costs of electronic media decline, the larger initial investment in computerization may prove more cost efficient in the long-term plan.

151. Any consideration of cost should include the following issues:<sup>14</sup>

In principle, the card register is more costly than the book register or the loose-leaf form because a special type of paper is needed. Besides, safekeeping of the cards requires costly furniture. On the other hand, the book registers may require periodic bookbinding because of the deterioration caused by daily use. Books also require additional papers for the opening and closing of the books and for indexing. Furthermore, because the book is usually closed at the end of each calendar year, many pages may be left unused. Cards may be easily arranged according to some method of filing. Book registers and loose-leaf records kept in binders require additional indexes, and considerable extra work and cost must be invested in such indexing. In the long run, the cost of the card system may actually be lower than that of the book or loose-leaf binder systems. However, the possibility of misplacement of cards often creates difficult problems not shared by the book or the loose-leaf binders. Electronic filing requires, in addition to the relatively inexpensive storage cases, computer and computer peripheral equipment, such as a printer and perhaps a scanner. Unless the volume of vital events is quite high, shared use with other applications can be utilized to bring the registration costs down, but a dedicated computer system is to be preferred, if possible; the cost of computers and related equipment is rapidly falling and when all costs are taken into consideration, an electronic filing system may turn out to be the most cost-effective alternative.

#### J. *Flexibility*

152. Flexibility in handling the registration document in terms of entry, indexing, retrieval and copy production is easiest with an electronic system. Duplicate data entry can be avoided, corrections are simplified, retrieval is rapid and the computer can issue copies. The loose-leaf or card system offers flexibility in sorting records and in photocopying. The book register offers no flexibility in sorting records, and the bound book makes photocopying more difficult.

#### K. *Central storage*

153. The central storage of a country's registration documents, with appropriate back-up files and archiving systems, is an efficient way to respond to the policy that the vital registration documents need permanent safekeeping. The central registration system is able to locate a record even if the searcher fails to remember the local area in which the event took place. Records can be stored both centrally and locally, but care must be taken that additions, deletions, changes, cor-

<sup>14</sup> See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 415.

rections and amendments are made to both the central and local files to keep them the same.

#### L. *Storage and preservation of related registration documents*

154. The file of registration documents that the civil registration system maintains is a dynamic file that changes over time. These changes are supported by court orders and rulings, adoption papers and documentary proofs submitted to correct errors or omissions etc. The same policy and methods described for permanent safekeeping of the registration record also apply to these ancillary registration documents.

#### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 401-418

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 194-215

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 136-160

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 537-552

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 36-84

*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, paras. 54-59

#### Key points

The following are key points aspects to remember:

- Three choices for vital registration records are the book register, the loose-leaf or card register and the electronic register.
- In the book register, all records are entered into a pre-printed bound book at the time they are reported.
- Loose-leaf or card registers offer improved legibility, flexibility in sorting and more ease in photocopying.
- Electronic registration offers speed and space-saving advantages, but the initial cost and availability of technical personnel should be considered.
- Registration records are official documents with legal value that require permanent safekeeping.
- Electronic records require the least storage space. Card registers require special furniture that usually uses more space than the open shelving that can be used for loose-leaf binders and book registers.
- Safety and preservation of registration documents are prime responsibilities of the civil registration system.

- Storing back-up files at a site remote from the daily-use file guards against loss as a result of major disaster.
- The cost of creating and maintaining vital registration documents will vary according to conditions within a country.
- Central storage of registration documents is an efficient response to the policy of permanent safekeeping of the records.
- The policy of permanent safekeeping also applies to ancillary registration documents such as court orders, adoption papers and documentary proofs.

#### Discussion points and suggested exercises

- I. Have students read paragraphs 16 through 30 of annex VIII in the *Handbook on Civil Registration and Vital Statistics Systems: Computerization*. Discuss the electronic system in Scotland that those paragraphs describe. Would such a system work in the home countries of the students?
- II. Paragraph 62 of the *Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records* lists four general principles that apply to back-up copies. Have students discuss the rationale for each principle.
- III. Read paragraphs 546-552 in the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*. Discuss the back-up systems recommended with respect to (a) the elapsed time since the event was recorded, (b) the need to provide certified copies to the public, (c) different combinations of media types for original and back-up systems.

#### Review questions

Students should be able to respond to the following questions:

1. What is the essential legal function of civil registration and when is it of declarative value and when is it of constitutive value? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 137)
2. List the advantages and disadvantages for each of the following ways to prepare records of vital events:
  - (a) Book register;
  - (b) Loose-leaf or card register;
  - (c) Electronic register.(See, paras. 180-185 above)
3. List some of the protective procedures that should be employed for electronic registers. (*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 59)
4. What should be done with supplemental reports used

- to collect information for statistical purposes only? (Ibid., paras. 56 and 57)
5. Why is there a need for central storage and preservation of vital records? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 417)
  6. Describe some methods for monitoring and preserving paper-based registration records. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 538-541)
  7. What storage care requirements are advised for the computer files of vital registration documents? (Ibid., paras. 544 and 545)
  8. What part can microfilm and optical disk technology play in developing a computerized civil registration system? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 48-51)
  9. A safety and preservation system for vital registration documents that is generally approved by archivists involves the use of microfilm. How does this system work? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 543)
  10. What special advice is given for countries that employ a single document for vital registration and statistical report data? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 198)

## MODULE 10. CIVIL REGISTRATION PROCESS, PART 3: POLICIES ON RELEASE OF INDIVIDUAL INFORMATION, RECORD CONTENT, NUMBERING

155. The vital registration record contains some information that is personal and even sensitive in nature. It should be considered that the law makes it compulsory to provide the data, and that the usefulness of the system depends on the completeness and accuracy of the data. Informants providing personal and sensitive data should be assured that the data will be treated in a confidential manner. The law and regulations should specifically state policies for the release and use of the data.

156. This module will consider those policies, as well as the content of the principal vital registration records. It will also discuss methods for numbering individual records.

### Content summary

#### A. *Policies governing release of individual information*

157. There are three major reasons to protect the confidentiality of the vital registration record:

- (a) Protecting the privacy of the individual;
- (b) Improving the accuracy and completeness of the data;
- (c) Enhancing research based on the records.

Assurances of record confidentiality should be specifically stated in the civil registration law and its accompanying regulations. Data collected on the civil registration record to be used for statistical purposes only are protected by laws covering statistical items. Data collected for civil registration purposes need specific statements within the civil registration law to guard against disclosure to unqualified users or applicants. However, the controls enacted should not be so strict as to hinder legitimate research and scientific use of the data. The law should restrict release of individual vital record information. Language that could be used to do this is as follows:<sup>15</sup>

The Registrar General, local registrars, and other custodians of vital records authorized by him may, upon receipt of an application, issue a certified copy of a vital record, or a part thereof, to the registrant, his or her spouse, children, parents, or guardian, or their respective authorized representative. Others may be authorized to obtain copies when they demonstrate that the record is needed for the determination or protection of his or her personal property.

158. Sharing of the files with other agencies acting in their official capacities can be accomplished through the use of an agreement that outlines procedures to be followed and specifically lists all restrictions on use of the data. The agreement should be signed by both the Registrar General and the

head of the using agency. The law might provide as follows:<sup>16</sup>

The Government agency responsible for national vital statistics may be furnished such copies of records, reports, electronic files or data in any form from the system of civil registration as it may require to fulfil its responsibilities in producing national vital statistics. The staff of the vital statistics agency are subject to all of the applicable provisions of [this Act] and the regulations pertaining to confidentiality and disclosure of information from vital records or vital statistics forms.

Other national or local government agencies may, upon request, be furnished copies of records or data from the system of civil registration provided that such copies or data be used solely in the conduct of their official duties and that any disclosures of information that might identify any person (or institution) be specifically authorized by [this Act] or by written agreement with the Registrar General.

159. In countries that have a population registry, official records of vital events are needed to keep the registry current. In such cases, the law establishing the population registry should contain specific provisions concerning the use of the registration records and the relationship between the population registry and the civil registration system.

160. Researchers in public health, demography and related fields will wish to use the data. Regulations can clearly state criteria for the use of civil registration files by legitimate researchers. The individual researcher can then apply to the Registrar General for approval to use the registration records. The Registrar General reviews the proposal to determine whether or not it complies with the criteria. The following suggests the type criteria one could specify:<sup>17</sup>

All requests for disclosure of information contained in vital records for purposes of research which identifies any person or institution shall be submitted to the Registrar General:

- (i) Each request must contain:
  - (a) The objectives of the research;
  - (b) A peer review and approval of the study protocol for any study requiring contact with study subjects;
  - (c) A description of the storage and security measures to be taken to assure confidentiality of identifying information;
  - (d) Provision for the return or destruction of the information at the completion of the research;
  - (e) The expected time-frame of the study;
  - (f) An acknowledgement and agreement that use of information provided by the Registrar Gen-

<sup>15</sup> See *Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 30 (e) (ii).

<sup>16</sup> *Ibid.*, para. 30 (e).

<sup>17</sup> *Ibid.*, para. 37 (d).

eral may be used only for the purpose for which it was obtained;

- (g) An acknowledgement and agreement that release of any identifying information by the researcher to any other person or entity may be made only with prior written approval of the Registrar General;
- (ii) All requests shall be reviewed to determine compliance with the following:
  - (a) The request contains all of the required elements;
  - (b) The request adequately justifies the need for the requested information;
  - (c) The requested information can be provided within the time-frame set forth in the request;
  - (d) The Registrar General has the necessary resources with which to comply with the request;
- (iii) The Registrar General shall enter into a written agreement for each approved research request. Each such agreement shall specify exactly what information will be disclosed, and shall prohibit release by the researcher of any information which may identify any person or institution. In addition, each agreement may provide that in the event of breach of the contract the principal investigator(s) shall be barred from participating in any future research agreement and shall pay to the [responsible government agency] the sum of [\*\*\*] per violation of the agreement;
- (iv) For requests for disclosure of vital statistics information for research purposes which do not require individual identifying data but which may result in the identification of any person or institution, a signed agreement must be obtained from the requester which contains the following assurances:
  - (a) The recipient will not use nor permit others to use the information for any purpose other than for statistical reporting and analysis;
  - (b) The recipient will not release nor permit others to release the information or any portion of the information to any person who is not a member of the requesting organization without permission of the [Registrar];
  - (c) The recipient will not attempt to link nor permit others to attempt to link the data with individually identifiable records from any other data file, unless authorized by the Registrar General;
  - (d) The recipient will not use nor allow anyone else to use the information to learn the identity of any person or institution included in the information provided;
  - (e) If the identity of any person or institution is discovered inadvertently, the recipient will not make use of this knowledge, will inform no one else of the discovery, will safeguard the information which led to the identification and will notify the Registrar General of the occurrence.

#### B. *Content of the vital registration record*

161. The civil registration law should specify the content of the vital registration documents. It may specify the minimal amount needed to provide proof of the event or may include additional data. The law may require that additional data be collected for statistical purposes. Some of the data collected will serve both legal and statistical purposes. The draft civil registration law published by the United Nations suggests content for birth, death and marriage registration records. In employing these suggestions, the laws, regulations and customary practices of a country should be taken into account. For example, the laws covering the granting of nationality in a country may make the item requesting the nationality of the child a redundant or inappropriate question. The draft law suggests the following:<sup>18</sup>

Entries of birth shall state:

- (a) The time, date and place of birth;
- (b) The sex of the child;
- (c) The names and surnames of the child;
- (d) The names and surnames of the child's parents;
- (e) The place and date of birth of the parents;
- (f) The nationality of the parents;
- (g) The usual place of residence of the mother;
- (h) The nationality of the child;
- (i) The time, date and place of registration;
- (j) The identity, signature and seal of the registrar.

and the following.<sup>19</sup>

Entries of death shall state:

- (a) Full name of the decedent;
- (b) Names of his or her mother and father;
- (c) Sex;
- (d) Marital status;
- (e) Residence;
- (f) Nationality;
- (g) Identity document;
- (h) Time, date and place of death;
- (i) Date and place of birth;
- (j) Registration data relating to birth;
- (k) Place, date and time of the entry of death;
- (l) Identity, signature and seal of the registrar.

as well as the following.<sup>20</sup>

Entries of marriage shall state:

- (a) The time, date and place of the marriage;
- (b) The full name of each of the spouses, their date and place of birth, the names of their father and mother, marital status, nationality, identity document;
- (c) The usual place of residence of the spouses;

<sup>18</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, article 70.

<sup>19</sup>*Ibid.*, article 115.

<sup>20</sup>*Ibid.*, article 98.

- (d) References to the identity of the witnesses attending the celebration;
- (e) References to the identity of any other persons involved in the celebration in the capacity of proxy, interpreter or supplementing the capacity of either spouse. In the case of marriage by proxy, it shall be clearly stated who is the grantor and the date and party authorizing the proxy;
- (f) References to the identity of the children legitimated by the marriage and registry data relating to their entries of birth;
- (g) Whether the marriage celebrated was civil or religious;
- (h) Identity of the party authorizing the marriage;
- (i) The formula legally prescribed by domestic law for declaring the spouses joined in matrimony;
- (j) A complementary notation on the entry of marriage recording the articles of marriage;
- (k) The signatures of the contracting parties, the witnesses and all other persons who were involved in the celebration of the marriage;
- (l) The place and date of the entry of marriage;
- (m) The identity, signature and seal of the registrar celebrating or entering the marriage.

162. In its publication *Principles and Recommendations for a Vital Statistics System, Revision 2*, the United Nations recommends a list of topics that should be collected on birth, death and marriage registration documents. Items for the foetal death record can be inferred from topics on the birth and death records, and items on the divorce record from the topics on the marriage record. The listing, by topic, is as follows:<sup>21</sup>

#### LIVE BIRTH RECORD

- Characteristics of the registration record
  - Name of the local civil registration office and its geographic code
  - Number of the record
  - Date of registration
- Characteristics of the child
  - Name
  - Sex
  - Assigned personal identification number
- Characteristics of the event
  - Date and time of the occurrence
  - Place of occurrence
  - Type of birth (i.e., single or multiple issue)
  - Attendant at birth (i.e., the person who delivered the mother in delivering a live-born child)
- Characteristics of the mother
  - Name
  - Personal identification number

- Age or date of birth
- Place of usual residence
- Nationality/ethnic group or citizenship
- Place of birth
- Marital status
- Characteristics of the father
  - Name
  - Personal identification number
  - Age or date of birth
  - Place of usual residence
  - Nationality/ethnic group or citizenship
  - Place of birth
  - Marital status
- Characteristics of the informant
  - Name
  - Personal identification number (optional)
  - Place of usual residence
  - Relationship to the child
- Documentation presented by the informant
  - Medical certificate issued by a physician or midwife (or, alternatively, names and individual identification codes of witnesses to the event)
- Remarks and signatures
  - Signatures of informant and local registrar
  - Space for notations and official stamps

#### DEATH RECORD

- Characteristics of the registration record
  - Name of the local civil registration office and its geographic code
  - Number of the record
  - Date of registration
- Characteristics of the decedent
  - Name
  - Personal identification number
  - Sex
  - Age at death or date of birth
  - Place of usual residence
  - Nationality/ethnic group or citizenship
  - Place of birth
  - Marital status
- Characteristics of the event
  - Date and time of occurrence
  - Place of occurrence
  - Cause of death
- Characteristics of the informant
  - Name
  - Personal identification number (optional)
  - Place of usual residence
  - Relationship to the decedent
- Documentation presented by the informant
  - Type of certification and certifier of the cause of death
  - Names and individual identification codes of witnesses to the death

<sup>21</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 423.



Remarks and signatures

Signatures of informant and local registrar  
Space for notations and official stamps

#### MARRIAGE RECORD

Characteristics of the registration record

Name of the local civil registration office and its geographic code  
Number of the record  
Date of registration

Characteristics of the bride and groom (separately for each)

Name  
Personal identification number  
Previous marital status  
Number of previous marriages  
Age or date of birth  
Place of usual residence  
Nationality/ethnic group or citizenship  
Place of birth

Characteristics of the event

Date of occurrence  
Place of occurrence  
Type of marriage (e.g., civil, religious, customary, etc.)

Witnesses:

Names  
Place of residence

Remarks and signatures

Signatures of bride, groom, witnesses and local registrar  
Space for complementary notations and remarks and for official stamps

163. The recommendations of the model civil registration law contained in the *Handbook of Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework* and the topics contained in *Principles and Recommendations for a Vital Statistics System, Revision 2* are both for the vital registration record: the legal document. Additional recommendations and topics will be made for data collected for statistical purposes only. Those items will be examined in module 16 of the present *Handbook*.

164. The two sets of recommendations can also be compared to the items on the sample civil registration and vital statistics forms found in annex I of the present *Handbook*. The sample forms illustrate the format in which the data can be collected. For international comparability, definitions of topics are provided in annex IV.

#### C. Numbering vital records.

165. The typical system for numbering vital records is sequential within the calendar year for each type of event. The numbering begins with one and continues sequentially until each event of that type in that calendar year has received a unique number. Each primary and secondary registration unit

applies this numbering system. Civil registration management may use sequential numbers printed in a conspicuous place in a corner of the form. Since forms have a legal value, firm control is important if this is done. Even voided forms must be accounted for by local registrars and management.

166. Another number used in some countries is the unique personal identification number (PIN). This number is often assigned to each individual at the time of birth or at the time an individual enters the system (e.g., an immigrant settling in the country). The PIN is of particular value in countries that have a population registry and computerized civil registration system. The following is an example of how a typical PIN (in this case, in Sweden) is generated:<sup>22</sup>

Expanding the use of unique registration numbers to the entire public administration achieves outstanding benefits. The expansion makes possible communication among all relevant agencies exchanging civil information, and helps avoid duplicate registration and errors with respect to a person's identity.

In some countries, the registration number consists of 10 digits; 6 digits for the person's date of birth (i.e. two for day, two for month and two for year), a serial number of three digits, and a single check digit, which is computed automatically on the basis of the other digits by means of an algorithm. For example, Sweden computes a check digit using an algorithm.

The PIN in Sweden consists of three parts. The date of birth makes up the first six digits, followed by a hyphen and a birth number of three digits (when a person reaches age 100 the hyphen changes to a plus sign) and then the check digit. A "modulus 10" method is used to determine the check digit with magnitudes of 1 and 2. The figure is added to the birth number according to the following rules:

1. The digits in the year, month and day of birth and the birth number are multiplied alternately by 2 and 1.
2. Then add together the figures in the products. Note that a 12 is counted as 1+2.
3. The unit digit in the sum of the digits is deducted from the number 10.
4. The remaining digit is a verification or check digit.

When the remainder is 10, the check digit will be 0.

Consider the example of an individual born on 14 October 1937 with the birth number 663. The PIN is 371014-663# where the # sign represents the check digit. Thus:

$$\begin{array}{r} 3\ 7\ 1\ 0\ 1\ 4\ -\ 6\ 6\ 3\ \# \\ \underline{2\ 1\ 2\ 1\ 2\ 1\ -\ 2\ 1\ 2} \\ 6\ 7\ 2\ 0\ 2\ 4\ 1+2\ 6\ 6\ =\ 36 \\ 10\ -\ 6\ =\ 4 \\ 4\ \text{is the check digit} \end{array}$$

In many countries, the check digit is used to indicate the sex of the individual. For example, an even digit to indicate a female and an odd digit to indicate a male. This

<sup>22</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 129-134.

is, however, no longer recommended. First of all, experts warn against using identification numbers that hold too much personal information. Second, using the check digit as a sex code indicator invalidates too many serial numbers. If the computer generates an odd check digit for a female the serial number must be dismissed and the next number in line tried instead. This process must continue until a serial number is found that produces an even check digit.

### Source readings

It is suggested that the students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 419-427

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 218-221

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, model law articles 70, 98 and 115

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 311-316

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 52-59 and 121-136

*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, paras. 29-37

### Key points

The following are key points to remember:

- The civil registration law and associated regulations need to assure the confidentiality of individual vital registration information.
- Provision should be made so that confidentiality restrictions do not hinder legitimate research and scientific use of the data.
- Through use of written inter-agency agreements, vital registration files may be shared with other government agencies.
- The law and regulations should state criteria under which the Registrar General may release data to qualifying researchers.
- The vital registration document will contain data used for legal purposes and data used for both legal and statistical needs.
- If a single collection document is used, it may also contain items for statistical use only.
- The United Nations offers recommendations concerning what data to include on vital registration forms.
- Vital records are numbered sequentially within each calendar year by each type of event.
- Some countries may use a personal identification

number (PIN) assigned to each individual at the time of birth for inter-agency administrative use.

### Discussion points and suggested exercises

- I. Compare the list of entries taken from the draft law (see para. 161 above) and the list of topics taken from *Principles and Recommendations for a Vital Statistics System, Revision 2* (see para. 162 above) to the sample registration and statistical forms contained in annex I of the present *Handbook*.
- II. Discuss the generation of the PIN and its check digit in Sweden. What are some possible uses for a PIN? What are some possible obstacles to its use? Are there solutions that can be offered to these obstacles?
- III. Discuss influences that the computerization of vital registration might have on the process of numbering the records.

### Review questions

Students should be able to respond to the following questions:

1. Who is recommended as the legal custodian of vital records? (*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 30)
2. What are the minimum requirements for applications for copies of vital records? (*Ibid.*, para. 32)
3. From the list of topics for a marriage record, infer the list of topics for a divorce record. (Compare your result to the *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, article 104)
4. Use the list of topics for the live birth record and the death record to develop a list of topics for a foetal death record. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 423)
5. What differences apply in numbering loose-leaf records as compared with records stored in a book register? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 313 and 314)
6. How many digits should be used for a vital record number? (*Ibid.*, para. 315)
7. What are the benefits of confidentiality of individual vital record information to (a) the individual and (b) the civil registration and vital statistics systems? (*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, paras. 23 and 24)
8. The law cannot possibly anticipate all allowable uses of the records nor all possible prohibitions of access to the information. What can the law do in this situation? (*Ibid.*, para. 28)

9. List and explain two guiding principles for a vital record numbering system. (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 55 and 56)
10. Use the birth number 321 and construct a PIN for yourself using the method from Sweden. (Ibid., para. 131, quoted in para. 166 above)

## MODULE 11. CIVIL REGISTRATION PROCESS, PART 4: ADDITIONS, AMENDMENTS TO RECORDS, ISSUING CERTIFIED COPIES AND LINKAGES

167. Since the civil registration record reflects the civil status of the registered individual in a country, it should be precise and indisputable. To guard against unlawful alterations or changes to the record, detailed legal provisions have to be made on how, when and by whom a record can be modified. This module outlines the recommendations for modifying already registered vital records. It also looks at recommendations for issuing certified copies of records on file and for linking vital records both within the system and with records in other systems.

### Content summary

#### A. Complementary notations

168. Complementary notations are made as additions to registered vital records. The complementary notations need to be supported by some judicial resolution, and are not to alter any of the original entries on the registration record. The record layout should provide ample space for the additions to be made. When complementary notations are made to the original record, notification must be given to any other authority maintaining a back-up copy of the record so that a duplicate notation is made to that copy.

169. Examples of complementary notation to the marriage entry are given in the draft law:<sup>23</sup>

Any final rulings decreeing the annulment, separation or divorce of the spouses shall be recorded as complementary notations on the entry of marriage. Complementary notations shall also be used to record any legal instruments executed by the contracting parties before or after the celebration of the marriage that modify the financial regime applicable to the marriage. Third parties of good faith may be adversely affected only after the date of the notation in the register.

170. The birth record is a particularly dynamic record that may be the subject of a number of complementary notations. The draft law outlines complementary notations to the birth record:<sup>24</sup>

#### Article 78

Public documents recording legitimation, voluntary recognition, judicial determination of filiation, or adoption, as well as all those that record the impugnement, voiding or revocation of those acts and judicial changes in capacity, shall be registered as complementary notations on the relevant entry of birth. Complementary notations on the birth record shall also be used to register circumstances relating to the nationality of the registrant, any changes authorized in name and surname(s), date of regis-

tration, registry references to marriage, divorce, separation or annulment, and death.

#### Article 79

Voluntary recognition of filiation may be registered, in accordance with the provisions of the substantive laws, or by means of a declaration made by the father or the mother who is recognizing, at any time before the competent local registrar, who shall determine whether the legal requirements for validity and effectiveness of the recognition have been met.

#### Article 80

The complementary notation for an adoption shall result in the cancellation of the entry of birth of the adoptee and the making of a new entry of birth which shall state only the identity of the adoptive parents. Appropriate cross references shall be made on the cancelled page and the new page. Certificates of birth of the adoptee shall be made only from the new entry on which the names of the adoptive parents appear, and the references or notations shall be omitted.

#### Article 81

When there is any complementary notation relating to the filiation of the registrant, no other subsequent notation may be made contradicting the previous one unless and until a final court ruling ordering otherwise has been handed down.

171. The complementary notations that are to be made to the vital record vary by country. Some countries require complementary notations on the birth registration record for recognition, legitimation, adoption or change of name. In some cases, countries may choose to adopt this procedure for recognition, legitimation and name change in place of preparing separate records for those events. For adoption, not only is there an annotation on the original record but also the preparation of a new birth record with the names of the adoptive parents.

#### B. Amendments

172. Amendments (corrections) are changes to civil registration records that correct errors made at the time of registration. The civil registration law can place the authority to make amendments in courts with appropriate jurisdiction, in the civil registration administration itself or as a combination of these two approaches. Requiring that amendments be based solely on court action generally makes the process slow, complex and costly. Placing the authority in the civil registration administration itself gives the responsibility to an agency that is motivated to maintain authentic and accurate registration.

173. The authority to amend civil registration records must cover several situations. There is the authority to correct obvious clerical errors. The authority must also be present to

<sup>23</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, article 99.

<sup>24</sup>*Ibid.*, articles 78-81.

make amendments of errors based on documentary evidence that the entry is incorrect. The amendment authority also grants the registrar the right to cancel duplicate registrations and to nullify false registrations. The registrar also needs to have the authority to reconstitute records that are destroyed, disappear or are illegible.

### C. *Methods of correcting the vital record*

174. Methods of correcting the original vital record entry can follow several formats. One method is to insert missing or corrected information while leaving no indication that a correction has been made. For example, for a recognition one could insert the father's name in the blank provided, without notation that the information was added after the time of the original registration. This would preserve the confidentiality of the recognition made later than at the time of birth.

175. A second method is to strike through the original information with a single line and add the corrected information above in a legible manner (to the left or right side for languages that are vertically written). This might be used in the case of a court-ordered change of name. The original and the corrected name would be visible on copies of the record. This would connect the current identity to other records that use the original birth name because they were made prior to the court-ordered change.

176. A third method is to prepare a completely new record that contains the corrected data. The original record is voided but is cross-referenced to the new record. How this is done depends on whether the registration file is in book-register, loose leaf or electronic format. This method might be used in countries where adoptions are confidential. The new record reflects the adoptive facts without indication that any correction or addition has been made.

177. The correction of an electronic record can mimic the above-mentioned corrections of paper documents. The correction process should follow closely that suggested for paper documents. The corrected or additional data can be added to the original electronic record either filling a blank space or over-writing information to be corrected. This would mimic the first method described above.

178. One can also electronically track the addition or correction to the computer record. While the record on file shows the corrected information, the original information is stored with cross-reference to the record on file in case the correction needs to be tracked. This is similar to the third method described above as applied to paper records.

179. The computer can also be programmed to note that a particular data item was corrected and indicate this on computer generated copies. A surname change might be indicated by a note at the bottom of the certified copy reading, "Item three amended by court order dated 1 April 1999" This would mimic the second method described above.

180. Whether done on a paper-based system or on a computerized system, the second and third methods are preferred. This is because the first method does not supply an audit trail in the event that some question later arises concern-

ing the addition or correction.

181. It is important to remember that when a change or addition is made to a vital record, that same change or addition must be made to existing duplicate copies of the record that are in use. This can be a labour-intensive process, depending on the number of duplicate copies and the storage media on which they are maintained. Consideration of this issue should be included in system design.

### D. *The issuance of certified copies*

182. The issuance of certified copies of vital records is a key function of civil registration. The evidentiary nature of certified copies of vital records dictates that the civil registration law should specify how to issue the certified copies. They might be full copies or copies containing excerpted data from the original record. The certified copy may be a duplicate (hand-generated or photocopied) or a computer-generated transcript of the electronic record. Prevention against fraudulent documents can be accomplished by the use of special paper and document control numbers. Control of the issuance of certified copies can also be accomplished by questions on the application form concerning mother's maiden name or number of previous births to the mother, in accordance with a country's practices and data availability. The draft law incorporates these recommendations.<sup>25</sup>

#### Article 134

As public attestors and custodians responsible for the preservation, integrity, confidentiality and privacy of civil registration records, local registrars and those in the Central Archive may be authorized to certify the records in their archives, issuing certificates to persons legitimately entitled thereto pursuant to this Law, upon payment of the charge set by the Director-General.

#### Article 135

Certificates are official documents which prove the occurrence and circumstances of the event to which they relate.

#### Article 136

Certificates may be full or partial. A verbatim certificate shall contain the entire record to which it relates, including complementary notations. Partial certificates shall contain only the data items from the register entry to which the request relates, but shall expressly state that the portions omitted contain nothing that would expand, restrict or modify their content. Should this not be the case, the certificate must state so.

#### Article 137

Partial certificates shall contain the essential data items from the respective entries of birth, marriage, divorce or death as listed in article 60 of this Law. Partial certificates of marriages must contain the identity and capacity of the authority who celebrated them.

#### Article 138

<sup>25</sup>Ibid., articles 134-141.

Certificates shall be written on the official forms prepared by the Directorate, which shall be uniform throughout the national territory and shall embody safeguards and controls to guard against fraud and falsification. In all cases they shall state that their content is identical to the register entry being certified, which shall prevail in the event of any discrepancy between the two.

#### Article 139

Verbatim certificates may be issued in the form of full photocopies of the corresponding register entry. In this case use shall be made of official paper, duly numbered and stamped by the civil registry.

#### Article 140

Multilingual certificate forms may be prepared to facilitate documentation of civil status abroad. The registrar shall issue these certificates upon advance request.

#### Article 141

Certificates shall state:

- (a) The record being certified: birth, marriage, divorce, or death;
- (b) Registration area, local office, and chronological number of certificate;
- (c) Registry data from the entry being certified;
- (d) References to the registrant's identity;
- (e) The circumstances that, depending on the case, may not be omitted;
- (f) Whether the certificate is full or partial;
- (g) Place and date of issue of the certificate;
- (h) Identity, signature and seal of the certifying registrar, with a statement to the effect that the certificate conforms fully to the register entry to which it relates.

#### E. Vital record linkage within the registration system

183. Vital record linkage within the registration system is illustrated by the matching of infant death records to birth records. Originally, this matching was undertaken to deter those with criminal intent from assuming the identity of a deceased infant who had been born at approximately the same time as the culprit. It was soon discovered that matching infant death records to birth records also has statistical value. The facts surrounding the death can thus be matched with the maternal facts and prenatal information gathered by the birth record. This linkage can also uncover the failure to file a deceased infant's birth record and thus help evaluate the completeness of birth registration. Other linkages match marriage and divorce records or the death records of women of child-bearing age to birth or foetal death records as a means to study maternal death patterns.

184. Vital records are also linked to data in systems outside civil registration. Birth defect registry data is matched against birth records as a check on data completeness. Survivor records from a cancer registry may be matched against death records. Death records may be used to remove names from lists of voters, population registers, pension funds, per-

sonal identity files, jury selection files etc.

185. Although small files may be matched manually, the preferred matching procedure is by computer. Computerization of files greatly enhances the linkage process and its research capability.

#### Source readings

It is suggested that students read the specified sections of the following publications:

- Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 428-452
- Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 226-237 and 250-252
- Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 166-170
- Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 319-348 and 496-511
- Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 64-68 and 138

#### Key points

The following are key points to remember:

- Complementary notations are additions to registration records of vital events and need the support of a judicial resolution.
- Legitimation, voluntary recognition and judicial determination of filiation are examples of complementary notations to the birth record.
- Articles of marriage, decrees of annulment, separation or divorce and instruments modifying the financial regime of the parties are examples of complementary notations to the marriage entry.
- Amendments are corrections to vital records that change data recorded in error at the time of registration.
- Amendments usually have as authority a court with appropriate jurisdiction, or the civil registration administration or a combination of the two.
- There are three methods to correct a vital record:
  - (1) Insert data with no indication that a correction has been made;
  - (2) Strike a single line through the data and legibly insert the correction above the stricken data (or to the left or right side if the language is written vertically);
  - (3) Prepare a completely new record cross-referenced to the original record.
- When a vital record is changed, the change must also be made to any duplicate copies of the record held by other registration authorities.
- Certified copies of vital records are evidentiary in na-

- ture and must be protected from fraudulent use.
- The linkage of vital records, such as matching infant death records to birth records, is a key use of the records.
- The linkage of vital records to other data systems, such as birth defect registries, cancer registries, cohort studies, voter registration lists, jury selection lists, population registers, personal identity files and pension files, serves research and civil administrative purposes.

#### Discussion points and suggested exercises

- I. Discuss what documents might be required (a) to add a father to a birth record, (b) to change a surname on a record, (c) to change the age at death on a death record, or (d) to amend a cause of death on a death record.
- II. Discuss some precautions to take in making sure that the match of two records is correct.

#### Review questions

Students should be able to respond to the following questions:

1. List seven judicial actions that generally require complementary notations to vital registrations. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 428-433)
2. How do amendments to civil registration records differ from complementary notations? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 226 and 229-236)
3. Name three types of amendments that can usually be made within one year of the date of the event. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 324-332)
4. Describe how to make amendments to vital records stored on microfilm. (*Ibid.*, paras. 505-509)
5. Of the three methods for correction of registration records, why are the second and third methods given preferred? (Paras. 174-181 above)
6. List four general types of errors that can occur in registration data and recommendations for how they should be corrected. (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 167)
7. Outline some deterrents to the production of false certified copies of vital records. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 442)
8. Give two examples of certified copy issuance from computerized systems. (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 64-68)
9. When might manual matching of infant death records to birth records be feasible? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 341)
10. How does an inter-jurisdictional exchange of vital records for statistical purposes help with linkages? (*Ibid.*, paras. 346-348)

## MODULE 12. CIVIL REGISTRATION PROCESS, PART 5: RECORDING, REPORTING, AND COLLECTING CIVIL REGISTRATION DATA FOR STATISTICAL PURPOSES

186. The previous four modules examined major issues of the civil registration process, from when and where registration is to take place to the linkages of vital records among themselves and to other records. Now it is appropriate to examine the important role that the civil registration plays in developing the data for use in the country's vital statistics. How data for statistical purposes are recorded, reported and collected is the topic of this module. While considering the issues raised in this module, the student may find it helpful to cross-reference module 9 on preparation and storage of the registration record, and module 22 on training and public education as a means for the improvement of the civil registration and vital statistics systems.

### Content summary

187. A basic principle for the reporting of statistical data from the civil registration process is that a statistical report should be made on every event that is legally registered. This should take place whether the registration is within the prescribed time period or is delayed, and regardless of the procedure by which the legal record is established. The principle is key to the completeness of the vital statistics system, which may operate under a separate government agency.

188. Module 6 outlined the important responsibility of the local registrar to be certain that all statistical reports are completed and forwarded to the designated statistical agency in a timely manner. It is the duty of the local registrar to prepare a statistical report for every event registered. The content of the statistical report is to come from the informant, the medical certificate and other relevant documents.

#### A. *The form of the statistical report*

189. The form of the statistical report varies from country to country. Some countries use a single form to collect the registration data and the statistical data (the sample birth record from the state of Colorado continued in annex I is an example of this type of form). In such cases, the registrar needs to deal with one form for the registration. As in the case of the sample Colorado form, items of a statistical nature are often only in a separate part of the form. This makes it more convenient to issue certified copies of the registration portion of the form, and allows for eventual separation of the statistical portion when it is no longer needed.

190. Some countries will use separate forms for the collection of registration and statistical data. Samples of single statistical reports for death are continued in annex I. Countries where the collection of medical or race data on registration forms is prohibited by law may use this type of format. Many countries have laws that guarantee a greater degree of confidentiality to statistical data, and enforcing such laws becomes easier if a statistical report is separate from the registration

form. But the use of separate forms for registration and for statistical data implies an eventual transcription of data, which increases the possibility of introducing errors.

#### B. *Content of the statistical report*

191. The content of the statistical report for each type of vital event is listed in paragraph 86 of *Principles and Recommendations for a Vital Statistics System, Revision 2*. The priority topics are displayed in module 16 and the full list is contained in annex IV of the present *Handbook*. One can note that the list includes some of the items that are found on the registration document. The statistical list, however, contains numerous items not found in the list of topics for the registration document. The use of a single collection form, where possible, eliminates the duplicate collection of these items. The principle of uniformity of the collection form throughout the country applies to the statistical report, with the same importance given relative to the registration form. Standardization of definitions and collection procedures needs to be established for the statistical items as well.

192. There are a number of principles of statistical reporting that one should consider. These must be mutually respected by the collecting agency and the compiling agency:<sup>26</sup>

A nationwide administrative system for civil registration and vital statistics requires adoption of a number of administrative regulations to ensure that the agencies involved can work together to produce them. They should all be adopted by mutual agreement. The principal regulations are:

(a) To select and define the data to be collected. The importance of this step lies in the fact that statistical needs can change fairly often, and the document used for collecting the data should allow for changes whenever necessary;

(b) Define the geographical area the information is to cover, which whenever possible should be the entire territory of the country;

(c) Decide how the system is to be organized, which entails specifying its constituent agencies and defining functions, responsibilities and lines of authority;

(d) Establish a coordinating body composed of representatives from the participating agencies, to be responsible, as a minimum, for drawing up operating and coordination procedures and for evaluating the system.

193. As indicated in item (b) quoted above, the goal is for statistical reporting to include every geographic area or ethnic group that is included in registration. To attain this goal, it is important to follow the principle of total inclusion.

<sup>26</sup>Ibid., para. 295.



Statistical reports from every geographic area and population group should be required, irrespective of the completeness of registration in that area. The incomplete data can be used to assess the need for programmes to improve future reporting. An established method for improving the quality of statistical reporting in an area is to devise criteria of completeness as a requirement for tabulations to be included in national data.

194. Item (c) in the quote above fosters the principle that a central agency should be established to collect the statistical reports and be responsible for the compilation of national vital statistics. Some countries may wish to make provision for the sub national compilation of vital statistics as well. If that is done, then timeliness of data must be given consideration. Promptness of reporting not only allows processing to begin quickly but also enhances the probability of salvaging data that needs to be queried.

195. Item (d) quoted above is important to guarantee the efficient operation of the system. Communication, transportation facilities, climatic conditions and geographic configurations throughout the country are items that such a coordinating group can consider. Evaluation and adjustment of system controls is a responsibility that the coordinating body can assume.

### C. Completeness, accuracy and timeliness

196. The completeness, accuracy and timeliness of the civil registration process is crucial to improving vital statistics. The completeness of registration should be monitored for each geographic reporting area, and for significant ethnic or sub-culture groups within the population. Infant death reports that have no matching birth record should be checked. Birth reports that indicate a child with a profile of low viability should be followed up to determine if a death record is registered. Explanations should be sought for large variations in the number of events reported from one year to the next. Where possible, a match of registrations of births or deaths against hospital records can give a measure of registration completeness and of data-item accuracy.

197. To increase accuracy in the collection of data for statistical purposes, each item should be clearly and simply defined. Registrar and medical personnel charged with collecting items of a statistical nature need continuous training concerning the meaning and uses of the data. Physicians should be trained, for example, that “cardiac arrest” is too vague to be a statistically meaningful cause of death. A continuous querying programme on vague or missing data can increase accuracy by gathering better information and by serving as an educational tool to those supplying the information.

198. Controls that check the timeliness of registration can be put in place to compare the date of event to the date of registration. Educational programmes to encourage reporting within the legally prescribed time periods are a benefit to registration and to the resulting vital statistics.

199. A key element contributing to complete statistical reporting is the timely supply of blank statistical report forms

to all local registration areas, accompanied by close monitoring, periodical training and the provision of handbooks to registrars and medical personnel.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 453-474

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 222-225

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 285-297

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 461-493.

### Key points

The following are key points to remember:

- A statistical report should be made on every vital event that is registered.
- The statistical report can be on a single form used to also collect the vital registration information or on a form separate from the registration form.
- It is the responsibility of the local registrar to make sure that the statistical report is filed with the designated statistical agency in a timely manner.
- The statistical report will contain items for statistical purposes only, as well as items also found on the registration form.
- Statistical reporting should include every geographic and population group included in vital registration.
- There should be a central national agency responsible for receiving the statistical reports, and for compiling national vital statistics from them.
- A coordinating body with representatives from civil registration, vital statistics and any other participating agencies is needed to guarantee efficiency of operation.
- The system needs record matching, monitoring and querying procedures to improve and maintain completeness, accuracy and timeliness.

### Discussion points and suggested exercises

- I. Compare the list of topics for birth registration contained in paragraph 423 with the list contained in paragraph 86 of *Principles and Recommendations for a Vital Statistics System, Revision 2*. Identify items that are for statistical purposes only.
- II. Use the list developed in answer to the above exercise and compare it to the items contained in the section entitled “Information for Medical and Health

Use Only” of the Colorado birth record contained in annex I. Discuss any differences.

### Review questions

Students should be able to respond to the following questions:

1. Questions sometimes appear on registration or statistical forms because of specific legislative requirements in a country. Are there questions on the Colorado birth form that seem to be in this category? (Questions 42 and 50)
2. Why is national uniformity recommended for statistical reports on each vital event? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 457)
3. Give three reasons for promoting the principle of total inclusion in the statistical reporting system. (Ibid., paras. 460-463)
4. Suggest two reasons why civil registration is tasked with collecting basic vital statistics data. (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 285)
5. Why does the World Health Organization recommend national vital statistics and health committees for coordinating the activities of the national agencies involved in producing vital statistics? (Ibid., para. 289)
6. Name four major responsibilities of the civil registration agency as the collecting agency for statistical reports. (Ibid., para. 297)
7. Consider the decision points contained in figure III.8 of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* which describes the linkage of infant death and birth records. Why is the first decision point, “Birth here?”, necessary? Why is it important to generate a quality control query if the birth occurred here but no birth record is found in the file?
8. What is a standard coding used for causes of death? Why is it important to have nosologists trained to apply these codes consistently? Why is it important for a vital statistics system to adhere to international principles and recommendations? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 475-478)
9. Describe the different channels that exist for statistical reports to reach the designated national statistical agency. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 466)
10. What items should be considered when establishing a time schedule for statistical reporting? (Ibid., para. 469)

## MODULE 13. COMPUTERIZATION IN CIVIL REGISTRATION

200. Although the title of this module is computerization in civil registration, it is recommended that the development of a computerized system incorporate the needs of both the civil registration system and the vital statistics system. The decision to computerize the two systems also affects the daily work of numerous other agencies. The heavy commitment of resources in personnel, money and time makes careful planning prior to the implementation of the system a necessity. Computerization of the two systems has as its goal the improvement of the quality of the civil registration data and thereby the quality of the vital statistics produced from that data. This module examines the elements of the planning procedure, looks at some system changes resulting from computerization and outlines the need for initializing the civil registration register.

### Content summary

#### A. *Introducing a computerized system*

201. Introducing a computerized civil registration system in a country is a project that may take several years and involve a large outlay of resources. Although computerization of the reporting function of civil registration is a part of the fully computerized system, it is important to realize that a fully computerized system includes much more. The reporting of events, the issuance of certified copies, the amendment of records, the extraction of data files for the production and release of vital statistics, the inclusion of basic vital events (birth, death etc.) and other essential vital events (annulment, adoption, recognition, etc.) and population events (immigration, ID cards etc.) may all be included in a multi-phased computerization project of civil registration. The project will involve both the needs of civil registration and those of the vital statistics system, with one of the main purposes being the improvement of the quality of the civil registration data and thereby the quality of the vital statistics produced from it. Computerization in civil registration will assist, for instance in detecting double registration of the same event, a person that is married twice without prior divorce etc.

202. Computerization is a tool that a country can use. More complete and accurate data cannot be assured by computerization alone. Registration of data and production of statistics may be made easier and more timely by computerization, but reaping real profit in these areas also depends on improvement of reporting procedures. Thus, planning for computerization must include designing a legal and administrative framework for civil registration and vital statistics that supports computerization. A country should also include in its planning a feasibility study that considers the cost, training needs, availability of human resources, maintenance costs, changes in technology and other such factors that might affect the decision to computerize.

203. The United Nations recommends that nine major

decision points be considered in planning the computerization of the civil registration and vital statistics systems.<sup>27</sup>

The checklist of items presented below offers nine major decision points for consideration. These decision points are effective whether one is designing a plan to computerize the entire system, or a plan to computerize a portion of the system. One can also apply the check list to a plan for eventual computerization of the entire system even when resources limit immediate implementation to only a portion of the system. This type of planning will make the additions of new actions and events transparent.

#### 1. *Defining the framework of civil registration and vital statistics systems*

The first decision is to define the civil events that should be included in the computerized systems and to prioritize the inclusion of events, if a phased implementation is preferred.

A phased implementation means that some events and/or system functions are implemented prior to others. Consequently, the application software must be designed in a modular way that makes it possible to supplement the system without having to start the development from scratch, when additional events or functionality are added.

#### 2. *Defining the unique key to be used in the civil registration system*

To create the interface between the civil registration system and the vital statistics system and to match the civil events information from the registers, a unique number must be assigned to each event or to each individual. In this connection, a major decision will be whether to appoint the unique number of the civil registration system as the national unique identification for the individual. If the country plans to follow a phased system that leads to the civil registration system changing into a population registration system, then use of the unique number for each individual is the option to select. Even if the decision is to not use the number as a PIN, the assignment of the unique number to each individual will make the civil registration data more efficient in statistical matches.

The long-term perspective and benefits for such a decision is that by appointing a universal number the interface is not only between civil registration and vital statistics but also is clearly defined for a number of other administrative systems. For the individual, the use of a universal unique identification number facilitates identification with all public agencies, and the individual will only need to remember this one number.

The design and use of a personal identification number

<sup>27</sup>See *Handbook of Civil Registration and Vital Statistics Systems: Computerization*, paras. 93-109.

might in some countries create problems of a psychological, cultural, or political nature. For this reason, each country must consider the issue very carefully.

### 3. *Defining the objectives and purposes of computerization*

Computerization will from the start of advance planning until the final implementation and operation of the systems influence a number of agencies and their staff. To make the project work smoothly without obstruction, it is recommended to define as clearly as possible at an early stage the purposes of computerization and the benefits that should occur. A full understanding by all active partners of the objectives and strategies will ease the process significantly.

Experience shows that if there is not cooperation among the agencies involved, the establishment of the necessary legal and administrative framework will be delayed or even never take place. The computerized system will consequently not function according to plan, and only minor benefits will be obtained from the investment.

### 4. *Establishing the organization that will handle computerization*

The introduction of computerized systems will influence the organizational structures of the agencies that have been responsible for the systems before computerization. The new requirements for management and staff may not be within their usual expertise. It may be necessary to provide training and external expertise.

Procedures may have to be changed completely in order to support the computerized systems. The consequence of this may be the disappearance of some manual functions and the introduction of new ways of working.

It is advisable to involve all active partners in the process of making the necessary changes to organizational structures. The overall responsibility should be assigned to a single authority, and the delegation of competencies and responsibilities should be transparent to all partners to avoid obstruction of the computerization by development of an unofficial organization. Experience shows that one should place great effort into getting the right organization to manage the computerization and eventually the operation of the system.

### 5. *Deciding an overall development strategy and operational strategy*

The most difficult and time-consuming part of advance planning will usually be the establishment of the legal and administrative framework for the computerized systems. However, experience indicates that one should conclude the advance planning and implementation of the required framework before implementing the electronic data processing system.

It is also important to realize that the responsible agency must perform extra tasks due to computerization in addition to its usual work. There may be a need for extra

resources and external consultant assistance to speed up the process.

Part of the advance planning will be to decide the development strategy as well as the operational strategy. The system development may take place in the existing organization. This would require supplementing the organization with a computer center, system developers and other information technology specialists. An alternative possibility is to call for outside contractors to develop all or part of the application system software.

The choice of solution will naturally depend on the specific conditions of each country. A decision concerning the future operation of the systems must also be made. Here, too, an in-house solution or a call for external contractors may be chosen.

### 6. *Hardware configuration and procurement*

The hardware requirements will depend on the size of the population as well as the strategies chosen from among those listed above. It is important to stress that decisions on hardware procurement should not be made before the above strategies are quite clear and agreement has been reached.

### 7. *Inviting external contracts*

The invitation to external vendors is usually a time-consuming activity. It may be advisable to draw on external expertise to define the terms of reference of the bid proposal and to assist in evaluating the proposed solutions.

### 8. *Choosing a conversion/Initialization strategy*

Before the computerized system becomes fully operational, it is important to initialize any already existing information about the population's status and family links contained in the registers.

One should determine:

- (a) If existing information is stored electronically and hence available for conversion;
- (b) If data about the population status and family links should be newly collected and manually entered;
- (c) If records already on file with agencies contain the necessary information (then the collection process may be skipped and only the manual entry carried out);
- (d) If a combination of the above is present.

Listing the consequences of conversion and/or collection and initialization, and consequently deciding on one of them, is a difficult and complex matter. It is important to make the decision a part of the advance planning. However, the physical performance of the task should wait until just before operation of the newly computerized system. Even then, the actual performance of the task is likely to be both time-consuming and labour-intensive. It is the necessity for actual and up-to-date information that makes it important to postpone this task until the last minute. Otherwise, the converted or collected data must be

kept updated until operation commences.

#### 9. *System functionality*

The main decisions on system functionality include:

- (a) Events and tabulations to be included;
- (b) Definition of the logical entities and their data items;
- (c) Functions to be included;
- (d) Validation rules, business rules and procedures;
- (e) Utilities to be included, notably security requirements.

#### B. *Some operational recommendations*

204. Some operational recommendations for the computerized system include:

(a) *Centralized compilation and processing of vital records.* Centrally processed and compiled files give higher levels of accuracy, uniformity and flexibility. If the number of events is so large as to prohibit centralized processing, then the national authority should promulgate detailed guidelines concerning coding, editing, querying and data entry. Where possible, the files produced sub nationally should be completely compatible. This will ease the time parameters for the production of national data;

(b) *Controlled receipt of vital records from local offices.* Completeness and timeliness depend on procedures put in place to establish and monitor a strict reporting schedule. The national office needs to be able to determine that all areas are reporting and that the reporting is on schedule;

(c) *Manual and front-end electronic editing.* Edits should be performed at the point of collection for missing or inconsistent information. Doing this at the time of collection promotes easier access to the informant(s) if additional information is needed. If the data is collected manually, visual checks should be done at the time of collection. If data is entered electronically at the local level, front-end edits should be programmed into the software to check completeness and consistency at the time of initial data entry, in addition to visual checking;

(d) *Coding of data items.* Coding translates a text item into numerical values to facilitate data processing and tabulations. Recommended international standards should be followed for coding causes of death, occupation and education. When a computerized registration system is developed, this function will need to be carried out by the authority that has responsibility for the computerized system. The close cooperation of the agency responsible for the production of vital statistics should be sought for the development and maintenance of coding systems, the contents of electronic files, deciding on electronic editing rules and so forth, on a continuous and permanent basis. In a computerized civil registration system, the goal should be to develop software applications for computer-assisted coding so as not to delay unnecessarily the registration process. Electronic coding accomplishes the translation in a manner transparent to the person recording the vital event. Manual coding for cause of death, place of occur-

rence, place of registration, usual place of residence and occupation are currently yielding to software programmes that accomplish major percentages of the coding electronically. Some of the current available software is given in module 17 and in annex V, section E of the present *Handbook*. The availability of appropriate software in these areas is not, however universal. Where manual coding is necessary, there should be clearly written instructions, definitions and classifications. Adherence to them should be ensured by designating trained personnel to provide oversight to this important task;

(e) *Querying.* Even with edits at the initial point of entry, further querying is necessary at the central office. More sophisticated computer checks at the central office should be designed to generate immediate query procedures. For some statistical items, imputing methods may be a reasonable substitute for querying. This is not true, however, for civil registration items, which require follow-back to obtain the information;

(f) *Single database.* It is strongly recommended that the plan for computerization establish a single database, including all the items for civil registration and for vital statistics. Separate databases would be redundant on information needed for both systems. The integrated single database can produce abstracted sub-files for many different uses. One sub-file containing items needed for the production of vital statistics could be abstracted for use by the national agency responsible for vital statistics. Another sub-file could be generated containing the items needed for civil registration purposes.

205. In the discussion of system functionality provided above, it was mentioned that security requirements must be included. It was also mentioned in the operation recommendations that some countries may enter data electronically at the local level. These two items come together if the data that is collected electronically is transmitted on-line. Security and confidentiality become important issues during on-line transmission. Secure transmission lines and encryption of the data prior to transmission must be provided in such a situation. The technology is readily available to accomplish this protection. This security need should not discourage either electronic collection or electronic transmission for centralized compilation of the records.

206. The integrated and computerized database also makes possible the production of sub-files for use by outside researchers. General concepts regarding the protection of confidentiality in the release of data was covered in module 10 above. When electronic files are involved, the following additional recommendations are important.<sup>28</sup>

The following practices are recommended for consideration if electronic files are provided to outside researchers:

- (a) The general concepts regarding release for research purposes of individual vital records should be followed;

<sup>28</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 46.

(b) If an electronic file contains confidential information, it should only be released without individual identifiers, such as the name or address of the individuals contained in the file;

(c) The file should not contain detailed information about the subject which could facilitate identification and which is not essential to the specific research objectives (e.g., the exact date of the subject's birth);

(d) Small geographic areas, e.g., small cities, towns or villages, should not be uniquely identified;

(e) The characteristics of small geographic areas are not to be included in the file if these characteristics would uniquely identify the small area;

(f) An electronic file containing confidential data on individuals or facilities may not be released to any person or organization until that person, or a responsible representative of that organization, has first signed a statement assuring that the data provided will be used only for statistical reporting or research purposes.

207. The transition to computerization of civil registration also has implications for staff training needs. Personnel will need training in the use of system software to generate reports, issue certified copies, generate queries and perform database maintenance. There is also a need to have resident staff trained in solving hardware problems in order to overcome computer down-time; which can lead quickly to workload problems. Part of the planning process for the computerization of civil registration should include an analysis of training needs and of changing technological levels in staffing requirements.

### C. *Initializing the civil registration register*

208. Initializing the civil registration register initializing the civil registration register refers to a one-time process of storing initial existing register contents on the system before the computerized system begins collecting new data. If the data is not in a format to be loaded onto the system it will be necessary to first convert it to the proper format. This initialization and/or conversion of already existing data was mentioned in paragraph 203 above under point 8 of the major planning decision points. As indicated there, it is important to make initialization part of the plan, but the actual physical process must wait until just before the newly computerized system becomes operational. This allows the initialization of current, up-to-date information. If initialization takes place earlier, the data must be kept updated on the new system until operation begins.<sup>29</sup>

209. The reasons why initialization of the civil registration register is so important are as follows:

The purpose of initialization is to establish a "current status" or a snapshot of the population. The snapshot captures the situation for the time prior to operation of the computer system. The snapshot should reflect the popula-

tion's family links, as a minimum the links between children under age and their parents. The snapshot should also reflect who are the living individuals of the population and who is married to whom.

Initializing with a snapshot of current status eases the complexity of the computer system as well as the manual procedures in the administration. Not initializing with current status raises issues such as:

(a) How to report a person dead to the system, if the system does not even contain information that this person was once alive;

(b) How to report a marriage between two persons to the system, if the system does not contain information about one or both of them;

(c) How to report a divorce to the system, if the system does not contain information about the marriage;

(d) How to establish family links between a newborn child and its parents, if the system does not contain information about the parents.

Systems have tried to solve these questions by adding complex functions to the computer system, such as the automatic or concurrent addition of persons not yet reported in the register in case they are needed as parents or spouses. In the event of death or divorce, the system could simply allow a non-reported person to be reported as dead or divorced. Addition of such functions has some attractive short-term benefits:

(a) The time-consuming and manpower-costly task of manually entering the initial data is saved (however, if existing data of high quality are available on an electronic medium, this benefit is not realized);

(b) The civil registration system is fully operational more quickly.

These two benefits may appear very attractive. However, the advantages of adding such functions are outweighed by the disadvantages of not initializing:

(a) Not initializing the register means that an individual is reported to the register only when he or she comes forward to report a vital event. Consequently, getting a complete register of the individuals will take many years, most likely decades. Even more important, as long as the civil register is not complete, the second part of the system - the vital statistics - will not be fully operational;

(b) Almost none of the improvements and benefits can be achieved until the register is complete;

(c) The population will be divided into two categories: those reported and those not reported.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 475-509

<sup>29</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 236-239.

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 259-271 and 278-289

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 87-51 and 233-254

*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 46

### Key points

The following are key points to remember:

- It is recommended that computerization include both the information and data needs of the civil registration system and those of the vital statistics system.
- The establishment of a single database, including civil registration data and vital statistics data avoids redundancy. Civil registration will suffice up to the point of data entry. The actual production of tables and dissemination of vital statistics will still be a responsibility of the vital statistics system, probably in another agency.
- A main purpose of computerization is to improve civil registration data and thereby make vital statistics data more accurate, complete and timely.
- Improvement of registration procedures through the development of a strong legal and administrative framework supporting computerization is a necessary part of the transition to a computerized system.
- Computerization of the systems will take several years and requires careful planning.
- There are at least nine major decision points that the plan to computerize must consider.
- Operational recommendations include:
  - (1) Centralized compilation of vital records;
  - (2) Control of receipt of vital records from local offices;
  - (3) Manual and/or front-end electronic editing;
  - (4) Querying procedures at the central office;
  - (5) A single integrated database.
- Computerization will affect the type staff needed and the kind of training needed for staff.

### Discussion points and suggested exercises

- I. Have students read how to initialize the civil registration register (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 240-249). Discuss the three conversion and/or initialization methods. Have students indicate which one of the methods would be applicable in their country.

- II. After reading paragraphs 250-252 in *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, discuss the benefits of a short conversion time-frame, and alternative processes when a short time-frame is not possible.

### Review questions

Students should be able to respond to the following questions:

1. What are the three first steps recommended when considering the computerization of civil registration and vital statistics? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 88)
2. Improving the quality of civil registration data is one purpose of computerization. What are two other purposes a country might consider? (Ibid., paras. 117 and 118)
3. Give examples of five benefits that computerization of civil registration offers. (Ibid., paras. 117-118)
4. What are some precautions one should take when releasing computer files to outside researchers? (*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 46)
5. In the query process, (a) who should be queried and, (b) what should be done with the results of the query? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 485-488)
6. When using pre-coded answers on a collection form, what is an important practice to follow? (Ibid., para. 248)
7. What level of completeness is recommended before a civil registration system can become a basis for a population register? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 286)
8. What three methods are used for the initialization of a computerized civil registration system? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 233)
9. Describe what to do with paper-based forms once the data from them has been computerized. What are some suggestions for future retrieval of the forms? (Ibid., paras. 253-254)
10. Discuss briefly the elements of a reasonable security system for civil registration and vital statistics computerized information. (Ibid., paras 280-286).

## CHAPTER II. ESSENTIALS OF A VITAL STATISTICS SYSTEM

### MODULE 14. DEFINITIONS, SOURCES, AND PRIORITY OF DATA IN THE VITAL STATISTICS SYSTEM

210. This module presents the recommended statistical definitions for vital events to be included in the vital statistics system. These definitions are exactly the same definitions presented in module 2, which defined the vital events to be registered by civil registration. The events that the vital statistics system tallies are the vital events that the civil registration system registers. The agency responsible for civil registration serves as the collection agency for the data that the agency responsible for the production of vital statistics uses in its compilation, data processing, tabulation, publication and dissemination. This module also defines the vital statistics system, defines the sources of data that support the system and outlines the recommended priority that the system should follow in the collection, compilation and processing of vital events to be tallied by the system. Finally, the module examines some of the main characteristics of the vital statistics system.

#### Content summary

##### A. Definitions, sources and priority of data

211. The United Nations gives the following definition of a vital statistics system.<sup>30</sup>

A vital statistics system is defined as the total process of (a) collecting information by civil registration or enumeration on the frequency of occurrence of specified and defined vital events as well as relevant characteristics of the events themselves and of the person or persons concerned, and (b) compiling, processing, analysing, evaluating, presenting and disseminating these data in statistical form. The vital events of interest are: live births, adoptions, legitimations, recognitions; deaths and foetal deaths; and marriages, divorces, separations and annulments of marriage.

212. The main source of vital statistics is civil registration which involves the continuous gathering of information on all relevant vital events occurring within the boundaries of a country. Total enumeration by the census method, household sample surveys of various types and indirect methods of demographic estimation are used to complement civil registration data, or as a provisional step for a country where a civil registration system is not yet fully organized. The recommendation that the survey methods of data collection are for provisional use is clearly stated in the following:<sup>31</sup>

<sup>30</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 13.

<sup>31</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 1 and 2.

Every country in the world needs to know the characteristics of and trends in its population. Studies carried out as part of the ongoing work of the Statistics Division of the United Nations Secretariat, in fulfilment of the United Nations World Programme to Improve Vital Statistics, highlight the fact that both developed and less developed countries need to adopt measures to gather statistical data that effectively track levels and trends in fertility and mortality, while showing the correlations with different demographic, economic and social conditions. Statistical data then become necessary inputs that are vital to meeting state planning objectives in a variety of areas: public health, research, demographic studies, etc. The end-purpose is to improve people's living conditions. Several methods have been used to capture and compile such data to produce vital statistics: enumeration, which is employed in population censuses; periodic surveys, which use the same method; and registration. Other important sources of data for statistical use are health and court records.

For reasons that there is no need to analyse in the present *Handbook*, as they have been studied in detail in other United Nations papers, it has been concluded that the best way to achieve the stated purpose is the registration method, which should be implemented by a State agency, normally referred to as civil registry. It should nevertheless be borne in mind that, even starting from the proven and preferred principle that the civil registration system is the primary source of countries' vital statistics, the other complementary methods of gathering data on vital events, based on enumeration, sample surveys of households, population censuses, etc., should receive positive ratings in that it is recognized that developing countries which face serious difficulties in implementing a comprehensive civil registration system can adopt these basic data-gathering techniques on a provisional basis, while pursuing the ultimate goal of organizing a civil registration system.

213. The recommended source, then, for vital statistics data is the civil registration system. Vital events generally included in the vital statistics system are live birth, death, foetal death, marriage, divorce, annulment, judicial separation, adoption, legitimation and recognition. For a discussion of the applications to be made of the statistical indicators developed by use of these definitions, see chapter VI of the United Nations *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*.<sup>32</sup> Migration data and naturalization data are of demo-

<sup>32</sup>See *Handbook on Civil Registration and Vital Statistics Systems, Man-*



graphic importance, but are available from sources outside civil registration.

214. A corollary to the preferred method to collect vital statistics data—through the civil registration system—is that the development of an efficient vital statistics system is based on making the establishment of a reliable civil registration system a national priority.

215. Not all countries publish statistics on all 10 vital events recommended by the United Nations. Some countries do not have the need to register all 10 events, and some do not have the capacity to register or to publish them. As a country develops a civil registration system to support the vital statistics system, it may follow a recommended priority of vital events in organizing the registration system.<sup>33</sup>

216. The following are the recommended statistical definitions for vital events (please note that the definition of foetal death contains some recommendations on reporting criteria that a country needs to consider relative to its own laws and practices):<sup>34</sup>

LIVE BIRTH is the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, 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; each product of such a birth is considered live-born (all live-born infants should be registered and counted as such, irrespective of gestational age or whether alive or dead at time of registration, and if they die at any time following birth they should also be registered and counted as deaths).

DEATH is the permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation) (this definition excludes foetal deaths, which are separately defined below).

FOETAL DEATH [DEADBORN FOETUS] is death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation the foetus does not breathe or show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles (note that this definition broadly includes all terminations of pregnancy other than live births, as defined above).<sup>35</sup>

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*agement, Operation and Maintenance*, paras. 684-744.

<sup>33</sup>*Handbook of Vital Statistics Systems and Methods, vol. I, Legal, Organizational and Technical Aspects*, paras. 113-145.

<sup>34</sup>*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 57.

<sup>35</sup>However, the legal requirements for the registration of foetal deaths vary from country to country and even within countries. It is recommended that, if possible, dead fetuses weighing 500g or more at birth (or those of 22 completed weeks of gestation or crown-heel body length of 25cm or more centimeters if weight is not known) be registered and included in the statis-

MARRIAGE is the act, ceremony or process by which the legal relationship of husband and wife is constituted. The legality of the union may be established by civil, religious or other means, as recognized by the laws of each country.

DIVORCE is a final legal dissolution of a marriage, that is, that separation of husband and wife which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of each country.

ANNULMENT is the invalidation or voiding of a marriage by a competent authority, according to the laws of each country, which confers on the parties the status of never having been married to each other.

SEPARATION, JUDICIAL is the disunion of married persons, according to the laws of each country, without conferring on the parties the right to remarry.

ADOPTION is the legal and voluntary taking and treating of the child of other parents as one's own, in so far as provided by the laws of each country.

LEGITIMATION is the formal investing of a person with the status and rights of a person born in wedlock, according to the laws of each country.

RECOGNITION is the legal acknowledgment, either voluntarily or compulsorily, of the paternity of a child born out of wedlock.

217. An examination of the definitions above reveals that they are statistical in nature. The definition of live birth is clearly distinguished from a foetal death by its requirement for "evidence of life". "Foetal deaths" become a separate category of events from "deaths" because of the requirement in the definition of death that it occur "after live birth has taken place". Divorce is distinguished from annulment in that the first is a dissolution which confers on the parties the right to remarry, while the second confers on the parties the status of never having been married. The definitions clearly separate the events so that there can be no confusion as to how they should be registered, and consequently no confusion concerning how they should be counted. The footnote on the definition of foetal death gives further recommendations for avoiding the use of misleading terms in order to maintain statistical clarity. In civil registration terms, marriage is the statutory marriage by which the legal relationship of husband and wife is established.

218. The definitions make it possible for the collecting agency (the civil registration system) to register the events in exactly the same classifications as they will be counted by the compiling agency (the vital statistics system) to produce accurate vital statistics. Concordance between the two agencies on the definitions and their application is essential.

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tics. In addition, for statistical purposes, it is recommended that such terminology as "abortion", "early foetal death", and "late foetal death" be replaced by the use of weight-specific measures, e.g., the foetal death rate for foetuses of 1,000g or more or the foetal death rate for foetuses weighing between 500g and 1,000g etc.

### B. Characteristics of the vital statistics system

219. Universal coverage is one of the characteristics of a vital statistics system. The system should include all vital events that occur in every geographic area and every population group comprising the national area. As indicated above, the civil registration system is designed to cover all areas and population groups of a country. The population census also meets this criteria. If sampling methods are used instead, the universal coverage characteristic is still theoretically applicable. To this end, the sample should be designed in such a way that the statistics generated will be representative of every geographic and population group.

220. Continuity is a necessary characteristic in the vital statistics system. The data must reflect not only long-term trends but also short term variations, such as seasonal fluctuations. If sample surveys are used as supplements to a fully established and continuous civil registration system, it will be necessary to make sure that the sampling schedule makes data available on a frequent, regular basis.

221. Confidentiality of personal information contained in the collection records used to compile vital statistics must be protected. The use of the records for legitimate administrative and research purposes needs to maintain a balance that preserves confidentiality while not being overly restrictive. Release of individual records for legitimate research must be on a statutorily protected basis, accompanied by a written agreement concerning the maintenance of confidentiality. The release of small numbers in individual cells of data compilations must guard against the possibility that individuals can thus be identified.

222. Regular dissemination. The vital statistics system should have as a minimum goal two items:

(a) Provide monthly or quarterly totals of live births, deaths, marriages, divorces and, where possible, foetal deaths, by geographical divisions. These totals should be published quickly since they will be used for time-oriented programmes, such as health interventions and population estimation;

(b) The production of detailed annual tabulations of each type of vital event cross-classified by its demographic and socio-economic characteristics. Time is also of the essence in the production of these annual statistics. The period between the close of a data year and the provision of the vital statistics covering that year should be kept to a minimum. The data will then serve its purpose for demographic, economic and social factor analysis, and for planning, operating and evaluating public health and social programmes.

### Source readings

It is suggested that the students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2, paras. 58-62*

*Handbook on Civil Registration and Vital Statistics Systems: Computerization, paras. 20-23 and 287-290*

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework, para. 403, model law, chapter XI*

### Key points

The following are key points to remember:

- A vital statistics system is defined as the total process of collecting information on the frequency of occurrence of specified and defined vital events, as well as the relevant characteristics of the events themselves and of the person or persons concerned, and of compiling, analysing, evaluating, presenting and disseminating these data in statistical form. The vital events of interest are: live births, adoptions, legitimations and recognitions; deaths and foetal deaths; and marriages, divorces, separations and annulments.
- The best collection method to achieve the purposes of a vital statistics system is through the civil registration system.
- Other data-gathering techniques can be used to estimate vital statistics rates while pursuing the ultimate goal of organizing a civil registration system. Such techniques can also supplement civil registration data for monitoring and evaluating well established systems.
- The United Nations recommends 10 vital events for inclusion in a vital statistics system: live birth, death, foetal death, marriage, divorce, annulment, judicial separation, adoption, legitimation and recognition.
- The definitions of the 10 recommended events are made from a statistical point of view but are used in both civil registration and vital statistics.
- The civil registration system serves as the collecting agency, and the vital statistics system serves as the compiling and processing agency.
- Universal coverage means that the vital statistics system should include all vital events that occur in each geographic area and in each population group of a country.
- Continuity of the vital statistics system reflects long-term trends and short-term fluctuations.
- Confidentiality must be preserved, while the system should provide access that is not overly restrictive.
- Monthly and/or quarterly totals of key vital events must be presented quickly for use in health intervention and population estimation programmes.
- Annual tabulations of vital statistics need to be published with minimal delay for demographic, economic and social service uses.

### Discussion points and suggested exercises

- I. Discuss each of the vital event definitions (see *Principles and Recommendations for a Vital Statistics System, Revision 2, para. 57*; quoted in para. 216

above). Look for the statistical sets that are defined. For example, the definition of death requires the occurrence of a live birth, thus making foetal deaths a distinct statistical set. Discuss how cultural values or family patterns of different countries might affect the marriage and divorce definitions.

- II. Discuss what geographic areas and population groups exist in the countries represented by the students. Do any of these groups present reporting or data-collection problems for civil registration?

### Review questions

Students should be able to respond to the following questions:

1. Give some examples why data on registrations of marriage and divorce in some countries may not meet the needs of demographers, sociologists and economists. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 52)
2. List four areas of statistical interest that focus a growing attention on information from foetal death registrations. (Ibid., para. 50)
3. What is the recommendation for replacing the terms “abortion”, “early foetal death” and “late foetal death”? (Ibid., para. 57; quoted in para. 216 above)
4. Distinguish between legitimation and recognition. (Ibid.)
5. What is a major advantage of the principle of continuity in the compilation of vital statistics? (Ibid., para. 60)
6. Distinguish between a “status extract” and a “changes extract” used in a computerized vital statistics system. (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 20-23)
7. What level of security is recommended for vital statistics data in a computerized system? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 290)
8. According to the draft civil registration law, who is responsible for producing the forms on which statistical reports are made? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, article 144)
9. What are the responsibilities of the physician relative to the statistical report according to the draft law? (Ibid., article. 148)
10. What is the time period allotted by the draft law for the registrar to file the statistical report? (Ibid., article 154)

## MODULE 15. DESIGNATION OF RESPONSIBILITIES, ORGANIZATIONAL STRUCTURES AND COORDINATION IN THE VITAL STATISTICS SYSTEM

223. This module examines the need to designate, within the law of the country, the responsibility for compiling, processing, tabulating, publishing and disseminating vital statistics. It also looks at how the vital statistics system fits into the different organizational structures possible for civil registration and vital statistics systems. These different organizational structures also create a need for integration and coordination between the civil registration system and the vital statistics system, and also between vital statistics and other user agencies within the country, such as the Ministry of Public Health. The module offers several recommendations for ensuring that this needed integration and coordination takes place.

### Content summary

#### A. *Designation of responsibility*

224. As for the national civil registration system, the responsibility for the production of vital statistics also belongs to the national Government. The responsibility for the production of vital statistics may fall under the national statistical service, which in most cases is under a different government agency than civil registration. Placing the vital statistics programme at the highest level of the national statistical service increases the opportunity for the agency to secure its proper national status and budget. This status and budget allows the agency to produce timely and reliable vital statistics. The more reliable vital statistics are the basis for informed national decisions on economic and social matters, and can meet international responsibilities for comparability. Comparability across nations can only be achieved through the adoption and implementation by all nations, insofar as their general requirements permit, of the same general concepts, definitions, classification and coding systems.

225. Specific designation of responsibility should be stated in law, such as the national statistics law. It follows that there should be a competent national authority for vital statistics. Countries with decentralized systems may have state/province authority for vital statistics in addition to the national authority that compiles and produces the vital statistics for the country as a whole.

226. In turn, the civil registration law must provide for the collection of data on registered vital events for statistical purposes. The civil registration law should also provide the means for cooperation and coordination with the vital statistics system. In this way, the legislation will support the continuity and permanence necessary to operate each system. Legislation also ensures government commitment to each system.

Both system functions and the channels for coordination and cooperation have to be clearly stated because the vital statistics system depends heavily on the civil registration system to collect the data necessary for the production of vital statistics. The legislation needs to give a clear designation of duties and

responsibilities covering how the vital statistics system obtains the necessary data from the civil registration system; how it accurately records the information for statistical purposes; what the reporting, compilation, processing, tabulation, analysis, presentation and dissemination procedures are; and how monitoring and evaluation of the system is to take place. It is recommended that if the existing vital statistics law does not specify the functions, responsibilities and procedures for vital statistics, then the law should be amended to do so.

227. The vital statistics law should likewise clearly delineate the duties, responsibilities and arrangements for coordination of needs and services between the vital statistics system and the civil registration system. It should also provide for cooperation with other government agencies that compile demographic and health statistics, and those who use these data for administrative and analytic purposes in economic and social matters, or to plan, operate and evaluate public health programmes at the communal, regional or national levels. The vital statistics law should provide for coordination of coverage, definitions, concepts, coding systems, classification schemes and tabulation programmes with the authorities responsible for population censuses and sample surveys, and with agencies involved in migration, public health and other related social and economic statistics. The coordinating mechanism established to achieve these objectives should have a direct relationship with the agency responsible for the overall coordination of the national system of statistics.

#### B. *Organizational structures*

228. The organizational structures that the law establishes for a civil registration system should also have clear mandates for collecting vital event information that is to be used for statistical purposes. This gives a sound legal framework to establish, operate and maintain each system since the respective laws provide for cooperation and collaboration between them. It has been noted above that a given country can administer the civil registration system in a centralized or decentralized manner. A country with a centralized civil registration system may adopt either a centralized or decentralized vital statistics system. The option will depend on the political organization of the country, the size of its population and the resources available to maintain the system.

229. The provinces in Canada and Argentina and the states in Mexico and the United States of America are examples of decentralized registration systems. Each province or state has responsibility to register vital events occurring within its jurisdiction. Vital statistics in Canada are produced by a centralized national agency, Statistics Canada. A formal agreement between this agency and the individual provinces and territories sets the standards and definitions for what information is collected on each vital event. Argentina's vital statistics are the responsibility of its National System of

Health Statistics. Production and dissemination of vital statistics for the country is designated within this national organization to the Dirección de Estadísticas de Salud. In Mexico, the vital statistics programmes are under the Instituto Nacional de Estadística, Geografía e Informática. The National Center for Health Statistics is the agency in the United States of America that produces national vital statistics.

230. Something that the decentralized registration systems in Canada and the United States of America have in common is that each province and state produces and publishes vital statistics for its own jurisdiction, independent of the national Government. Thus, both the vital statistics system and the civil registration system are decentralized. Each state or province provides, through agreement with the national Government, individual state or province, data that can be aggregated to produce national statistics.

231. In Costa Rica and Thailand, the civil registration system is centralized. Costa Rica's centralized civil registration system is under the Civil Registry Department, and its vital statistics are compiled and disseminated by the National Institute of Statistics and Censuses. In Thailand, the centralized civil registration system is within the Ministry of Interior, while the compilation, production and publication of vital statistics is the responsibility of the Ministry of Public Health.

232. In addition to the choice of centralized or decentralized organization, there are three major alternatives one can consider in administering vital statistics programmes. The vital statistics administration can be placed under the national statistical service or within the civil registration administration, or different vital statistics functions can be designated to one or more government agencies whose work relates to those functions. Each of these alternatives has advantages and disadvantages:<sup>36</sup>

Placing the vital statistics programme under the national statistical agency has the advantage of focusing attention on the statistical aspects of the vital statistics system. The collection of vital statistics data under such an arrangement may be more extensive and exhaustive than it would be under the civil registration or health ministry auspices. In addition, each type of vital event (i.e. live birth, death, foetal death, marriage and divorce) will receive the same treatment in the tabulation and dissemination programmes. Furthermore, in some countries, the resources necessary for long-range planning and programme development for vital statistics may be available only in a national statistics agency.

There are disadvantages to placing a vital statistics administration in a national statistical agency. First, the statistical agency may have no control over the basic collection process, which is carried out by local civil registrars. Therefore, data collection instructions issued by the statistical authorities to local registrars may be ignored, queries for omitted or incomplete data may not be carefully attended to, and reporting to the statistical agency

may not be timely. Second, the statistical agency may not be aware of important legal problems and/or limitations that affect the interpretation of vital statistics data. Third, the vital statistics program may not receive the priority attention it deserves, particularly during the population census time, if the national statistics office is also responsible for conducting population censuses and surveys and its resources are limited. Consequently, the series of vital statistics it produces may suffer in respect of timeliness and quality.

Placing specific vital statistics programs under relevant government agencies will provide the attention the programs need and therefore will produce quality data. For example, entrusting the production of health statistics to the health authorities can respond very well to changing needs in public health. However, such disadvantages, arising from lack of control over data collection, as are noted for the national statistics office may also apply to the health agency.

Placing the vital statistics administration under the civil registration administration has the advantage of direct control over the collection of, as well as full and ready access to, the original data. However, when the system is designed primarily to provide for the civil registration function the statistical component of the programme may be neglected.

### C. *Integration and coordination in the vital statistics system*

233. The vital statistics compiled by the designated agency within a country are widely used for social and economic planning and analytic applications. In these varied uses, the vital statistics are combined with many other sources of data. Both consistency in the definitions used within the vital statistics system and consistency of the vital statistics definitions with those of the other data-collection systems used as sources are imperative for good social and health statistics.

234. How such consistency is attained varies according to the organizational structure within a country. Certain principles guide the process:<sup>37</sup>

To further internal and external consistency within and among statistical systems, uniform legislation and regulations on a nation wide basis should be adopted for each national statistical system. Care should be taken in the wording of such legislation to ensure that specific data elements in one system are identically defined differently in another. The definitions of vital events adopted in the statistical system and in the civil registration system should be consistent with those employed for the same events in the vital statistics system. In the case of demographic statistics in general, it is particularly important to coordinate the concepts, definitions, classifications and tabulations with those employed in population censuses,

<sup>36</sup>See *Handbook of Vital Statistics Systems and Methods*, vol. 1, *Legal, Technical and Organizational Aspects*, paras. 265-268.

<sup>37</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 71-73.

in intercensal field surveys, and in international migration statistics.

The requirement of compatibility applies not only to vital events, such as births, deaths, foetal deaths and marriages, but also to characteristics of the persons experiencing these events, such as economic activity, place of usual residence, administrative divisions, urban and rural, and each common topic in the data sources. The base population must also be considered in order to ensure consistency between the numerator and denominator of the vital rates at a given point of time and over longer durations of time. Figures for births and other vital events used by countries for the purpose of computing vital rates should therefore refer to events occurring to residents and non-residents of the country separately in order to ensure consistency between the numerators and denominators of the ratios.

Where international standards have been agreed upon, as in the field of population censuses and in a number of fields of interest for the specialized agencies of the United Nations, such as the classification of causes of death and the associated definitions of live birth and foetal death, the investigation of economic characteristics and of education, it is recommended that these standards be applied when collecting and disseminating statistics data. If local conditions require a departure from these standards, it would serve a useful purpose in maintaining comparability of results if local classifications could be expressed in a form convertible to the international classification, whenever possible.

235. Responsibility for overall coordination is often placed with a central national statistics office. In the examples given above, the National Center for Health Statistics in the United States of America, the Instituto Nacional de Estadística, Geografía e Informática in Mexico, the Sistema Nacional de Estadísticas de Salud in Argentina and Statistics Canada serve this role. Some countries also establish national advisory committees on health and vital statistics, comprised of carefully selected experts in the field.

236. The draft law on civil registration and vital statistics requires that.<sup>38</sup>

#### Article 144

Statistical reports shall be filled in on the official printed forms prepared on a coordinated basis by the Directorate and the competent statistical agencies (national statistical service, national health service, etc.), which shall agree upon the content and format of those reports. A separate form shall be filled in for each vital event subject to registration.

237. The intent of this article is further explained in the text analysis:<sup>39</sup>

Also to be mutually agreed are the content of the sta-

tistical reports and the instructions for using and processing them. The intent was that the operation of the administrative system for vital statistics should never run up against legal constraints and that its management should be able to modify forms and procedures whenever it felt it necessary, both to maintain its efficiency and to ensure that the resulting vital statistics reflect actual conditions in the country (arts. 143 and 144).

The change proposed in the draft is positive and important. Traditionally, it has been the compiling agency that has imposed its rules on the civil registration system for the collection and delivery of statistical data, but experience has shown that this arrangement does not work well. The civil registration system has felt used and has lacked motivation. In the draft, therefore, all the agencies that make up the administrative system participate as partners in the common effort to produce reliable vital statistics and, as such, it is hoped that they will all have an opportunity to make their views known.

From the standpoint of an organic civil registration law, it is not possible to push this matter any further without encroaching on other organic laws, such as those governing the compiling agencies. Ideally, these laws should have similar and reciprocal provisions, although this is not in fact strictly necessary because in law it is understood that a subsequent law tacitly amends earlier laws on the same subject matter.

238. Another recommendation for the improvement of coordination between vital statistics and other user agencies is the establishment of an inter-agency coordination committee comprised of staff members of the involved agencies. This committee should meet at least once a year to discuss any matters that might affect the respective agencies. A similar recommendation for an inter-agency coordination committee for civil registration was made in module 5 of the present *Handbook*. It is possible that one committee might serve both needs. Also mentioned in module 5 is the recommendation that in decentralized organizations, such as Argentina, Canada, Mexico and the United States of America, if inter-agency committees are not legislated at the state or province level, they can be created through memoranda of understanding among the concerned institutions and agencies. Motivation through cooperation is an effective strategy for attaining system goals:

In some countries it has been found that coordination has been facilitated by the establishment of National Committees on Vital and Health Statistics (of which the Statistical Commission took note at its fifth session) or committees or councils of a similar character. The establishment of National Committees was recommended by the World Health Organization at its First World Health Assembly in 1948 and is endorsed by the Inter-American Statistical Institute.

239. In addition to external coordination, coordination within the vital statistics system is essential to ensure that uniform processes and practices are followed at every level

<sup>38</sup>*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, article 144.

<sup>39</sup>*Ibid.*, paras. 385-387.

throughout the system. Also, because of the reliance of the vital statistics system on data from the civil registration system, bilateral communication between local offices and the central vital statistics office and between staff in civil registration and staff in vital statistics is very important to maintain high standards of quality in the vital statistics system. There are several techniques that work well to maintain this communication.

240. *Handbooks* can maintain consistency in operations between the central office and local offices, and among the various local offices. Once developed, it is important to keep the information in the handbook up-to-date. In some cases, loose-leaf handbooks serve this purpose best.

241. Newsletters that are produced jointly by the civil registration and vital statistics agencies can communicate items of interest and importance for the staff of each agency. At the same time, they will keep each agency's staff informed concerning changes taking place in the other agency. Newsletters also serve as a vehicle to announce changes quickly, even before new pages can be prepared for handbooks.

242. Traveling field consultants can conduct training for new personnel at local offices. When conducting training for staff of subnational vital statistics offices, the field consultants can check on quality and completeness of the statistical reports. There is also the opportunity to join efforts with civil registration authorities to conduct training for local registration staff.

243. Any of the communication techniques that one uses should involve representatives of other agencies outside civil registration and vital statistics, who need to be a part of the registration and statistics network. Such activity fosters good morale and a teamwork attitude within all the systems involved.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 63-73

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 384-387, and para. 403, model law, chapter XI, articles 143 and 144

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, chapter I, paras. 553-565, annex II

*Handbook of Vital Statistics Systems and Methods*, vol. I, paras. 253-275

### Key points

The following are key points to remember:

- Responsibility for the production of vital statistics belongs with the Government.

- The basis for the civil registration system and for the vital statistics systems should be contained in custom-designed legislation, which should include provisions to mandate the administrative means to ensure compliance with the laws.
- The organizational structure of the civil registration system can be centralized or decentralized, and may have either a centralized or decentralized vital statistics system.
- The vital statistics system can be administered by the national statistical agency or by the civil registration administration, or may have different vital statistics functions designated to one or more government agencies whose work relates to those functions.
- Vital statistics are widely used for social and economic planning and analytic applications.
- It is important for the vital statistics system to coordinate its concepts, definitions, classifications and tabulations with those in population censuses, intercensal field surveys, and international migration statistics.
- A national advisory committee of experts on health and vital statistics is beneficial for the coordination of statistical agencies.
- A national statistics office often has coordination oversight for agencies involved in the use of vital statistics.
- An inter-agency coordination committee should contain staff members of involved agencies, and should meet at least annually.
- The country's legislation should recognize the need for agency coordination, and should designate responsibility for it.
- Aids to coordination within the vital statistics system include handbooks, newsletters and traveling field consultants.

### Discussion points and suggested exercises

- I. Ask for volunteers to describe how civil registration and vital statistics are structured in their countries. Have the remaining students identify the organization structures as centralized or decentralized. If enough information is available, have students identify how the vital statistics system is administered.
- II. Have students provide specific examples from their own experience of internal or external coordinating committees and activities involving vital statistics systems.
- III. Hold a discussion about possible target groups for whom it would be beneficial to develop handbooks.

### Review questions

Students should be able to respond to the following questions:

1. Describe (a) a centralized vital statistics system, and (b) a decentralized vital statistics system. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 258 and 261)
2. List one advantage and one disadvantage to placing the vital statistics administration under the civil registration administration. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 268)
3. Briefly describe six means for accomplishing coordination within the vital statistics system. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 270-275)
4. In a decentralized organization where the subnational organization is a single administration for civil registration and vital statistics, why is interaction with the national vital statistics office a primary consideration? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 64)
5. What is the primary concern in a centralized system with separate administrative agencies for civil registration and vital statistics? What is the best option for resolving this concern? (Ibid., paras. 48 and 49)
6. What should be the aim of a central government agency or agencies that has responsibility for how vital statistics are collected and compiled? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 64)
7. If local conditions require a departure from established international standard codes or classifications, what is the United Nations recommendation? (Ibid., para. 73)
8. Who recommended the establishment of national committees on vital and health statistics? (Ibid., para. 69)
9. What three things does the draft law suggest should be mutually agreed upon by the collecting and compiling agencies? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 384 and 385)
10. Suggest some useful mini-handbooks for use in improving civil registration and vital statistics systems. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 559).



## MODULE 16. TOPICS AND THEMES TO BE INVESTIGATED IN A VITAL STATISTICS SYSTEM

244. Module 10, section B, discussed the contents of the vital record: the legal document. The module considered entries as recommended by the draft model law, and a listing by topic and theme for the birth, death and marriage registration documents as recommended by the United Nations. This module looks at a list of topics and themes and their definitions to be investigated in the registration process for vital statistics purposes. The data source for the topics and themes can also be the dual-records system (a specific type of field survey). If the source is civil registration, the list presented in this module will need to be supplemented with identification data, such as registration number, place of registration, identification of the registrar, given names and surnames of the registrant, characteristics of the informant etc. Such items are part of the record content recommended in the lists reviewed in module 10.

### Content summary

#### A. Selection of topics and themes

245. There is a need to meet both national and international criteria when selecting the topics and themes to be investigated. Since the international objectives are derived from a review of national experience and practice, these two sets of criteria are rarely incompatible. Sometimes, a country may need to collect data in more detail than necessary to meet international comparison objectives. In such a case, the data can be collected in a way that permits it to be collapsed into categories appropriate to the international objectives.

246. Topics and themes to be investigated for the production of vital statistics are scrutinized for their capability of collection. If one cannot expect to collect meaningful quality data on a topic, then the topic is to be excluded. Some questions involving sensitive or complicated issues can often be saved. It is sometimes possible to collect data on a sensitive topic, if appropriate confidentiality safeguards are made clear to the respondents. If a question seems too difficult for respondents to supply quality data as answers, one can pre-test

alternative wordings of the question on a population sample.

#### B. Topics and themes to be investigated for vital statistics purposes through the civil registration system

247. For this set of topics and themes, the statistical units are the vital events of live births, deaths, foetal deaths, marriages and divorces. In the table below, the paragraph numbers after each topic refer to the definitions and specifications presented for that topic in *Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 87-232. The table below presents only the first priority topics. Not all countries will conform to the standard at the same time, nor will all countries follow a uniform pace in achieving complete coverage of all recommended topics and themes. The first priority topics, which are listed here, present an immediate goal. The complete list of collection priorities is presented in annex IV of the present *Handbook*. The other topics and themes included in annex IV constitute a less urgent goal.

*Note:* For convenience, the recommended topics are grouped under two main headings: (i) characteristics of the event in question and (ii) characteristics of persons involved directly with the event, such as the child, the fetus, the parents, the decedent, the partners in the marriage, the divorcees etc. A further distinction is made between “direct topics” and “derived topics”. Direct topics are those for which data are collected by way of specific questions on the statistical reports. Derived topics are usually computed or inferred from information on the statistical reports and not obtained from replies to direct questions. Examples of derived topics would include “age” if it is computed from a question asking for the date of birth, and “urban/rural occurrence” if it is inferred from a question asking for place of occurrence. Derived topics are considered as tabulation components and represent important information which is to be obtained from data collected on the statistical reports; these will be defined below (see annex IV)

Direct topics	Derived topics
<b>(1) LIVE BIRTH</b>	
<i>(i) Characteristic of the event - Dates (time reference)</i>	
<b>Date of occurrence</b> (of delivery of birth) (1) -14	
<b>Date of registration</b> (2)	
<b>Geographic characteristics</b>	
<b>Place of occurrence</b> (3)	<b>Locality of occurrence</b> (4) <b>Urban/rural occurrence</b> (5)
<b>Place of registration</b> (3 )	
<b>Other characteristics</b>	
<b>Type of birth</b> i.e. single, twin, triplet, quadruplet, or higher multiple delivery (44)	
<b>Attendant at birth</b> (45)	
<i>(ii) Characteristics of the child and of the parents</i> <i>(ii.a) Characteristics of the child</i>	
<b>Sex</b> (15)	
<b>Birth weight</b> (17)	
<i>(ii.b) Characteristics of the parents (separately for mother and father)</i>	
<b>Age</b> (12) or <b>Date of birth</b> (14)	<b>Age</b> (12)
<b>Marital status</b> (33)	Child born in wedlock (legitimacy status)(16)
<b>Educational attainment</b> (37)	

<b>(2) DEATH</b>	
Direct topics and themes	Derived topics and themes
<i>(i) Characteristics of the event - Dates (time reference)</i>	
<b>Date of occurrence</b> (1)	
<b>Date of registration</b> (2)	
<b>Geographic characteristics</b>	
<b>Place of occurrence</b> (3)	<b>Locality of occurrence</b> (4) <b>Urban/rural occurrence</b> (5)

<b>Place of registration (3)</b>	
<b>Other characteristics</b>	
<b>Cause of death<sup>40</sup> (48)</b>	
<b>Certifier (46)</b>	<b>Type of certification (47)</b>
<i>(ii) Characteristics of the decedent</i> <b>Personal characteristics</b>	
<b>Date of birth (14) or Age (12)</b>	<b>Age (12)</b>
<b>Sex (15)</b>	
<b>Marital status (33)</b>	
<b>Geographic characteristics</b>	
<b>Place of usual residence (6)</b> <b>Place of usual residence of the mother (for deaths under one year of age) (6 )</b>	<b>Locality of residence (4)</b> <b>Urban/rural residence (5)</b>
<i>(iii) Characteristics of population at risk (54)</i> <i>To be obtained independently from population censuses, population registers, sample surveys, and intercensal estimation procedures.</i>	

<b>(3) FOETAL DEATH</b>	
<b>Direct topic and themes</b>	<b>Derived topics and themes</b>
<i>(i) Characteristics of the event- Dates (time reference)</i>	
<b>Date of occurrence (of foetal delivery) (1)</b>	
<b>Date of registration (2)</b>	
<b>Geographic characteristics</b>	
<b>Place of occurrence (3)</b>	<b>Locality of occurrence (4)</b> <b>Urban/rural occurrence (5)</b>
<b>Place of registration (3 )</b>	
<i>(ii) Characteristics of the foetus and of the parents</i> <i>(ii.a) Characteristics of the foetus</i>	
<b>Sex (15)</b>	
<b>Gestational age (19)</b>	
<i>(ii.b) Characteristics of the mother</i>	
<b>Date of birth (14) or Age (12)</b>	<b>Age (12)</b>

<sup>40</sup>The statistical report on the fact of death, should include topics on the Medical Certificate of Cause of Death; see World Health Organization, International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, (Geneva, 1992) vol. 2.

<b>Children born alive to mother during her entire lifetime (23)</b>	
<b>Children born to mother during her entire lifetime and still living (24)</b>	<b>Birth order or parity (26)</b>
<b>Foetal deaths to mother during her entire lifetime (25 )</b>	
<b>Date of marriage (32)</b>	<b>Duration of marriage (31)</b>
<b>Geographic characteristics</b>	
<b>Place of usual residence (6)</b>	<b>Locality of residence (4) Urban/rural residence (5)</b>
<i>(ii.c) Characteristics of the father</i> <b>Personal characteristics</b>	
<b>Date of birth (14) or Age (12)</b>	<b>Age (12)</b>
<b>Geographic characteristics</b>	
<b>Place of usual residence (6)</b>	<b>Locality of residence (4) Urban/rural residence (5)</b>
<i>(iii) Characteristics of denominator (live births)</i> <i>Information is obtained from the civil registration system as information on fetal deaths</i>	

<b>(4) MARRIAGE</b>	
<b>Direct topics and themes</b>	<b>Derived topics and themes</b>
<i>(i) Characteristics of the event - Dates (time reference)</i>	
<b>Date of occurrence (of marriage) (1)</b>	
<b>Date of registration (2)</b>	
<b>Geographic characteristics</b>	
<b>Place of occurrence (3)</b>	<b>Locality of occurrence (4) Urban/rural occurrence (5)</b>
<b>Place of registration (3 )</b>	
<i>(ii) Characteristics of bride and groom (separately)</i> <b>Personal characteristics</b>	
<b>Date of birth (14) or Age (12)</b>	<b>Age (12)</b>
<b>Marital status (previous) (33)</b>	
<b>Other characteristics</b>	
<b>Place of usual residence (6)</b>	<b>Locality of residence (4)</b>

	<b>Urban/rural residence (5)</b>
<i>(iii) Characteristics of population at risk (54)</i> <i>To be obtained independently from population censuses, population registers, sample surveys, and intercensal estimation procedures.</i>	

<b>(5) DIVORCE</b>	
<b>Direct topics and themes</b>	<b>Derived topics and themes</b>
<i>(i) Characteristics of the event - Dates (time reference)</i>	
<b>Date of occurrence (of divorce) (1)</b>	
<b>Date of registration (2)</b>	
<b>Geographic characteristics</b>	
<b>Place of occurrence (3)</b>	<b>Locality of occurrence (4)</b> <b>Urban/rural occurrence (5)</b>
<b>Place of registration (3 )</b>	
<i>(ii) Characteristics of divorces (husband and wife separately)</i>	
<b>Personal characteristics</b>	
<b>Date of birth (14) or Age (12)</b>	<b>Age (12)</b>
<b>Date of marriage (32) or Duration of marriage being dissolved (31)</b>	<b>Duration of marriage (31)</b>
<b>Geographic characteristics</b>	
<b>Place of usual residence (6)</b>	<b>Locality of residence (4)</b> <b>Urban/rural residence (5)</b>
<i>(iii) Characteristics of population at risk (54)</i> <i>To be obtained independently from population censuses, population registers, sample surveys, and intercensal estimation procedures.</i>	

C. *Topics and themes that can be collected in population censuses and household sample surveys*

248. As noted above, there is no substitute for a well designed and well maintained civil registration system as a source of data on vital events for the production of vital statistics. In countries where civil registration is lacking, deficient or insufficiently reliable, other sources of demographic statistics can be used to collect information on the incidence of vital events and to estimate or calculate vital rates. These other sources are population censuses, household and demographic sample surveys and sample registration systems. Where civil registration is well established and maintained, these other sources of demographic data are useful in providing independent estimates of demographic parameters, which can be used for evaluating the level of completeness of civil registration and vital statistics or as complementary sources of demographic and health data. Moreover, population censuses are essential in providing the necessary denominators to calculate vital rates and ratios in combination with civil registration data (numerators). Civil registration data alone, therefore, does not provide the population-at-risk for the calculation of most vital statistics rates. In particular, the utilization of population census data as denominators is indispensable when the civil registration system is not accompanied by a population register.

249. It must be stressed that even though these sources may provide estimates of the current levels of fertility, mortality, foetal mortality, marriage and divorce, they are not a substitute for a civil registration system since they can not provide such details as estimates of mortality by cause of death, other epidemiological information and a series of annual rates for various administrative divisions. In addition, these sources provide very limited data on vital events themselves since these investigations focus on the household as a unit, not on individual vital events, and the vital events are just collected as characteristics of household members. A universal and well maintained civil registration system remains the single best source of information on vital events for administrative, demographic and epidemiological purposes.<sup>41</sup>

250. The vital event is a characteristic of selected household members. A few topics on each vital event can be collected. A list of topics and themes that can be obtained from each type of source mentioned above is set out in the box on the following pages. Their concepts and definitions are contained in annex IV.

D. *Definitions and specifications of topics and themes*

251. It is important that the data for the vital statistics system be compatible with international standards and definitions for population census, demographic sample surveys and population registers. Adherence to international standards and definitions allows country-to-country comparisons. Accord with current population census definitions and practice is essential since vital statistics frequencies are related to census population counts and inter-censal estimates in order to develop vital statistics rates. Accord with international standards and current census practice requires that each item on the statistical report, vital record, sample survey or census questionnaire be clearly, explicitly and equally defined in as simple terms as possible. In this way the interviewer or collector or registrar can obtain accurate and comparable information for statistical purposes. The interviewer or collector or registrar must be intimately familiar with the definitions and/or with specifications of the direct and derived topics and themes listed above for civil registration and censuses and sample surveys and how to apply them. The *Principles and Recommendations for a Vital Statistics System, Revision 2*, (paras.74-232) provide such definitions, which are reproduced in annex IV.

252. Look, for example, at the item “cause of death” that is indicated as a first priority topic for the death statistical report in the vital statistics system. The definition and specifications for this item illustrate the need for international comparability in reporting method and medical classification.

<sup>41</sup>For more details on strengths and weaknesses of these data and how these data are to be used, see *Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 600 and 601.

*Topics and themes that can be collected in censuses and in single-round retrospective surveys to estimate fertility, mortality, and nuptiality<sup>42</sup>*

I. Information that can be collected for fertility and mortality estimation in population censuses and single-round retrospective sample surveys that use census-type questions

1. For all members of the household

In addition to the basic data collected through censuses and surveys, it is useful to include these topics:

Relationship among the members of the family

Identity of the mother, if living in the household (her number in the questionnaire)

Date of birth (in addition to the age, optional)

Orphanhood from mother/father (or survival of parents)

2. Information that can be collected for selected members of the household

For women 15 years of age and over (or the minimum age adopted in the country):

Total number of children ever born alive, by sex

Total number of children ever born alive and still living, by sex

Date of birth and sex of the last child born alive

Survival of the last child born alive at the time of the survey

Date of death of the last child born alive

Age at first marriage

Age at first child

Duration of marriage (or date of first marriage)

3. Information that can be collected for all households in a census and/or a sample retrospective survey

Number of deaths in the household during the previous 12 months (recent deaths)

For each deceased:

Name and surname

Sex

Date of birth (or age)

Date of death (day, month, year)

4. Population-at-risk

Household members, depending on the census and survey methodology adopted. Usually, censuses and surveys cover population in the households during a specified period or at specific moment in time. In case of censuses, there are two types of approaches for collecting data: de facto and de jure methods. Some countries use a combination of both procedures. The census results give the base line figures for future adjustments and estimates, provided that the net migration has been minimal. Estimates obtained from these figures constitute the population-at-risk for calculating vital rates and ratios in combination with vital statistics from registration data.

II. Information that can be collected in individual in-depth single-round retrospective surveys

In order to estimate fertility and mortality parameters through in-depth single-round retrospective sample surveys, specific questions may be included in the survey to collect the following information (in addition to the basic topics which are usually investigated):

1. For all members of the household

Relationship among the members of the family

Identity of the mother, if living in the household (her number in the questionnaire)

Date of birth

Age

<sup>42</sup>See *Principles and Recommendations for a Vital Statistics System Revision 2*, paras. 605-644.

2. Information that can be collected for selected members of the household
 

For women in reproductive ages (or any other well defined sub-universe of women, e.g., ever-married women of 15 to 54 years of age):

  - Census-type questions on fertility and mortality (see sect. I above)
  - A birth history (or a maternity/ pregnancy history) may be completed for each selected woman. The information to be collected for each child born alive (if a birth history is used) and for each outcome of pregnancy (if a pregnancy history is used) should include:
    - Name
    - Date of birth (day, month and year)
    - Sex
    - Survivorship status and
    - Age at last birthday, if alive
    - Age at death, if dead (or date of death: day, month and year)
    - Gestational age, if foetal death (in completed weeks of gestation)
    - Date of occurrence, if foetal death (day, month and year)
  - Information for women:
    - Age
    - Age at first marriage
    - Age at first birth
    - Duration of marriage (or date of first marriage)
    - History of marriages
3. Population-at-risk
  - Household members present
  - Household members temporarily absent
  - Household visitors
  - Geographical location of the household

For the purposes of obtaining information on births and deaths, it is recommended that the household include household members present and household members temporarily absent. Household visitors should be excluded.

### III. Information that can be collected in a follow-up (or multi-round) demographic sample survey

In follow-up surveys, data on fertility, mortality and nuptiality are collected in a prospective approach and the sampled households are interviewed repeatedly within certain periods of time to record changes in the household in each visit (e.g., every six-month interval). The topics and themes set out below can include.

1. Information that can be collected from all members of the household
  - Name and surname
  - Relationship to the head of the household
  - Relationship among the members of the family
  - Identity of the mother, if living in the household (line number in the questionnaire)
  - Sex
  - Date of birth (day, month and year)
  - Age
  - Ethnic (and or national group)
  - Place of birth
  - Place of residence
2. Information that may be collected for selected members of the household
  - For persons 15 years and older:
    - Marital Status (civil status)
  - For women 15 years of age and over:



If pregnant at time of interview, number of weeks

Topics at each subsequent interview for each person in the household:

Name and surname

Date of birth, if a new live birth (day, month and year)

Sex

Survivorship status of each person

Age at death, if dead (or date of death: day, month and year)

Gestational age, if foetal death ( in completed weeks of gestation)

Date of occurrence, if foetal death (day, month and year)

Identity of the mother of the live birth (or foetal death) (line number in the questionnaire)

Immigrant (day, month and year the household member arrived to live in the household)

Emigrant (date, month and year the household member left the household to live elsewhere)

3. Population-at-risk

Household members present

Household members temporarily absent

Household visitors

Geographical location of the household

IV. Information that can be collected in a sample registration system.

Topics and themes to be recorded in the sample registration system can be the same as that collected in full registration. Topics/themes to select from are contained in annex IV. Countries may choose, however, a short list of topics to start with, and then gradually expand it as the registration system matures. It is essential that the topics/themes needed for estimating fertility and mortality be included from the start.

V. Information that can be collected in a dual-records system

When the sample registration system is combined by a retrospective survey in the same sample registration area, the system is known as a dual-records system. The retrospective survey should be carried out by independent field workers. Data required in this case to include the vital events under investigation as well as the data required for legal purposes.

Information selected for collection in the first survey will determine the information to be collected in the retrospective survey for matching the two survey results. For details about the information that may be collected, see annex IV.

253. Consider the recommended definition and specifications ( a copy of the cause of death certificate may be found in annex I).<sup>43</sup>

Causes of death are “all those diseases, morbid conditions or injuries which either resulted in or contributed to death, and the circumstances of the accident or violence which produced any such injuries”. Symptoms and modes of dying, such as heart failure or respiratory failure, are not considered to be causes of death for statistical purposes.

The cause of death to be used for primary statistical tabulation purposes has been designated as the underlying cause of death. The underlying cause of death is defined as “(a) the disease or injury which initiated the train of events leading directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury”.

The purpose of the definition of causes of death is to ensure that all the relevant information is recorded and that the certifier does not select some conditions for entry and reject others. From the standpoint of public health and prevention of disease and premature death, it is important to understand the morbid process from onset to conclusion and to break that chain of events. The most effective public health objective is to prevent the precipitating cause from operating. For that reason, the underlying cause of death has been defined as the basis for mortality statistics by cause of death.

In order to secure uniform application of the above principle, it is implicit that the medical certification form recommended by the World Health Assembly should be used. The use of such a form places the responsibility for indicating the train of events on the physician or surgeon signing the medical certificate at death. It is assumed, and rightly so, that the certifying medical practitioner is in a better position than any other individual to decide which of the morbid conditions led directly to death and to state the antecedent conditions, if any, which gave rise to this cause.

Causes of death should be coded according to the list of three-character categories, with or without the fourth-character subcategories, contained in the latest edition of *International Statistical Classification of Diseases and Related Health Problems* (ICD). The degree of detail in cross-classification by cause, sex, age, and area of territory will depend partly on the size of the numbers involved and the purpose and range of the statistics, and partly on the practical limits as regards the size of a particular table.

254. At the outset, the definition of cause of death encompasses all diseases and excludes “symptoms and modes” from the definition. It then defines the *underlying cause of death*, and specifies this cause as the one to be used for primary statistical tabulation purposes.

255. The cause of death specifications then offer a rationale for the above choices and emphasize the importance of using the World Health Assembly medical certification form to record the train of events.

256. The final paragraph in the above specifications calls for the use of the *International Statistical Classification of Diseases and Related Health Problems* of the World Health Organization to code the cause of death data. All of the items delineated in the specifications are crucial to making the data comparable from district to district within a country, and for international comparison among countries.

257. Quality of data in the vital statistics system depends heavily on the depth of knowledge and care in application of the definition and specifications associated with the topics and themes to be investigated. The material contained in the definitions and specifications is excellent for seminars, training sessions, newsletters, handbooks and other means of communication that bring it to the attention of those involved in the vital statistics system.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras., 74-232 and 600-668

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, annex III

### Key points

The following are key points to remember:

- Topics and themes to be investigated by the vital statistics system need to meet both national and international objectives.
- Countries may wish to collect additional data, but information should be collapsible to standard international categories.
- Exclude topics and themes for which one cannot collect meaningful, quality data.
- Topics and themes can be investigated through the civil registration method or through the use of household sample surveys.
- First priority topics and themes are an immediate goal for vital statistics systems.
- Direct topics and themes are collected by means of specific questions on the statistical report.
- Derived topics and themes are computed or inferred from other information on the statistical report.
- The field survey method (by sampling or census enumeration) serves (1) as a supplement in countries with a good civil registration system; (2) as an interim measure, where civil registration is lacking, deficient or under development; (3) to evaluate and monitor completeness of civil registration data; and (4) to provide denominators for vital statistics rates

<sup>43</sup>Ibid., paras. 216-220.

- and indicators.
- The definitions and/or specifications of the topics and themes need to be compatible with international standards and current census practices.
- It is important that interviewers, data collectors and registrars be intimately familiar with the definitions and specifications for items on the statistical report, vital record, sample survey or census questionnaire.

#### Discussion points and suggested exercises

- I. Compare the list of direct topics and themes obtained by means of a civil registration system to the sample birth and death forms contained in annex I.
- II. Make a comparison of the topics and themes on the civil registration method report for live birth with the items on birth data collected by the survey method. What details are lost?
- III. Review, as a group, the first 10 item definitions and specifications. Discuss the distinguishing features contained in each definition, and any specific collection method guidelines given by the specifications for each of the 10 items.

#### Review questions

Students should be able to respond to the following questions:

1. What are some types of topics and themes that should be avoided in the vital statistics system? (*Principles and Recommendations for a Vital Statistics System, Revision 2, para. 76*)
2. Briefly describe three methods to obtain data on vital statistics topics and themes. (See paras. 247 and 248)
3. List five items that one would need to supplement the recommended topics and themes in order to permit identification of the persons and events under consideration. (Ibid., para. 80) (*Principles and Recommendations for a Vital Statistics System, Revision 2, para. 80*)
4. What has been the most important application of field surveys, population censuses or other follow-up methods? (Ibid., para. 600)
5. What is the statistical unit in the registration method? What is the statistical unit in the field surveys? (See paras. 247 and 249 above)
6. What collection advice is given for the item “place of birth” when considering international comparability? (*Principles and Recommendations for a Vital Statistics System, Revision 2, para. 119*)
7. List five fertility measures that can be derived from the priority direct item “children born alive during entire lifetime of mother”. (Ibid., para. 648)
8. What seven levels of education should be identifiable from the topic “educational attainment”? (Ibid., para. 180)
9. For the purposes of international comparisons, what standard classification is recommended for compiling data on occupation? (Ibid., para. 208)
10. What are the five categories recommended for “manner of death”? (Ibid., para. 224)

## MODULE 17. COMPILING VITAL STATISTICS, PART 1: ADVANCED PLANNING AND NATIONAL CENTRALIZED COMPILATION AND PROCESSING

258. The current module looks at the responsibilities of registration: the responsibilities of the collecting agency relative to the responsibilities of the compiling and processing agency in regard to vital statistical reports, as addressed in chapter XI of the draft model law.<sup>44</sup> To place the content of this current module in perspective relative to a national vital statistics law, the student may find it helpful to consult the relevant sections of the *Handbook on Preparation of a Legal Framework*.<sup>45</sup> This module also examines certain functions given to the compiling and processing agency:<sup>46</sup>

- (a) Receiving and assembling the statistical reports from the collecting agency;
- (b) Reviewing the information;
- (c) Implementing the previously agreed system procedures for correcting any errors it may contain;
- (d) Coding, evaluating the quality and consistency of the information, classifying and tabulating the information in accordance with the pre-approved programs;
- (e) Analysing and publishing the information and distributing it among the individuals concerned and local, national and international institutions, pursuant to existing agreements and any agreed exchange arrangements;
- (f) Establishing internal procedures to measure the quality of the different processing stages;
- (g) Establishing mechanisms for providing additional statistical information to qualified persons and institutions.<sup>47</sup>

259. This module looks in particular at items (a) through (d) and item (f) of the functions listed above. Also of concern in the current module are the joint responsibilities of the civil registration agency (the collecting agency), the compiling and processing agency (the vital statistics agency) and the national coordinating body relative to advance planning necessary to efficiently compiling and processing vital statistics.

### Content summary

#### A. Advance Planning

260. The accuracy and completeness of the vital statistics that are compiled, tabulated and disseminated by the compiling and processing agency depend on the vital data that are collected in the civil registration process, the type of statistical form used and the development and application of item definitions and specifications. All these elements require careful advance planning, involving collector, compiler and user. Determining user need, both in terms of type of data and how it is to be tabulated, is a crucial part of advance planning. In all likelihood, it will not be possible to meet all user needs. Thus, priority setting on data collection and tabulation is in-

<sup>44</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, articles 142-159.

<sup>45</sup>*Ibid.*, paras. 380-387.

<sup>46</sup>*Ibid.*, para. 298.

<sup>47</sup>*Ibid.*, para. 298.

cluded in the advance planning process.

261. The dynamics of the committee structure for advance planning will depend on whether the system is centralized or decentralized, on whether one uses separate or a unified report form to collect the civil registration and statistical data, and on whether one or separate authorities control registration and statistical reporting.<sup>48</sup> For fully computerized civil registration and vital statistics systems, many of the recommendations below can be integrated with the production of one database and two sub-files, one for civil registration and one for vital statistics.<sup>49</sup> Whatever the dynamics of the committee structure for advance planning or the organizational structure for civil registration and vital statistics, the process must include the procedures outlined below.

262. There is a long-range component to advance planning. Before data are collected, agreement must be reached on priorities, definitions, specifications and compatibilities. Once the item is part of the statistical report, it needs to be collected for a year before its first use, and for longer periods before it can be used for trend analysis. Adjustments may need to be made in coding, editing, querying etc. before the data is deemed usable. Advance planning can easily involve periods of four or more years.

263. Advance planning also has a geographic and population component. The plan must include compiling vital statistics for the entire geographic area of the country, as well as for major and minor divisions and large cities or towns. Being able to distinguish between urban and rural areas is important in the data presentation. Planning should also consider how to provide vital statistics data on major categories of the population, such as major ethnic, national or nomadic sub-populations.

#### B. National centralized compilation

264. The use of uniform procedures for compilation and tabulation throughout the country encourages the recommendation that these tasks be done centrally, unless the number of events involved is so large as to threaten the efficiency of processing individual reports centrally. The recommendation applies whether the country has a centralized or decentralized civil registration system. In decentralized structures, data are processed at the state or province level and also by an office with national scope to produce vital statistics for the country as a whole. Some important procedures that need to be in place to ensure quality and reliable data in a centralized scheme for vital statistics production are set out below. These steps are also applicable to decentralized schemes for data processing.

<sup>48</sup>For further detail, see *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, chap. V.

<sup>49</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 212-230.

## 1. *Controlling the receipt of statistical reports*

265. Controlling the receipt of the statistical reports is important in terms of both timeliness and completeness of the data. Computer-generated reports can be helpful in tracking timeliness.<sup>50</sup>

The computer can also be used to supply management with a record of the timeliness with which data are being reported from the field offices or suppliers. Are the prescribed time limits for completing the cause-of-death certification being met? Are local registrars reporting events to the central office in a timely manner? Are hospitals forwarding the birth data to the registrar on time? By collecting dates on the record and entering them into the master file, monthly or quarterly runs can be done to evaluate the timeliness of those processes. Reports back to the registrars, hospitals, etc. can often dramatically improve the levels of timeliness. Without internal system review, timeliness of reports can often fall victim to other competing concerns.

266. Controls can also be put in place for completeness and accuracy. Management.<sup>51</sup>

Should look at monthly frequency runs from the master files to review completeness and accuracy of the files. The number of events of each kind that should be reported during a particular month can be anticipated based on previous history and population levels. Likewise a set of variable ranges can be developed (e.g., age of mother, birth weight, number of deaths by cause) and when the frequency is outside the range or in some cases when the specific variable—such as mother's age—is outside the expected range a query should be initiated. The frequency checks each month can also be used by management to monitor the number of missing or unknown values. A higher than anticipated count of missing or unknown values could signal some failure in the reporting system. The system failure needs immediate attention by the field training team.

## 2. *Manual editing*

267. Manual editing of statistical reports at the central office can detect missing, inconsistent, inappropriate or obscure items. A visual check by trained staff can be followed by direct contact with the local office responsible for the questionable report. The process adds accuracy to the records and also has an educational component to help diminish this type error on future reports.

## 3. *Querying procedures*

268. Querying procedures are a part of the vital statistics system that improve the resulting statistics.<sup>52</sup>

Items on the report with missing, inconsistent or inap-

propriate responses should be questioned or "queried". This querying process should be adopted as an integral part of the vital statistics system in order that the resulting statistics may be improved.

It is important that the appropriate reporting office or the person responsible for filling out the item in question be queried. If a direct query to this individual (for example the physician, the midwife etc.) is not possible from the national office, it may be necessary to contact the local registrars and request that they contact the appropriate source.

Once data have been queried, the corrected data must be transmitted to the central office (or sub-national office if that is the case). How this is accomplished will vary from country to country. In some areas of the country, the local registrar may forward a corrected report. In others, the corrected information may be obtained over the telephone or other means. In either case, if the item is of legal as well as statistical concern (e.g., place of occurrence or date of death), it is important that the correction be made on the legal record in addition to the statistical report. A mechanism must be established in the local civil registration office to ensure that this happens.

## 4. *Imputation of missing or inconsistent data items*

269. Imputation of missing or inconsistent data items is a process that can be used on items that will be used for statistical purposes only. It is not a process that can be used to amend the legal record. On items to be used for statistical purposes only, where the querying procedures described above fail to provide the data, it is sometimes possible to assign a probable value for the unknown item. The following describes the two major types of imputation.<sup>53</sup>

In some instances, the query process will not result in a corrected data item. In those cases, it may be possible to "impute" the data required. Imputation is the process of assigning the most probable value to an item whose exact value is unknown. For example, it may be possible to impute a child's legitimacy status from the surnames and civil status of his/her parents. Another example would be the assignment of the "race" code item to the most common racial group of the respondent's geographical area of residence. This method of imputation is commonly known as the "cold deck" imputation method. When imputation is carried out using the same value as the previous person having the similar personal characteristics, the method is called the "hot deck" imputation method. In all cases, imputation should not be undertaken unless (a) vigorous querying efforts have failed and (b) there is a high probability that the imputed value will represent the true value of the item in question.

## 5. *Manual coding of data*

270. Manual coding of data is gradually yielding to computerized applications. Coding translates the item into numerical values to facilitate processing by computerized

<sup>50</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 525.

<sup>51</sup>*Ibid.*, para. 523.

<sup>52</sup>*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras 301-303.

<sup>53</sup>*Ibid.*, para. 306.

means. Electronic reporting accomplishes the translation in a manner transparent to the person recording the event. Manual coding for cause of death, place of occurrence, place of registration, usual place of residence and occupation are currently yielding to software programmes that accomplish major percentages of the coding electronically. The availability of appropriate software in these areas is not, however, universal. Where manual coding is necessary, there should be clearly written instructions, definitions and classifications. Adherence to them should be ensured by designating trained personnel to provide oversight to this task. Recommended international standards should be followed. This advice is also true in a computerized system, where a small percentage of electronically rejected records are coded manually.

#### 6. *Data capture procedures for paper-based statistical reports*

271. Data capture procedures for paper-based statistical reports must use all five of the recommendations listed above. Control of receipt, manual editing, querying, data imputation and manual coding are all applicable. According to the organization of the system and available resources, a country may apply different levels of automation for each of the procedural steps. At some point, the data from the statistical reports is converted to electronic form. This may occur at the central office in a centralized system. Automation of the data may occur at subnational levels in a decentralized system, with the automated data being transferred to the central office for integration with other state or province data. The guiding principle remains that uniform procedures for compilation and tabulation should be employed throughout the process and throughout the country.

#### 7. *Data capture using electronic equipment*

272. Data capture using electronic equipment is, as stated above, a growing trend. Rapid advances in technology create new options in this area at an equally rapid rate. A combined form that records the data for both civil registration and vital statistics should be given consideration.

273. Some of the current applications available are the following:<sup>54</sup>

##### *Automated cause of death coding*

The World Health Organization (WHO) has made comparability of cause of death data possible worldwide through the development and revisions of the *International Classification of Diseases and Related Health Problems* (ICD). Assigning the codes of the classification and applying the associated rules to select the underlying cause of death when multiple causes are listed are not easy tasks. Long periods of training are necessary to develop nosologists who can accomplish the work. This problem led to the development in the late 1960s and early 1970s of the Automated Classification of Medical Entities (ACME). The National Center for Health Statistics of the United States of America pioneered

the evolution of the ACME software.

For each cause listed on the record, the user enters both the ICD code for that cause of death and its location on the record into the ACME system. Using this information, the software applies the ICD rules and selects the underlying cause of death. Other advantages of ACME are that the software can track the assumptions made during the selection of the underlying cause, and can capture all the causes electronically, making possible multiple cause of death analysis. Although use of ACME does not require a trained nosologist, the skill and medical knowledge level needed remains very high.

In response to this, NCHS produced a pre-processor known as Mortality Medical Indexing, Classification, and Retrieval System (MICAR). This pre-processor allows entry of the causes of death without coding. A subsequent software development, called Super MICAR, permits the entry of causes of death, an abbreviation, or code for frequently used entries. This version of the software brings entry of cause of death within the skills of a mid-to-high-level clerical employee.

The programs originally written for these software products required the use of mainframe computers that were beyond the resources of many civil registration systems; however, they can now be used on personal computers. As noted by one authority, in the past, only a few countries could afford to produce multiple cause tabulations such as they were. With the adoption of the automated coding system, all countries will expect to generate, as a by-product, multiple cause data. It is time that serious study is given to the development of a useful body of multiple cause statistics.

##### *Electronic birth record*

A number of vendors offer software that will allow reporting the birth record by electronic means. The software is generally loaded to a personal computer. Several screens ask the operator to enter the record information for the birth. Edits are built into the software so that questionable entries are queried on the spot. For example, if a mother's age is entered as 53, the software might be set to consider this age outside the normal range. A query would ask the operator if the entry is correct.

When a sufficient number of records have been loaded into the software, they may be printed onto paper and also loaded onto a diskette in electronic form. Alternatively, the records may be sent by telephone modem directly to the main data-base. If the system is Internet-based, the records will have already been captured by the central server.

Capturing birth records electronically works with particular efficiency when a large percentage of the births occur in hospitals. Applications of the software have also been made where data are collected at a number of regional registries for electronic shipment to a central registry.

The software can be tailored to the needs of individual users. It can be designed to assign the birth record number automatically. It can also automatically complete informa-

<sup>54</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 70-73 and 76-84.

tion that is specific to a site. For example, the hospital location, the physician's address or the local registrar's information can be entered once and then automatically affixed to each record.

The software can also offer report generators. If the package is being used at a specific hospital, reports can be generated by type of delivery by physician for that hospital.

Usually the software generates a paper copy of the record, as well as downloading the information electronically. The paper copy may or may not be necessary, depending on the back-up structure for the total system.

#### *Electronic death record*

The electronic death record is similar to the electronic birth record in that the reporting takes place electronically. It is different from the electronic birth record in that there are usually several reporting sources for the information. The family (or in some countries a funeral director) reports the demographic information about the decedent through a registrar. If the death occurs in an institution, this report may be initiated at the institution. For natural deaths the cause of death will be reported by a physician, while the report might come from a coroner or medical examiner in cases of traumatic deaths.

The multiple sources for death reporting have affected the design of electronic death reporting systems. An Internet design with the multiple sources reporting to a central server has proven most feasible. A second result of having multiple sources is a need for communication among the various reporters.

One must examine the system to determine a hierarchy of who reports what and when it is reported. For example, the registrar may be assigned top authority for demographic reporting. The coroner may be given the ultimate decision making authority on cause and manner of death for traumatic causes. If the report of death is initiated by the physician, it is then the physician's responsibility to notify the registrar that the record needs demographic data. According to the system and local circumstances, the notification can be done by e-mail, fax, or telephone. If electronic communication is not possible, then printed forms can be used.

274. An interim measure used in automated data capture is optical disk technology. The technology seems to have limited long-term application in civil registration and vital statistics, although it can offer short-term solutions for storage problems, depending on a country's needs and available resources.<sup>55</sup>

A newer technology that offers problem solution similar to microfilm is optical disk technology. This system digitizes the copy of the record so that it can be stored electronically, thus responding to climatic and storage problems. The digitized record is also retrievable, and with appropriately worded statutes one can issue official copies from the digitized version. This technology even allows enhancement of the images of stored records. The

enhancement capability is helpful for older, faded records. An emerging technology with similar benefits is known as "Computer Output to Laser Disk (COLD)".

As with microfilming of records and registers, optical disk technology offers a good interim measure for the storage and preservation of records while a computerized system is being developed. It can also serve as an efficient back-up system during the later phases of the computerization development. As with microfilming, the optical disk system will need an automated index to make locating the records a productive process. It is important to note, however, that microfilm, optical and laser disk technology offer back-up system capability. At this point in time, these systems are not designed to allow use of the data for statistical purposes in the way that the computerized system is.

#### 8. *Tabulation using electronic equipment*

275. Tabulation using electronic equipment offers a substantial increase in processing speed and the ability to perform more complex cross-classifications. As mentioned above, these electronic applications require more advance planning among registration and vital statistics officials, systems analysts and computer programmers. In addition to the determination of user needs, planning for computerization of the tabulation process involves hardware and software selections and security precautions. A good guide for this planning is the United Nations publication *Handbook on Civil Registration and Vital Statistics Systems: Computerization*.

#### 9. *Quality control*

276. Quality control is a process that takes place from the initial recording of the data to the final publication of vital statistics information. Whatever the combination of manual and automated functions, appropriate quality control mechanisms are necessary. Verification of coding and keying procedures can be done on a total or sample level, based on decisions about error tolerance limits. Where there is a mix of input methods, i.e., some by electronic means and some by manual methods, the quality control checks applied to each type of input should maintain the same limits of error tolerance and as far as possible apply the same edits to the data. Edit checks on data that are tabulated electronically need to examine frequency distributions for expected levels, inconsistent and extreme data items, levels of "unknown" responses, unusual clumping of records within classifications etc.

277. Computerized tabulations can introduce errors into final results through programming mistakes that send items to incorrect classifications. Prior to publication, both statisticians and computer personnel should inspect the data for credibility and consistency in this area.

#### **Source readings**

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics Sys-*

<sup>55</sup>Ibid., paras. 50 and 51.

tem, Revision 2, paras. 233-262

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, paras. 297-299 and Chap. XI

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 522-536

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 295-332

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 64-84

### Key points

The following are key points to remember:

- Advance planning includes priority setting on user needs, and consequently on data collection and tabulation.
- Advance planning can involve periods of four or more years.
- Vital statistics must be compiled for the entire geographic area<sup>56</sup>, for minor civil divisions, and large cities and towns of the country.
- Planning includes how to generate vital statistics on major ethnic, national and nomadic sub-populations within the country.
- Unless the number of events is overwhelming, compilation and tabulation are done centrally to guarantee uniform procedures.
- Procedures that need to be in place include:
  - (1) Controlling the receipt of the statistical reports;
  - (2) Manual editing;
  - (3) Querying;
  - (4) Imputation;
  - (5) Manual coding;
  - (6) Data capture using electronic equipment;
  - (7) Electronic tabulation;
  - (8) Quality control.
- The process of receiving reports needs controls that guarantee timeliness, accuracy and completeness.
- Manual editing and querying have educational as well as accuracy and completeness benefits.
- Imputation of data is for items of statistical use only, and is not used to amend legal items on the record.
- Manual coding is decreasing due to computerized applications, but is necessary for some problem records.
- Electronic data capture and electronic tabulation require careful attention during advance planning.
- Quality control is continuous and is necessary for both manual and computerized applications.

<sup>56</sup>The geographic area is the place of usual residence of the: mother (for live birth/foetal death), decedent (for death), groom (for marriage), couple before parting (for divorce).

### Discussion points and suggested exercises

- I. Review the 18 articles of chapter XI in *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*. Determine which articles direct responsibility at the collecting agency, which direct responsibility at the compiling agency, which direct responsibility at the body responsible for coordinating the system and which direct responsibility at a combination of these three.
- II. Electronic reporting of birth and death can be configured on individual personal computers in each reporting location, or can be configured to report to a central server through an Internet connection. Discuss the advantages and disadvantages of each of these configurations. When possible, apply the advantages and disadvantages as they affect students own countries' civil registration and vital statistics systems.

### Review questions

Students should be able to respond to the following questions:

1. List three issues that the statistical processing plan should address. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 235)
  2. What is the recommendation on compilation of statistics for important population sub-groups whose registration is less than 90 per cent complete? (*Ibid.*, para. 237)
  3. When the recommendation for central compilation cannot be carried out, how should one proceed? (*Ibid.*, para. 240)
  4. List three basic rules for data-sorting schemes. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 312)
  5. How does one handle the corrected data obtained through a query process? (*Ibid.*, para. 303).
  6. What are the functions of the body responsible for coordinating the civil registration and vital statistics system? (*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 299)
  7. Which article in the model law makes it a legal requirement that informants provide data for the statistical report? (*Ibid.*, para. 403, draft law, chapter XI)
- As examples of integrated administration for civil registration and vital statistics systems:*
8. Explain how the New York State electronic birth reporting system operates. (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 69)
  9. Compare the electronic systems used in Colorado and Alabama to issue certified copies of vital records. (*Ibid.*, paras. 64-67)
  10. What are some advantages and disadvantages of the Colorado and Alabama systems? (*Ibid.*, para. 68)



## MODULE 18. COMPILING AND PROCESSING VITAL STATISTICS, PART 2: TABULATION PRINCIPLES

278. Coverage, quality, detail of tabulations and timeliness are the measures on which a national vital statistics system is evaluated. These measures are affected by the tabulation programme within the system.<sup>57</sup> The purpose of this module is to examine tabulation principles that, when followed, maximize the four effectiveness measures for the vital statistics system.<sup>58</sup>

The effectiveness of a national vital statistics programme can be measured by the following four criteria: first, the coverage of the statistics it produces; second, the quality of those statistics in terms of accuracy and completeness; third, whether the tabulations are of sufficient detail to reveal important relationships; and fourth, the timeliness of its availability including publications. In order that all criteria may be met, the tabulation program should be constructed in accordance with the basic principles discussed below.

### Content summary

#### A. *Tabulation coverage*

279. The tabulation coverage of a vital statistics system is dependent on both geography and time. Each vital event that occurs within the area's geographical system must be registered for legal purposes, and must be reported for statistical purposes.

##### 1. *Time reference*

280. For best statistical use, each event must be registered and reported within the time period specified in the civil registration and vital statistics law(s). For example, the draft model law stipulates that "The entry of birth shall be made on the basis of a declaration made within 30 days following the delivery".<sup>59</sup> With regard to death and foetal death, the draft law requires the following:<sup>60</sup>

Entries of death shall be made on the basis of the declaration made immediately after the death of a person is known.

Apart from the declaration which the persons referred to in the preceding article are required to make, any physician who treated the decedent during his last illness or, failing that, who treated him at any time, shall in all cases be required to immediately give the registrar who is competent to make the entry a medical certificate of death. The medical certificate shall state the identity data of the

issuing physician, together with the circumstances of the death, the time, date and place, with a statement as to both the basic and the immediate cause of death. It shall also give the identity data of the decedent, indicating the sources of such information.

In the absence of a physician, verification shall be based on the declaration of two qualified witnesses who witnessed the death or have certain knowledge of it, or even by the registrar himself examining the corpse.

Any verification made by the registrar who is competent to make the entry may not extend beyond 48 hours.

The persons required by law to declare births and the physicians who attended the delivery and wrote the compulsory medical record, are also required to make a timely declaration of the foetal death to enable the statistical report to be completed, within a period of 48 hours.

281. Marriages performed by the local registrar are entered in the record at the time that the marriage is celebrated. Religious or other validly celebrated marriages must be registered within 30 days. The model law specifies that divorces are to be registered within 30 days of becoming final.

282. The model law also addresses the time period allowed for filing the statistical report.<sup>61</sup>

After the statistical reports have been duly filled in, or corrected or completed in the event that erroneous or insufficient information was supplied, the local registrar shall in the first week of each month forward the statistical reports prepared for the preceding month to the competent national or regional statistical office, using the channels or media prescribed by the Director-General of civil registration in close coordination with the vital statistics compiling agency, for subsequent processing in accordance with the legislation in force on statistical matters.

283. Under time limits given by the model law, statistical reports of live births, deaths, foetal deaths, marriages and divorces occurring in any month are to be forwarded to the designated statistical agency during the first week of the following month. Exceptions to the time limits exist in the law, e.g., delayed registration of birth or marriage, judicial finding of death and special circumstances, such as epidemics and wars. The quality and value of the statistics increase in proportion to the decrease in the number of these exceptions to timely reporting. The systems should employ procedures to keep the number of exceptions as small as possible.

284. The time periods used for tabulations of vital statistics should be specific calendar periods—month, quarter or entire calendar year. If particular national needs require the use of a different time base, then the country should also provide the calendar period tabulations for purposes of international comparison.

<sup>57</sup>For a list of tables and the layout of a minimum tabulation plan recommended by the United Nations for international comparability, see *Principles and Recommendations for a Vital Statistics System, Revision 2*, annex I.

<sup>58</sup>*Ibid.*, para. 295.

<sup>59</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, draft law, article 66.

<sup>60</sup>*Ibid.*, articles 106, 108-110 and 118.

<sup>61</sup>*Ibid.*, article 154.

285. In preparing the tabulations, a decision needs to be made whether to use the date of registration or the date of occurrence of the event. The recommendation is to present final tabulations based on the events that occurred during the time period specified. If it becomes necessary to tabulate final figures on date of registration rather than date of occurrence, then an evaluation of the degree of difference to be expected between the two types of tabulation should be done. The results of this analysis should be published with the final tabulations.

286. The recommendation to use date of occurrence is for final tabulations. For current weekly, monthly or quarterly summaries, it may be quicker to compile the data by date of registration. Thus, events registered in the first week of January could be compiled during the second week of January. Events occurring in the first week of January might not be reported until early February, according to the legislative limits established. Depending on the time limits and reporting procedures of a system, using the date of registration could make data available with a substantial increase in timeliness. When this is done, it must be made clear that the data are being tabulated by registration date rather than date of occurrence. It is also important to identify, from a historical perspective, how closely the data based on date of registration approximates the data based on date of occurrence.

287. The recommendation to do final tabulations by date of occurrence brings with it the necessity to establish what is known as a "cut-off" date. The different time limits for registering and forwarding statistical reports require that a waiting period be allowed to be certain that all or almost all events have been reported.

288. Establishing the cut-off date requires the consideration of a number of issues. The legislatively established time periods for registering and then reporting an event are an obvious consideration. One must also allow for any time period necessary to query records received at both local and national office levels. The organizational structure that determines the number of offices through which the report passes on its way to the national statistical agency is also a consideration.

289. Reports that are received after the cut-off date should be reviewed to analyse the reason for delay. If, for some reason, a sizable number of reports are received after the cut-off date, it is wise to include them in the national tabulations. This would be particularly important for smaller data sets, such as infant deaths or foetal deaths.

## 2. *Geographic references*

290. Geography is also an influence on tabulation coverage. The basic principle relative to geography is that each vital event occurring within the country must be registered and have a statistical report filed. This allows tabulation of vital statistics for the entire country, intermediate and minor civil divisions, large cities and towns, and sub-population groups.

291. During the development or improvement of the quality of a vital statistics system, countries may decide to do

detailed tabulations only on geographic areas of known coverage completeness levels. This approach can serve as an incentive for the lower-quality areas to improve their local systems. Such an approach, however, should be clearly identified as an interim measure. The goal of the country's vital statistics system is complete coverage of the total population in its geographic area.

292. During the period when there is not complete geographic coverage by the vital statistics system, the data does not represent the country as a whole. While this situation persists, there should be efforts made to make the statistics more representative through the use of statistical adjustment for under-reporting, or by collecting supplementary data in the incomplete coverage areas by field surveys.

293. There are a number of issues to consider relative to the geographic classifications used in the compilation of vital statistics. One assumption that is normally made is that there is relatively little difference for vital statistics purposes between a country's resident population and the population present in the country at any particular time. The presumption is that those involved in international travel or those not at their usual place of residence (e.g., the military, diplomats, tourists) are a very small proportion of the total population, and contribute in an even smaller amount to births and deaths for the country's population. When balanced against the difficulty of setting up an international exchange of vital statistics reports and the additional time restraints this would place on reporting, it is customary to consider data on vital events occurring within a country as an acceptable approximation of the events occurring to residents of the country.

294. The assumption made above refers to tabulations for the total national territory. Final tabulations for geographic civil divisions of the country and for large cities should be done by place of usual residence. This will tend to geographically reassign events occurring in medical facilities that are outside the civil division of the usual residence. Data by place of occurrence may also prove useful, and the compilation of such data is also recommended for these subnational geographic areas.

295. Provisional or advance tabulations of nationwide data do not present a usual residence versus occurrence problem because of the assumption that one approximates the other on a national basis. For provisional or advance tabulations on civil divisions within the country, it is not practical to attempt reallocation of the data by usual residence since early release of the data is of the essence. Tabulation by place of occurrence is the recommendation for these data. However, it is also useful to divide the occurrence data into events occurring to residents of the geographic area and events occurring to non-residents of the geographic area.

296. All of the above issues presume the existence of a legal definition of usual residence. Variation from country to country on the definition of usual residence is enough that no international definition of usual residence is feasible. It is, however, recommended that the definition of usual residence for vital statistics match the definition used by the census au-

thority in the country. This will bring the numerators and denominators into agreement when calculating vital statistics rates for the country.

297. Although there is no recommendation for an international definition of place of usual residence, an attempt at international consistency exists relative to determining the place of usual residence for specific vital events.<sup>62</sup>

*Live births:* Place of residence of mother at time of delivery of live birth.

*Foetal deaths:* Place of residence of woman at time of delivery of dead foetus.

*Infant deaths:* Place of residence of mother at time of death of infant (or of infant, if mother is dead).

*Deaths:* Place of usual residence of decedent at time of death.

#### B. Tabulation for sample data and field survey data

298. If the status of the civil registration system is such that data are collected from a sample of areas only, then compilations are made only for the areas selected in the sample. Where possible, the compilation of the data should retain the distinction of minor civil divisions, the urban/rural mix and important ethnic or national population sub-groups. Depending on the size and quality of the sample, data may later be extrapolated to the total population.

299. The above refers to data obtained from statistical reports from a sample of the population under a civil registration system. For field survey data, different principles apply.

300. In the case of field surveys, the data collected refer to events occurring during a specified period (preferably 12 months). This process does not necessarily yield data for a calendar year; moreover, while it would be theoretically possible to derive monthly or quarterly compilations of vital events and related characteristics, this greater degree of detail is usually precluded by the size of the sample. A similar limitation exists in regard to monthly and quarterly compilations from sample registration schemes.

301. The principle of tabulating vital events by date of occurrence rather than by date of registration should be followed in the case of both sample registration schemes and field surveys.

302. The desirability of tabulating vital events by place of residence is no less important for a system of registration based on a sample of areas than for one based on an entire population. However, in actual practice sampling prevents the ability to transfer events between places of residence that fall within the sample and those that do not. Therefore, in an area sampling scheme, it is necessary to consider the place of residence and place of occurrence to be equivalent. Transfers are likewise impossible with field inquiries of a sample of households; because only a proportion of the total number of areas

will fall into the sample. However, in this case, by reason of the nature of the inquiries on vital events recommended for field surveys, the resultant data will represent place-of-residence statistics (events occurring to persons usually resident in households in the sample, irrespective of where these persons may have been residing at the time of the event in question)

303. For international comparability, countries are encouraged to use the list of tables and minimum tabulation plan for live births, deaths, infant deaths, foetal deaths, marriages and divorces contained in the *Principles and Recommendations for a Vital Statistics System, Revision 2*, annex I. This list supersedes earlier suggested lists of tabulations contained in the *Handbook on Civil Registration and Vital statistics systems: Computerization*, and in the *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*.

#### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 263-278

*Handbook on Civil Registration and Vital Statistics Systems: Preparation of a Legal Framework*, para. 403, chaps. V, VIII and XI

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 333-347

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, annex III

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 337-348

#### Key points

The following are key points to remember:

- Four criteria measure the effectiveness of a national vital statistics programme: coverage of the statistics; quality of the statistics; tabulation detail that reveals important relationships; timeliness of data release.
- For best statistical use, each event must be registered and reported within the legislatively established time period.
- The basic principle of geographic coverage is that each vital event occurring within the country must be registered and reported statistically.
- Limiting detailed tabulations to areas of known coverage completeness is an interim measure.
- Time periods used for tabulations should be specific calendar periods - month, quarter, calendar year.
- Final tabulations are presented by date of occurrence.
- Date of registration may be quicker to use for current weekly, monthly or quarterly summaries.

<sup>62</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 277.

- A “cut-off” date is established for date-of-occurrence reports to be included in final tabulations.
- It is customary to consider data on vital events occurring within a country as an approximation of the events occurring to the residents of the country.
- No international definition of usual residence is feasible, but a country’s definition for vital statistics purposes should match the country’s definition for census purposes.
- Countries are asked to follow a recommendation for determining place of usual residence for each vital event for the purposes of international uniformity.
- There is a set of recommendations for tabulation principles for systems using sample data and/or field survey data.

#### Discussion points and suggested exercises

- I. Review annex III, “Definition of Recommended Vital Statistics Tabulations” in *Handbook on Civil Registration and Vital Statistics Systems: Computerization*. Compare this table with the list of direct and derived topics and themes in *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 86. Have students determine which topics and themes will be necessary for each recommended tabulation.
- II. In the United States of America, there is an interstate exchange of statistical reports for occurrences to residents of one state that happen in another state. Discuss what distinguishes this process from international exchange of statistical reports. Cross-reference “How are these matches to take place”, paras. 346-348, of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*.

#### Review questions

Students should be able to respond to the following questions:

1. What is a basic coverage premise of the vital statistics system? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 335)
2. Is it a good practice to limit detailed tabulations to areas whose completeness of coverage is high? (*Ibid.*, para. 336)
3. Name the two geographical references pertinent to vital statistics and indicate when it is appropriate to use each one. (*Ibid.*, paras. 345-347)
4. Name the two time references pertinent to vital statistics. (*Ibid.*, para. 337)
5. When is it appropriate to use each of the two time references? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 267-269)
6. Explain what is meant by a “cut-off” date, and why it is needed. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 270)
7. What factors should be considered in determining a national cut-off date? (*Ibid.*, para. 271)
8. Is it necessary to give any consideration to statistical reports received after the cut-off date? (*Ibid.*, para. 272)
9. What is the recommendation for determining place of usual residence for the events of birth, death, fetal death, infant death, induced abortion, marriage, and divorce? (*Ibid.*, para. 277)
10. What difficulty arises in tabulation of field survey data by calendar periods? (See para. 300 above).

## MODULE 19. PRESENTATION OF RESULTS AND DATA DISSEMINATION FROM THE VITAL STATISTICS SYSTEM

The tabulation programme of the national vital statistics system should provide annual data in those classifications required for the study of the frequency distributions of vital events, time trends and geographical differentials for the most important characteristics of vital events. These data must be made available on a timely basis through publication or other means of dissemination, such as ad hoc tabulations, CDs, diskettes, on-line or via other electronic media, as appropriate.<sup>63</sup>

304. The purpose of this module is to present principles and guidelines for most effectively disseminating vital statistics data. The module examines different methods of presentation appropriate to different target audiences. It considers data dissemination both with and without accompanying analyses. While considering the content of this module, the student should recognize the importance of maintaining high quality in the data disseminated. Module 20 is particularly relevant; one needs also to consider the tabulation principles relative to time and geographic references mentioned in module 18.

### Content summary

#### A. Annual publications

305. The calendar year period is typically used in the compilation, processing, tabulation and presentation of vital statistics data. Consequently, careful and well designed publication of the data on an annual basis is important to the vital statistics programme. Annual publications offer the user a regular and dependable source for vital statistics data. Such publications offer the vital statistics agency visibility for its national need and purpose and for its importance to society. The annual publication provides yearly information to local, municipal and county-level administrations that allows them to update their population data base by sex and age in interaction with the population census database. Geographic information systems are also useful to enhance dissemination of vital statistics.

306. Timeliness is an important factor in availability of vital statistics data. An attractively printed report, complete with data tables, graphs, charts, maps and analyses, is a worthy goal for the vital statistics system. Annual data should also be made available in other formats that are more immediately or more conveniently useful to those needing the vital statistics data. Examples of these other formats include computer printouts of more detailed unpublished data, public use data tapes containing individual records with identifiers removed, on-line access to de-identified data for internal users or via the Internet for external users, data sets on disks, diskettes and CD ROMs.

307. For computerized data, there are a number of tools

available for the analysis and presentation of annual vital statistics data. It is recommended that one start with a simple presentation of the data; then, as user input is received, the tables, graphs and analysis can be refined to respond to expressed user needs. In any presentation of annual data, it is important to consider matters of security, confidentiality and privacy.<sup>64</sup>

A number of tools are available on the market. It is recommended that one select simple tools during the first period of computerization. Attention should be given to printing utilities and security. The same security level as described above for civil registration data is recommended.

308. A good source for specific information in the area of security, confidentiality and privacy is the *Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*.

309. Many researchers may find release on electronic media, such as tape, disk, diskette and CD ROM advantageous because they make efficient use of the data. Researchers may also be informed that the vital statistics agency keeps in storage the original data set, without corrections through editing and inputations. They need to know the extent of changes made to the variables in the vital statistics data set. Such edits and inputations should do the least amount of damage to the data sets. Other users and the general public will not require the detail presented in the electronic media. A printed annual report, with summarized tables, explanatory graphs, maps and brief analysis sections, fills the need more appropriately for the general public. The printed report should also include appendices that offer copies of the statistical collection forms for each type event, technical notes concerning coding and classification schemes, definitions of vital statistics items, an explanation of formulas used in generating vital statistics rates contained in the report, and notes on the strengths and limitations of the published data. The annual publications should also include delayed and late registration, by year of occurrence, to assist users and researchers in reconstructing the time series of vital events.

310. The printed annual report is often a sizable document and efficiency in its distribution has an economic impact on the agency. The development of an initial list of recipients should be part of the advance planning for the system, and annual follow-up on who wishes to continue receiving the document is advisable. It is also helpful to produce a brochure-size publication, containing the most pertinent and most frequently requested annual vital statistics. The brochure serves as a summary of the larger document and for some users will be sufficient to their needs.

<sup>63</sup>Ibid., para. 279.

<sup>64</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 290.

### B. *Monthly and quarterly bulletins*

311. Speed in the release of monthly and quarterly data can be gained if the information is generated by place of occurrence rather than refining the data to place of usual residence. The quick release of vital statistics data through the use of monthly and quarterly bulletins meets several needs additional to the needs served by the annual publication of the data. This quick release data can alert officials to unusual changes in the numbers or patterns of vital events. Such reports are of great importance for epidemiologic surveillance. They also serve as a quality control tool to allow the early detection of missing data or data that is being seriously mis-coded.

312. Publication of monthly and quarterly data can be in printed and/or electronic format. As indicated in module 18, speed can be gained in the compilation and tabulation of the monthly and quarterly data by using date of registration rather than date of occurrence for tabulation. Appropriate technical notes should accompany the data to allow for making an approximation of the data by date of occurrence from the data by date of registration. Selected vital statistics totals should be included in the monthly and quarterly data to respond to the two purposes mentioned above for the publication of current data. The cross-tabulation and analyses of the monthly and quarterly data need not be as exhaustive as that in the published annual report.

313. A 12-month measure that users of current monthly and quarterly data find useful is the 12-month moving average. Each month, this calculation drops the oldest month's frequency and replaces it with the value of the most recent month. Each month then has an estimated vital rate based on the latest 12-month time period.

314. Users of the monthly and quarterly bulletin generally include some but not all those who use the annual publication, as well as some users interested only in the current reports. A separate list of users for the monthly and quarterly data should be maintained for efficiency in the dissemination of this type information.

### C. *Electronic media for dissemination*

315. Published reports of vital statistics data and machine copies of printouts of smaller but more detailed segments of unpublished data are increasingly being augmented by electronic methods of dissemination. Vital statistics agencies offer researchers and administrative users individual vital statistics records on computer tape, diskette or CD-ROM. Often these data are released for public use, with individual identifiers removed from the records. Alternatively, individual data with identifiers may be released in such formats when appropriate approvals and written research agreements are in place. The amount of data that can be stored using these electronic formats and the ease with which they can be accessed and used in computerized matching make this type of dissemination very popular. Small civil divisions, such as counties, municipalities and districts, can use data on electronic media to update their population databases for use in plan-

ning, evaluating and monitoring population and health-related programmes. The vital statistics agency needs to develop this type of release and publicize its availability.

### D. *Special tabulations*

316. There are occasions when neither the annual publication, the monthly and quarterly bulletins nor the data available on electronic media completely answer the needs of the user. It is advantageous in such cases for the vital statistics agency to be able to offer special tabulations to meet the user's specific needs. It is of further advantage, in the case of special tabulations, if the agency can offer analytic consultation to the customer. This can help to ensure that the specially tabulated vital statistics data are interpreted correctly. Studies involving small area data analysis, sample data analysis or analysis of vital statistics data matched to data from another source are some examples of special tabulations that might be done.

### E. *Technical meetings*

317. Good communication between the staff of the vital statistics agency and potential users of vital statistics data is essential. This becomes even more urgent when the agency releases data in electronic formats or offers the preparation of special tabulations. Both these services tend to generate numerous questions on the part of users. It is also true that frequent users of the printed publications that the statistical agency produces will develop questions about ways to use the data. For all these reasons, it is recommended that the statistical agency periodically hold group meetings to discuss the availability and proper use of the data. Such group meetings can efficiently respond to questions on a one-time basis, as opposed to answering the same question posed by multiple users contacting the office separately. The meetings can also serve as a forum to obtain direct user input concerning how well the agency is meeting user needs.

### F. *Directory of users*

318. There are many commercially available software packages—or one can have a package developed in-house—to efficiently track users of the various publication and dissemination activities of the vital statistics agency. Efficiency requires making the various services available only to those who need and use them. A frequently updated directory of users is the key to attaining such efficiency.

319. The directory should include names and addresses required for mailing purposes and, when available, telephone numbers and e-mail addresses. The user information should also list specific categories of interest, e.g., all annual statistics, or specific subsets of annual data, current vital statistics bulletins, electronic data and special tabulations. The directory can be used as a basic source for notifications concerning technical meetings, although such meetings should be announced widely in order to reach potential users not yet included in the directory.

320. Some users may have a time-limited need for spe-

cific vital statistics services, or there may be changes of which individual within an organization is responsible for using the vital statistics data. It is important to update the directory regularly in order to adjust to such changing conditions.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 279-289

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 348-355

*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 147-151

*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, paras. 38-48

### Key points

The following are key points to remember:

- Annual publications give the user a regular and dependable source for vital statistics data, and give the vital statistics agency visibility for its importance to society.
- Annual vital statistics data can be published in an attractively printed report, with data tables, graphs, charts, maps and analyses.
- Technical notes, definitions and explanation of formulas should be contained in appendices to the printed annual report.
- Analysis tools available on the market can be used to make initial presentations that can be refined as user input is received.
- Annual data should also be made available on computer tape, disk, diskette and/or CD-ROM for researcher use.
- Quarterly and monthly bulletins alert officials to unusual changes in vital statistics data, and can be a quality control tool for miscoded data.
- Quarterly and monthly data can be based on the date of registration to increase the speed of availability provided that appropriate technical notes accompany the data.
- Release of individual reports on electronic media can satisfy certain research and administrative uses of the data but must be done using proper safeguards for the confidentiality of the data.
- Certain uses of vital statistics data require special tabulations of data. It is recommended that the statistical agency supply analysis of the data produced by special tabulations to ensure its proper interpretation.
- The statistical agency should hold periodic technical meetings for users and potential users of its publica-

- tions, electronic data and special tabulation services.
- The maintenance of a directory of users is recommended to ensure the efficient dissemination of publications and services to those who use and need them.

### Discussion points and suggested exercises

- I. Divide the students into three or four groups. Have each group compile lists of types of users for printed annual publications; monthly or quarterly bulletins; electronic media data releases; and special tabulations.
- II. Have students prepare a notification for a technical meeting to be held by the vital statistics agency. Include an agenda of specific topics for the meeting.
- III. Discuss what items might go into the technical appendices of a printed annual report.
- IV. Review some sample annual reports from various countries, discussing the content and style of presentation.

### Review questions

Students should be able to respond to the following questions:

1. Define “presentation of results” and indicate two ways in which presentation can affect data results. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 350)
2. List some essential considerations for a good publication program for vital statistics data. (*Ibid.*, para. 351)
3. Are there advantages to keeping extensive cross-tabulations that do not lend themselves directly to publication?
4. Give three examples in which inadvertent disclosure of confidential information can take place in statistical presentations. (*Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 39)
5. Describe the advantages and risks of making files of individual records available in electronic format. (*Ibid.*, para. 45)
6. What are some recommended practices to follow when providing electronic files to outside researchers? (*Ibid.*, para. 46)
7. When identifiable record-level data is released, what precautions are recommended? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 149-151)
8. Why is dissemination of vital statistics a fundamental concern of the vital statistics system? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Le-*

9. *gal, Organizational and Technical Aspects, para. 353)*  
What is the value of a directory of users? (*Principles and Recommendations for a Vital Statistics System, Revision 2, para. 289)*
10. Explain the value of rates based on a moving 12-month period in monthly and quarterly bulletins. (*Ibid., para. 285).*



## CHAPTER III. ASSESSING THE RELIABILITY OF CIVIL REGISTRATION AND VITAL STATISTICS

### MODULE 20. EVALUATING THE COMPLETENESS AND ACCURACY OF CIVIL REGISTRATION AND CHOOSING AN ASSESSMENT METHOD

In order to assure maximum value of the registration system to both individuals and to users of vital statistics information, registration requirements must apply to the entire population of the country regardless of geographical location or subdivision of the population. When there are significant variations in the level of social and economic development in different parts of the country, it may be necessary to establish special procedures for the registration of certain vital events. However, the universality of civil registration must be maintained.<sup>65</sup>

321. The purpose of this module is to examine methods that detect problems with the completeness of registered vital events. To maintain the goal of universal coverage, central and subnational registration offices need to establish regular protocols to assure that all local registration areas are properly performing registration functions. The protocols should also examine other quantitative and qualitative aspects of the registration of vital events. In addition to internal management and surveillance protocols, objective assessments by external authorities are also recommended. This module examines direct methods of assessment of civil registration in detail. Indirect methods of assessment, discussed in detail in module 21 below, also apply in evaluating civil registration. In doing the assessments described in both this module and module 21, one needs to take into account the effectiveness measures of coverage, quality, detail and timeliness discussed in module 18. Finally, this module offers guidelines for choosing an appropriate method to assess registration data.

#### Content summary

##### A. Direct methods of evaluation

The direct method for the evaluation of the completeness of civil registration involves the direct matching of these records with those from an independent source. Several independent sources may be used for making a direct evaluation. Some sources will obviously provide more complete and unbiased information on vital events than others. A direct method can provide useful information on the sources of under-reporting, particularly if the test is carefully designed and can also improve registration by identifying unregistered vital events.<sup>66</sup>

322. The four direct methods examined below utilize a number of independent sources for matching to the vital records, including population data, health data, social data, other administrative records and civil registration records themselves. The civil registration records can be used as independent sources, since, for example, birth records form a data set that is basically independent from that of death records.

##### 1. Civil registration records as an independent source

323. The death register serves as a ready source for the evaluation of the birth registry. Such a matching can be a tool to evaluate completeness of the birth registry, and can also help prevent fraudulent use of the decedent's birth certificate if, when a match is found, the birth record is marked "deceased".

324. Although the matching of death records to birth records may be done from birth up to age 30 with relative ease, such a match does not serve as a good measure of completeness of the birth file. The mobility of the society works against the probability of obtaining a complete set of death records of all who have died in a birth cohort. The method is, however, carried out to such an age in some countries as a deterrent to fraudulent use of the decedent's birth record.

325. The matching of infant death records to corresponding birth records has proven successful as a direct method of evaluating completeness of reporting for that small portion of the file. Some countries may experience problems with the birth/infant death match if there is a likelihood that infants that die shortly after birth or in isolated areas are not reported. In countries or subnational areas where most births occur in medical facilities, the usefulness and accuracy of this independent record match greatly increases.

326. In countries where computerization of civil registration and vital statistics has reached the level of population register and in countries using a personal identification number (PIN) for individuals within the system, the matching of civil registration records is already part of the system. Such configurations greatly simplify and speed up the matching process. Otherwise, the matching can be accomplished manually or electronically and may reveal lack of registration in either the birth or the death file. In particular:<sup>67</sup>

##### *Hand matching*

Hand matching of the infant death record with the birth record is applicable in several situations. If the num-

<sup>65</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 319.

<sup>66</sup>*Ibid.*, para. 577.

<sup>67</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 341-344.

ber of infant deaths is small, the hand match may yield the matched records more quickly than waiting for computerization to make an electronic match possible. Also, if the infant death and the birth occur in the same hospital (often the case in neonatal deaths), then quite often both records arrive for processing at the same or almost the same time. In a local registration office, the numbers are often small enough and the time elements close enough that the local registrar can easily accomplish the manual match.

#### *Electronic matching*

Electronic matching methods should be preferred. In a system with many records, this will be a great help. Deaths under one year of age can be selected by computer programme. Then, list these to a printed page for a subsequent manual match with the birth record. Alternatively, use a computer matching procedure to run the death file against the birth file. Again, size and other system configurations will decide the choice of method.

#### *Edit methods*

Edit methods to ensure that the number of matches is maximized serve a second purpose: as a completeness check on death record and birth record filing. For example, the office could run a computer printout of all births with very low Apgar scores<sup>68</sup> or with extremely low birth-weights, and then follow up to ascertain whether a death record was ever completed. For those without a death record, follow back to the birth institution to find out whether there was a medical success with the infant, or whether there was a failure to prepare and file the death record.

Similarly, the time invested in making the infant death match to the birth record can also serve as a check on birth record filings. An infant death record implies that a birth took place. If the infant only lived a short time, it sometimes happens that the filing of the birth record is overlooked. The matching process will discover these failures.

## 2. *Using administrative and social records*

327. This type of matching generally involves other organizations and consequently lends itself more to accomplishment at the higher level office of civil registration than as a routine match at the local level. The type of files used in the match do not offer a method that can be used to measure the completeness of the birth or death file. Rather, the match can detect missing records that when added to the file will make it more complete. Some records used for this type of match are school enrollments, hospital records, baptism and burial records.

328. Depending on what records are available in a particular country, other possibilities exist.<sup>69</sup>

If there is a newborn screening programme for genetic

<sup>68</sup>Apgar scores rate an infant's physical condition at one and five minutes after birth. The heart rate, respiration, muscle tone, color, and response to stimuli are scored 0, 1, or 2. The maximum total score is 10. Those with low scores require immediate attention for viability.

<sup>69</sup>Ibid., paras. 577-580.

defects in the jurisdiction, it will probably be possible to set up an ongoing match of those records with the records of the birth-reporting system. A protocol for a computer match with subsequent hand match of the hopefully small (10 to 15 per cent) amount of those not matched by the computer can yield helpful verifications of coverage for both systems. The data collected on the newborn screening report will be mostly demographic but will serve as a verification and validation of the birth report data. Although the protocol may be initially designed for purposes of data verification, the possibilities of using the matched records for research of other health variables should not be overlooked, and can provide the incentive or funds to do the match.

Some protocols come already developed in the form of software packages. This seems particularly true in the area of geographic codes. For sub-levels within a jurisdiction, there are often codes associated with mailing addresses. Software can be developed to clean up the address information by matching the geographic codes with the given geographic location designated by the mailing address. The software is generally designed to analyze and correct inconsistencies between the code and the address and to identify for further analysis those codes which cannot be reconciled. The census bureau in the jurisdiction may already have such software, or may be willing to cooperate in its development. In addition to an ongoing monitoring of the accuracy of reporting of event location or residence, the address clean-up allows credible use of the data for small-area analyses.

Health reporting systems external to vital records can also prove to be valuable for developing verification and validation protocols to put in place. If there is a separate agency that serves parents who experience a death due to sudden infant death syndrome (SIDS), it can be beneficial to both the vital records system and the SIDS agency to develop a protocol which matches information and reports received. In this way, the SIDS agency gains a further assurance that it will be notified of all deaths due to the syndrome, and the vital records system gets another method for verifying its birth and death data.

Another external system that can be used in a similar fashion and will exist in almost all jurisdictions is the system for reporting of the human immunodeficiency virus (HIV). In this case, the HIV agency will be able to track its records more efficiently by receiving reports from the vital records agency of any deaths listed as due to HIV. The vital records agency can benefit if the protocol is so designed as to let it check deaths that look like possible HIV deaths but are not so listed against the HIV agency records.

## 3. *Lists obtained from population censuses and surveys as independent sources for matching*

329. Lists of births and deaths compiled from retrospective surveys, such as census records, or from sample surveys can be used to estimate the completeness level of the continu-

ous observation from the registers. The matching can be done at the national or local level and may be accomplished on a sample basis. For example:<sup>70</sup>

#### *Canada*

One of the early studies based on this technique was the nationwide study of birth registration completeness carried out in Canada in 1931 using a representative sample of census infant population only, owing to the prohibitive amount of labour required to match birth registration to individual census data schedules. Because of errors and biases inherent in sample surveys and matching procedures, it was thought reasonable “to put the deficiency of birth registration at not over half the percentage unmatched” or at about 6 per cent. A similar study was carried out in 1941 in those districts with the lowest levels of completeness in 1931. The established procedure called for a comparison of census schedules for the infant population with the national, provincial and local birth registers for the selected districts. In the event that the parents of a registered birth were found in the census, but not the child, the death registers were checked also. Multiple checks were carried out to ensure the accuracy of the estimates, including a separate check of the census records by an independent worker. The study also compared the accuracy of certain statistical items recorded on both the birth registers and others. In all, about 8,000 entries were included in the study. Final results estimated underregistration at about 2 per cent in the districts studied.

#### *Sri Lanka*

A sample survey to determine the extent of underregistration of births and deaths in Sri Lanka was conducted in June 1967. The interviewers inquired whether any person in the selected household gave birth during the period 1 January to 31 March 1967, and whether any member of the household had died during the same reference period. If any such event had taken place, particulars of births and deaths were obtained and registered on special forms. On completion of household enumeration, the events were matched against birth and death official records. The results showed the completeness of birth registration at 98.7 per cent and that of deaths at about 94.5 per cent.

#### 4. *The dual records system*

330. This direct method is an extension of the direct matching technique described in paragraph 329 above. It is known as the dual records system because it employs two totally independent collection methods for vital events. The two sources are the civil registration system and a periodical retrospective survey. When information from the two sources is matched, four mutually exclusive sets of records result. One set contains events recorded by both systems. A second set contains records recorded by civil registration but not by survey. The third set is made up by the events recorded by the survey but not by civil registration. To obtain the fourth set

the Chandrasekaran-Deming formula<sup>71</sup> is applied. This fourth set gives an estimation of events not recorded by either source. Taking the total of all four sets estimates the total number of vital events and thus allows an evaluation of registration coverage:<sup>72</sup>

$$N = C + N_1 + N_2 + \frac{N_1 \times N_2}{C}$$

in which:

C = the number of vital events recorded by both methods

N<sub>1</sub> = the number of vital events recorded by the first method but not by the second

N<sub>2</sub> = the number of vital events recorded by the second method but not by the first

331. The events omitted by both methods are calculated by means of the following formula:

$$Y = \frac{N_1 \times N_2}{C}$$

332. India offers the oldest successful example of a dual records system in its Indian Sample Registration System, which has been in continuous operation for more than 30 years. The aim of the system is to provide birth and death rate estimates at both the national and subnational levels. The two record systems are (a) a special recording system rather than the existing civil registration system, which is a continuous enumeration of births and deaths in a sample of villages and urban blocks conducted by a resident part-time enumerator; and (b) an independent half-yearly retrospective survey that is conducted by a full-time supervisor. When the data from these two sources are matched, those that remain unmatched or are only partially matched are reverified in the field. The reverification has as its goals a complete and unduplicated count of events, the elimination of errors due to duplicate recording and the identification of possible sources of distortion. Although the special recording system is continuous, its records have no legal value. The System is designed for statistical purposes only.

#### B. *Advantages and limitations of direct methods*

333. Each direct method of evaluation uses two sources for matching. If both sources are quality sources and are independent sources the direct method yields an accurate estimate of registration completeness. The method may also point to the cause for the over or under registration. A second advantage of the direct method is that it has application at both the national and the local registration levels.

334. There are, however, a number of limitations to the direct method. The accuracy of the estimate is affected by the choice made of the independent source. The requirement for

<sup>70</sup>See *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 369 and 371.

<sup>71</sup>See E.S. Marks, W. Seltzer, and K.J. Krotki, *Population Growth Estimation: A Handbook of Vital Statistics Measurement* (New York, Population Council, 1974).

<sup>72</sup>See Robert J. Mayers, *The Dual Record System: An Overview of Experiences in Five Countries*, Scientific Report Series, No. 26 (University of North Carolina of Chapel Hill, 1976).

the independence of the two sources in the dual records system is probably not going to happen in practice, thus undermining the application of the formula.

335. Administrative lists are usually not complete. Events missing from the civil registration data are probably also missing from the lists, thus producing an overestimate of registration coverage. Recall error, family disintegration following a death event or emigration are all factors affecting census or survey data. The matching of infant death and birth records can be severely limited in countries where children are not named immediately following birth, or where name changes or multiple names are common.

336. The expense of manual matches presents a real limitation, as does the cost of special surveys or the timeliness issue when using census data that are collected only at five- or 10-year intervals. Although computer matching can eliminate much of the time involved in manual matching, the computer program must be very precise to avoid missing matches or making false matches. The need for field verification of unmatched and doubtful records in a dual records system adds to the complexity of the method and to the cost. Notwithstanding the limitations, direct methods yield more accurate results than indirect assessment and it is worth the investment. When the civil registration system is not grossly deficient, countries may find it very useful to fund such direct assessment programmes on a periodic basis. Once the source of the problems is identified, corrective measures should be implemented to ensure that the civil registration system operates at high standards of accuracy.

### C. Indirect methods of evaluation

337. Module 21 of the present *Handbook* considers six methods of indirect assessment of the completeness and quality of vital statistics. The same indirect methods can be used for evaluating civil registration data as well. Since continuous and universal vital statistics are generated from civil registration data, the deficiencies found in vital statistics are usually related to the degree of completeness and accuracy of registration data. These indirect methods include:

- (a) Comparison of trends;
- (b) Delayed registrations;
- (c) Patterns in the sex ratio at birth;
- (d) Comparison with census data;
- (e) Comparison of rates observed in similar populations or previous periods;
- (f) Incomplete data methods: indirect techniques.

### D. Designing the evaluation study

338. There are six factors to consider when choosing from the above direct or indirect methods for an evaluation study:

- (a) The objectives of the study. Clearly state the study's objectives. The purpose of the study will determine the type of method to use;
- (b) The resources available for the study. Resources involve not only funding but also the availability of analysts and

other personnel and the accessibility of independent and high-quality data sources for matching;

(c) The degree of precision of assessment. Are the continuous registers of births and deaths grossly deficient or are the completeness and quality levels already high? Answers to these questions determine the precision needed, which in turn dictates the method to use;

(d) The time in which results are needed. Should you use an indirect method to detect a developing problem quickly, or a slower direct method to evaluate the effectiveness of a long-term registration plan?

(e) The type event to be studied. Determine whether the study is to evaluate, for example, births only, deaths only, a combination of births and deaths or a subpopulation; such as infant deaths. For studying several types of events, multiple methods may be needed;

(f) Whether the study is of completeness or quality or both. Direct methods give a more precise evaluation of vital statistics quality, while a choice of direct and indirect methods are available for registration quality and completeness studies.

### Source readings

It is suggested that students read the specified sections of the following publications:

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 575-599

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 358-393 and 432-440

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 337-348 and 567-581

*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, annex IX

### Key points

The following are key points to remember:

- The universality of civil registration is maintained through checks on completeness of registration.
- Direct evaluation of the completeness of civil registration matches the vital event records with those from an independent source.
- Four methods of direct evaluation are:
  - (1) Civil registration records as an independent source;
  - (2) Using administrative or social records;
  - (3) Lists from population census and surveys as independent sources;
  - (4) Dual records systems.
- Matching infant death records to birth records evaluates completeness for that small portion of the file.
- The infant death to birth match checks a portion of the record file where failure to file one record or the

other can occur frequently.

- The use of administrative or social records to match the civil registration file is usually done at the central registration level since it involves records from other agencies as independent matching sources.
- Lists from census records and surveys can be matched against civil registration records for specific time periods.
- The dual records system produces four mutually exclusive sets of records as an evaluation tool.
- Two high-quality sources that are independent give an accurate estimate of registration completeness, and sometimes reveal sources for registration problems.
- Direct methods can offer both national and local-level analyses of the completeness and quality of civil registration.
- There are a number of limitations that must be considered when using direct methods of evaluation of civil registration.
- The indirect methods of evaluation used to analyse the completeness and quality of vital statistics are also useful to analyse civil registration.
- Six factors to consider in choosing an appropriate evaluation study are:
  - (1) The objectives of the study;
  - (2) The degree of precision of assessment;
  - (3) The time in which results are needed;
  - (4) The type of event(s) to be studied;
  - (5) Whether the study is of completeness or quality or both;
  - (6) The resources available.

#### Discussion points and suggested exercises

- I. Have students review paragraphs 367, 370 and 372 in the *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*. Compare the direct methods used in each country illustrated in those examples. Discuss the implications for action that each evaluation generates.
- II. Review the suggestions for pamphlets on registration of birth and death contained in annex IX of the *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education, and Communication*. Discuss the items covered in the pamphlets. Do they address the threats to completeness and accuracy that evaluations uncover? Be specific in your responses.

#### Review questions

Students should be able to respond to the following questions:

1. Discuss the three major benefits that the civil registration and vital statistics systems receive from a match of infant death records to birth records. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 338, 339 and 343)
2. What two difficulties exist for the infant death to birth match in a decentralized system, and how can they be resolved? (*Ibid.*, paras. 347 and 348)
3. Why is the check of birth records for infant deaths a useful measure even though limited to a relatively small portion of all births? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 578)
4. In the example of the application of the dual records system in India, why is the Chandrasekaran-Deming adjustment not used? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 376)
5. What were two matching problems uncovered in the application of the dual record system in Indonesia between 1974 and 1977? (*Ibid.*, para. 380)
6. Will the matching of registered deaths against a list of burials in cemeteries provide a good estimate of unregistered deaths? Why? What information might the match provide?
7. In areas where 90 per cent or more of births take place in hospitals and other health facilities, what method might be used to check on accuracy and completeness of responses? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 567 and 568)
8. List three advantages of the direct method of evaluation of civil registration. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 383 and 384)
9. What are some limitations (list at least five) of the direct method? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 587-590)
10. What factors determine the most appropriate method to choose for assessing registration data? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 432-440).

## MODULE 21. ASSESSING THE COMPLETENESS OF STATISTICAL REPORTING AND THE QUALITY OF VITAL STATISTICS DATA

The additional data items included on the records for statistical, research, and medical and health purposes require a different process for assessing accuracy and reliability. In these instances, the primary source of the data varies widely. The source may be a hospital, clinic or medical office. It may be a physician, paramedical staff, midwife, or coroner. Or the data may be from local registration units involved in the processing of the records at the site of the event. Since in these instances the volume of data is large, the approach most often used is to make an ongoing sample selection from each of these sources. Data are abstracted and compared with the data recorded on the vital records. This provides a way to determine completeness and accuracy of the data, the reliability of the reporting process to the registration system, and validity checks on selected items, such as cause of death.

Unlike the legal data items, these items need not be 100 per cent accurate or complete, but need to meet the completeness, accuracy and reliability standards set by the vital statistics programme.<sup>73</sup>

339. It is the purpose of this module to examine methods that the vital statistics system can use to assess the completeness of statistical reporting and the quality of the vital statistics data.

### Content summary

#### A. *Assessing the completeness of statistical reports*

340. The production of vital statistics from data reported by the civil registration system depends for its completeness and quality on the effectiveness of the transfer and reporting of the statistical data. At prescribed periods, the collecting agency transfers the data from civil registration to the designated statistical agency. The transfer may be to a paper report, to microfilm or to electronic format, such as disk, diskette, CD ROM or the Internet. Errors of omission occur during this transfer process. These errors lower the completeness of the national vital statistics and add to the problems of under-registration or incomplete reporting within the civil registration process. There should be a statistical report for each registered vital event. If the statistical report is a separate document it is wise to have the registration number on both the registration form and the statistical form as a way to check the one-to-one correspondence between forms.

341. The number of channels through which the data are transmitted depends on the organization and structure of the system. Receipt and control systems must be in place to monitor the transmittal through these channels. It is important to check that reports are regularly received from each local

reporting source. Gaps and duplications of reporting should be monitored through logs that manually or electronically check on the series of registration numbers. Immediate contact should be made with local registrars to resolve any problems uncovered by these surveillance methods. For example.<sup>74</sup>

Yet another technique for assuring the completeness of the file is to do computer frequency runs by geographical area and by health facility, whenever the latter is part of the registration network. The population of a particular area, along with its prior history, can yield a general estimate of how many births and how many deaths (foetal death, marriages, divorces) should be anticipated per month or per quarter from that area. If the frequency run shows any substantial variation from the predicted values or "0" values, there should be an immediate check to the reporting local office. Has there been a failure of the local registrars to report to the central office, or has there possibly been a shipment of vital records lost? This same technique can be applied even more finely by examining anticipated versus received reports by registration facility. Close interaction between the central registration office and the local registration offices is required for an efficient monitoring and evaluation system.

#### B. *Assessing the quality of vital statistics data*

342. In addition to errors in data transmission that affect the completeness of the vital statistics file, there are other errors that affect the accuracy of the data. A respondent who refuses to supply information or who forgets important details or misunderstands a question has an impact on data quality. The registrar who fails to record the response correctly or makes errors of transcription when the vital record is separate from the statistical report, or the staff member who incorrectly codes or incorrectly edits the data both have impacts on the quality of the resulting vital statistics. To determine whether a data quality problem exists, to measure the level of data quality and to ascertain sources of the problem, assessment of the quality of vital statistics data is done both directly and indirectly. Both direct and indirect evaluation should be integral parts of an ongoing evaluation programme of vital statistics derived from civil registration data. Countries should provide resources to regularly conduct an evaluation programme in order to ensure that vital statistics meet high standards of accuracy. The vital statistics agency should take responsibility for accurately processing vital statistics and for having an evaluation programme in place.

##### 1. *Direct methods of assessment*

343. Direct methods assess the level of data quality and

<sup>73</sup> *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 628 and 629.

<sup>74</sup> *Ibid.*, para. 516.

look for sources of the problem.<sup>75</sup>

The direct evaluation of response error in vital statistics data can be achieved by matching a sample of vital statistical reports with an independent set of records. For example, death records might be matched with corresponding census records for a sample of persons who died shortly after the census date. Selected items from the death record, such as age, marital status and occupation may be compared with those same items from the census to evaluate the agreement between the two data sources.<sup>76, 77</sup>

Cause-of-death data can be evaluated by comparing a sample of death statistical reports with corresponding autopsy reports, hospital records, or by re-interviewing the medical certifier. For death due to accidents, suicide and homicide, official records may be used as an independent source of information. The correct application of international rules for assigning underlying cause of death codes can be assessed through the circulation among countries for comparative coding purposes of a “standard” set of medical certifications of causes of death. Guidance and coordination for this kind of assessment may be obtained from one of the WHO collaborating centres for the classification of diseases listed in the current version of the International Classification of Diseases.

Incorrect editing, coding and processing of vital statistics data is another important source of error. The detection of coding errors can be carried out by having two different groups of coders code the same set of statistical reports. Such independent recoding of records, either on a 100 per cent basis or through the use of a sample, should be routinely carried out as a verification of the coding process. A very low level of discrepancy between the original coders and the verifiers can be tolerated in the statistical system, but otherwise the discrepancies should be adjudicated.

Other assessments of quality of vital statistics information can be undertaken through the use of special sample surveys designed to interview informants and others involved in the provision of registration and vital statistics data. For example, a sample of birth records could be selected and a questionnaire sent to the mother to obtain confirmation of the originally provided information; similarly, from a sample of death certificates a questionnaire might be designed for re-interviewing the informant and/or medical certifier of the cause of death.

## 2. Indirect assessment

344. Indirect assessments indicate whether a data quality

<sup>75</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 569-572.

<sup>76</sup>See E. Kitegawa and P. Hauser, *Social and Economic differences in Mortality* (Harvard University Press, 1960).

<sup>77</sup>See United States Center for Health Statistics, *Comparability of Marital Status, Race, Nativity and Country of Origin on the Death Certificate and Matching Census Records*, Vital and Health Statistics Series 2, No. 34, (Washington D.C., United States Government Printing Office, 1969).

problem exists. Six methods of indirect assessment are considered below.

### (a) Comparison of trends

345. This technique was illustrated above to assess the completeness of reporting by comparing frequency of events to “0” values. It can also be used to check on quality of the data. An unexpected amount of deaths for a particular cause needs to be checked to determine if a coding or classification problem has arisen. An unusually large number of “unknowns” in a distribution signals a possible problem that needs correction.

346. When this technique is used for data periods under one year, it is important to consider seasonal variations. One should take care to compare trends for the same seasonal periods when considering data in frequencies covering less than a calendar year period.

### (b) Delayed registrations

347. It is a good practice to regularly monitor the difference between the date of occurrence of an event and the date of registration of the event. The proportion of events that are not registered within the prescribed time limits offers a rough estimate of under-reporting in previous time periods. Differences in under-reporting by geographic area or facility can indicate problem areas in need of training. Excessive numbers of delayed registrations in areas relying on health personnel for notification or for certification of cause of death may indicate a communication problem in need of resolution.

348. The delayed registrations that miss the cut-off date for inclusion in vital statistics data need to be monitored concerning the cause for the delay and the degree of effect on the resulting statistics. The number of infant deaths delayed beyond the statistical cut-off date does not have to be very large to affect the year’s vital statistics rates on infant deaths.

### (c) Comparison with census data

349. This technique may be used if both census and migration data are considered reliable for a particular country. It is not employed for areas smaller than a country due to lack of migration data at subnational levels. Where all numbers are inter-censal counts, the balancing equation becomes:  $G = B + I - D - E$ . (G is growth, B is number of births, D is number of deaths, I is number of immigrants and E is number of emigrants). For example:<sup>78</sup>

If estimates of migration are available, the “balancing equation” can be used to compare inter-censal population growth (the difference between two successive censuses) with inter-censal births, deaths and net migration. If censuses as well as vital and migration records are considered reliable, inter-censal growth should equal the sum of inter-censal births and number of immigrants minus inter-censal deaths and number of emigrants. Assuming that census and migration data are accurate, differences between this

<sup>78</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 558-560.

sum and inter-censal growth will be due to the under-registration of vital events.

In developing countries, these assumptions are often not met because of deficiencies in migration statistics. On the other hand, in countries where migration is negligible, the method may yield reasonable results. The technique will only provide an approximate measure of error, one in which it will not be possible to separate the degree of under-registration of births and of deaths.

Comparing the results of a single census with registered births provides another means of evaluating the completeness of birth registration. In this approach, the number of children under one year of age enumerated in the census is compared with the number of live births registered in the 12 months preceding the census, allowing for the number of deaths of these children during those months. The technique provides only a rough measure of under-registration, since the difference between the two data sources may be due in part to incomplete registration of births and infant deaths, errors in the statement of age of enumerated infants or in census under-enumeration of infants. The problems of infant under-enumeration and age misstatement, particularly important in developing countries, greatly limit the usefulness of this method.

(d) *Comparison of rates observed in similar populations or in previous periods*

350. These comparisons are easily made but contain inherent problems that must be considered. The ease with which the comparisons can be made, however, makes this assessment tool a usable one that may detect system problems. For example:<sup>79</sup>

Crude birth and death rates can be compared with rates from similar populations known to have good registration coverage. A significant difference between the two sources may indicate a problem of under-registration, but other factors, such as differences between the age structures of the populations, may confound the comparison. Comparing data with only one other country, as well as actual annual fluctuations in rates of one or both countries being compared, may also make it difficult to draw firm conclusions about the level of completeness. At best, such comparisons provide only a general measure of under-reporting.

Similarly, age-specific fertility or mortality rates can be compared with the same rates observed in a similar population or in a previous period. In this case, however, differences can be due to problems in both the numerator (registered births or deaths by age) or the denominator (age-specific census count or population estimate).

(e) *Incomplete data methods: indirect techniques for demographic estimation*

Demographic estimation consists of the attempt to measure values of basic demographic parameters, such as

the birth rate, death rate, or the level of the total fertility rate, under less than perfect conditions. These basic parameters will indicate the way a population will evolve. The term “indirect” used to qualify some of the techniques used in demographic estimation has its origin in the fact that such techniques produce estimates of a certain parameter on the basis of information that is only indirectly related to its value. The classic example is the use of the proportion of children dead among those ever born alive by women aged 20-24 years to estimate the probability of dying before age 2. The observed proportion of children dead is clearly related to mortality conditions but it is not a pure mortality measure because it is affected by other, non-mortality parameters. In order to transform this proportion into the desired life table function, the other parameters must be allowed for, generally by using procedures found on demographic models. Therefore, not only is the information used “indirect” but the procedure followed, although considerably simplified in practice, is by no means straight forward theoretically. The extent of indirectness varies greatly, however, among procedures, in terms of both of the reliance on models and the number of factors that have to be allowed for.<sup>80</sup>

An increasing need for basic demographic measures, combined with the poor quality of civil registration and vital statistics systems in developing countries, has led to the development of indirect techniques for the estimation of these measures from incomplete or deficient data. The results of these methods can also be used to evaluate registration coverage in various ways: (a) birth or death rates estimated through incomplete data methods can be compared with similar rates obtained from civil registration data; (b) demographic relationships used in incomplete methods may be adapted to assess the quality of civil registration and vital statistics data; and (c) incomplete data methods may be applied to directly estimate the level of under-registration of vital events.<sup>81</sup>

351. Two United Nations publications give a detailed treatment of the above-mentioned techniques: *Methods of Estimating Basic Demographic Measures from Incomplete Data: Manual IV*, (United Nations publication, Sales No. E.67.XIII.2), and *Manual X: Indirect Techniques for Demographic Estimation*, (United Nations Sales No. E.83.XIII.2). It should be noted that changes in mortality and fertility patterns in recent decades may bias the use of indirect techniques of this type. The Fertility Surveys and Demographic and Health Surveys conducted in many countries from the mid-1970s have lessened the need for indirect techniques of demographic estimation.

3. *Advantages and limitations of indirect methods*

352. A major advantage of indirect assessments in vital statistics is that the methods can be used as soon as the data

<sup>79</sup>Ibid., paras. 561-562.

<sup>80</sup>See *Manual X: Indirect Techniques for Demographic Estimation*, (United Nations publication, Sales No. E.83.XIII.2), introduction.

<sup>81</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 563.



become available. Another advantage is that such methods as trend comparison and monitoring of delayed registration can be used to detect problems at the local registration level as well as at the national level. The ease with which the indirect methods can pinpoint completeness problems makes them valuable tools for vital statistics improvement programmes to target areas needing improvement campaigns.

353. Some of the methods require assumptions that limit their use in some countries. Methods that require stable fertility rates, stable populations or accurate migration statistics will render them useless in some developing countries.

354. In certain cases, it is possible to limit analysis to portions of the population and thus partially overcome possible disadvantages of the indirect method. It may be possible to assess the completeness of death registration for older children and adults, where the under-reporting problem does not occur as often as among deaths to infants, by limiting the assessment to ages 10 and above. Cross-classifications (e.g., occurrence date versus registration date) and special tabulations (e.g., causes of death by medical personnel compared to causes of death by lay personnel) can also serve as indirect assessment methods to examine the quality of vital statistics data.

### Source readings

It is suggested that students read the specified sections of the following publications :

*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 545-574.

*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 394-431

*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 238-245, 512-536 and 609-634

### Key points

The following are key points to remember:

- During the transfer of data or the statistical reporting of data, errors of omission can occur.
- Receipt and control systems should monitor the data as it passes through the levels of transmittal that the organizational structure requires.
- Computer frequency runs that compare the expected number of reports to the number actually received are a check on completeness of data transmission.
- Direct assessment methods check the level of data quality and attempt to discover the sources of the problem.
- Indirect assessment methods indicate whether a data quality problem might exist.
- Six useful indirect methods are comparison of trends, surveillance of delayed registrations, patterns in the sex ratio at birth, comparison with census data, comparison of rates with similar populations or

previous time periods, and use of incomplete data methods for comparison.

- Comparison of trends and monitoring delayed registration are assessment methods that are useful at the local and national levels.
- Some inherent assumptions in certain methods (e.g., good census and migration data, stable fertility rates) will make those methods unusable for some developing countries.
- Indirect assessment methods have the advantage of being applicable as soon as the data are available to be tested.
- Limitation of the population or geographic area to which the assessment is applied can allow the use of some methods whose assumptions would not work for the entire population or country.

### Discussion points and suggested exercises

- I. Review the three management assessment techniques described in paragraphs 243-245 of the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*. Discuss how these methods might be applied in the students' home countries.
- II. Have students read paragraphs 609 to 624 of the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*. Use this reading to generate a discussion concerning why the assessment of the clarity of definitions and coding standards is important to the quality of vital statistics.

### Review questions

Students should be able to respond to the following questions:

1. In the statistical reporting process, how is it possible to have over-reporting and how does one assess the problem? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 394 and 395)
2. List six potential sources of error that can affect the quality of vital statistics data. (*Ibid.*, para. 396)
3. Describe five accuracy and validity checks that can be employed on cause of death information reported on the death record. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 520)
4. What is a good method to detect coding errors on vital statistics data? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 554)
5. What limitations exist in the use of the sex ratio at birth as an assessment technique?
6. Why is it difficult for developing countries to use

- comparison with census data as a tool for assessing vital statistics data? (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 409-411)
7. Describe the reverse survival ratio method for measuring registration completeness, and indicate its limitations. (Ibid., paras. 423 and 424)
  8. What caution must be observed when comparing crude birth and death rates between populations? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 561)
  9. Explain how special tabulations can be used to evaluate data quality. (Ibid., para. 574)
  10. If statistical items do not need to meet the 100 per cent accuracy requirement that legal data items must meet, what standards must the statistical items meet? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 629).

## CHAPTER IV. IMPROVING THE RELIABILITY OF CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS

### MODULE 22. TRAINING AND PUBLIC EDUCATION

355. The civil registration and vital statistics systems, by their own nature, permeate society. They are systems that are legally established within the country's public administration. To be effective, the civil registers and the derived vital statistics must be continuous and permanent, and should have universal (total) coverage as their goal. In order to maintain these qualities the systems are made compulsory by national legislation. All of these factors imply the need for an ongoing national programme of training in civil registration and the usefulness of accurate vital statistics obtained from the civil registration system. The civil registration system's need for continuity demands ongoing attention to changing technology. Its need for permanence requires training for current and new employees. The goal of total coverage of vital events by the system demands that education take place at the national, regional and local levels. Target groups, as a minimum, should be the general public and concerned government officials. Indeed, the fact that civil registration is compulsory establishes the need for efficient education of the public if the system is to attain its goals. Because the civil registration system also collects the data for the purpose of producing continuous vital statistics, there is a need for a strong and coordinated education, information and communication programme. This module examines the various approaches to training staff and devising public education, information and communication strategies to improve the efficiency of civil registration and vital statistics systems.

#### Content summary

##### A. Action plan for improvement

356. The improvement of civil registration and vital statistics requires preparation of a detailed action plan based on an in-depth assessment of the current situation of the civil registration and vital statistics systems. This plan contains the sub-activities to be accomplished, along with time references for each. Topics in the plan have immediate, intermediate and long-term activities associated with them. The United Nations publication *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, contains a guideline that countries may follow in developing an action plan.<sup>82</sup> Emphasis on the importance of training as part of this action plan can be found in the activities and time references contained in the United Nations publication *Handbook on Civil*

<sup>82</sup>See *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, table 6.1.

*Registration and Vital Statistics: Developing Information, Education and Communication*.<sup>83</sup>

##### B. Training

357. Two sets of professionals involved in civil registration and vital statistics are eligible for the training programme. The internal set of professionals includes civil registrars and the technical personnel and administrative personnel from both systems. The external professional group encompasses policy makers, local officials, health personnel and others who use and are concerned about civil registration and vital statistics.

358. Training for internal staff should be broad-based and should cover procedures for the civil registration system and the vital statistics system, both with regard to topic and organizational levels.<sup>84</sup>

A continuous training programme for management, supervisors and staff who work with the components of the system can have a beneficial impact. Involvement, whether in the centralized or decentralized organizational structure, must occur in the local, state and national offices. Training should address a number of components depending on the functions in the office. Training on legal aspects of the system, on technical processes—both manual and automated, indexing, coding, data entry and verification—and on supervisory responsibilities leads to an efficient and reliable system. Experienced staff can do direct training or train trainers, who return to their organizations to conduct staff training. Training can be done by bringing in professional consultant staff. Sometimes training will be a combination of both approaches. Professional consultants may focus on the automation of the system or its components, or may offer advice about supervision and management techniques, legal aspects, etc. Highly qualified staff should be chosen for training on the operational parts of the system.

It is advisable to train staff at every level of the registration system to become aware of the laws, rules and regulations about the civil registration and vital statistics systems. Training should also include the handling of report forms for registration and vital statistics purposes and all other forms related to systems operation. Copies of those forms should be available at each local registration

<sup>83</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, annexes I-V.

<sup>84</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 259-261.

office where the actual registration activities take place. Training should be the responsibility of the legal section at the state or national office, depending on the organizational structure. Everyone involved in late registrations, adoptions, filiation, court-ordered amendments and corrections, paternity, personal identification, marriages and divorces needs training about the laws, rules and regulations. Training should include the person(s) in the legal section to contact for advice when issues are not readily resolvable.

Other areas of training include appropriate legal documentation for making changes and amendments, and confidentiality and privacy issues for both the staff and requesting individuals or agencies. There should be training on how to interact with other agencies, how to avoid fraud and misuse of records or related documents, and methods for the safe keeping and the preservation of vital records.

359. Training for external professionals and for non-professionals involved in civil registration matters is a crucial component of a comprehensive education programme and should not be neglected. The current module considers specific strategies for government officials, users and the general public below. A subcategory of the external group considered here is that portion that is targeted by a field programme.<sup>85</sup>

The field programme is a necessary component of the management of the registration services and efficient operation of the system. This is true for both a centralized system and a decentralized system. This can be seen clearly if one looks at the individuals that the field system will be designed to help. They are the local registrars, the morticians, the hospital medical records personnel, the coroners, the physicians, the midwives, court personnel and any others who might be involved in recording or reporting a birth, death, foetal death, marriage or divorce. In either a centralized or decentralized system, reporting is made to local registrars who register the events. Also, the other individuals will be part of the system and will need the services of a good field programme. In a fully centralized system, which carries out registration at the central office only, e.g., without local registrars, the field programme becomes even more important to the efficient operation of the system.

The components of a good field programme are several. An initial product of the field programme is the set of instruction manuals needed by local registrars and by each of those who supply notifications to the system. These should be very careful and thorough outlines of what local registrars and each of those notifiers has as his or her responsibility. Since the majority of civil registration systems rely on local registrars, it is wise to begin the instruction manual production with one for this group, because the local registrar must be aware of the entire array of activities for correctly registering vital events. The instruction manual should include preparing and filing the re-

ords, handling legal requirements to prepare the records, their safe keeping, issuing certificates, making amendments and corrections, transmittal of vital records to the registration authority and collecting data for statistical purposes.

The manuals for notifiers (morticians, coroners, midwives, hospital personnel, physicians, court clerks, marriage officers) will be specific to the responsibilities of those individuals. The funeral director or mortician manual, for example, will deal only with the requirements for filing death notification records. On the other hand, the physician manual will need to have sections on completing cause of death and cause of foetal death, as well as sections on completing birth records.

Preparation of the manuals is a time-consuming task but repeatedly pays real dividends. To continue reaping these dividends, it is essential to keep the manuals updated. Manuals must reflect change in forms or in administrative policies as soon as they occur. Consequently, a loose-leaf manual is suggested, which can have new pages or updated pages inserted in appropriate places without having to reprint the entire document.

A helpful adjunct to the instruction manuals for keeping your local registrars and notifiers informed is a monthly or quarterly newsletter. The newsletter is a handy device for many things. It can keep people up to date on changes and alert everyone to any common errors that are being detected. It can also provide a medium in which problem questions can be asked and answered, and can offer motivational material, such as timeliness reports or helpful hints from local providers. The newsletter can also list notifications of educational meetings or seminars throughout the jurisdiction.

Field visits are a crucial part of the civil registration programme. The visits not only serve an educational objective but also serve a motivational objective. Programme staff visits to the field serve the very important motivational objective of letting the local registrars and the providers in the field know that they are an important part of the civil registration records team.

There are several types of visits. Routine visits should be made to ensure strict compliance with laws and regulations, that such items as manuals are being kept up to date, that registry files are being maintained in order and in secure fashion, and that reporting of vital events runs smoothly. Routine visits also answer any problems that may have come up in the particular area.

Initial visits are made when a new registrar, coroner, mortician or medical records personnel appear on the scene in a particular area. The sooner someone gets out to help with on-the-spot training, the easier will be the transition for the provider and for the office.

Educational visits need more preparation and are more formal in nature, and may involve a full team of trainers from office staff. Examples of this type of visit are regional seminars and annual meetings.

<sup>85</sup>Ibid., paras. 412-420.

### C. Seminars and workshops

360. Holding periodic seminars and workshops can improve morale and encourage more active participation from personnel. Staff can come together to exchange problems and solutions encountered in their work. Meetings can be held on a regional basis to allow participants from a specific geographic area to get to know each other and their methods of operation. Once a year, a more general meeting, including participants from throughout the country, is an effective forum for the exchange of ideas and updates on new developments and technologies. Workshops and seminars for audiences that include staff from both civil registration and vital statistics can foster interaction that improves and strengthens both systems.

### D. User feedback

361. Both in civil registration and in vital statistics, a key improvement strategy is to find out how users feel about current services and what additional needs they may have. Improving the system requires feedback from the general public, government officials, user agencies and those supplying data to the system. One method of obtaining user feedback is through the use of surveys:<sup>86</sup>

As a final observation in the area of surveys, it is good to look at their use in maintaining customer satisfaction. The obvious one is to survey the customers themselves concerning their feelings about the services offered by the system. A time-limited survey in which each customer is given the opportunity to respond to the promptness, quality and effectiveness in meeting customer needs for each of the services received by the customer can give a great deal of information concerning the processes and procedures in practice.

### E. National and regional committees

National and regional civil registration and vital statistics committees provide an appropriate forum for leadership and authority for needed improvements in the civil registration and vital statistics systems. The objectives of such committees should include the organizing of necessary support for improvements and the coordination of the participation of interested technical, professional and governmental groups. Membership for such national and regional civil registration and vital statistics committees should provide a balance between the concerns and interests of users and the general public with the knowledge and expertise of specialists who can advise on technical issues.<sup>87</sup>

362. Examples of such committees include a coordinating committee comprised of staff members from civil registration and from vital statistics; a committee to address legal issues arising from registration and statistical activities; a

committee to focus on the operational aspects of the system; inter-agency committees, such as one to designate items for registration forms and statistical reports and one that includes staff representing the health sector; and an advisory committee on public information and education.

### F. Public education, information and communication

363. For improvement of the civil registration and vital statistics system there is another important task in addition to the training described above. There are several groups of people involved with civil registration and vital statistics for whom it is important to supply education and information about the system. One of these groups is comprised of the government officials under whose jurisdiction the civil registration and vital statistics system falls.

#### 1. Identifying target groups

##### (a) Government officials

In order to effect improvements in a country's civil registration/vital statistics systems it is necessary to obtain the approval of the national Government and a strong commitment of sufficient resources to undertake an effective long-term programme. Therefore, the head of State and concerned Ministers head the list. Deputy Ministers are very influential in transmitting information, and, more important, in giving advice on whether or not a proposed government programme should be approved, so they should be among the first group whose cooperation is solicited. Similarly, depending on the degree of decentralization and/or autonomy of other areas/jurisdictions within the country, regional/state/provincial government leaders and officials, as well as representatives of local governments, should be contacted for their support, cooperation and participation in the registration improvement programme.

The importance of the enthusiastic participation of local leaders cannot be overemphasized. In Indonesia, for example, in many areas (especially those with limited transportation facilities) the heads of the villages are responsible for registering all members of every household and every birth or death and for updating those records<sup>88</sup>

364. It is crucial to communicate to high-level government officials that civil registration and vital statistics are important both to the public and to the government programmes that rely on the systems. The officials need to realize the dependency of the vital statistics system on a good civil registration system. The needs of the system, as well as evaluations of its effectiveness, should be communicated to these officials regularly. The intense time constraints on high-level government officials dictate that communication with them be carefully designed and as concise as possible.

##### (b) The general public

365. This second target group is made up of those indi-

<sup>86</sup>Ibid., para. 574.

<sup>87</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 516.

<sup>88</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, paras. 259 and 260.

viduals whose vital events have been or will be recorded. The compulsory nature of civil registration demands that this group receive the necessary information to effectively perform their part in supplying the data needed to register the events in which they are involved in a timely and complete fashion. The general public needs to know where, when and how to register the events, and needs to appreciate the importance of timeliness and accuracy to an efficient system.<sup>89</sup>

The general public must be made aware on a long-term, continuous basis of the registration compulsoriness, their requirements and their benefits.

The best strategy is to reach the general population through media and other information, education and communication campaign techniques, with informative spots/articles about what registration is, the benefits, and how to do it to raise general public enlightenment. Then direct appropriate attention to the specific target groups, paying particular attention to person-to-person communication at the local level.

For illiterate/aboriginal/ethnic groups within the general population, compile a listing by geographic locations and rural settlements, and design appropriate education and communication campaigns to be directed specifically to them.

366. The expense of public education campaigns in large countries with several languages and sociocultural differences can be great. This suggests linkage of the civil registration and vital statistics public education campaign with the publicity campaigns of other programmes such as immunization, prenatal health care, family planning and food rations.

367. Some examples of campaign strategies that have been successful in changing behaviour and might be useful in civil registration and vital statistics campaigns are.<sup>90</sup>

Mass media campaigns have been effective in bringing about behavioural change. That is illustrated by the following examples taken from a report of an evaluation by Johns Hopkins University of health and family planning campaigns during the past decade (see Evaluation by the Population Communications Office of Johns Hopkins University, in *Development Communication Report*, No. 77 (Washington, D.C., United States Agency for International Development, 1992)):

(a) In the Philippines, a one-year mass media campaign in 1988/1989 in one province promoting health and family planning clinics in Cebu Province resulted in a 188 per cent increase in new family planning acceptors in city clinics and a 54 per cent increase at private clinics;

(b) In Bolivia, a multimedia campaign to promote health and family planning featuring eight radio spots in three languages in eight cities plus print and tapes for buses, from 1984 to 1987, resulted in an increase of 71 per cent of family planning acceptors at clinics during the campaign period. A survey also revealed that 99 per cent

of those surveyed said they intended to visit a clinic as a result of hearing the radio spots;

(c) In Nigeria, a 1984 to 1987 multimedia campaign to promote health and family planning in Kwara State, which featured four radio broadcasts 169 times and five television spots aired 110 times, resulted in a 500 per cent increase in new acceptors in the seven clinics already established before the campaign began;

(d) Also in Nigeria, in Anamora State in 1986-1987 there was a television campaign to promote family planning and clinics, featuring 43 drama episodes integrated into a popular television show. As a result, 55 per cent of the average of monthly new clinic visitors named the television programme as a source of referral;

Entertainment programming, particularly on television and radio, has a vast audience all over the world, and can be a powerful force for the communication of messages, especially among illiterate or semi-literate audiences.

The soap opera has been used to communicate development messages, beginning in Peru in 1972 with the show *Simplemente María*, which told the story of a poor girl in the slums who achieved success by her hard work on a Singer sewing machine.

In Mexico, between 1975 and 1981, there were six development-oriented soap operas, which successfully dealt with such topics as family planning and adult literacy.

That type of popular entertainment strategy for development has been adapted in India, Turkey, Zaire, Indonesia, Nigeria, Brazil, Egypt, Bangladesh, Thailand and Pakistan.

Although it is necessary to use mass media communication channels for the education and communication programme, the usefulness and effectiveness of indigenous folk media, especially among cultural/traditional target groups, must not be overlooked. Folk media may include theatre and dance, mime, songs and storytelling.

Many national Governments in Asia, Africa and Latin America have used folk media to increase communication effectiveness, especially among the rural and urban poor.

In India, there is a Song and Drama Division of the Government's Ministry of Information and Broadcasting, which uses folk media to inform people about government services and programmes in an effort to change their attitudes and behaviour and accept modern ideas, thus performing a valuable function, especially among rural people.

Overall, the participatory development of messages is a desired approach, and should be focused on the transmission of messages that will effectively persuade the target group to take the desired action and register vital and civil events. The emphasis should be on creating awareness of new ideas and practices about civil registration that will actually result in attitudinal and behavioural changes in individuals, to the point that they feel registration is a necessity.

<sup>89</sup>Ibid., paras 343, 345 and 346.

<sup>90</sup>Ibid., paras 430, 432-435 and 436-439.

(c) *Members of institutions, professions and agencies*

368. There are a number of individuals who participate directly in the civil registration and vital statistics systems but whose major work commitment is outside the systems. In this target group are physicians, health workers, clinic and hospital personnel, coroners, morticians, marriage and divorce officers, and local government authorities who deal with several steps in accomplishing civil registration. This group can be reached through an educational campaign that underlines the importance of their contributions to the overall success of civil registration and vital statistics. They should also be encouraged to add to the general public's understanding of civil registration and vital statistics in the particular area where their expertise touches the system.<sup>91</sup>

The wholehearted cooperation of the medical profession is more essential than that of any other professional/occupational group to the implementation of a successful registration improvement programme and education and communication activities. They must provide medical information about births and foetal and other deaths. That includes the gestation age; weight; number of children ever born to the mother; single, twin, triplets etc.; and birth anomalies.

Medical practitioners last in attendance upon a deceased person must supply and certify specific cause of death information in detail, as categorized in the International Classification of Diseases nosology handbook.

Doctors are respected opinion leaders. They have the power to influence the attitude and behavior of other people, so they should be actively encouraged to participate fully.

Health institutions and personnel are in the closest touch with the populations in their areas, and unless they occur in very remote rural areas most births and many deaths occur there.

In some jurisdictions, a Medical Examiner/ Coroner system is involved in inquiries into preventable deaths and making recommendations to prevent future deaths of that type.

This group should receive guidance on how to complete accurately the prescribed forms and on uses of the data. A mini-handbook for their particular use would be a good choice, or even a plasticized chart with precise instructions.

Before the launch of the campaign, midwives and birth attendants, as well as leaders who may be responsible for birth registration in their villages, should be fully involved and receive training about the reasons for registering the birth of a child and when, where and how that may be accomplished, so as to enable them to convey that information to expectant and new mothers.

Funeral directors and morticians (or their equivalents) in some countries are responsible for completing the registration of death form, which is generally required before a

burial or cremation permit is issued. They must accurately record such information as the name of the deceased person, address, sex, date and place of birth and death, occupation, names of parents, marital status, name of spouse (if applicable) etc.; and deliver the completed form to the Registrar General or appropriate officials. That is a common practice in the United States of America, Canada and some states in Mexico. A mini-handbook for this group would be necessary.

Because of their particular involvement, it is most important that all persons in this profession be fully trained in the requirements of registration and its importance in order to ensure their cooperation and compliance.

2. *Publicity campaign*

369. There are five major elements to consider in implementing an information, education and communication campaign for the improvement of civil registration. The elements are the launching of the campaign, monitoring the effects of the campaign on the system, periodic research on the impact/effectiveness of the campaign, evaluation of the campaign and finally revision/adjustment for ongoing improvement of the system.

(a) *Launching the campaign*

Establish a date for the most effective launching of the campaign. In a country with a large rural/agricultural population, it would be best not to launch the campaign during the planting or harvesting season. Similarly, think of weather conditions, such as hurricane/monsoon seasons. Also, in selecting the most suitable date for the campaign launch, make sure that it does not overlap with a population census campaign or presidential/parliamentary elections.<sup>92</sup>

370. In addition to avoiding conditions that could negatively impact the campaign launch, it is also important to consider items that could heighten visibility of the launch, such as a formally declared "Registration Month". Make certain that the selected date for the launch allows sufficient preparation time to organize materials and to make arrangements for maximum news media coverage.

(b) *Monitoring*

It is envisioned that there will be an overall National Committee that will oversee all aspects of the CR/VS improvement programme, including legal, administrative and management improvements, as well as a National Education and Communication Committee that will work in close collaboration with it.

In any case, to effectively monitor the civil registration and vital statistics systems and the specific education and communication programme, what must be determined is the type and extent of feedback information required, who will provide it, and when and to whom. How that information will be evaluated must be determined in advance of

<sup>91</sup>Ibid., paras. 277-279, 290, 302, 304, 305, 310 and 311.

<sup>92</sup>Ibid., para. 796.

the campaign, as well as the criteria for making adjustments.

A method to estimate the impact of the education and communication programme onto the overall civil registration and vital statistics systems may rely on coefficients on coverage, quality and timeliness prior to the campaign and one, two and three months and one year after the campaign launch (or any other suitable time period).<sup>93</sup>

371. A decision on the level of geographical detail at which the improvement programme will be monitored needs to be made early. During the monitoring process, civil registration management needs to make sure that reporting is smooth and that records are processed quickly to allow assessment of the extent of increased registration.

(c) *Research on impact/effectiveness*

372. Research into the impact/effectiveness of the campaign will begin—wherever possible—immediately after the conclusion of the first three months of the campaign. After that period, research would be undertaken at six-month intervals. If the improvement is satisfactory for the first two years after the launch of the campaign, it may only be necessary to conduct intensive evaluation thereafter on an annual basis.<sup>94</sup>

(d) *Evaluation*

A direct method can be used to monitor the effectiveness of the education and communication campaign. For example, ad hoc surveys could be utilized in randomly selected districts to determine if people had seen or heard the civil registration/vital statistics campaign messages. Did the messages motivate them to take action? Subjects to be monitored would include coverage, quality/accuracy of information acquired and subsequent timeliness of registration in those selected districts. Make sure that the sample survey is designed and conducted by experts on sampling, preferably involve the National Statistical Office for that purpose, so that the result would have the necessary credibility both at the country and subnational levels. That option will add a significant cost to the education and communication programme. Thus, make sure that funding is available from its planning stage to the processing analysis of the result.<sup>95</sup>

373. It is wise to evaluate the effectiveness of each type of mass media involved in the campaign. Comparison can be made among newspapers, radio and television, using a devised scale with gradations from poor through excellent.<sup>96</sup>

Think carefully about the items you wish to compare, such as:

- (a) Population reach of each type of mass media outlet;
- (b) Ability to control the frequency—the minimum number of times an individual in a target group is exposed

to an advertising message during a specific time period;

- (c) Cost of reaching audience of 1,000;
- (d) Ability to select local markets;
- (e) Ability to control scheduling of exact time and day of the week of exposure;
- (f) Emotional responses;
- (g) Perceived truthfulness and reliability of the medium.

(e) *Revision/adjustment for ongoing improvement of the system*

374. Monitoring, research and evaluation will begin—wherever possible—after reports on registration for the campaign's first month are received, and will continue on a long-term basis. Recommendations for any revisions will be made promptly after major evaluations.

The recommendations for revision/adjustment of the education and communication campaign will be considered at once by the Education and Communication Office established for this purpose. All approved revisions/adjustments should be implemented as quickly as possible in order to make the campaign as cost-effective and efficient as possible. The overall campaign budget should make allowance for the possible additional costs of revision and adjustments.<sup>97</sup>

### Source readings

It is suggested that students read the specified sections of the following publications:

- Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 510-537
- Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 443-457
- Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 259-271, 411-421 and 553-565
- Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education, and Communication*, chaps. II, V and VI

### Key points

The following are key points to remember:

- Civil registration and vital statistics systems need to give ongoing attention to changing technology; training at the national, regional and local levels for new and current employees; and education for the general public.
- Training for internal staff can be done either by professional consultant staff or by experienced in-house staff doing direct training or training trainers.
- Areas for internal staff training include legal aspects

<sup>93</sup>Ibid., paras. 801, 805 and 806.

<sup>94</sup>Ibid., para. 827.

<sup>95</sup>Ibid., para. 829.

<sup>96</sup>Ibid., para. 835.

<sup>97</sup>Ibid., paras. 849 and 850.



of the system, technical processes, indexing, coding, data entry and verification, documentation for amendments, working with other agencies and confidentiality/privacy issues.

- A good field programme is useful to train external professionals.
- A field programme includes the production of instruction manuals for local registrars and notifiers; a monthly or quarterly newsletter; field visits to new personnel; and educational visits to update current staff.
- Seminars and workshops improve morale and encourage the interchange of ideas.
- Customer surveys supply good user feedback.
- National and regional expert committees organize support for the system and coordinate the participation of interested external groups.
- A formal action plan for the improvement of civil registration and vital statistics is an essential tool.
- Government officials, the general public and members of outside institutions, professions and agencies who participate in civil registration and vital statistics need specific education about the system.
- Strong commitment and sufficient resources for the system depend on carefully designed and concise educational interventions with top government officials.
- The compulsory nature of civil registration requires a strong and continuous awareness programme directed at the general public.
- An educational campaign concerning the importance of their contribution to the registration and statistics system should be directed at physicians, health workers, clinic and hospital personnel, coroners, morticians, marriage and divorce officers and involved local government authorities.
- The five major elements to a publicity campaign for the improvement of civil registration are the launching of the campaign; monitoring the effects of the campaign on the system; periodic research on the impact/effectiveness of the campaign; evaluation of the campaign; and revision/adjustment for ongoing improvement of the system.

#### Discussion points and suggested exercises

- I. Discuss the activities described in table 6.1 of the *Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*. What activities listed here are taking place in the systems represented by the students? Are there any activities that particularly stand out as needed in the students' civil registration and vital statistics system?
- II. Have students review the 24 recommendations con-

tained in chapter VI of the *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*. Which recommendations are currently being carried out in their own civil registration and vital statistics systems? Discuss which recommendations the students view as particularly crucial, given the state of development of civil registration and vital statistics in their home country.

#### Review questions

1. List five benefits that training generates. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 530)
2. What balance should be sought in the membership of national and regional civil registration and vital statistics committees? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 516)
3. Outline the areas to cover for internal staff training, and ways by which it can be done. Are there specific types of training recommended for managers and supervisors? (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 259-270)
4. Name the important items to include in a handbook for local registrars. (*Ibid.*, paras. 554-558)
5. List 18 target groups important to a good education and communication programme on civil registration and vital statistics. (*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, para. 250)
6. Give several suggestions for a campaign to educate the medical profession concerning civil registration and vital statistics. (*Ibid.*, paras. 281, 284 and 285)
7. What is the "Nansen" certificate and how is civil registration and vital statistics involved with it? (*Ibid.*, paras. 332-335)
8. How can entertainment programmes and folk media be used in the strategy to improve civil registration and vital statistics? (*Ibid.*, paras. 432-439)
9. What two major areas are of prime importance in the programme to educate the general public about civil registration and vital statistics? (*Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 522)
10. Briefly discuss the five major elements of a publicity campaign to improve civil registration. (*Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication*, chap. V).

## MODULE 23. MONITORING AND EVALUATION STUDIES AND USING INFORMATION TECHNOLOGY

375. In addition to a training component and a programme for public education, a strategy for improving civil registration and vital statistics systems must also include a unit within the civil registration system to monitor and evaluate the elements of the system's operation. The monitoring function of the unit is to check on the system's operations in order to control its efficiency, accuracy, timeliness, coverage and completeness; the evaluation function is to appraise its value and worth and the importance of specific elements to its operation. The present module looks at the external or market research method; internal methods; and pilot studies and demonstration area projects. The module concludes with a consideration of the use of information technology as a part of the improvement strategy.

### Content summary

#### A. Monitoring

Management can implement a number of activities to improve, monitor and evaluate the functions of the civil registration and vital statistics systems. Management should initiate these, and supervisory staff of the units involved should conduct them. Each unit must maintain specific time-frames to meet the requirements of other units involved in the processing of records. For example, the processing time for receiving records at the central office prior to data entry determines when the data entry can occur. That in turn determines when the files will be available for preparing vital statistics reports and conducting analysis. The latter affects the availability and usefulness of the data. Such programmes as family planning, maternal and child health, disease registers, and epidemiologic studies depend on prompt availability of the vital statistics data. These relationships require that management establish review mechanisms that detect and inform staff when delays are liable to occur.<sup>98</sup>

376. In addition to monitoring the internal operation of the civil registration and vital statistics systems, management needs to have protocols in place to give feedback on the perceptions, opinions and needs of users of the systems.

##### 1. External monitoring

377. It is the purpose of external monitoring to let management know about the attitudes and perceptions of users of the systems.<sup>99</sup>

This method draws on techniques originally developed to carry out market research studies and is often carried out with informal "focus groups", i.e., individuals brought

together to discuss their uses and perceptions of the systems. The external methodology may also be more formal, based on a statistical survey of a representative sample of the groups or individuals whose opinions are sought, and usually employs a structured questionnaire or survey instrument. This approach has not been used extensively in civil registration and vital statistics systems evaluations, although it is commonplace as an evaluation tool in other settings, such as in the industrial and trade sectors.

378. If as part of the strategy for improving civil registration and vital statistics one holds periodic seminars and workshops concerning uses of the data, a survey of participants can reveal the opinions, needs and attitudes of the users represented. Holding focus groups in several regions of the country can uncover what issues need to be raised in a random survey designed to obtain user feedback. Surveys sent out with published data are helpful in ascertaining whether the publication format in use is effective or needs to be modified.

##### 2. Internal monitoring

379. There are three important components that internal monitoring checks. Management needs to know both the attitudes relative to systems operations and the performance level of its staff, data suppliers and users:

(a) Attitudinal monitoring. The survey technique is useful in obtaining information concerning data provider, data processor and data user feelings about civil registration and vital statistics processes. A negative attitude held by providers may affect completeness or accuracy in reporting certain data items. A misunderstanding or lack of knowledge about a data item on the part of a notifier or user of statistics can result in the recording or publication of incorrect information;

(b) Performance-level monitoring: the performance evaluation measures output of the system in terms of staff requirements, other costs, and operation effectiveness. The majority of the vital statistics data collected are usually a by-product of the civil registration system. Management needs to monitor the timeliness, accuracy and completeness of reporting. Protocols should be in place to monitor such operations as production levels on certifications issued, amendments made and recorded and adoptions filed. Standards need to be established against which the monitoring can take place;

(c) Monitoring processes. In this area management needs to monitor, for example, the consistency of processes. Are mail-in and walk-in requests for certified copies processed following the same eligibility requirements? Do all local offices follow the same processes in the same way? Does the central office use the same process as the local offices?

#### B. Evaluation

##### 1. Operations evaluation

380. Some examples that the evaluation unit standard

<sup>98</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, para. 210.

<sup>99</sup>See *Principles and Recommendations for a Vital Statistics System, Revision 2*, para. 528.

want to appraise relative to value, worth and importance to the system are readily apparent. Data items specifically collected for statistical purposes may need to be evaluated relative to cost and effectiveness. Systems may change what data are collected on a decennial basis. The changes that this requires in collection forms, collection processes and computerization programmes have a cost and staff impact associated with them. Such changes require careful evaluation.

381. The cost of data dissemination can be large and this process must be evaluated relative to its effectiveness. Such evaluation should include the option to make the data available in a computerized format. What are the most cost-effective ways of summarizing the data? Evaluations are particularly important when making choices regarding capital investments in new equipment or technological changes.

## 2. *Pilot studies and demonstration area projects*

382. This part of the civil registration and vital statistics improvement strategy appraises the value of the introduction of new procedures or technology. Such appraisals might be useful in the evaluation of electronic registration or in assessing whether or not to use a single reporting form for both registration and statistical information.

383. A pilot study of an electronic birth registration software at one or two hospitals or local registration offices would afford the opportunity to uncover and resolve any problems prior to using the software on a broader scale. Such a pilot study might require the joint operation of both the old and new reporting methods in order to evaluate the effectiveness of the proposed technology.

384. The demonstration area approach tests an innovation or improvement effort in a designated subnational region. The improvement may already have been pilot tested for effectiveness. The demonstration area approach evaluates the feasibility of the new procedure and the cost of introducing it on a nationwide basis. Obtaining success from the demonstration area method depends on carefully transferring lessons learned in the subnational area to the implementation of the improvement or innovation at the countrywide level. A key element for the success of this approach is the strong commitment of the country to expand the demonstration experiences to a national scale.

## C. *Using information technology and automation*

### 1. *General recommendations*

The level and sophistication of information technology and analysis contributes substantially to the levels of timeliness and quality. New technologies offer potentially significant benefits to the civil registration and vital statistics systems: they may increase efficiency in operations and timeliness, improve the quality of the records collected and the safety of the documents in storage, extend services, improve services to the public etc. Registration and vital statistics systems should routinely monitor the emerging technologies and techniques to assess their applicability to current systems. However, there are both

benefits and costs associated with innovations. Systematic monitoring of emerging technologies provides the civil registration and vital statistics systems an opportunity to become aware of new technologies and to assess them in terms of cost-effectiveness.<sup>100</sup>

385. New technology for use in civil registration and vital statistics systems, as in other disciplines, becomes available on a regular basis. Some advances offer an improvement to one particular area of the system. Other strategies are more global in their impact on civil registration and vital statistics. It is important for civil registration and vital statistics officials to remain constantly aware of advances that offer improvement for the systems.<sup>101</sup>

In developed countries, the direction of vital records systems over the last few decades has moved steadily towards computer-based recording. Already, the systems in several countries have less paper than they had just a short time ago.

In the production of statistical output from data, the trend is again away from paper-based systems and towards electronic media. The extraction of data from the master files of civil registration systems may go directly to a floppy disk for shipment to the user. The user can upload a data file immediately to a software in his own personal computer to do analysis. The analysis itself will not be performed by a statistician working laboriously with pencil and paper to perform regressions but rather will be performed by a computer-knowledgeable statistician using a software package that will perform statistical analyses and tests at electronic speeds.

Computer technology and the availability of software programmes has also changed the ways in which data are handled. Data sets that one may have thought had been analyzed so completely that they could in the future only be used to generate trends have taken on new life in their ability to add new information from their records. The ability of the computer to match the records of one database with those of another has generated new life for such databases.

Many countries now have electronic birth and death records. Coding schemes can be automated, and certified copies of records can be issued electronically and not limited by current jurisdictional or technical boundaries. Systems can be developed to exchange the birth and death records directly from agency to agency so that the citizen need not carry a vital record from one agency to another.

386. How far can one see into the future? What is necessary for the management of the civil registration and vital statistics systems is to build into the systems a component for reviewing currently available technology and communications systems. This will enable the systems to keep pace with technological changes, and will minimize the drain on resources as future needs arise to improve and modify the related components of each system.

<sup>100</sup>Ibid., para. 538.

<sup>101</sup>Ibid., paras. 540-543.

387. The United Nations publication *Handbook on Civil Registration and Vital Statistics Systems: Computerization* gives examples of single area improvement techniques as well as guidelines for a long term plan to computerize the civil registration and vital statistics systems. The publication addresses modular improvements, such as the use of automated indexes, microfilm storage, optical disk and computer output to laser disk technology. Also discussed in the publication are the computerized issuance of certified copies of vital records, the electronic reporting of births and deaths, and software for the automated coding of causes of death.

388. The major portion of the above-mentioned publication on computerization is devoted to a multi-phase approach to the computerization of the civil registration and vital statistics systems.<sup>102</sup>

#### PHASED APPROACH TO THE COMPUTERIZATION OF CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS

At the close of chapter I, it was suggested that computerization of civil registration and vital statistics systems could best be accomplished in phases. One suggested scenario for phased computerization would tie the phases to types of events, beginning with basic civil (vital) events and—if a country so wishes—culminating in a population registry system. Tables 1-3 outline such a phased approach.

389. The use of information technology raises considerations regarding the release and preservation of records.<sup>103</sup>

In some countries, an electronic system of vital records has been established. In most of those systems, paper records have been replaced by entries into a computer file. The information is entered into the computer at the office of the local registrar, usually from a paper worksheet. Another version of an electronic system involves paper records being converted into an electronic file at the central authority. The electronic files require special protective procedures, depending on who may have access to the computer and its files and how data is maintained in that particular computer system. If the information at the local level is transmitted to a central computer via telephone lines, the system and its files may be susceptible to improper access or destruction from the outside. Individuals with a legitimate right to access the records, i.e., employees and others designated by the Registrar General, should be allowed entry to the system through the use of individual passwords. Passwords must be changed frequently, say on a monthly basis, and passwords assigned to persons who are no longer authorized to use the files must be cancelled immediately. In addition, authorized persons must be frequently cautioned against keeping their password in written form on their desk or other location where it can be found by potential intruders. The management will usually prefer to grant different levels of access to different categories of operator staff. It is normal to grant enquiry access to a larger part of the staff, while a more limited number of operators is able to update the database. Access rights will be distributed by means of passwords for each operator. The safe administration of passwords is best taken care of by the database management system.

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<sup>102</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 85.

<sup>103</sup>See *Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, para. 59.

**Table 1. Phase 1 of the computerization of civil registration and vital statistics systems<sup>a</sup>**

Basic civil events	Basic vital statistics
<b>Live-birth</b>	<b>Live-birth</b>
<b>Death</b>	<b>Death, infant death</b>
<b>Marriage</b>	<b>Marriage</b>
<b>Divorce</b>	<b>Divorce</b>
<b>Change of name</b>	

<sup>a</sup>When implementing phase 1 the possibility of introducing computerized issuance of certificates could be considered.

**Table 2. Phase 2 of the computerization of civil registration and vital statistics systems**

Other essential civil events	Other essential vital statistics
<b>Foetal death</b>	<b>Foetal death, live-birth and foetal death</b>
<b>Annulment</b>	
<b>Judicial separation</b>	
<b>Adoption</b>	
<b>Legitimization</b>	
<b>Recognition</b>	

**Table 3. Phase 3 of the computerization of civil registration and vital statistics systems<sup>a</sup>**

Population events	Population statistics
<b>Immigration (first time registration)</b>	<b>Immigration</b>
<b>Change of address</b>	<b>Migration, emigration</b>
<b>Change of name</b>	
<b>Granting/withdrawal of citizenship</b>	
<b>Issuance of ID-cards, passports etc.</b>	

<sup>a</sup>In phase 3 the basic civil registration system changes into a more advanced population registration system; the possibility of issuing more reliable ID-cards, passports etc. based on the database increases.

390. The control of access rights through the use of passwords and the management of such passwords are activities necessitated by the growth of information technology in today's office operations. These are not the only precautions to be considered. Data transfer over the telephone and/or Internet connections calls for additional safeguards. Changes brought about by growth in information technology require changes in managerial procedures.<sup>104</sup>

Password protection is an important safeguard, but with modern, fast computers and sophisticated software, unscrupulous persons can, using the telephone connections between sending and receiving computer stations, break the password barrier and read, modify, or destroy the data. Therefore, when electronic files are transmitted via telephone lines, further protection in addition to passwords is desirable. Encryption of data, usually accomplished by special software designed for that purpose, gives added protection by rendering the data unreadable in the event that an intruder gains improper access to the files. If electronic files of vital records are not transferred from computer to computer via telephone links, then whatever alternative process is used, e.g., sending data from one machine to another via storage on floppy disks, must be carefully designed and protected to keep the records from falling into unauthorized hands. A major threat to the computerized civil register is the risk of misuse by the entrusted administrative staff. Means to ensure the commitment and responsibility of the staff should be taken, such as reasonable salaries, modern management procedures etc. Additionally, reasonable control measures should be established to enable management to carry out auditing procedures. Those procedures involve a comprehensive logging facility ensuring that all changes and inquiries to the civil register are monitored, including the time they were made, the unique registration number of the accessed civil information and operator identification. Based on such a log, management is able to carry out subsequent investigations both randomly and on any suspicious events.

391. The use of computer output microfilm, optical disk and electronic files for the back-up of records requires special measures for the protection of confidentiality and privacy. Back-up copies of electronic records must also be refreshed (recopied) to avoid deterioration of the data. Management must also be alert to hardware and software technological changes that could render back-up copies obsolete. A fuller discussion of the changes brought to these areas by information technology is contained in the United Nations publication quoted above.<sup>105</sup>

## 2. *Information technology for today's civil registration and vital statistics systems*

392. It was indicated above that civil registration and vital statistics systems officials need to remain constantly aware of the technological advances that offer improvement for the

systems. The purpose of this section is to provide trainers and students with an updatable source for such technological advances.

393. In order to provide such a source, annex V contains brief summaries of the information technology that is available for use in civil registration and vital statistics systems today. Along with each summary is a list of information sources which have agreed to be contacted for further information.

394. The speed with which information technology advances will in time render the information in annex V outdated. In order to supply updated information on new developments and sources of information, the United Nations Statistics Division will carry updates on its Internet web site, at: <http://www.un.org/Depts/unsd/>. Students and trainers are urged to use annex V and the web site as sources for information on developing technologies.

### Source readings

It is suggested that students read the specified sections of the following publications:

- Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 538-544
- Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, paras. 458-468
- Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 210-217
- Handbook on Civil Registration and Vital Statistics Systems: Computerization*, paras. 36-86 and annex VIII
- Handbook on Civil Registration and Vital Statistics Systems: Policies and Protocols for the Release and Archiving of Individual Records*, chapter II

### Key points

The following are key points to remember:

- A strategy for improving civil registration and vital statistics includes internal and external evaluation, pilot studies and demonstration area projects.
- External evaluation informs management about user perceptions, opinions and needs.
- Internal evaluation measures performance levels and also the attitudes of data providers, data processors, and data users about system performance.
- Pilot studies and demonstration area projects evaluate new procedures and technologies.
- New technology for an improvement strategy in civil registration and vital statistics becomes available on a regular basis.
- Civil registration and vital statistics officials need to be constantly aware of available new and/or changing technology.
- A multi-phase long-term plan is recommended for the computerization of civil registration and vital

<sup>104</sup>Ibid.

<sup>105</sup>Ibid., chap. II.

statistics systems.

- Use of information technology affects necessary responses by officials to confidentiality and privacy issues.
- Preservation methods for vital records and statistical information are affected by the use of emerging electronic technology.

### Discussion points and suggested exercises

- I. Read sections I and II of annex VIII in *Handbook on Civil Registration and Vital Statistics Systems: Computerization*. Discuss how internal evaluation, pilot studies and demonstration projects were used in the computerization of the civil registration system in Scotland.
- II. Read section III of annex VIII in *Handbook on Civil Registration and Vital Statistics Systems: Computerization*. Discuss some of the changes affecting fees, confidentiality, privacy and security that use of the Internet technology engendered.

### Review questions

Students should be able to respond to the following questions:

1. Describe two external evaluation methods that can be adapted to civil registration and vital statistics from the industrial and trade sector. (*Handbook of Vital Statistics Systems and Methods*, vol. I, *Legal, Organizational and Technical Aspects*, para. 460)
2. Name the two general types of internal evaluation methods and differentiate between the kinds of information they offer to management. (*Principles and Recommendations for a Vital Statistics System, Revision 2*, paras. 529)
3. What are the uses of a pilot study? (*Ibid.*, para. 534)
4. Describe the uses of the demonstration area approach and list two important components necessary to its success. (*Ibid.*, para. 535 and 536)
5. List five benefits available to civil registration and vital statistics that officials who monitor and implement new technologies can expect to achieve. (*Ibid.*, para. 538)
6. Indicate five operation areas that management should include in its internal evaluation of civil registration. (*Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*, paras. 210-217)
7. If a country chooses to implement the three phases of computerization of civil registration and vital statistics, what vital and population statistics become available? (*Handbook on Civil Registration and Vital Statistics Systems: Computerization*, para. 85)
8. How do some of the single purpose technological developments relate to an overall plan for phased computerization of civil registration and vital statistics? (*Ibid.*, para. 86)
9. Briefly describe some options available for the automated coding of cause of death. (*Ibid.*, paras. 70-73)
10. What other opportunities were generated by the computerization of the civil registration system in Scotland? (*Ibid.*, annex VIII, paras. 29-30).

**Annex I**  
**Teaching aids**

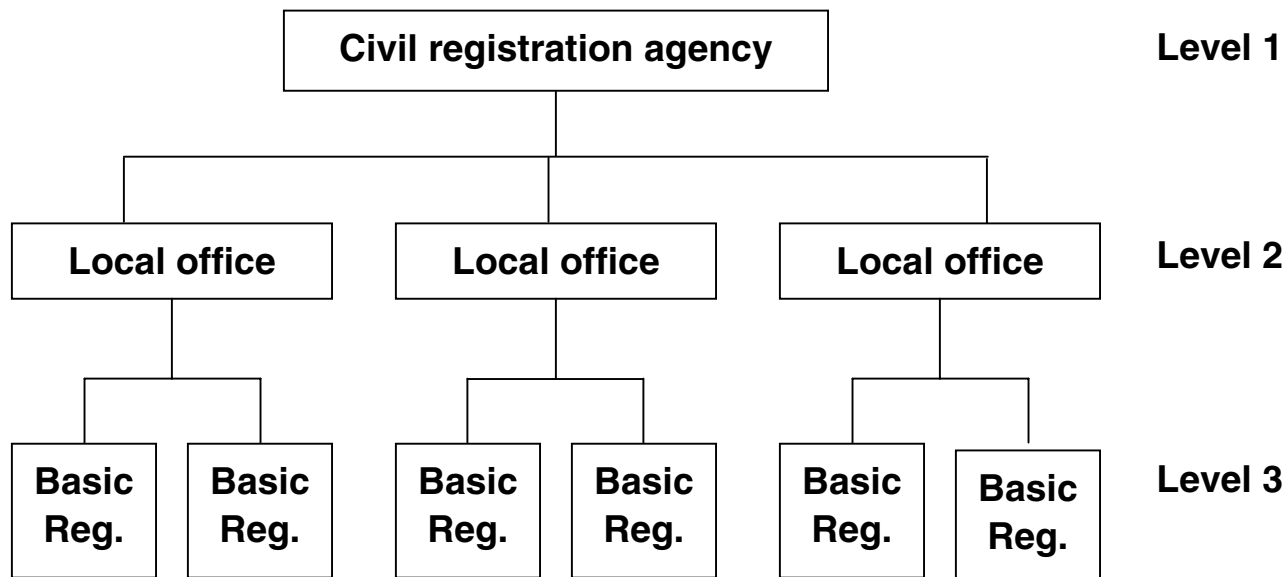
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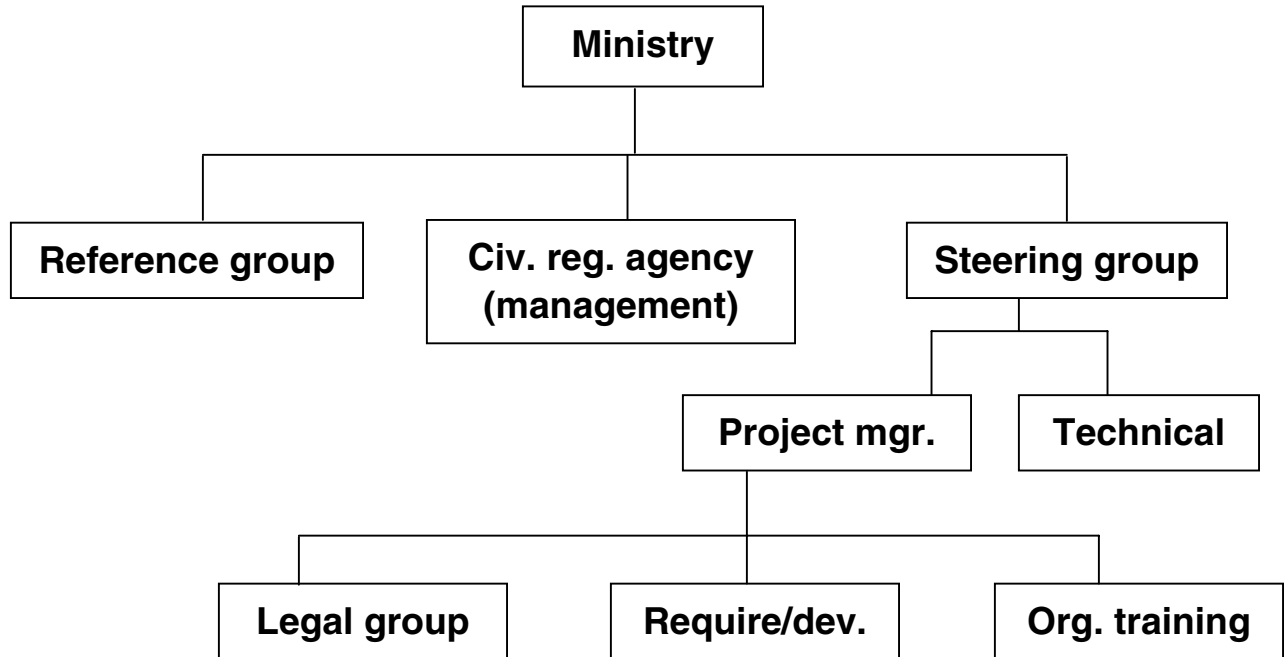
**A. Illustrations selected from the *Handbook on Civil Registration and Vital Statistics Systems: Computerization***

**Figure A1. General organizational structure of civil registration systems<sup>a</sup>**



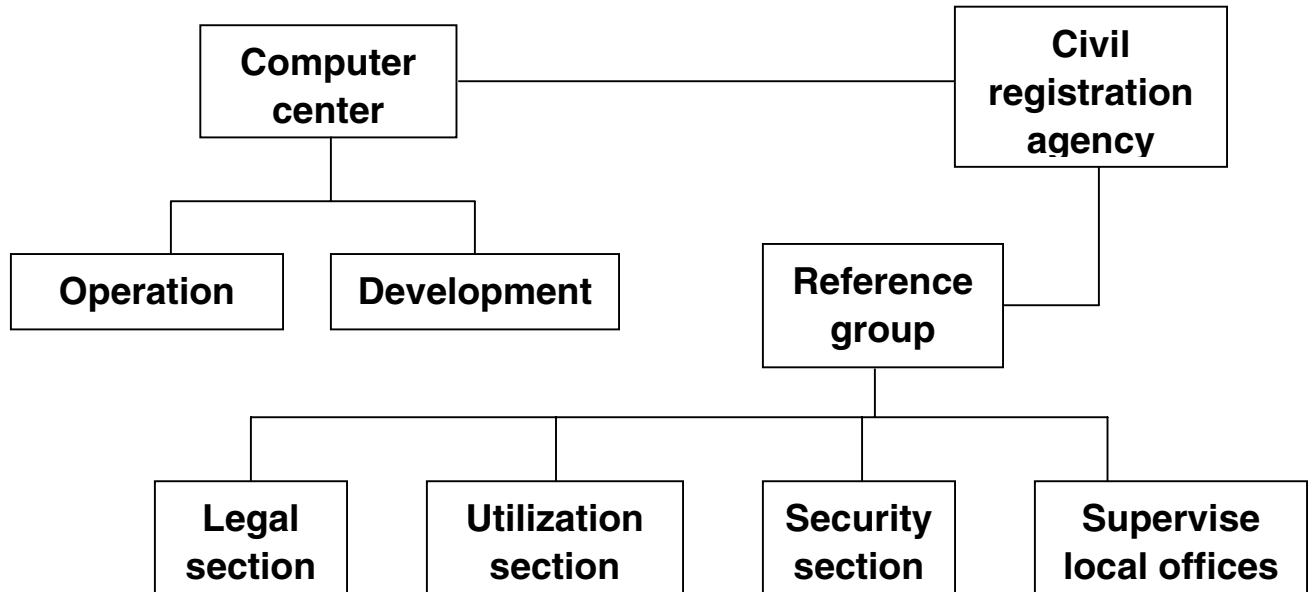
<sup>a</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Computerization* (UN publication, Sales No. E.98.XVII.10), figure VI.1.

Figure A2. Overall structure of civil registration systems<sup>b</sup>



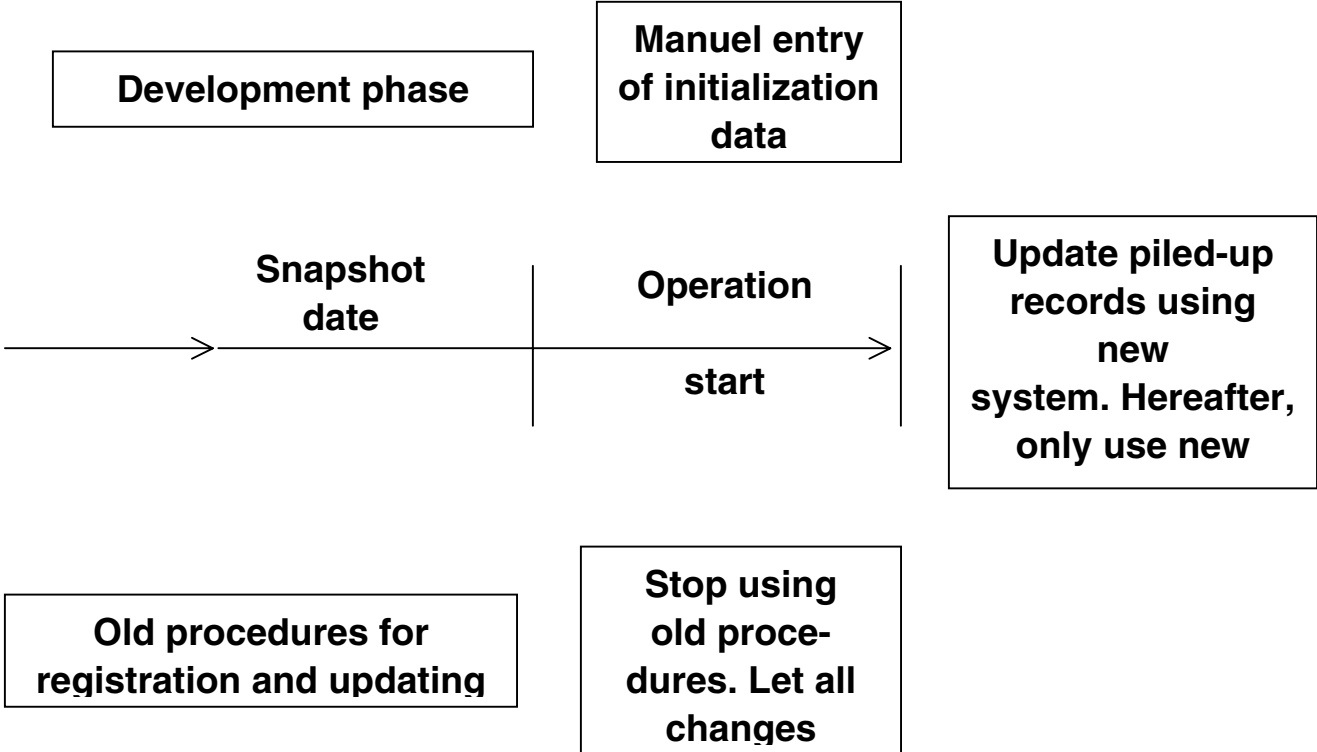
<sup>b</sup>Ibid., figure VI.2.

Figure A3. Basic organization of a computerized civil registration system<sup>c</sup>



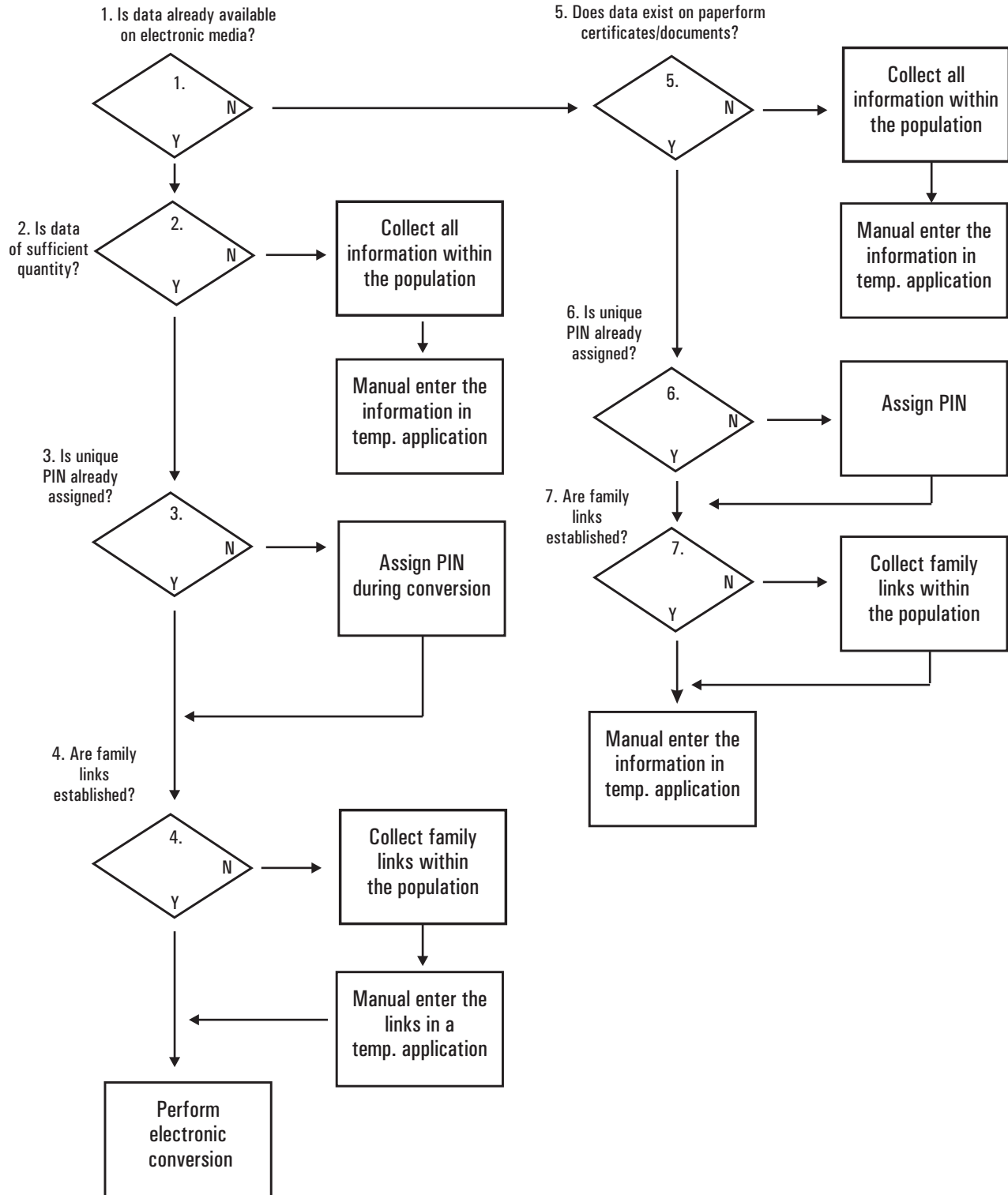
<sup>c</sup>Ibid., figure VI.3.

Figure A4. Initialization flow chart<sup>d</sup>



<sup>d</sup>Ibid., figure VII.1.

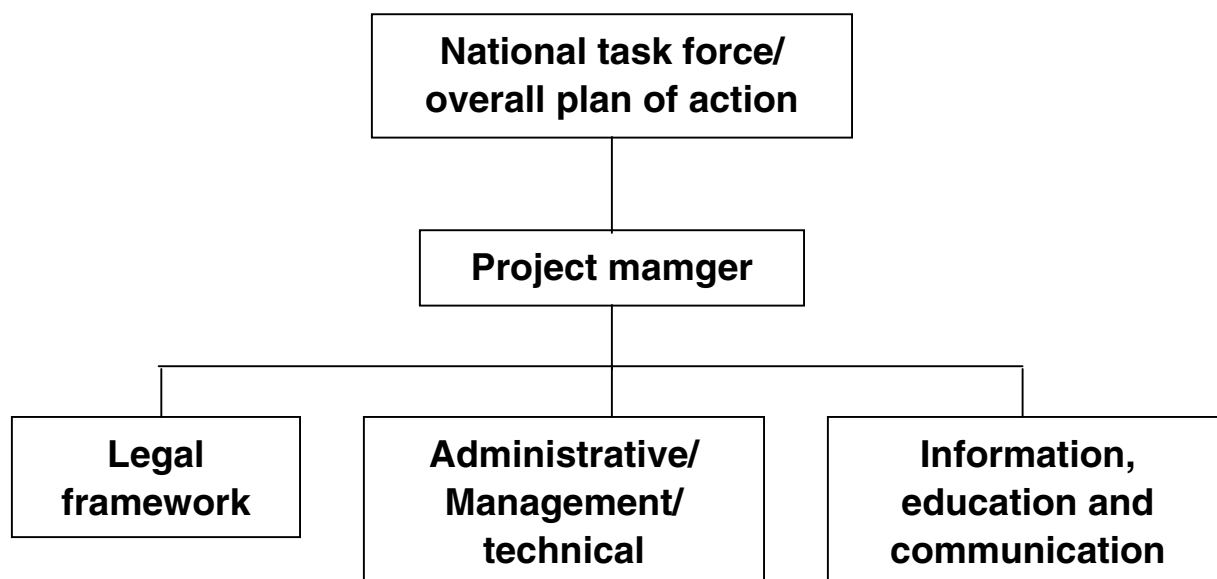
**Figure A5. Decision process for choice of initialization method<sup>e</sup>**



<sup>e</sup>Ibid., annex VI.

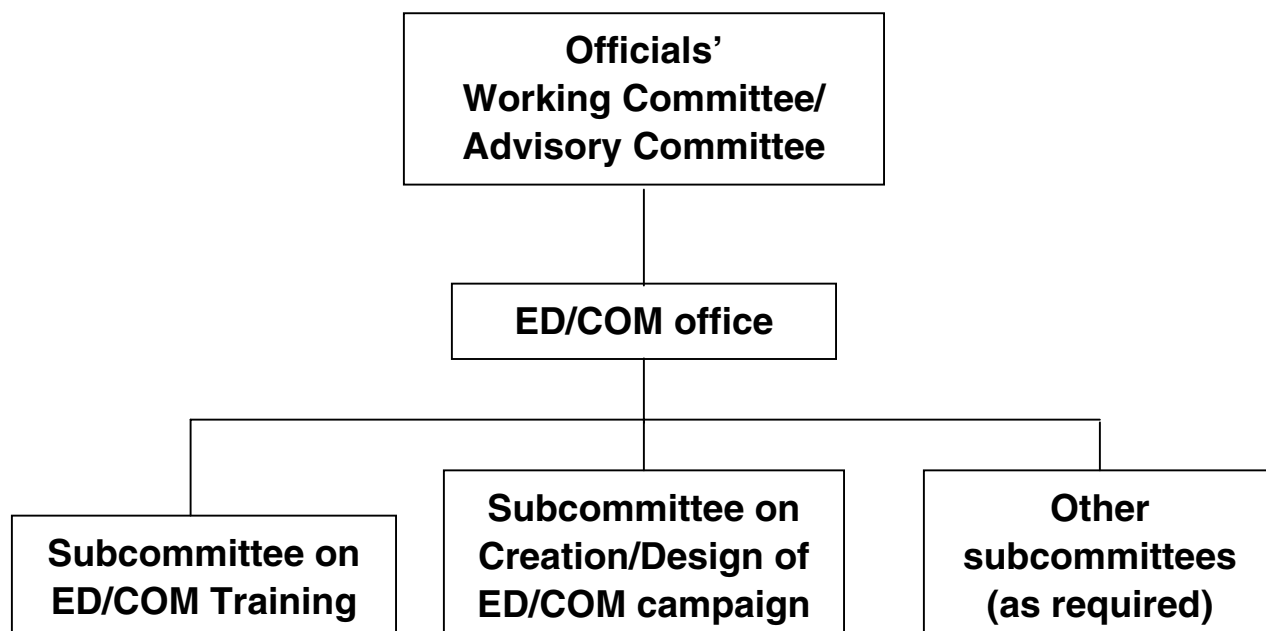
**B. Illustrations selected from the *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication***

**Figure B1. Plan of overall organization of CR/VS system improvement programme<sup>f</sup>**



<sup>f</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication* (UN publication, Sales No. E.98.XVII.4), chart 1.

**Figure B2. Information, education and communication component<sup>g, h</sup>**



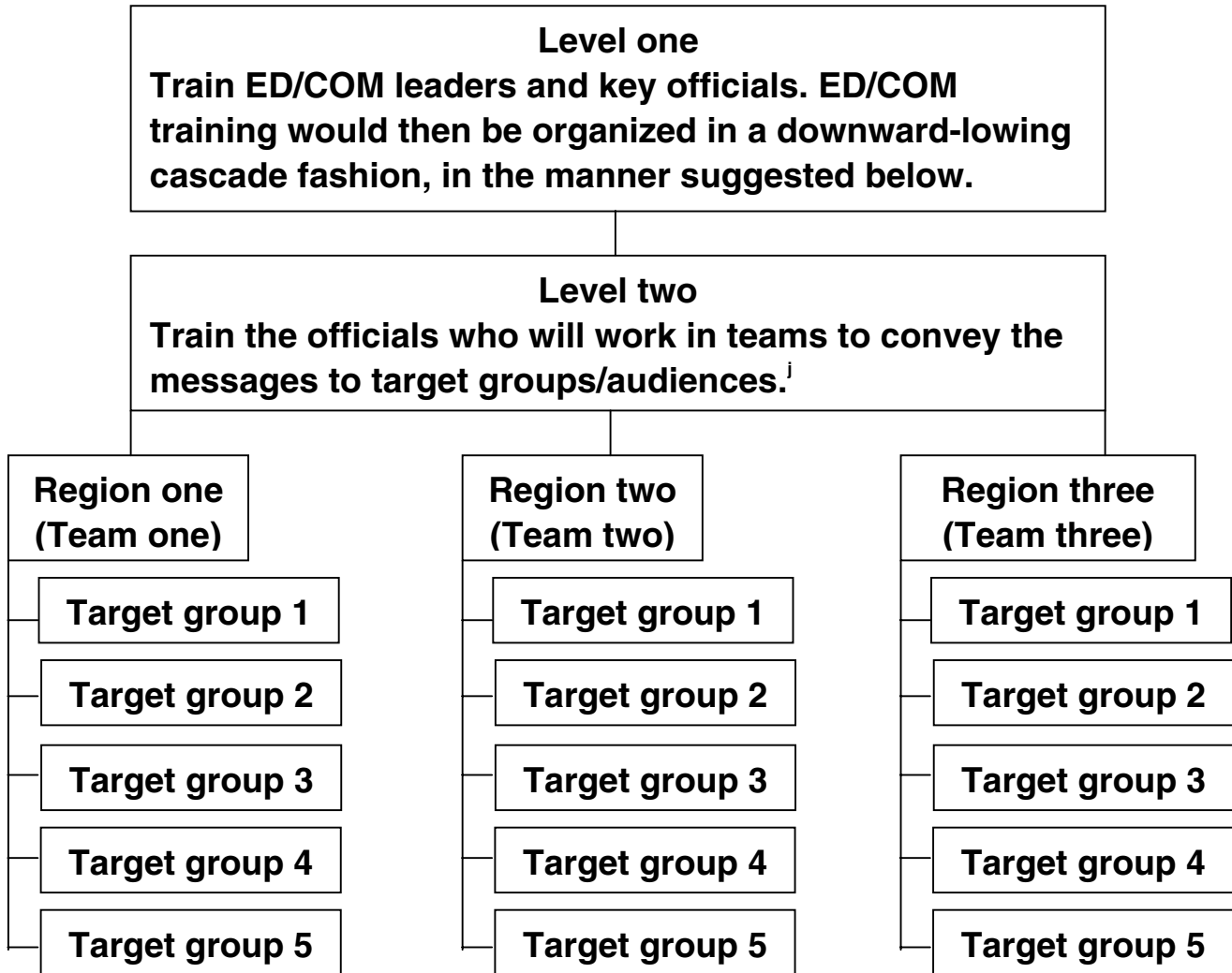
<sup>g</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication* (UN publication, Sales No. E.98.XVII.4), chart 2.

<sup>h</sup>The ED/COM component would be closely linked to and coordinated with the task forces responsible for :

- (a) The legal framework.
- (b) Administrative management technical improvements.



Figure B3. ED/COM training flow chart<sup>i</sup>



<sup>i</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication* (UN publication, Sales No. E.98.XVII.4), chart 3.

<sup>j</sup>A target group/audience may be a religious group, a cluster of rural population, a tribal group, a religious organization, midwives, traditional birth attendants, women's groups etc.

## Figure B4. Contents of pamphlets/brochures<sup>k</sup>

The present annex provides examples on contents for pamphlets/brochures related to the registration of live births, marriages, deaths and divorces.

### REGISTERING YOUR CHILD'S BIRTH IT'S IMPORTANT

Insert illustration:  
photograph or  
art work

Having a baby is one of life's most exciting events, and officially registering the birth is the most important first step in giving your child the best possible start in life.

In (name of country), all parents are responsible for registering their child's birth at the local civil registration office within seven days.

Registration, which includes giving the child a name, is important because it is a permanent, legal birth record. It establishes the date and place of birth and the child's filiation—the relationship between the child and its parents—and with his/her country of birth.

#### BENEFITS

After registration, a birth certificate may be obtained, which will show that the child is entitled to many government services, such as health care (including immunization and vaccination) and school enrollment, and which will enable the family to obtain social benefits.

If your baby's birth is not properly registered, your child will have no legal identity or nationality, and will not be guaranteed the rights and privileges enjoyed by other residents of (name of country).

#### HOW TO REGISTER THE BIRTH

This pamphlet explains the procedure for registering the birth of your child.

Please follow these procedures carefully because you, as a parent, are responsible for ensuring that your child's birth is correctly entered in the civil status registry of (name of country).

Next, give specific instructions for the country concerned, perhaps in these categories:

What documentation etc. is needed to register a birth

When, where and how to register a birth

Who registers the birth

How to choose your baby's name

If you have a child whose birth was never registered,

how do you do a delayed registration of birth

If a parent cannot register a birth, who else can do so—e.g., grandparent, guardian etc.

How to obtain a birth certificate

For more information, please contact:

Business hours are from 10:00 a.m. to 4:00 p.m.

*NOTE:* If birth certificates are available in other government offices in communities throughout the country, you may wish to include this information in the pamphlet. Use both sides of the paper for a pamphlet/brochure.

<sup>k</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Developing Information, Education and Communication* (UN publication, Sales No. E.98.XVII.4), annex IX.

## GETTING MARRIED

Insert illustration:  
photograph or  
art work

Your marriage is a most important event in your life. In (name of country), it must be officially registered at the local civil registration office of the community where either the bride or groom resides within 14 days.

A marriage record provides permanent proof of the date and place of the marriage. It names the parties to the marriage, confers legitimacy to the formation of a family, defines legal responsibilities for family support and provides evidence of the filiation-parentage-of children of the marriage.

The Government protects your newly constituted family by officially registering your marriage in a special registry that is permanently preserved.

Registration is necessary for the issuance of a Certificate of Marriage, which may be necessary to establish rights to family benefits, such as family allowances, housing subsidies and tax deductions.

In (name of country), marriages that are recognized civilly may be performed by ministers, priests, imams and other persons designated by various religious organizations, as well as officials, such as judges, clerks and deputy clerks of the courts, magistrates and civil administrators appointed by the Government.

These persons are responsible for ensuring that your marriage is properly recorded with the appropriate Civil Registry officials.

But newly-weds would be well-advised to make follow-up enquiries at the local Civil Registry Office\* because, until the marriage is officially registered, no Certificate of Marriage may be issued.

When your marriage is solemnized, both the bride and groom are required to sign a Registration of Marriage form, which the person officiating at the ceremony must then deliver to the local Civil Registration Office within 30 days.

Before this document is signed, both parties to the marriage should carefully review all of the information on it to make sure that all names, including those of their parents, are spelled correctly, and that their dates and places of birth, as well as the date and place of the marriage and current residences, are listed correctly. The marital status of each party to the marriage-single, widowed or divorced-should be correctly indicated on the marriage registration form.

Next, list the general conditions for marriage in the country concerned. For example, marriage can only be solemnized between a man and a woman who publicly express their free and enlightened consent to the marriage; therefore there can be no official marriage between homosexuals, and there may be a requirement for two adult witnesses. Birth certificates may be required as proof of age. The

country probably has established a minimum age for marriage-16 years, for example-and the requirements for parental or guardian's consent for the marriage of any party to the marriage who is a minor (generally under 18 years old) may have to be specified. Non-Muslim parties to a proposed marriage must be free of any previous matrimonial bond, and the proof required to provide evidence of eligibility to marriage (for example, a divorce or death certificate) should be specified in the pamphlet. In addition, in most countries consanguinity is generally a bar to marriage-neither spouse may be an ascendant-mother or father, or descendant-daughter or son, or brother or sister, whether the relationship resulted from blood ties or from adoption. Marriage is usually also prohibited between half-brothers and half-sisters.

The country may also have laws concerning the surname of a spouse after marriage; if so, that information should be included in the pamphlet.

If a marriage licence or publication of notice of the proposed marriage is required before a marriage may be solemnized, the pamphlet should contain detailed information about those requirements.

For further information, please contact:

(State business hours as well)

If marriage registration certificates or other services are available at other government offices throughout the country, then give all possible information.

NOTE: Use both sides of the paper in a pamphlet/ brochure.

\*NOTE: It may be a requirement that the marriage be registered in the district where the bride or groom resides, which might be different from the local Civil Registration Office.

## REGISTRATION OF DEATH

In (name of country), it is necessary to register every death to the nearest local Civil Registry Office within 48 hours.

Although the death of a loved-one is the cause of great sorrow, it is legally necessary that the next of kin—generally the spouse if the person is married, otherwise a son, daughter, father, mother or other close relative—complete and sign a Registration of Death form.

To register a death, it is also necessary to have a physician or coroner or equivalent sign a certification of the cause of death.

To obtain a burial or cremation permit, it is necessary to first register the death, after which the burial/cremation permit will be issued.

Even the death of an infant who has lived only minutes, hours or days after birth must be registered at the nearest registration office.

It is very important to make sure that every death is promptly registered in order to obtain a Certificate of Death, which may be required to:

- Establish inheritance rights
- Make insurance claims
- Claim a widow's pension
- Claim an allowance for children
- Establish the right of the surviving partner to remarry

A funeral director may assist in filling out a Registration of Death form by the next of kin or a close relative of the deceased, but the informant will have to supply accurate information on the full name of the deceased person, the date and place of birth, the last domicile, the names of the mother and father, and—if the deceased was married—the spouse's name. The informant must carefully review all information on the form to make sure that it is accurate. A witness may be required to sign the registration form as well.

Determine exactly who—the informant or the funeral director or equivalent—is legally responsible for ensuring that the Death Registration form gets to the local Civil Registry Office, and include this information in the pamphlet. Also, where are Registration of Death forms available?

There should be a separate detailed set of instructions to physicians/coroners or their equivalent, particularly on International Causes of Deaths classifications. These would be in a handbook or booklet form.

For further information, please contact:  
(State business hours)

If other government offices can supply information, please list them in this pamphlet as well.

NOTE Use both sides of the paper for a pamphlet/brochure.

## REGISTRATION OF DIVORCE

To: All people getting a civil divorce in (name of country).

After you have completed all of the legal procedures and have obtained a civil divorce in (name of country), it is the responsibility of the parties to the divorce-you and your former spouse-to officially register this divorce at the nearest local Civil Registration Office within 30 days.

### HOW TO REGISTER A DIVORCE

To do this, you should take an original divorce decree or a certified true copy issued by the court where you obtained your divorce and a certificate of your former marriage (NOTE: This is optional, and may not be necessary if the divorce decree states the date and place of the previous marriage) to the local Civil Registration Office,\* together with some personal identification documentation, such as a citizen identification card and/or a birth certificate.

At the local Civil Registration Office, you will fill out a divorce registration form, attach the required documentation specified by regulation, and the divorce will be entered into the official registry. This will provide permanent, legal evidence that your previous marriage has been dissolved, and after this event is registered, you may obtain a Certificate of Divorce.

This Certificate will provide legal evidence that you are now able to remarry, and it may also provide evidence of eligibility for a number of government benefits, such as child or family support

allowances, a housing subsidy or other rights and entitlements contingent upon marital status and age, as well as to obtain release from financial obligations incurred by your former spouse. A divorce may also affect nationality and citizenship.

It is important that your divorce be registered promptly. So as soon as the decree is final, make sure that you (or your former spouse) deliver it at once to the proper local Civil Registration Office.

Local Civil Registration Offices are located throughout the country and are open for business from Monday to Friday from 10:00 a.m. to 4:00 p.m.

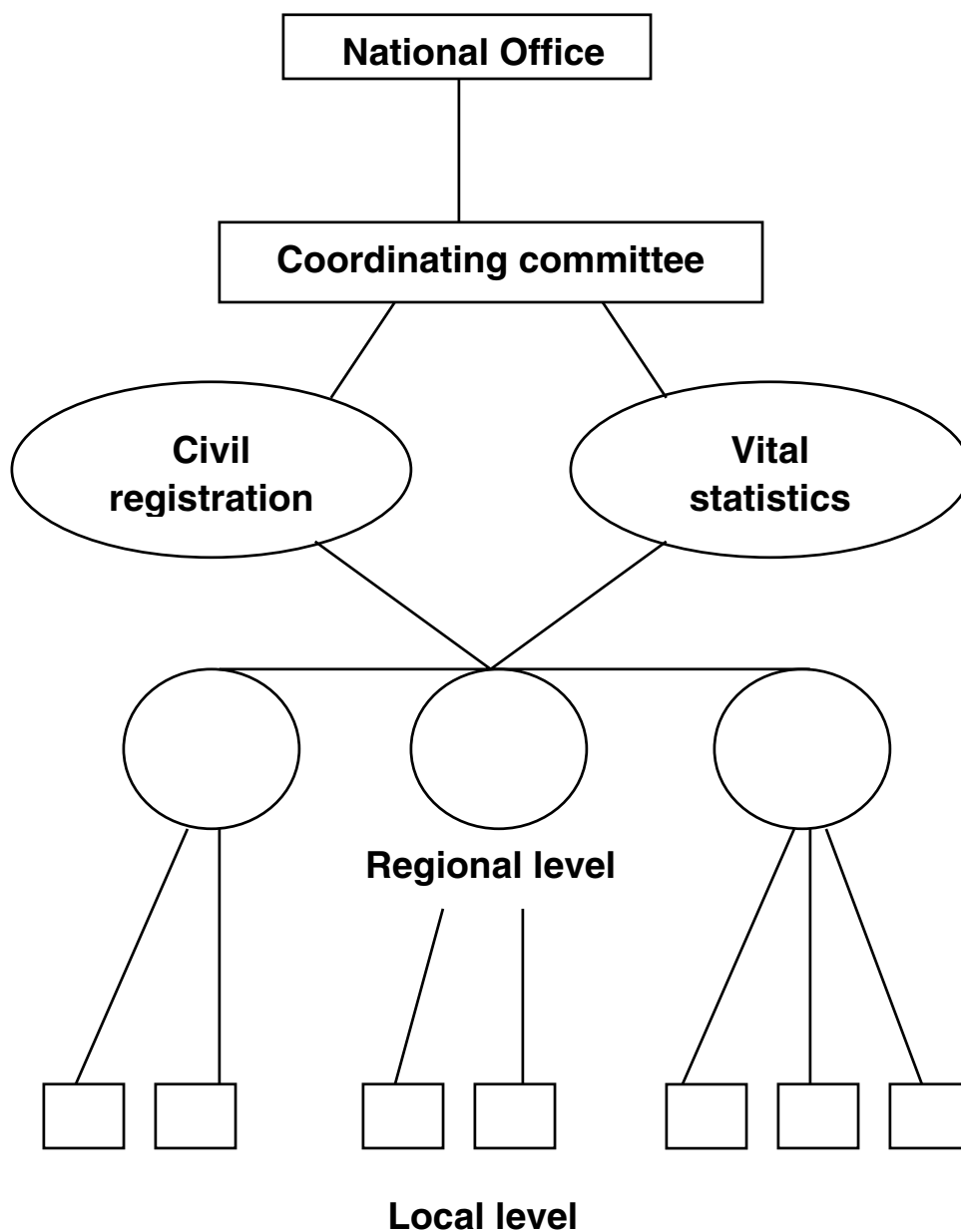
For further information, please contact:

(Name and address of Civil Registration Office, fax, e-mail and telephone numbers)

\*It may be decided that the divorce be registered in the local Civil Registration Office where it occurred.

C. Illustrations selected from the *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance*

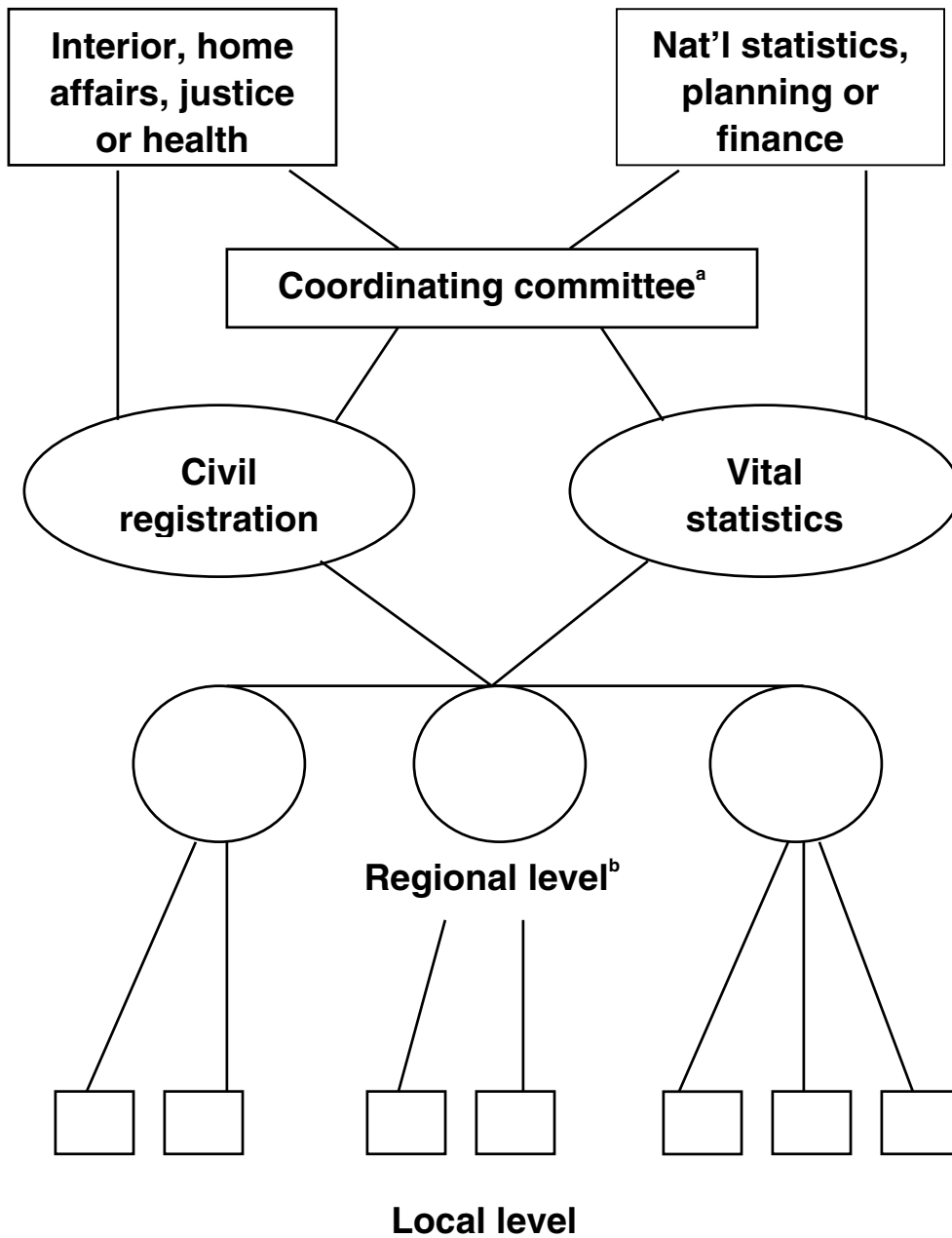
Figure C1. Centralized system: single agency<sup>1</sup>



Note: Regional level is optional.

<sup>1</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure 1.1.

Figure C2. Centralized system: dual agencies<sup>m</sup>

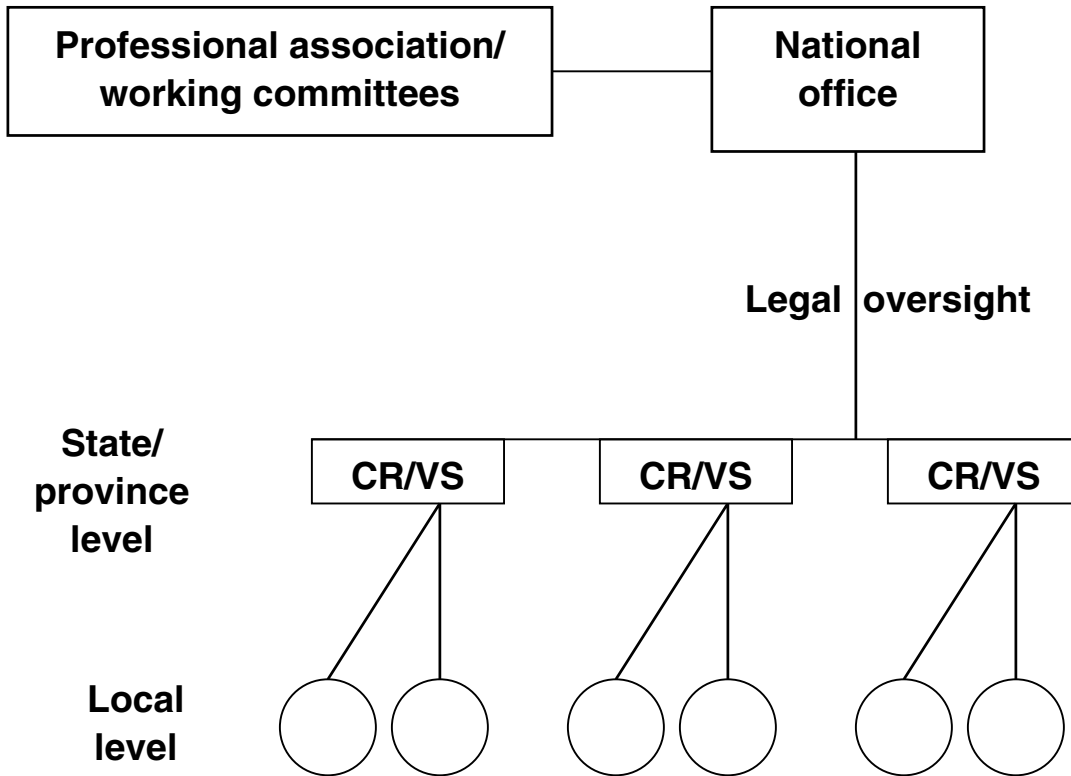


<sup>a</sup>Coordinating committee by memorandum of agreement between agencies.

<sup>b</sup>Regional level is optional.

<sup>m</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure 1.2.

Figure C3. Decentralized system, version 1<sup>n</sup>

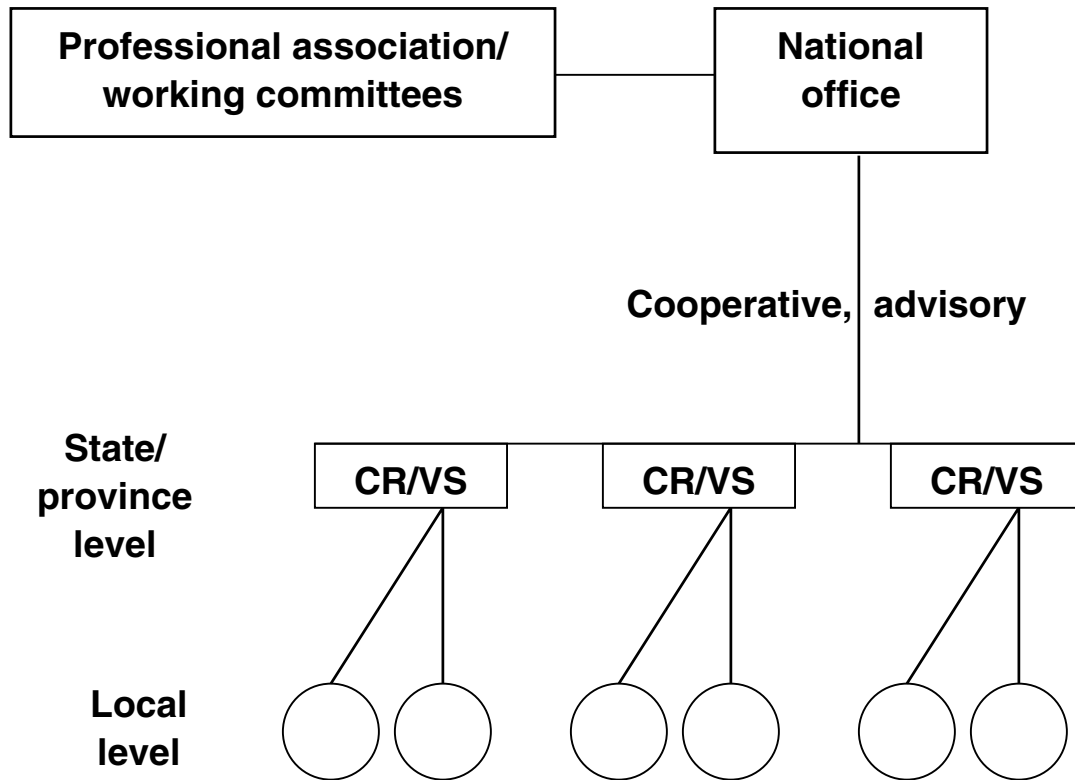


Note: National office has legal oversight/prof. comm.. of members from state/province.

<sup>n</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure 1.3.



Figure C4. Decentralized system, version 2°

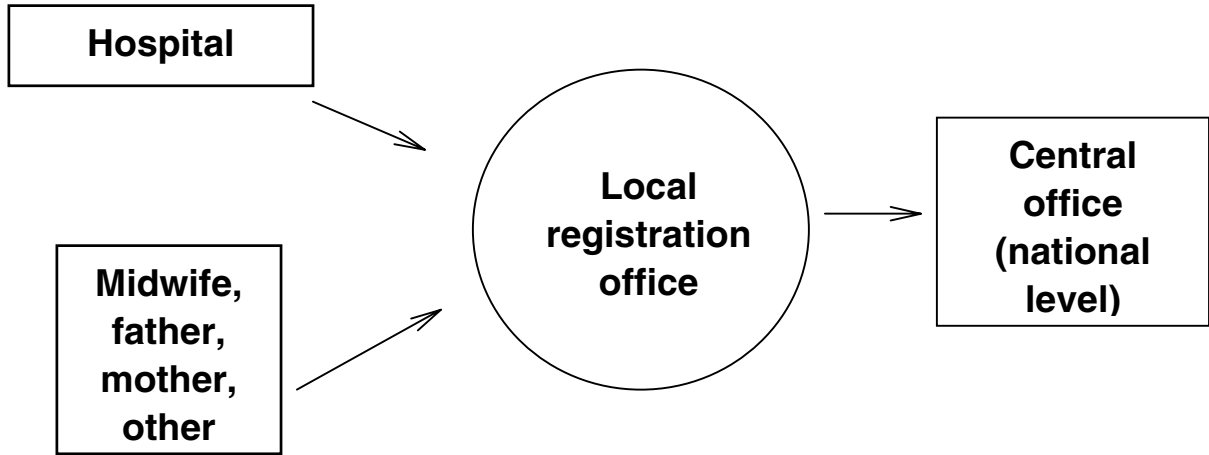


Note: National office has advisory relationship with state/province CR/VS systems.

°Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure I.4.

Figure C5. Birth record, centralized registration system<sup>p</sup>

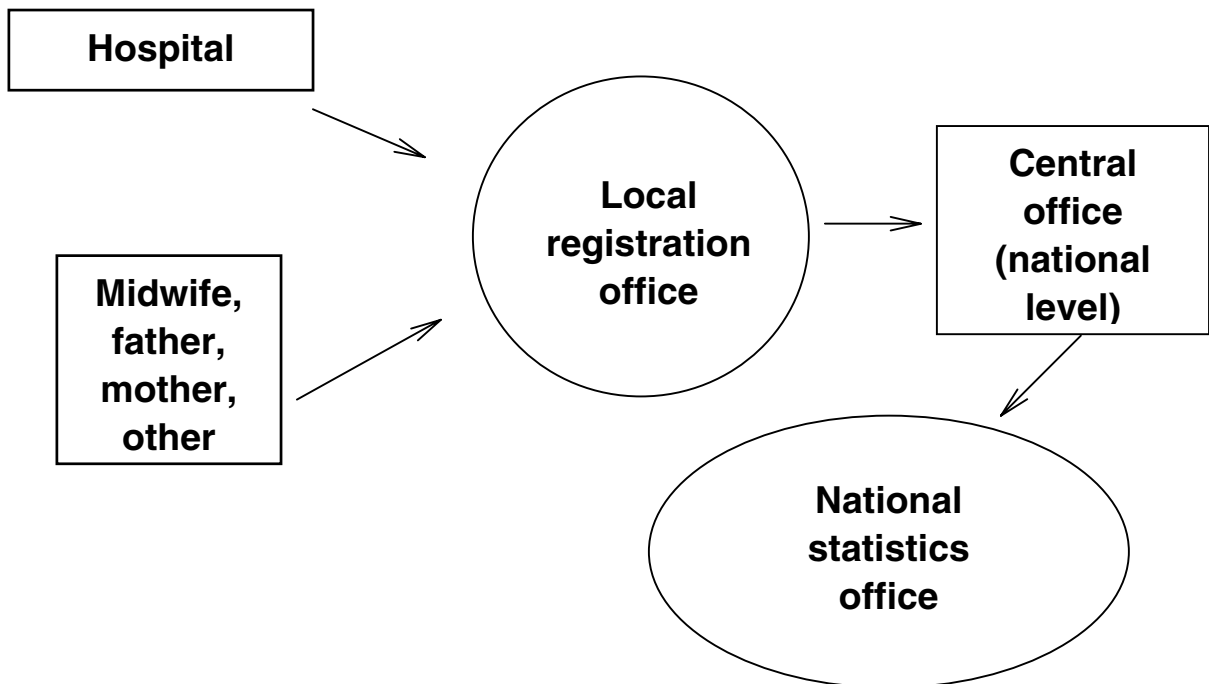
**Providers/informants**



<sup>p</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.1.

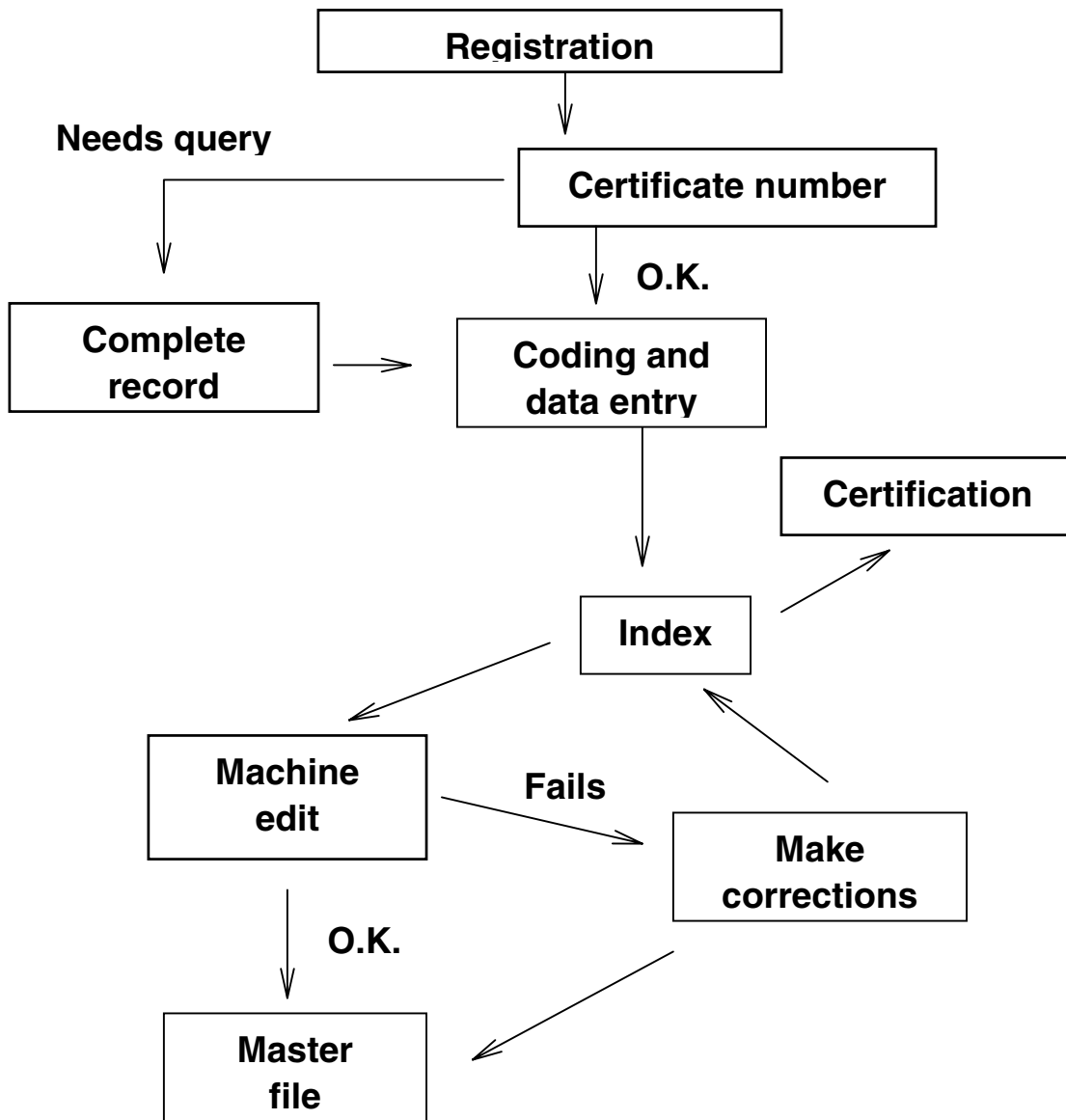
Figure C6. Birth record, decentralized system<sup>q</sup>

**Providers/informants**



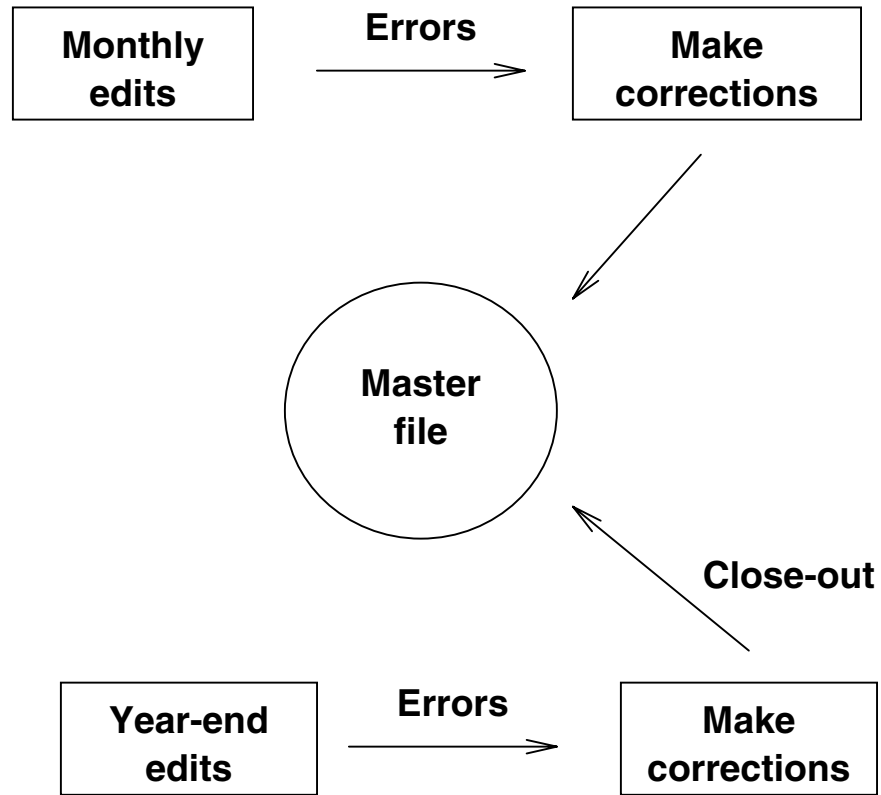
<sup>q</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.2.

Figure C7. Birth record flow in central office<sup>f</sup>



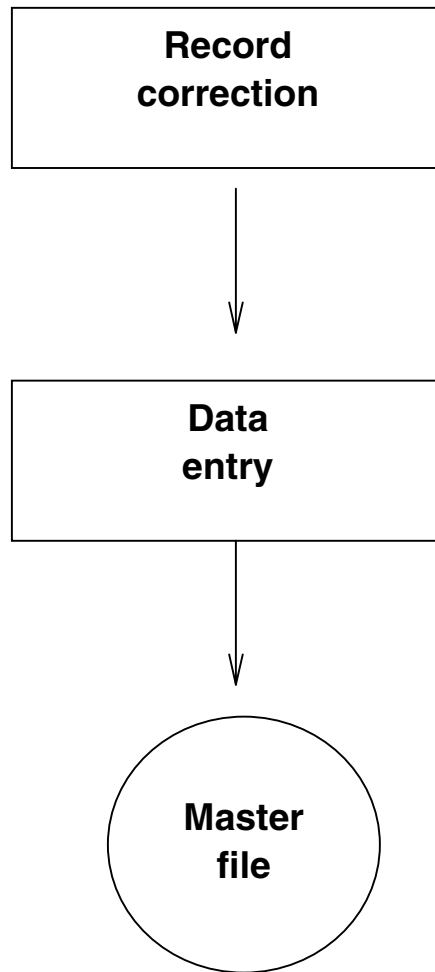
<sup>f</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.3.

**Figure C8. Edit and close-out of master file<sup>5</sup>**



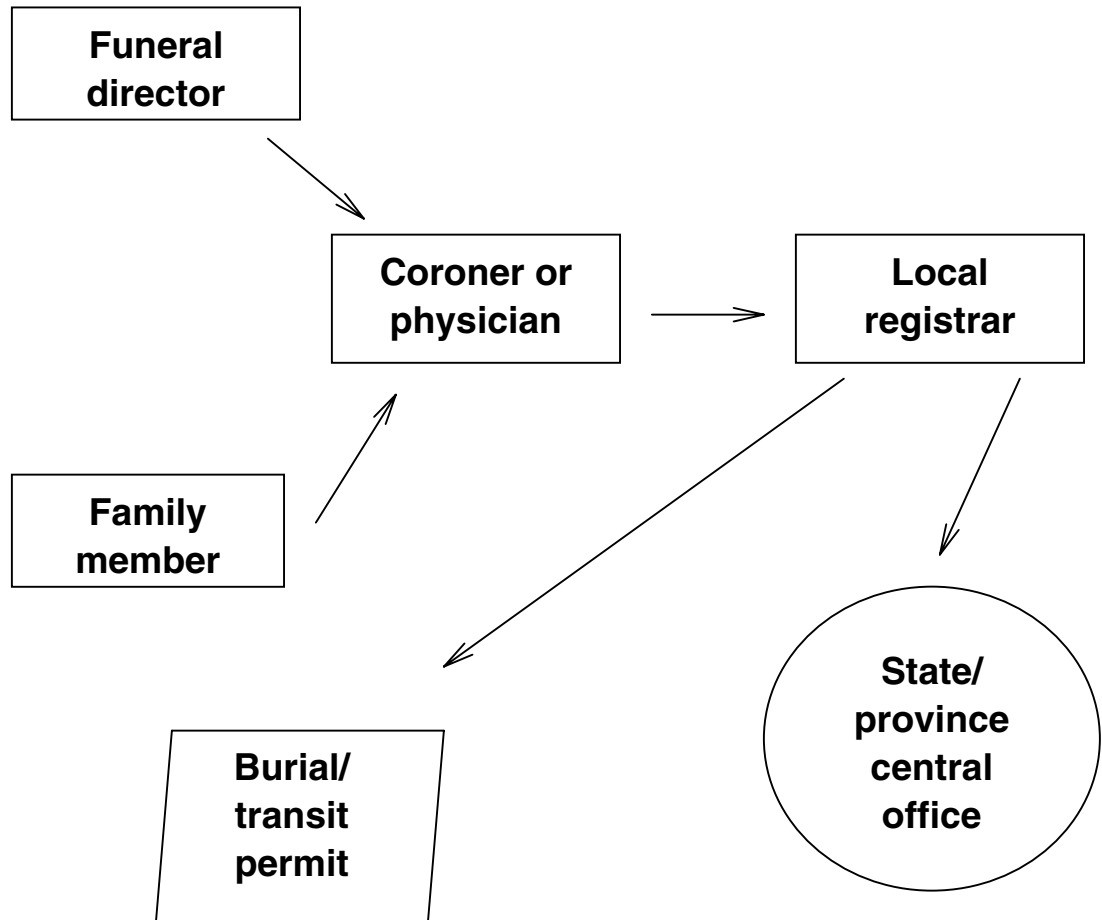
<sup>5</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.4.

**Figure C9. Ongoing correction of master file<sup>1</sup>**



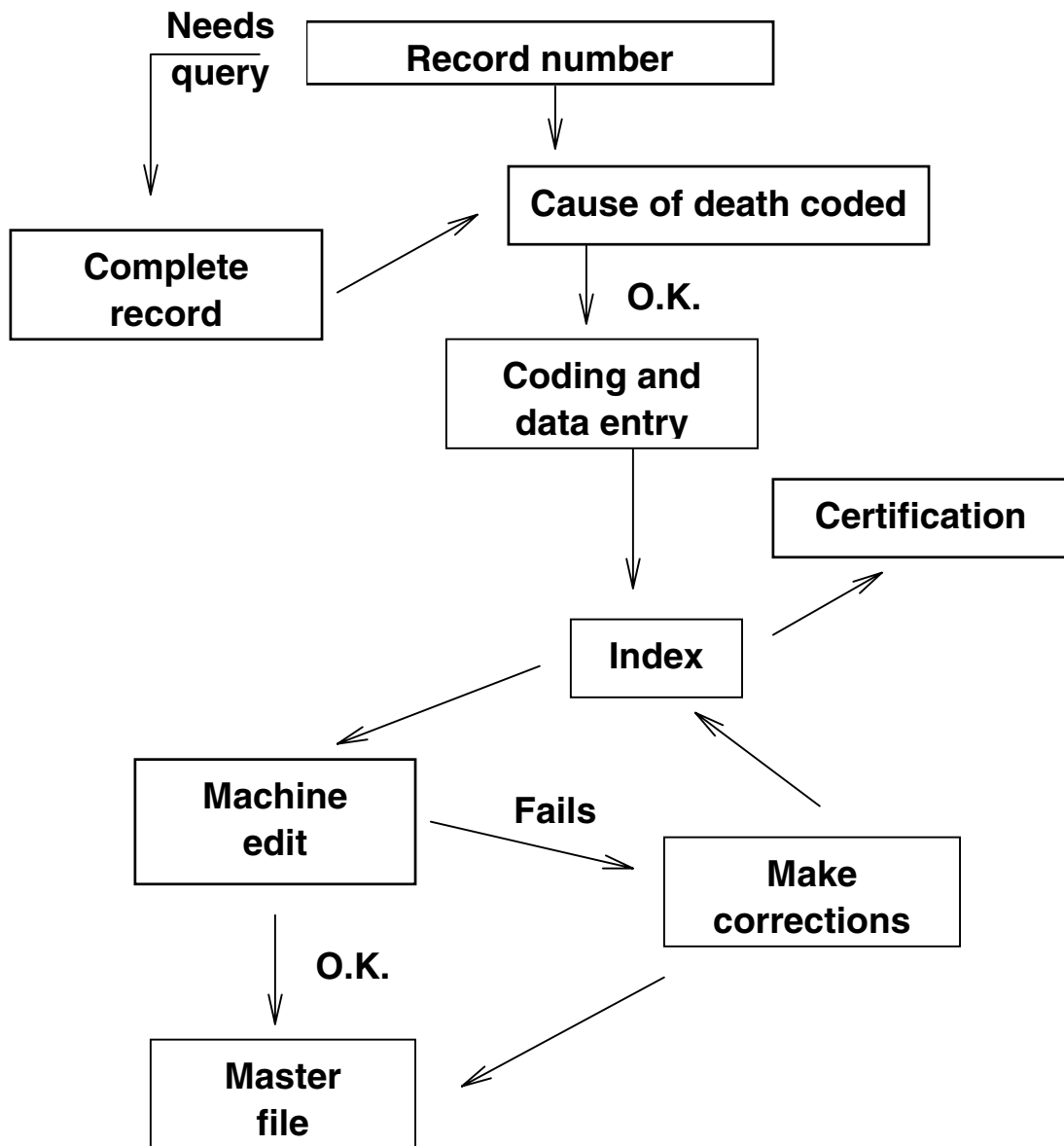
<sup>1</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.5.

Figure C10. Death record path to central office<sup>u</sup>



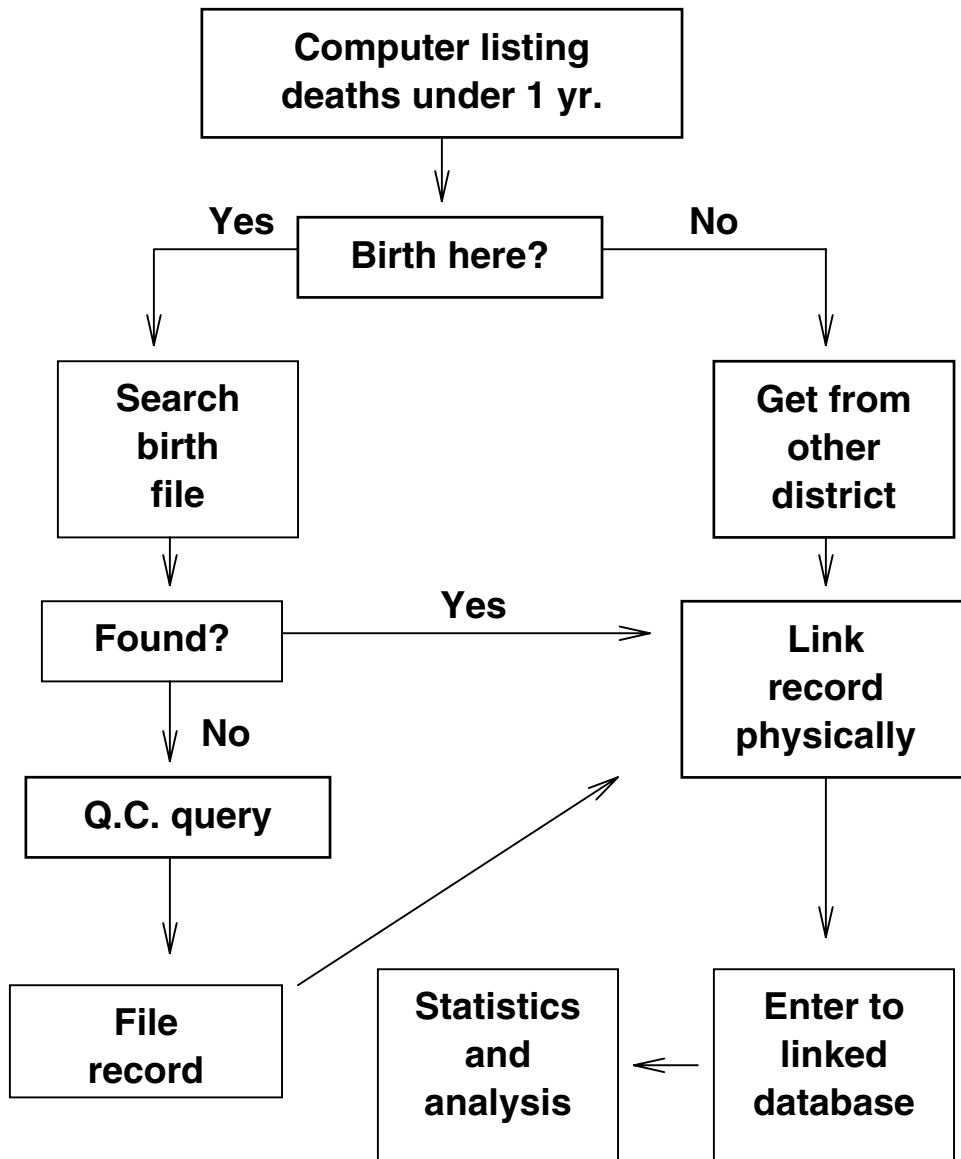
<sup>u</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.6.

Figure C11. Death record, International Classification of Diseases code<sup>v</sup>



<sup>v</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.7.

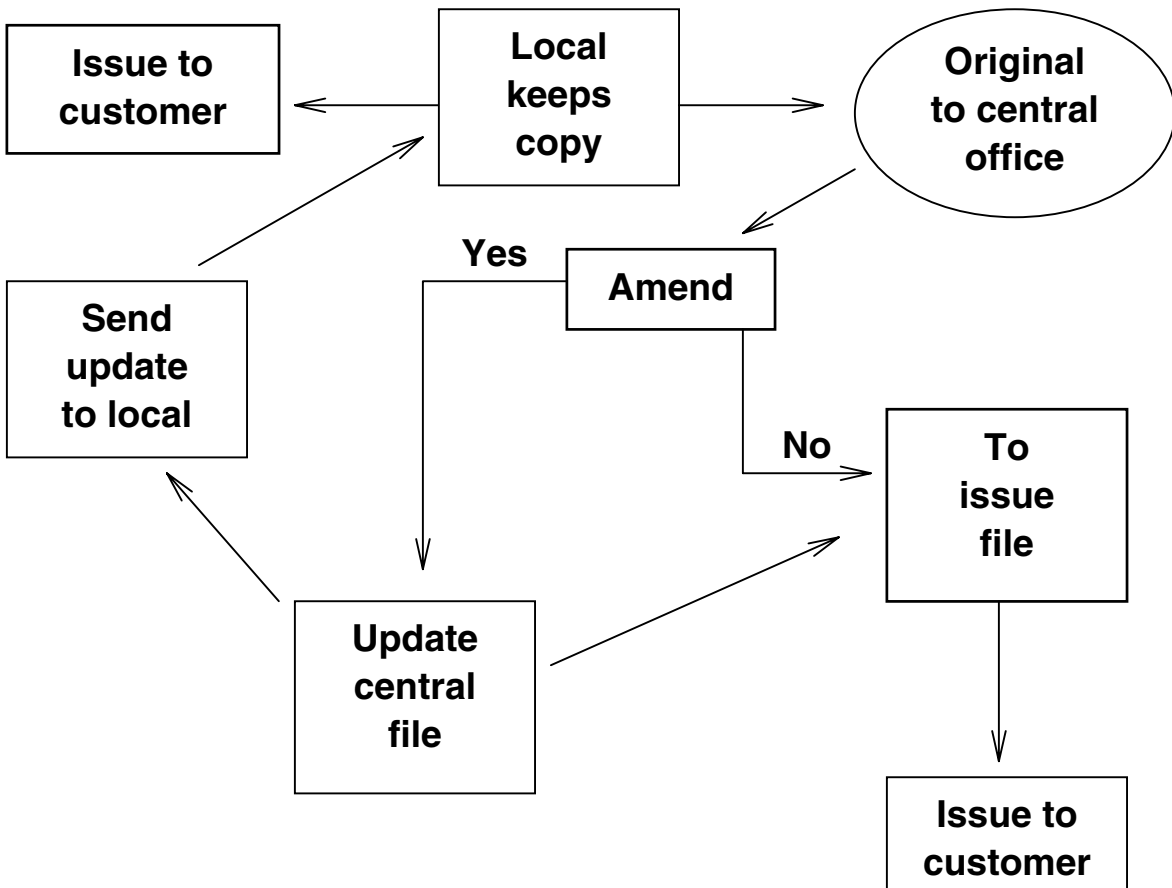
Figure C12. Infant death/birth linkage<sup>W</sup>



<sup>W</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.8.

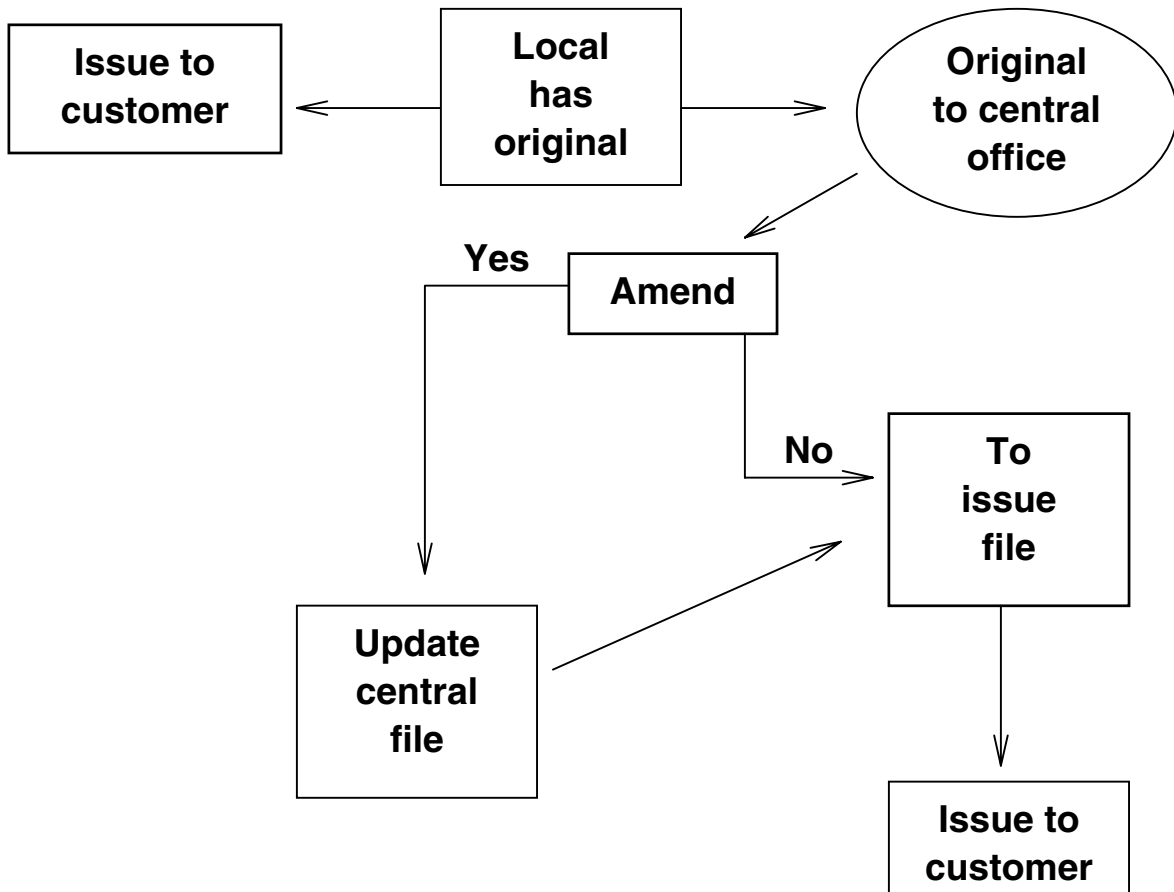


Figure C13. Certified copies when local office keeps record copy<sup>x</sup>



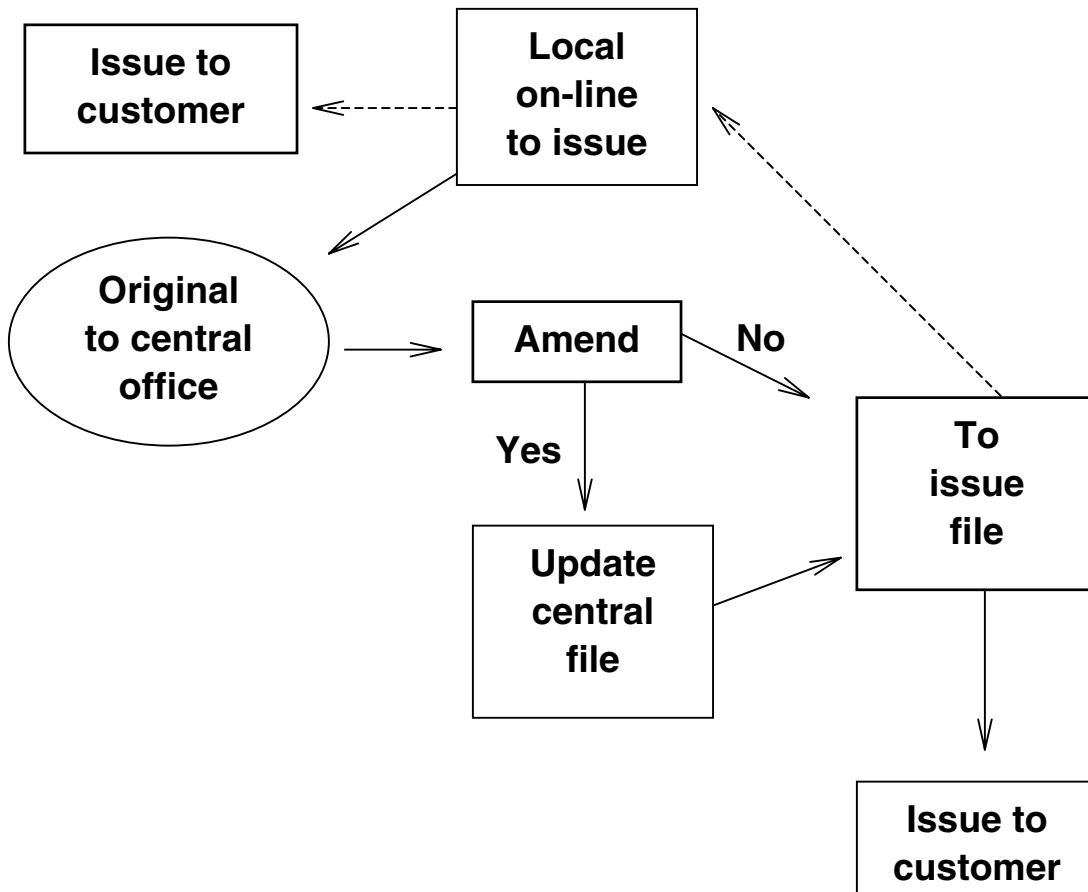
<sup>x</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.9.

Figure C14. Local office issues only while original is retained<sup>y</sup>



<sup>y</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.10.

Figure C15. Copy issue when local office is connected to central system by computer link<sup>z</sup>



<sup>z</sup>Reproduction of *Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance* (UN publication, Sales No. E.98.XVII.11), figure III.11.



**D. Samples of civil registration and vital statistics forms**

**Bahrain  
Samples as of 1993**

Notification of birth  
Death notification form  
Marriage certificate  
Divorce certificate



(a) Notification of birth

State of Bahrain  
Ministry of Health  
Directorate of Public Health

Serial No. ....  
Health centre .....  
Health centre file .....

**NOTIFICATION OF BIRTH**

**I. Data about the newborn**

Personal number

Hour of birth    A.M./P.M.  
Date of birth: A.H. .... / ..... / 19\_\_ (in words) .....  
Date of birth: C.E. .... / ..... / 19\_\_ (in words) .....  
Place of birth ..... Country .....  
Full name of newborn .....  
Period of pregnancy (in weeks)   Sex: Male  Female   
Live  Stillborn   
Single  Twin  Triplet   
Weight ..... Kilograms  
Family address: Apt. .... Bldg. .... Street .....  
City/village ..... Block .....  
Telephone No. ....

**II. Data about father**

1. Personal number

2. Name (given, father's name, paternal grand father's name) .....  
3. Date of birth .....  
4. Nationality ..... 5. Religion .....  
6. Educational level ..... 7. Occupation .....

**III. Data about mother**

1. Personal number

2. Name (given, father's name, paternal grandfather's name) .....  
3. Date of birth .....  
4. Nationality ..... 5. Religion .....  
6. Educational level ..... 7. Occupation .....  
8. Period of married life (since first marriage): Years ..... Months .....  
9. Date of first visit to doctor ..... / ..... / 19\_\_ 10. Weight of mother at delivery .....  
11. No. of previous births ..... 12. No. of live births ..... No. of deceased children .....  
13. Length of time between this birth and previous birth: Years ..... Months .....

**IV. Data about the person supervising the birth**

1. Name ..... Physician  Midwife  Other   
2. No. and date of licence .....

**V. Data about informant**

1. Name ..... 2. Relation to newborn .....  
3. Nationality ..... 4. Passport No. ( Personal ID card) .....  
5. Date ..... 6. Address .....  
7. Telephone No. ....

**I certify that all data provided herein are correct.**

Signature of informant .....  
Full name of the person preparing the form .....

**VI. Data to be filled in by the Public Health Administration in the Ministry of Health**

1. Date of registration ..... 2. Registration no. in the register of birth .....  
3. Name of registrar ..... 4. Signature .....

**VII. Data to be filled in by the Central Statistics Organization**

1. Date of registration ..... 2. Registration No. in the register of births .....  
3. Name of registrar ..... 4. Signature .....

(b) Death notification form

..... الرقم التسلسلي  
(Serial No.)  
..... المركز الصحي  
(Health Centre)  
..... رقم الملف الصحي  
(Health Centre File)

بسم الله الرحمن الرحيم



دولة البحرين  
STATE OF BAHRAIN  
ادارة الصحة العامة  
Directorate of P.H.

٣ صور

استمارة تبليغ عن الوفاة  
( DEATH NOTIFICATION FORM )

Time of Death ..... صباحا/مساءً [ ] [ ] [ ] [ ] ١ - ساعة الوفاة

..... التاريخ الهجري بالارقام والحروف ٢ - التاريخ الهجري بالارقام والحروف

..... التاريخ الميلادي بالارقام والحروف ٣ - التاريخ الميلادي بالارقام والحروف

..... مكان الوفاة ٤ - مكان الوفاة

Particulars of the Deceased:- ٥ - بيانات خاصة بالتوفي :-

Full Name ..... الاسم الثلاثي

..... المهنة ..... الديانة ..... الجنسية ..... العمر ..... النوع .....  
(Occupation) (Religion) (Nationality) (Age) (Sex)

Full Address ..... العنوان بالكامل

..... جنسيته ..... اسم والد المتوفي ثلاثياً .....  
(Nationality) (Father Full Name)

..... جنسيتها ..... اسم والدة المتوفي ثلاثياً .....  
(Nationality) (Mother Full Name)

Cause of Death ٦ - سبب الوفاة :-

Immediate Cause ..... السبب المباشر

Condition Leading to above Cause ..... الاسباب التي ادت الى السبب المباشر

Under lying cause(s) ..... المرض الاصلي

..... امراض اخرى ساعدت على الوفاة وليست لها صلة بالسبب المباشر  
Other significant condition contributed to the death but not related to Immediate cause.

Particulars of Informer ٧ - بيانات خاصة بالبلغ :-

Full Name ..... اسم المبلغ ثلاثياً

..... المهنة ..... صلته بالتوفي ..... الجنسية ..... العمر ..... النوع .....  
(Occupation) (Relationship to Deceased) (Nationality) (Age) (Sex)

Passport No. .... رقم جواز السفر

Medical Certificate of cause of Death (If Present) ٨ - بيانات خاصة بالاطار عن الوفاة ان وجدت :-

..... تاريخ التحرير ..... المصدر ..... الرقم ..... التاريخ .....  
(Date of Issue) (Origin) (No.) (Date)

..... اسم محرر الاستمارة وتوقيمة ..... توقيع المبلغ .....  
Name & Signature of the Person filling the form (Signature of Informer)

Date to be filled into P. H. Department ٩ - بيانات تدون بادارة الصحة العامة :-

..... توقيع السجل ..... رقم التسجيل ..... تاريخ التسجيل .....  
(Signature of Registrar) (Serial No. In the Register) (Date of Registration)

Date to be filled in the Directorate of Statistics ١٠ - بيانات تدون بادارة الاحصاء :-

..... توقيع السجل ..... رقم التسجيل ..... تاريخ التسجيل .....  
(Signature of Registrar) (Serial No. In the Register) (Date of Registration)



(c) Marriage certificate

STATE OF BAHRAIN  
MINISTRY OF JUSTICE AND ISLAMIC AFFAIRS  
LAW COURT—SHARIA COURT—SUNNI SECTION

**MARRIAGE CERTIFICATE**

Serial number .....  
Date of contract: Day ..... Month ..... Year ..... A. H.  
Corresponding to ..... Month ..... Year ..... 19\_\_

In accordance with the Qur'an and the practice of the Prophet, a contract of marriage was effected between the following two persons:

**I. Data on the husband**

Personal number [ ]

Name ..... Religion ..... Date of birth .....  
Nationality ..... Passport No. .... Place of work .....  
Occupation ..... Educational level ..... Marital status .....  
No. of previous marriages ..... No. of current wives .....  
Full address:  
Apt. No. .... Bldg. No. .... Street .....  
City/village ..... Block No. ....

**II. Data on the wife**

Personal number [ ]

Name ..... Religion ..... Date of birth .....  
Nationality ..... Passport No. .... Place of work .....  
Occupation ..... Educational level .....  
Marital status ..... No. of previous marriages .....  
Full address:  
Apt. No. .... Bldg. No. .... Street .....  
City/village ..... Block No. ....

Dowry .....  
Portion of dowry to be paid immediately .....  
Portion of dowry to be paid in the event of divorce .....  
The husband agrees to pay: .....  
Conditions .....  
Witnesses .....

Signature of husband ..... Signature of wife or her guardian .....

This contract was carried out by the marriage official in ..... area,

This certificate must be kept for presentation as needed

(d) Divorce certificate

**STATE OF BAHRAIN  
MINISTRY OF JUSTICE & ISLAMIC AFFAIRS  
LAW COURTS SHARIA COURT SUNNI SECTION**

**DIVORCE CERTIFICATE**

Serial number: .....for year  
Date of divorce: Day ..... Month ..... Year \_\_\_\_ A.H.  
corresponding to ..... Month ..... Year 19\_\_

**I. Data on the divorcé:**

Personal number [ ]

Name ..... Religion ..... Date of birth .....  
Nationality ..... No. of passport ..... Place of work .....  
Occupation ..... Educational level.....No. of marriages .....  
No. of current wives ..... No. of previous divorces .....  
Full address :  
Apt. No. .... Bldg. No. .... Street .....  
City/village ..... Block No. ....

**II. Data on the divorcée:**

Personal number [ ]

Name ..... Religion ..... Date of birth .....  
Nationality ..... No. of passport ..... Place of work .....  
Occupation ..... Educational level.....  
Married since ..... No. of marriages.....  
No. of previous divorces .....  
Full address :  
Apt. No. .... Bldg. No. .... Street .....  
City/village ..... Block No. ....

Type of divorce: .....  
Payment to the wife during the period of separation: .....  
No. of children at the time of divorce: .....

Child support for minor children: .....  
Visitation rights .....

Witnesses .....

Signature of the divorcé .....Signature of divorcée or her guardian .....  
Judges

This certificate must be kept for presentation  
as needed

**Canada**  
**Province of Nova Scotia**  
**Samples as of 1994**

Registration of birth

Registration of death

Registration of marriage





Nova Scotia

Province of Nova Scotia (Canada)

Office of the Registrar General

INSTRUCTIONS - Please type or print plainly and complete all items.

Registration of Live Birth

HEALTH CARD NUMBER OF CHILD (See reverse for details)

REGISTRATION NUMBER - DEPARTMENT USE ONLY

ALL GIVEN NAMES IN ORDER (First, Second, Third, Etc.)

ALL GIVEN NAMES IN ORDER (First, Second, Third, etc.) IN MOTHER TONGUE (if Different Than Above)

**SAMPLE ONLY**

OPTIONAL

1. SURNAME OF CHILD (Print or type)	2. SEX OF CHILD
3. SURNAME OF CHILD IN MOTHER TONGUE (if Different Than Above)	
4. MONTH, (by name) DAY, YEAR OF BIRTH	5. KIND OF BIRTH - STATE WHETHER SINGLE, TWIN, TRIPLET
6. IF TWIN, TRIPLET, STATE WHETHER THIS CHILD WAS BORN 1st, 2nd, 3rd	
7. NAME OF HOSPITAL - IF NOT IN HOSPITAL, GIVE EXACT LOCATION WHERE BIRTH OCCURRED	CITY, TOWN, VILLAGE
	COUNTY
	POSTAL CODE

8. COMPLETE ADDRESS - IF RURAL, GIVE EXACT LOCATION (Not Post Office or Rural Route Address)	CITY, TOWN, VILLAGE	COUNTY, PROVINCE (OR COUNTRY)	POSTAL CODE
9. DURATION OF PREGNANCY IN COMPLETED WEEKS	10. NUMBER OF CHILDREN EVER BORN TO THIS MOTHER (including this birth)	11. WEIGHT OF CHILD AT BIRTH LB OZ GRAMS	12. ARE THE PARENTS MARRIED TO EACH OTHER? <input type="checkbox"/> YES <input type="checkbox"/> NO
13. IF THE PARENTS ARE NOT MARRIED TO EACH OTHER, STATE MOTHER'S MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED - DATE _____ <input type="checkbox"/> DIVORCED - DATE _____			

PARENTS	FATHER	MOTHER
14. SURNAME OF CHILD'S FATHER	GIVEN NAME(S) IN FULL	18. MARDEN SURNAME OF CHILD'S MOTHER
15. CITY, TOWN, VILLAGE, OR OTHER PLACE (by name) AND PROVINCE (or country, if outside Canada)		19. CITY, TOWN OR OTHER PLACE (by name) AND PROVINCE (or country, if outside Canada)
16. MONTH, (by name) DAY, YEAR OF BIRTH	17. AGE - AT TIME OF THIS BIRTH	20. MONTH (by name) DAY, YEAR OF BIRTH
		21. AGE - AT TIME OF THIS BIRTH

ATTENDANT	22. NAME AND ADDRESS OF ATTENDING PHYSICIAN (or other attendant)	PHYSICIAN <input type="checkbox"/>	NURSE <input type="checkbox"/>	OTHER (Specify) <input type="checkbox"/>
INFORMANT	23. COMPLETE MAILING ADDRESS OF INFORMANT - IF RURAL, GIVE POST OFFICE OR RURAL ROUTE ADDRESS			
CERTIFICATION OF INFORMANT	24. I certify the foregoing to be true and correct to the best of my knowledge and belief: SIGNATURE OF PARENT (or other informant) X _____	25. RELATIONSHIP OF INFORMANT TO CHILD	26. DATE SIGNED - MONTH, (by name), DAY, YEAR	

**FOR OFFICE USE ONLY**

CERTIFICATION OF DIVISION REGISTRAR

I certify this return was made to me at \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ at \_\_\_\_\_ Nova Scotia

SIGNATURE OF DIVISION REGISTRAR \_\_\_\_\_

THIS IS A PERMANENT LEGAL RECORD  
See reverse for legal requirements under the Vital Statistics Act.

Sample

**A Health Card Number is a unique number assigned to a resident of the Province of Nova Scotia for administration of insured health services. Every eligible child born in Nova Scotia is issued a Health Card Number, and this number should be recorded in the space provided on the form.**

**INFORMATION FOR THE REGISTRATION OF BIRTHS**

1. The birth of every child born in the province shall be registered as prescribed by law.
2. The surname of a child born to parents legally married to each other will be that as jointly chosen by both parents.
3. The surname of a child born to an unmarried mother will be that of the mother.
4. A married woman living separate and apart from her husband at the time of conception may,
  - (a) register her child's birth showing no father and with her surname as the surname of the child;  
or
  - (b) register her child's birth showing particulars of the natural father on the registration if they so indicate through a sworn declaration. The surname of the child will be any surname jointly chosen by both.
5. An unmarried woman or a woman legally divorced or widowed more than 300 days prior to a birth may
  - (a) register her child's birth showing no father and with her surname as the surname of the child;  
or
  - (b) register her child's birth showing particulars of the natural father on the registration if they so indicate through a sworn declaration. The surname of the child will be any surname jointly chosen by both.

6. Marital Status: Single — Never married  
Married  
Divorced — Must state date of divorce  
Widowed — Must state date of spouse's death



PROVINCE OF  
NOVA SCOTIA  
(Canada)

Office of the Registrar General

**Registration of Death**

Health Card Number of deceased (see reverse for details)

Registration No. (Department use only)

1. Surname of deceased (print or type)	All given names (in order) (print or type)		2. SEX	Social Insurance Number (if available)
3. Name of hospital or institution (otherwise give exact location where death occurred)	City, town, village	County	County	Postal code

4. Complete address. If rural give exact location (incl. Post Office or Rural Route address)	City, town, village	County, Province (or Country)	Postal code
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5. Single, married, widowed or divorced	6. If married, widowed or divorced, give full name of husband or full maiden name of wife
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7. Kind of work done during most of working life	8. Kind of business or industry in which worked
--	---

9. Month (by name), day, year of birth	10. Age (years)	11. City or place
--	-----------------	-------------------

12. Surnames of father (print or type)	13. BIRTHPLACE — City or place	14. Maiden surname and given names of mother (print or type)	15. BIRTHPLACE — City or place
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16. Signature of informant	17. Postal address of informant	18. Relationship to deceased	19. Date signed (month, day, year)
----------------------------	---------------------------------	------------------------------	------------------------------------

20. Burial, cremation or other disposition (specify)	21. Date of burial or disposition (Month (by name), day, year)	22. Name and address of cemetery, crematorium or place of disposition	23. Name and address of funeral director (or person in charge of remains)
--	--	---	---

24. DATE OF DEATH: Month (by name), day, year 25. CAUSE OF DEATH: Immediate cause of death Antecedent causes, if any, giving rise to the immediate cause (a) above, stating the underlying cause last (a) ..... due to, or as a consequence of ..... (b) due to, or as a consequence of ..... (c) ..... Part II Other significant conditions contributing to death but not causally related to the immediate cause (a) above 26. Autopsy? <input type="checkbox"/> Yes <input type="checkbox"/> No 27. Details of death (number of injuries?) <input type="checkbox"/> Yes <input type="checkbox"/> No 28. May further information relating to the cause of death be available later? <input type="checkbox"/> Yes <input type="checkbox"/> No 29. If accident, suicide, homicide or undetermined (specify) <input type="checkbox"/> Yes <input type="checkbox"/> No 30. Place of injury (e.g. home, farm, highway, etc.) 31. Date of injury?		32. How did injury occur (describe circumstances)
---	--	---

33. I certify that the above particulars are true and correct to the best of my knowledge and the causes stated herein.	34. Designation: Last attending physician <input type="checkbox"/> Medical examiner <input type="checkbox"/>	35. Name of last attending physician or medical examiner (print or type)	Signature (attending physician, medical examiner)	PMB Registration Number
---	--	--	---	-------------------------

36. Signature of informant 37. Postal address of informant 38. Relationship to deceased 39. Date signed (month, day, year)	For Office Use Only I certify this return was made to me — at ..... day of ..... 19 ..... this ..... day of ..... 19 ..... Signature of Division Registrar
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20. Burial, cremation or other disposition (specify) 21. Date of burial or disposition (Month (by name), day, year) 22. Name and address of cemetery, crematorium or place of disposition 23. Name and address of funeral director (or person in charge of remains)	CERTIFICATION OF DIVISION REGISTRAR I certify this return was made to me — at ..... day of ..... 19 ..... this ..... day of ..... 19 ..... Signature of Division Registrar
--	--

SAMPLE ONLY

SAMPLE ONLY

THIS IS A PERMANENT LEGAL RECORD  
TYPE OR PRINT PLAINLY AND COMPLETE ALL ITEMS

This record must be completed and filed with the Division Registrar and burial permit obtained before burial or other disposal takes place.

**A Health Card Number is a unique number assigned to a resident of the Province of Nova Scotia for administration of insured health services. Every insured resident has a Health Card Number, and this number should be recorded in the space provided on the form.**

**INSTRUCTIONS**

Section 2(j) of the Vital Statistics Act defines "funeral director" as, "any person who takes charge of a dead body for the purpose of burial, cremation, removal or other disposition."

Section 17 of the Vital Statistics Act places full responsibility on the funeral director for completion of the registration of death form, including the medical certificate of death signed by physician last attending the deceased or by a medical examiner.

No certificate, certified copy or photographic print may be issued from a registration of death except as provided in Section 37, Subsections (7)(8) & (9) of the Vital Statistics Act.

**Physician's Statement of Cause of Death.** — The morbid conditions relating to death on the Medical Certificate of Death are divided into two groups. In Group I are the "Immediate cause" and the "Antecedent causes", and in Group II, "Other significant conditions" contributing to the death but not causally related to the "Immediate cause". In most cases a statement of cause under Group I will suffice. The entry of a single cause is preferable where this adequately describes the case (see Example 1). Where the physician finds it necessary to record more than one cause it is important that these be stated in the position provided on the form which is indicative of their mutual relationship. Information is sought in this organized fashion so that the selection of the cause for tabulation may be made in the light of the certifier's viewpoint.

- a) **Purpose of medical certification of death** — The principal purposes are to establish the fact of death, and to provide an on-going mortality data resource for measuring health problems, guiding health programmes, and evaluating health promotion and disease-control activities.
- b) **Cause-of-death assignment** — For statistical purposes the cause selected for coding and tabulation of the official cause-of-death statistics is the "underlying cause" of death, i.e. "the disease or injury which initiated the train of events leading to death". This cause ordinarily will be the last condition which is mentioned in Part I of the Cause of Death section of the form.
- c) **Approximate interval between onset and death** — This is often of great value in selecting the underlying cause for statistical purposes (as described above). Where these intervals are not known or are uncertain, an estimate should be recorded.
- d) **Maternal deaths** — Qualify all diseases occurring during pregnancy, abortion, miscarriage, or childbirth, e.g. "puerperal septicaemia", "eclampsia, arising during pregnancy". Distinguish between septicaemia associated with abortion and that associated with childbirth.
- e) **Cancer** — In all cases the organ or part FIRST affected, i.e. the primary site of the neoplasm, should be specified.
- f) **Items 26, 27, Autopsy and autopsy findings** — An indication of whether or not an autopsy is being held and whether the cause of death stated takes account of autopsy findings is valuable in assessing the reliability of cause-of-death statistics. Where an autopsy is being held and the recorded statement of cause of death does not take account of autopsy findings, a supplementary enquiry of the certifying physician may be initiated by the Registrar General.
- g) **Item 28, Further information** — If there is an indication that "further information relating to the cause of death may be available later" — from autopsy or other findings — the Registrar General will initiate a supplementary enquiry of the certifying physician or medical examiner.

The following examples illustrate the essential principles in completing the cause of death certificate —

	Example 1	Example 2	Example 3	Example 4	Example 5
<b>CAUSE OF DEATH</b>					
<b>Part I</b>					
<b>Immediate cause of death</b>	(a) <b>Lobar pneumonia</b> ..... due to, or as a consequence of	<b>Acute peritonitis</b>	<b>Cancer of lung (metastatic)</b>	<b>Coronary thrombosis</b>	<b>Uraemia</b>
<b>Antecedent causes, if any, giving rise to the immediate cause (a) above, stating the underlying cause last</b>	b) ..... due to, or as a consequence of	<b>Acute appendicitis</b>	<b>Cancer of breast</b>		<b>Chronic nephritis</b>
	(c) .....				
<b>Part II</b>					
<b>Other significant conditions contributing to death but not causally related to the immediate cause (a) above</b>		<b>Diabetes</b>		<b>Cancer of breast</b>	<b>Chronic bronchitis</b>





PROVINCE OF  
NOVA SCOTIA  
(Canada)  
Office of the  
Registrar General

REGISTRATION OF  
**MARRIAGE**

FORM 5

Registration No. (Department use only)

(See reverse for legal requirements under the Solemnization of Marriage and Vital Statistics Acts)

THIS IS A PERMANENT LEGAL RECORD TYPE OR PRINT PLAINLY AND COMPLETE ALL ITEMS

<b>PLACE OF MARRIAGE</b>	1. Name and address of church, judge's chambers, court room, or other place where marriage was solemnized			
	City, town, village, or other place (by name)		County	
<b>DATE OF MARRIAGE</b>	2. Month (by name), day, year of marriage		3. License No.	
<b>NAME</b>	<b>BRIDEGROOM</b>		<b>BRIDE</b>	
	4. Surname of bridegroom (print or type)		15. Surname of bride (prior to this marriage) (print or type)	
	All given names (in order)		All given names (in order)	
<b>MARITAL STATUS</b>	5. Never married, widowed, or divorced (Specify)		16. Never married, widowed, or divorced (Specify)	
<b>RELIGION</b>	6. Religious denomination		17. Religious denomination	
<b>BIRTHDATE</b>	7. Month (by name), day, year of birth	8. AGE	18. Month (by name), day, year of birth	19. AGE
	9. City, town or other place Province (or country) of birth		20. City, town or other place Province (or country) of birth	
<b>BIRTHPLACE</b>	10. Complete address. If rural, give exact location		21. Complete address. If rural, give exact location	
	City, town or other place Province (or country)	City, town or other place Province (or country)	City, town or other place Province (or country)	City, town or other place Province (or country)
<b>FATHER</b>	11. Surname and given names of father (print or type)		22. Surname and given names of father (print or type)	
	12. BIRTHPLACE — City, town or place Province (or country)	13. BIRTHPLACE — City, town or place Province (or country)	14. BIRTHPLACE — City, town or place Province (or country)	15. BIRTHPLACE — City, town or place Province (or country)
<b>MOTHER</b>	16. Maiden surname and given names of mother (print or type)		17. Maiden surname and given names of mother (print or type)	
	18. BIRTHPLACE — City, town or place Province (or country)	19. BIRTHPLACE — City, town or place Province (or country)	20. BIRTHPLACE — City, town or place Province (or country)	21. BIRTHPLACE — City, town or place Province (or country)
<b>SIGNATURES</b>	26. Signature of bridegroom		27. Signature of bride	
	28. Signature of Witness		Address	
	29. Signature of Witness		Address	
<b>CERTIFICATION OF OFFICIANT</b>	30. I certify that I solemnized the marriage of the parties named in items 4 and 15 at the place and on the date stated above.			
	Signature of person officiating		Date signed	
	Address of person certifying			
	Clergy <input type="checkbox"/> Religious denomination (if Clergy)		Nova Scotia Registration Certificate No.	
	Judge <input type="checkbox"/>			

For Office Use Only:	<p style="text-align: center;"><b>CERTIFICATION OF ISSUER OF MARRIAGE LICENSE</b></p> <p>I certify this return was made to me —</p> <p>at ..... N.S.</p> <p>this ..... day of ..... 19 .....</p> <p>..... Signature of Issuer of Marriage License</p>
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Sample

**Requirements for marriage and registration of marriage as provided  
in the Solemnization of Marriage Act and the Vital Statistics Act.**

The Solemnization of Marriage Act Section 4 provides that no marriage shall be valid unless it is solemnized by a person authorized by this Act to solemnize marriages.

The Act further provides a requirement for written consent of a parent(s) or legal guardian(s) for the issue of a marriage license for marriage of a person under 19 years of age. No marriage license shall be issued and no marriage shall be solemnized for a person under the age of 16 years, unless an order is obtained from a Judge of a Family Court, or a Juvenile Court authorizing the issuance of the marriage license and the solemnization of the marriage.

It is an offence for a person who is not authorized under the Solemnization of Marriage Act to solemnize a marriage in the Province.

A person who solemnizes a marriage shall within 48 hours thereafter return to the issuer by whom the marriage license was issued, the registration of marriage form fully completed and signed as required, together with the license for the marriage.

**Canada**  
**Province of Ontario**  
**Samples as of 1994**

Statement of live birth  
Statement of stillbirth  
Medical certificate of stillbirth  
Statement of death  
Medical certificate of death



Form 2  
VSA

Province of Ontario (Canada)  
Office of the Registrar-General

### STATEMENT OF LIVE BIRTH

Registration No. (Office use only)
------------------------------------

This is a permanent legal record.  
Type or print plainly in blue or black ink and complete all items.

IMPORTANT: See reverse side for instructions

Cette formule est disponible en français.

CHILD'S SURNAME	1.		2. Sex of child	
	FORENAME(S)			
DATE OF BIRTH	3. Month (by name), day, year		4. Name of hospital (if not hospital give exact location where birth occurred)	
PLACE OF BIRTH	5. City, town, village, township (by name)		Regional municipality, county or district	
PARENTS	FATHER		MOTHER	
	6. Present surname		9. Present surname	
	Forename(s)		Surname at birth (maiden name)	
	Surname at birth		Forename(s)	
BIRTHPLACE	7. City/town/village		10. City/town/village	
	Province/country		Province/country	
DATE OF BIRTH	8. Month (by name), day, year		11. Month (by name), day, year	
RESIDENCE OF MOTHER FOR STATISTICAL PURPOSES ONLY	12. Complete street address (if rural give exact location), City, town, village, township		Postal Code	
MAILING ADDRESS	13. Complete street address (if different from above), If rural give Post Office or Rural Route address.		Postal Code	
OTHER	14. Duration of pregnancy (in weeks)	15. Number of children ever born to this mother (including this birth)		16. Weight of child at birth Grams ____ or ____ lb. ____ oz.
		Number Liveborn	Number Stillborn (after 20 weeks pregnancy)	
ATTENDANT	17. Kind of Birth			18. If twin, triplet, state whether this child was born 1st, 2nd or 3rd.
	19. Name and address of attendant at birth			
				Physician <input type="checkbox"/>
				Nurse <input type="checkbox"/>
				Other <input type="checkbox"/>

BEFORE SIGNING SEE ITEM F ON REVERSE SIDE

CERTIFICATION OF INFORMANT	20. I (We) certify the foregoing to be true and correct to the best of my (our) knowledge and belief.			Day	Month	Year
	Signature of Mother					
	Signature of Father					
	Signature of informant (other than Mother or Father)					
20a. We have agreed that the child's last name will be as shown in item 1. above.						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
21. Before completing this section, see item E on reverse side.						
<input type="checkbox"/> Check here if the name selected is determined in accordance with the child's Cultural, Ethnic or Religious Heritage.						

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

CERTIFICATION OF DIVISION REGISTRAR	I am satisfied as to the correctness and sufficiency of this statement and register the birth by signing this statement.		
	Signature of Division Registrar		
	Registration Number	Code Number	Date: Month, day, year
For office use only:			

8-2370-23.1: 1993-08-09

## INSTRUCTIONS

A) The birth of every child born in the Province of Ontario must be registered within 30 days after the date of birth with the municipal clerk of the municipality in which the child was born.

### B) REGISTRATION OF BIRTH (WHO MAY REGISTER)

- i) The statement must be completed and signed by both parents except where one parent or both parents are incapable, or where ii) applies. The statement must contain particulars of the mother, and if the father signs it, his particulars. The child's surname is registered as in "D" below.
- ii) The statement may be completed and signed by the mother only if the father is **not** being named on the registration. If this option is selected, the child's surname must be either the present or a former surname of the mother.
- iii) If only one parent completes and signs the statement because the other parent is incapable, a statutory declaration of the facts shall be submitted with the statement of live birth. (This declaration is available from municipal clerks of the municipality in which the child was born, or from the office of the Registrar General.) The child's surname is registered as in "D" below.
- iv) If both parents are incapable, the statement may be completed and signed by another person acting on the parents' behalf, provided a statutory declaration is submitted, setting out that both parents are incapable, or that the mother is incapable and the father is unknown or unacknowledged by the mother. (This declaration is available from the municipal clerk of the municipality in which the child was born or from the office of the Registrar General). In this situation, the child's surname shall be i) the parents' surname if they have the same surname, ii) surname consisting of both parents' surnames hyphenated or combined in alphabetical order, if they have different surnames, iii) if only one parent is known, that parent's surname.

**NOTE:** 1. **PRESENT SURNAME** REFERS TO THE CURRENT LEGAL NAME.

2. **INCAPABLE** MEANS UNABLE TO MAKE A STATEMENT BECAUSE OF ILLNESS OR DEATH.

3. **PARENTS' FORMER SURNAMES (OTHER THAN BIRTH NAMES)** ARE ONLY REQUIRED TO BE ENTERED WHEN USED AS PART OF THE CHILD'S SURNAME.

### C) FORENAMES

- i) Forenames are not to be underlined or enclosed by brackets or quotation marks.
- ii) The order in which the forenames are entered on the birth registration are the order in which they will appear on an official birth certificate, preceded by the surname.

### D) SELECTION OF SURNAME

The child's surname may be either parent's surname or former surname, or both present surnames or former names hyphenated or combined. (See "F" below).

E) Where parents wish to give the child a name that does not qualify under "D" above but is determined in accordance with the child's cultural, religious or ethnic heritage, the parents must complete section 21.

### F) AGREEMENT ON SELECTION OF CHILD'S SURNAME

In Section 20a, the parents must indicate whether they have agreed or not on the selection of the child's surname. If the parents disagree on the child's surname, the Registrar General will register as the child's surname, the parents' surname if they have the same surname, or if they have different surnames, these names, hyphenated or combined in alphabetical order.

### G) DECLARATION OF PARENTAGE

A parent who wishes his or her particulars to be entered on the parentage file maintained by the office of the Registrar General, may obtain the required declaration from the municipal clerk of the municipality in which the child was born, or from the office of the Registrar General. This declaration may be filed at any time after the child's birth.

### H) FAMILY ALLOWANCE

Family Allowance must be applied for on a Family Allowance application form obtainable at any Post Office. If the application is filed more than 30 days from the child's birth, Family Allowance payments may be delayed.

### I) AMENDMENTS TO THE BIRTH REGISTRATION

If a birth has been registered and the parent(s) wish(es) to amend the information recorded on the registration, application **must be made in writing** directly to the office of the Registrar General, MacDonald Block, Queen's Park, Toronto, Ontario, M7A 1Y5.

**NOTE:** A PERSON WHO WILFULLY MAKES A FALSE STATEMENT UNDER THE VITAL STATISTICS ACT MAY, ON CONVICTION, BE FINED UP TO \$2,000.00 OR IMPRISONED UP TO SIX MONTHS OR BOTH.

Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.O. 1980, c. 524 and will be used to register and record the birth, still-birth, death, marriage, addition or change of name, correction or amendment, provide certified copies, extracts, certificates, search notices, photocopies; and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes.

Questions about this collection should be directed to:

Deputy Registrar General  
Office of the Registrar General  
189 Red River Road, P.O. Box 4600,  
Thunder Bay, Ontario  
P7B 6L8  
Telephone ( )

Form 7  
VSA

Province of Ontario (Canada)  
Office of the Registrar-General  
VITAL STATISTICS ACT

**STATEMENT OF  
STILLBIRTH**

(For office use only)

Cette formule est disponible en français.

THIS IS A PERMANENT LEGAL RECORD  
TYPE OR WRITE PLAINLY AND COMPLETE ALL ITEMS  
(See reverse for instructions and legal requirements  
under the Vital Statistics Act)

<b>CHILD'S SURNAME</b>	1.		2. Sex of child		
<b>FORE-NAME(S)</b>					
<b>DATE OF STILLBIRTH</b>	3. Month (by name), day, year		4. Name of hospital (If not hospital give exact location where stillbirth occurred)		
<b>PLACE OF STILLBIRTH</b>	5. City, town, village, township (by name)		Regional municipality, county or district		
<b>PARENTS</b>	<b>FATHER</b>		<b>MOTHER</b>		
<b>NAME</b>	6. Present surname		10. Present surname		
	Forename(s)		Surname at birth		
	Surname at birth		Forename(s)		
	Other surname(s)		Other surname(s)		
<b>BIRTHPLACE</b>	7. City/town/village		City/town/village		
	Province/country	For office use only	Province/country	For office use only	
<b>BIRTH DATE</b>	8. Month (by name) day, year		Age		
<b>OCCUPATION</b>	9.		13.		
<b>RESIDENCE OF MOTHER FOR STATISTICAL PURPOSES ONLY</b>	14. Residence of mother (complete street address)				
<b>OTHER STILLBIRTH PARTICULARS</b>	15. Duration of pregnancy (weeks)	16. Number of children ever born to this mother (including this birth)		17. Weight of child at birth	
		Number Liveborn	Number Stillborn (after 20 weeks pregnancy)	Grams _____ or _____ lb. _____ oz.	
<b>ATTENDANT</b>	20. Name and address of attendant at stillbirth			18. Kind of Birth	
				single <input type="checkbox"/> twin <input type="checkbox"/> triplet <input type="checkbox"/>	
<b>CERTIFICATION OF INFORMANT</b>	21. I (We) certify the foregoing to be true and correct to the best of my (our) knowledge and belief.			19. If twin, triplet, state whether this child was born 1st, 2nd or 3rd.	
				Day   Month   Year	
	21a. The parents have agreed to the child's name shown in item 1.				
	<input type="checkbox"/> Yes <input type="checkbox"/> No Signature of Mother Signature of Father Signature of Informant (other than Mother or Father)				
(Items 22 to 25 to be completed only by the funeral director)					
<b>DISPOSITION</b>	22. Burial, cremation or other disposition (Specify)			Proposed date of burial or disposition (Month, day, year)	
	23. Name and address of proposed cemetery, crematorium or place of disposition				
<b>FUNERAL DIRECTOR</b>	24. Name and address of funeral home (or person in charge of remains) (print or type)			Postal code	
	25. Signature of funeral director (or responsible officer)		Business Code Number	Date: Month (by name), day, year	
<b>CERTIFICATION OF DIVISION REGISTRAR</b>	Burial Permit issued by --		Address		
	Date issued (month, day, year)		I am satisfied as to the correctness and sufficiency of this statement and the medical certificate of stillbirth, and I register the stillbirth by signing this statement and the medical certificate of stillbirth.		
	Signature of Division Registrar		Registration Number		
		Code Number		Date: Month (by name), day, year	
For office use only					

This form and Form B (Medical Certificate) are to be used in conjunction with a Burial Permit issued by the Registrar-General.

Sample

#### DEFINITION OF STILLBIRTH

**STILLBIRTH:** – means the complete expulsion or extraction from its mother of a product of conception either after the twentieth week of pregnancy or after the product of conception has attained the weight of 500 grams or more, and where after such expulsion or extraction there is no breathing, beating of the heart, pulsation of the umbilical cord or movement of voluntary muscle.

#### Registration of Stillbirths

Subsection 14(1) of the Act provides that when a stillbirth occurs, the person(s) who would have been responsible for registration in the case of an ordinary birth "shall complete, certify and deliver a statement in the prescribed form respecting the stillbirth to the funeral director in charge of the body".

In the case of an ordinary birth, responsibility for registration is determined as follows under section 6 of the Act:

The child's mother and father must normally both register the birth. However, if one parent is incapable, the other is required to register it, and only the mother registers the birth if the father is unknown or if she does not wish to acknowledge him. If both parents are incapable, or if the mother is incapable and the father is unknown or unacknowledged, a third person may register the birth.

Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.O. 1980, c. 524 and will be used to register and record the birth, still-birth, death, marriage, addition or change of name, correction or amendment, provide certified copies, extracts, certificates, search notices, photocopies; and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes.

Questions about this collection should be directed to:

Deputy Registrar General  
Office of the Registrar General  
189 Red River Road, P.O. Box 4600,  
Thunder Bay, Ontario  
P7B 6L8  
Telephone ( )



**MEDICAL CERTIFICATE  
OF STILLBIRTH**

Registration No. (office use only)

THIS IS A PERMANENT LEGAL RECORD, TYPE OR PRINT PLAINLY AND COMPLETE ALL ITEMS (See reverse for instructions, and legal requirements under the VITAL STATISTICS ACT.)

PERSONAL PARTICULARS OF DECEASED CHILD	
<b>NAME OF CHILD</b>	1. Surname Forename(s) 2. SEX
<b>DATE OF STILLBIRTH</b>	3. Month (by name), day, year 4. Name of hospital (if not in hospital, give exact location where stillbirth occurred)
<b>PLACE OF STILLBIRTH</b>	5. City, town, village or township (by name) Regional municipality, county or district
<b>OTHER PARTICULARS</b>	6. Mother - Surname Forename(s) 7. Weight of child at birth Grams _____ or lb. _____ oz. 8. Kind of birth single <input type="checkbox"/> twin <input type="checkbox"/> triplet <input type="checkbox"/> 9. If twin, triplet, state whether this child was born 1st, 2nd, or 3rd.
<b>CAUSE OF STILLBIRTH</b>	10. MEDICAL CERTIFICATE OF STILLBIRTH I Disease or condition directly leading to stillbirth (This does not mean the mode of dying, it means the disease, injury, or complication which caused stillbirth.) (a) _____ due to (or as a consequence of) Antecedent causes (b) _____ due to (or as a consequence of) Morbid conditions, if any, giving rise to the above cause, stating the underlying condition. (c) _____ II Other significant conditions contributing to the stillbirth, but not related to the disease or condition causing it.
<b>OTHER INFORMATION</b>	11. a) Was there manipulative, instrumental or other operative procedure for delivery? Yes <input type="checkbox"/> No <input type="checkbox"/> b) If so, was foetus dead before the procedure? Yes <input type="checkbox"/> No <input type="checkbox"/> c) State nature of procedure _____ (Such as low, middle or high forceps; version and extraction, Caesarian section, craniotomy) 12. Did death occur before labour? Yes <input type="checkbox"/> No <input type="checkbox"/> During labour? Yes <input type="checkbox"/> No <input type="checkbox"/> Was labour induced? Yes <input type="checkbox"/> No <input type="checkbox"/> 13. a) Was there an autopsy? Yes <input type="checkbox"/> No <input type="checkbox"/> b) If so, state findings _____
<b>CERTIFICATION (Attending physician, coroner, etc.)</b>	14. I Certify that I was <input type="checkbox"/> was not <input type="checkbox"/> in attendance at this stillbirth and that the statements herein are true and correct to the best of my knowledge and belief. Signature (attending physician, coroner, etc.) 15. Designation: Attending physician <input type="checkbox"/> Coroner <input type="checkbox"/> 16. Name of physician or coroner (print or type) Date signed - Month (by name), day, year Address _____

<b>CERTIFICATION OF DIVISION REGISTRAR</b>	I am satisfied as to the correctness and sufficiency of this medical certificate of stillbirth and the statement of stillbirth and I register the stillbirth by signing this certificate and the statement of stillbirth. Signature of Division Registrar
Registration Number	Code Number
Date: Month (by name), day, year	

For Office Use Only

## DEFINITION OF STILLBIRTH

**STILLBIRTH:** means the complete expulsion or extraction from its mother of a product of conception either after the twentieth week of pregnancy or after the product of conception has attained the weight of 500 grams or more, and where after such expulsion or extraction there is no breathing, beating of the heart, pulsation of the umbilical cord or movement of voluntary muscle.

## INSTRUCTIONS

**Physician's Statement of Cause of Stillbirth:** The morbid conditions relating to stillbirth are divided into two groups. In Group I are those related to the "Disease or condition directly leading to stillbirth" and the "Antecedent causes", and in Group II those not so related. In most cases a statement of cause under Group I will suffice. When it is necessary to record more than one entry these should be stated in order so as to indicate their mutual relationship.

- (a) Name first the immediate cause of stillbirth, i.e., the disease, injury, or complication which caused stillbirth (not mode of dying or terminal condition).
- (b) Then give other morbid conditions (if any) of which the immediate cause was the consequence, in order of causal relationship stating the most recent one first and then others in order.
- (c) Entries under Group II should be reserved for "other significant conditions contributing to the stillbirth, but not related to the disease or condition causing it".
- (d) Use accepted terms for morbid conditions and never record mere symptoms only.

The following examples illustrate the essential principles in the use of the form:

	Example 1	Example 2	Example 3
<p style="text-align: center;">I</p> <p>Disease or condition directly leading to stillbirth.</p> <p>Antecedent causes Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last.</p>	<p style="text-align: center;">I</p> <p>Cerebral haemorrhage</p> <p>due to</p> <p>(b) Dystocia</p> <p>due to</p> <p>(c) Breech presentation</p>	<p style="text-align: center;">I</p> <p>(a) Excessive cranial stress (foetal asphyxia)</p> <p>due to</p> <p>(b) Dystocia</p> <p>due to</p> <p>(c) Contracted pelvis</p>	<p style="text-align: center;">I</p> <p>(a) Foetal anaeriosis</p> <p>due to</p> <p>(b) Relative placental insufficiency</p> <p>due to</p> <p>(c) Maternal nephritic toxæmia</p>
<p style="text-align: center;">II</p> <p>Other significant conditions contributing to the stillbirth, but not related to the disease or condition causing it.</p>		<p style="text-align: center;">II</p> <p>Relative placental insufficiency; infarction and degeneration of placenta.</p>	

## EXTRACTS FROM THE VITAL STATISTICS ACT

14. (2) The legally qualified medical practitioner in attendance at a stillbirth, or where there is no legally qualified medical practitioner in attendance, a coroner shall complete a medical certificate in the prescribed form of the cause of the stillbirth and shall deliver it to the funeral director in charge of the body.
- (3) Upon receipt of the statement and the medical certificate, the funeral director shall complete the statement setting forth the proposed date and place of burial, cremation or other disposition or the removal of the body and shall deliver the statement and medical certificate to the division registrar of the proper registration division.

Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.O. 1980, c. 524 and will be used to register and record the birth, still-birth, death, marriage, addition or change of name, correction or amendment, provide certified copies, extracts, certificates, search notices, photocopies; and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes.

Questions about this collection should be directed to:

Deputy Registrar General  
Office of the Registrar General  
189 Red River Road, P.O. Box 4600,  
Thunder Bay, Ontario  
P7B 6L8  
Telephone ( )

STATEMENT OF  
DEATH

Registration (Department use only)

Office of the Registrar-General

NAME OF DECEASED	1. Surname of deceased (print or type)		Social Insurance Number or Old Age Security (if available)	
	All given names		2. SEX	
DATE OF DEATH	3. Month (by name), day, year of death			
PLACE OF DEATH	4. Name of hospital or institution (otherwise give exact location where death occurred)			
	Borough, city, town, village, township, (by name)		Regional municipality, county, or district	

BIRTHDATE	5. Month (by name), day, year of birth	6. AGE (year)	If under 1 year (Months)	(Days)	If under 1 day (Hours)	(Minutes)
BIRTHPLACE	7. City or place of birth		Province (or country)			
MARITAL STATUS	8. Single, married, widowed or divorced (Specify)	9. If married, widowed or divorced, give full name of husband or full maiden name of wife				
OCCUPATION	10. Type of work done during most of working life		11. Type of business or industry in which deceased worked during most of working life			
FATHER	12. Surname and all given names of father (print or type)		13. BIRTHPLACE - City or place, province (or country)			
MOTHER	14. Maiden surname and all given names of mother (print or type)		15. BIRTHPLACE - City or place, province (or country)			

USUAL RESIDENCE	16. Complete address. If rural give exact location (not Post Office or Rural Route address)			For Office Use Only	
	Borough, city, town, village, township, (by name)	Regional municipality, county, or district	Province (or country)	Postal Code	

SIGNATURE OF INFORMANT	17. Signature of informant	18. Relationship to deceased
	X _____	
	19. Address of informant	20. Date: Month (by name), day, year

(Items 21 -25 to be completed only by the funeral director)

DIS-POSITION	21. Burial, cremation or other disposition (Specify)	22. Proposed date of burial or disposition (month, day, year)	
	23. Name and address of proposed cemetery, crematorium or place of disposition		
FUNERAL DIRECTOR	24. Name and address of funeral home (or person in charge of remains) (print or type)		Postal Code
	25. Signature of funeral director (or responsible officer)	Business Code No.	Date: Month (by name), day, year
	X _____		

CERTIFICATION OF DIVISION REGISTRAR	Burial Permit Issued by -		Address	Date issued (m, d, yr)
	I am satisfied as to the correctness and sufficiency of this statement and the medical certificate of death, and I register the death by signing the statement and the medical certificate of death -			
	Signature of Division Registrar			
	Registration Number	Division Registrar Code Number	Date: Month (by name), day, year	

For Office of the Registrar General Use Only	For Division Registrar Use Only
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THIS IS A PERMANENT LEGAL RECORD TYPE OR WRITE PLAINLY AND COMPLETE ALL ITEMS (see reverse for instructions and legal requirements under the Vital Statistics Act)

This form and Form 16 Medical Certificate of Death must be filed with a Division Registrar before a Burial Permit can be issued.

Sample

## INSTRUCTIONS

1. Under **Item 10**, the trade, profession or kind of work in which the deceased was employed in during most of his (her) working life is to be inserted, for example, physician, stenographer, sales clerk, office clerk, sales person, labourer, carpenter, et cetera.
2. Under **Item 11**, the type of industry or business in which the deceased was employed in during most of his (her) working life is to be inserted, for example, law office, department store, insurance, banking, clothing factory, newspaper, et cetera.

### LEGAL REQUIREMENTS UNDER THE VITAL STATISTICS ACT

21. (2) A statement in the prescribed form containing personal particulars of the deceased person shall, upon the request of the funeral director in charge of the body, be completed, certified and delivered to the funeral director,
  - (a) by the nearest relative present at the death or last illness, or any relative who may be available;
  - (b) if no relative is available, by the occupier of the premises in which the person died, or if the occupier be the person who has died, by any adult person residing in the premises who was present at the death or has knowledge of the personal particulars,
  - (c) if the death occurred in unoccupied premises and no relative is available, by any adult person who was present at the death or has knowledge of the personal particulars: or
  - (d) by the coroner who has been notified of the death and has made an investigation or held an inquest regarding the death.
25. (1) Subject to subsection 24(2), no person shall bury, cremate or otherwise dispose of the body of any person who dies within Ontario or remove the body from the registration division within which the death occurred or the body is found, and no person shall take part in or conduct any funeral or religious service for the purpose of burial, cremation or other disposition of the body of a deceased person, unless the death has been registered under this Act and an acknowledgement of registration of death and a burial permit has been obtained from the division registrar.
53. (1) No division registrar, sub-registrar, funeral director or person employed in the service of Her Majesty shall communicate or allow to be communicated to any person not entitled thereto any information obtained under this Act, or allow any such person to inspect or have access to any records containing information obtained under this Act.

Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.O. 1990, c.V.4 and will be used to register and record the births, still-births, deaths, marriages, additions or change of name, corrections or amendments, provide certified copies, extracts, certificates, search notices, photocopies; and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes.

Questions about this collection should be directed to:

Office of the Registrar General  
P.O. Box 4600  
Thunder Bay, Ontario  
P7B 6L8

IMPORTANT: READ REVERSE SIDE BEFORE COMPLETING

Form 16  
(VSA 1970)

Province of Ontario (Canada)  
Office of the Registrar General

**MEDICAL CERTIFICATE  
OF  
DEATH**

Registration No. (Department use only)

This is a permanent legal record.  
Type or print plainly in blue or black ink and complete all items.

To be completed by attending physician or coroner

This form and Form 16, Statement of Death, must be filed with a Division Registrar before a Burial Permit can be issued.

Cette formule est disponible en français.

PERSONAL PARTICULARS OF DECEASED			
NAME OF DECEASED	1. Surname of deceased All given names		2. SEX
	Social Insurance Number		
DATE OF DEATH	3. Month (by name), day, year of death		4. AGE (years)
	If under 1 year (Months) (Days)		If under 1 day (Hours) (Minutes)
PLACE OF DEATH	5. Name of hospital or institution (otherwise give exact location where death occurred)		CHECK (✓) IF D.O.A. <input type="checkbox"/>
	Borough, city, town, village or township (by name)		Regional municipality, county or district

MEDICAL CERTIFICATE OF DEATH		
CAUSE OF DEATH	6. Part I Immediate cause of death (a) ..... due to, or as a consequence of	Approx. interval between onset & death
	Antecedent causes, if any, giving rise to the immediate cause (a) above, stating the underlying cause last (b) ..... due to, or as a consequence of	
	Part II Other significant conditions contributing to the death but not causally related to the immediate cause (a) above (c) .....	
	7. If deceased was a female, did the death occur either during pregnancy (including abortion and ectopic pregnancy) or within 42 days thereafter? Yes <input type="checkbox"/> No <input type="checkbox"/>	

AUTOPSY PARTICULARS	8. Autopsy being held? Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Does the cause of death stated above take account of autopsy findings? Yes <input type="checkbox"/> No <input type="checkbox"/>	10. May further information relating to the cause of death be available later? Yes <input type="checkbox"/> No <input type="checkbox"/>
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ACCIDENTAL OR VIOLENT DEATH (if applicable)	11. If accident, suicide, homicide or undetermined (specify)	12. Place of injury (e.g. home, farm, highway, etc.)	13. Date of injury (Month (by name), day, year)
14. How did injury occur? (describe circumstances)			

CERTIFICATION (attending physician, coroner, etc.)	15. I certify that to the best of my knowledge and belief, the above named person died on the date and from the causes stated herein:  Signature (attending physician, coroner, etc.)  X	16. Designation: Attending physician <input type="checkbox"/> Coroner <input type="checkbox"/> Other (specify) <input type="checkbox"/>
	17. Name of physician or coroner  Address	

CERTIFICATION OF DIVISION REGISTRAR	I am satisfied as to the correctness and sufficiency of this medical certificate of death and the statement of death and I register the death by signing this certificate and the statement of death.  Signature of Division Registrar		
	Registration Number	Division Register Code Number	Date: Month (by name), day, year

For Departmental Use Only

8-2370-35.1: 1994-07-04

**INSTRUCTIONS FOR THE CERTIFYING PHYSICIAN OR CORONER**

The Vital Statistics Act, (Section 21, Sub-section 3) requires the legally qualified medical practitioner or coroner to complete and sign this form forthwith after the death, investigation or inquest, as the case may be, and deliver it to the funeral director in charge of the body, who, in turn, must remit it to the local division registrar before the death can be officially registered and a burial permit issued (Sect. 22)

**Cause of Death.** – The morbid conditions relating to death on the Medical Certificate of Death are divided into two groups. Part I includes the "immediate cause" and the "antecedent causes", and Part II includes, other significant conditions contributing to the death but not causally related to the "immediate cause". In most cases a statement of cause under Part I will suffice. The entry of a single cause is preferable where this adequately describes the case (see Example 1). Where the physician finds it necessary to record more than one cause it is important that these be stated in the order provided on the form which is indicative of their mutual relationship. Information is sought in this organized fashion so that the selection of the cause for tabulation may be made in the light of the certifier's viewpoint.

- a) **Purpose of medical certification of death** – The principal purposes are to establish the fact of death, and to provide an on-going mortality data resource for measuring health problems, guiding health programmes, and evaluating health promotion and disease-control activities.
- b) **Cause-of-death assignment** – For statistical purposes the cause selected for coding and tabulation of the official cause-of-death statistics is the "underlying cause" of death, i.e. "the disease or injury which initiated the train of events leading to death". This cause ordinarily will be the last condition which is mentioned in Part 1 of the Cause of Death section of the form.
- c) **Approximate interval between onset and death** – This is often of great value in selecting the underlying cause for statistical purposes (as described above). Where these intervals are not known or are uncertain, an estimate should be recorded.
- d) **Maternal deaths** – Qualify all diseases resulting from pregnancy, abortion, miscarriage, or childbirth, e.g. "puerperal septicaemia", eclampsia, arising during pregnancy". Distinguish between septicaemia associated with abortion and that associated with childbirth.
- e) **Cancer** – In all cases the organ or part FIRST affected, i.e. the primary site of the neoplasm, should be specified.
- f) **Items 8, 9, Autopsy and autopsy findings** – An indication of whether or not an autopsy is being held and whether the cause of death stated takes into account autopsy findings is valuable in assessing the reliability of cause-of-death statistics. Where an autopsy is being held and the recorded cause of death does not take account of autopsy findings, a supplementary enquiry of the certifying physician may be initiated by the Registrar General.
- g) **Item 10, Further information** – If there is an indication that "further information relating to the cause of death may be available later" – from autopsy or other findings – the Registrar General will initiate a supplementary enquiry of the certifying physician or coroner.

The following examples illustrate the essential principles in completing the cause of death certificate –

		CAUSE OF DEATH				
<b>Part 1</b> Immediate cause of death:  Antecedent causes, if any, giving rise to the immediate cause (a) above, stating the underlying cause last:	Example 1 –	<b>Lobar pneumonia</b> (a) <i>(due to, or as a consequence of)</i>	Example 2 – <b>Acute peritonitis</b>	Example 3 – <b>Cancer of lung (metastatic)</b>	Example 4 – <b>Coronary thrombosis</b>	Example 5 – <b>Uraemia</b>
	Example 1 – (b)	<i>(due to, or as a consequence of)</i>	Example 2 – <b>Acute appendicitis</b>	Example 3 – <b>Cancer of breast</b>	Example 4 – <b>Chronic nephritis</b>	
<b>Part 2</b> Other significant conditions contributing to death but not causally related to the immediate cause (a) above	Example 1 –	<b>Diabetes</b>	Example 2 – <b>Cancer of the breast</b>	Example 3 – <b>Chronic bronchitis</b>		

**Confidentiality** – The Vital Statistics Act specifically protects the confidentiality of the physician's medical certification as follows:

"Sec. 53(1) No division registrar, sub-registrar, funeral director or person employed in the service of Her Majesty shall communicate or allow to be communicated to any person not entitled thereto any information obtained under this Act, or allow any such person to inspect or have access to any records containing information under this Act."

Under the Office of the Registrar General entitlement policy next-of-kin may apply for a certified copy of this document.

**NOTE:** The special stillbirth registration forms (Forms 7 and 8) **must** be used when registering a stillbirth.

Personal information contained on this form is collected under the authority of the *Vital Statistics Act*, R.S.O. 1990, c.v.4 and will be used to register and record the births, still-births, deaths, marriages, additions or change of name, corrections or amendments, provide certified copies, extracts, certificates, search notices, photocopies; and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes.

Questions about this collection should be directed to:

Deputy Registrar General  
 P.O. Box 4600  
 189 Red River Road  
 Thunder Bay, Ontario  
 P7B 6L8  
 Telephone 1-800-461-2156

**Canada**  
**Province of Quebec**  
**Samples as of 1994**

Declaration of birth  
Declaration of marriage  
Declaration of death







Gouvernement du Québec  
Ministère de la Justice  
Direction de l'état civil

À ÊTRE REMPLIE PAR LES PARENTS POUR  
L'INSCRIPTION CIVILE D'UNE NAISSANCE

DEC-1

# Déclaration de naissance

Bien vouloir remplir la déclaration en lettres mouliées avec un stylo ou à la machine à écrire. Appuyer fortement. Consulter attentivement les instructions au verso avant de remplir le formulaire.

## IDENTIFICATION DE L'ENFANT (Pour le nom de famille et le ou les prénom(s) de l'enfant, consulter les instructions au verso)

1. Nom de famille		3. Date et heure de naissance		Année	Mois	Jour	Heure(s)	Minute(s)
2. Prénom(s)		4. Sexe						
		<input type="checkbox"/> Masculin <input type="checkbox"/> Féminin						

## IDENTIFICATION DU LIEU DE NAISSANCE

5. Nom de l'établissement où a eu lieu la naissance (si l'enfant n'est pas né à l'hôpital, préciser l'endroit de la naissance)		6. Code d'établissement	
7. Adresse de l'endroit où a eu lieu la naissance (n°, rue, municipalité, province ou pays):		Code postal	

## IDENTIFICATION DES DÉCLARANTS (Inscrire le nom de famille et tous les prénoms selon l'acte de naissance en plaçant le prénom usuel au début)

8. Nom de famille		10. Adresse du domicile (n°, rue, municipalité, province ou pays)		18. La mère et le père sont-ils mariés l'un à l'autre?	
9. Prénoms				<input type="checkbox"/> Oui <input type="checkbox"/> Non	
11. Date de naissance		12. N° de téléphone où la mère peut être rejointe		Code postal	
13. Nom de famille		15. Adresse du domicile (si différente de celle de la mère)		Si oui, indiquer la date du mariage Année Mois Jour	
14. Prénoms		17. N° de téléphone où le père peut être rejoint		Code postal	
16. Date de naissance					

REPLIR CETTE SECTION UNIQUEMENT SI LE DÉCLARANT EST AUTRE QUE LA MÈRE OU LE PÈRE:

19. Nom de famille		22. Adresse du domicile (n°, rue, municipalité, province ou pays)	
20. Prénom usuel			
21. N° de téléphone où le déclarant peut être rejoint		Code postal	

SPÉCIMEN

## QUALITÉ ET SIGNATURE DES DÉCLARANTS

23. Qualité des déclarants		24. Signature de la mère		25. Date de la signature	
<input type="checkbox"/> Mère <input type="checkbox"/> Père <input type="checkbox"/> Autre		26. Signature du père		27. Date de la signature	
Préciser		28. Signature du déclarant (si autre que la mère ou le père de l'enfant)		29. Date de la signature	

## IDENTIFICATION ET ATTESTATION DU TÉMOIN (Inscrire le nom de famille et le(s) prénom(s) selon l'acte de naissance)

J'atteste que la déclaration a été faite et signée devant moi et, qu'à ma connaissance les renseignements donnés ci-dessus sont exacts.		30. Nom de famille		31. Prénom usuel	
		32. Adresse du domicile (n°, rue, municipalité, province ou pays)		Code postal	
		33. Signature du témoin		34. Date de la signature	

## SECTION RÉSERVÉE À L'USAGE EXCLUSIF DE LA DIRECTION DE L'ÉTAT CIVIL (Ne pas écrire dans cette section)

35. Signature du directeur de l'état civil		36. Date de la signature		37. N° d'inscription	
		Année Mois Jour			
38. Mentions					

1-9016662

DEC-1 (93-11)

DIRECTEUR DE L'ÉTAT CIVIL



Please type or print in block letters.  
Do not write in shaded spaces. Press firmly.

**Return address:**  
205, rue Montmagny  
Québec (Québec)  
G1N 4T2

**PLACE AND DATE OF MARRIAGE**

1. Place of solemnization of the marriage (name of the religious parish, of the municipality and, in the case of a civil marriage, of the judicial district)				
2. Address of the place of solemnization of the marriage (No., street, municipality, province)				Postal code
3. Date of marriage			Year	Month
			Day	
			4. Indicate whether a dispensation from publication was authorized <input type="checkbox"/>	5. If one of the spouses is a minor, check here to indicate that the authorizations or consents have been obtained <input type="checkbox"/>

WIFE			HUSBAND		
6. Surname of wife (according to the act of birth)			20. Surname of husband (according to the act of birth)		
7. Usual and other given names (according to the act of birth)			21. Usual and other given names (according to the act of birth)		
8. Place of birth (municipality, province or country)			22. Place of birth (municipality, province or country)		
9. Place where birth was registered (parish, municipality, province or country)			23. Place where birth was registered (parish, municipality, province or country)		
10. Date of birth	11. Marital status	12. Date of spouse's death, or of divorce	24. Date of birth	25. Marital status	26. Date of spouse's death, or of divorce
Year Month Day	1 <input type="checkbox"/> Single (never married) 3 <input type="checkbox"/> Widowed 4 <input type="checkbox"/> Divorced	Year Month Day	Year Month Day	1 <input type="checkbox"/> Single (never married) 3 <input type="checkbox"/> Widowed 4 <input type="checkbox"/> Divorced	Year Month Day

This space is to be used to answer additional questions on the next page.

**SPECIMEN**

16. Address of spouses' domicile (No., street, municipality, province or country)		Postal code
17. Surname and usual given name of wife's mother (according to the Act of Birth)		30. Surname and given name of husband's mother (according to the Act of Birth)
18. Surname and usual given name of wife's father (according to the Act of Birth)		31. Surname and given name of husband's father (according to the Act of Birth)
19. Surname and usual given name of wife's witness (according to the Act of Birth)		32. Surname and given name of husband's witness (according to the Act of Birth)

**SIGNATURE OF SPOUSES AND WITNESSES**

33. Signature of wife <b>X</b>	35. Signature of husband <b>X</b>
34. Signature of wife's witness <b>X</b>	36. Signature of husband's witness <b>X</b>

**IDENTIFICATION AND SIGNATURE OF OFFICIANT**

37. Surname of officiant		38. Given name of officiant	
39. Quality of officiant 5 <input type="checkbox"/> Minister of religion 6 <input type="checkbox"/> Clerk or deputy clerk	40. Religious society to which marriage officiant belongs (as indicated on the Authorization issued by the Minister of Justice)		41. Code of officiant : : : :
42. Address of officiant's domicile (No., street, municipality, province or country)			Postal code
43. Tel. No. where officiant may be reached Area code	44. Signature of officiant <b>X</b>		45. Date of signature Year Month Day : : : :

Phone number of wife - At home Area code	At work Area code	Phone number of husband - At home Area code	At work Area code
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**THE RETURN OF MARRIAGE (PAGE 2) MUST ALSO BE SIGNED BY SPOUSES**

**SECTION FOR THE EXCLUSIVE USE OF THE DIRECTION DE L'ÉTAT CIVIL (Do not write in this section)**

46. N° d'inscription de l'acte de naissance de l'épouse		47. N° d'inscription de l'acte de naissance de l'époux	
48. Signature du directeur de l'état civil		49. Date de la signature Année Mois Jour : : :	50. N° d'inscription
51. Mentions			

**INSTRUCTIONS CONCERNING THE DECLARATION OF MARRIAGE  
INTENDED FOR THE REGISTRAR OF CIVIL STATUS**

The Declaration of Marriage (DEC 50) intended for the Registrar of Civil Status is used in keeping with the Civil Code of Québec. The information contained in this Declaration of Marriage is used to draw up the Acts of Marriage to be filed in the Register of Civil Status. Article 103 of the Civil Code stipulates that the Registrar of Civil Status is responsible for keeping the Register of Civil Status and for making the necessary alterations to it. He must also ensure the custody and publication of the Registrar, by issuing copies, certificates and attestations.

For further information, call the Direction de l'état civil en **toll free** at: Québec (418) 643-8515, Montréal (514) 864-3900, others areas 1-800-567-3900.

Please send the original of the Declaration of Marriage in the return envelope provided for that purpose. It must be received by the Direction de l'état civil **WITHIN THIRTY (30) DAYS** of the date of the marriage.

*Spécimen*



Adresse de retour :  
205, rue Montmagny  
Québec (Québec)  
G1N 4T2

À ÊTRE REMPLIE PAR LE DÉCLARANT  
(CONJOINT, PROCHE PARENT, ALLIÉ OU AUTRE)  
POUR L'INSCRIPTION CIVILE D'UN DÉCÈS.

DEC-100

# Déclaration de décès

Bien vouloir remplir la déclaration en lettres moulées avec un stylo ou à la machine à écrire. Appuyer fortement.  
Consulter attentivement les instructions au verso avant de remplir le formulaire.

## LIEU, DATE ET HEURE DU DÉCÈS

1. Nom de l'endroit où a eu lieu le décès		2. Code d'établissement	
3. Adresse de l'endroit où a eu lieu le décès (n°, rue, municipalité, province ou pays)			4. Date du décès
Code postal			Année Mois Jour
5. Heure du décès		Heure(s) Minute(s)	

## IDENTIFICATION DE LA PERSONNE DÉCÉDÉE (Inscrire le nom de famille et le(s) prénom(s) selon l'acte de naissance)

6. Nom de famille	7. Prénom usuel et autres prénoms	8. Sexe de la personne décédée 1 <input type="checkbox"/> Masculin 2 <input type="checkbox"/> Féminin
9. Adresse du domicile (n°, rue, municipalité, province ou pays) Indiquer l'adresse du dernier domicile de la personne décédée		
Code postal		
10. Date de naissance	11. Lieu de naissance (municipalité, province ou pays)	
Année Mois Jour		
12. Lieu d'enregistrement de la naissance (paroisse, municipalité, province ou pays)		13. État matrimonial
		1 <input type="checkbox"/> Célibataire 2 <input type="checkbox"/> Marié(e) 3 <input type="checkbox"/> Veuf(ve) 4 <input type="checkbox"/> Divorcé(e) 5 <input type="checkbox"/> Légèrement séparé
14. Nom de famille et prénom du père de la personne décédée		15. Nom de famille et prénom de la mère de la personne décédée

## COMPLÉTER LA SECTION SUIVANTE SEULEMENT SI MARIÉ(E) AU MOMENT DU DÉCÈS

16. Lieu du dernier mariage - s'il y a lieu (nom de la paroisse religieuse, de la municipalité et du district judiciaire dans le cas d'un mariage civil)		17. Date du mariage s'il y a lieu	
		Année Mois Jour	
Identification du conjoint de la personne décédée (Inscrire le nom de famille et le(s) prénom(s) selon l'acte de naissance)			
18. Nom de famille	19. Prénom usuel et autres prénoms		
20. Date de naissance	21. Lieu de naissance (municipalité, province ou pays)		
Année Mois Jour			
22. Lieu d'enregistrement de la naissance (paroisse, municipalité, province ou pays)		Nom de famille et prénom de la mère du conjoint	
23. Nom de famille et prénom du père du conjoint			

**SPÉCIMEN**

## DISPOSITION DU CORPS

25. Mode de disposition du corps	1 <input type="checkbox"/> Inhumation 2 <input type="checkbox"/> Crémation	3 <input type="checkbox"/> Étude de l'anatomie 4 <input type="checkbox"/> Autre (préciser)	26. Date de disposition du corps
			Année Mois Jour
27. Lieu de disposition du corps (indiquer le nom du cimetière, du columbarium ou autre)			
28. Adresse du cimetière, du columbarium ou autre			
Code postal			

## IDENTIFICATION ET SIGNATURE DU DÉCLARANT (Inscrire le nom de famille et le(s) prénom(s) selon l'acte de naissance)

29. Nom de famille	30. Prénom usuel	32. Ind. régional N° téléphone (résidence)
31. Adresse du domicile (n°, rue, municipalité, province ou pays)		32. Ind. régional N° téléphone (travail)
Code postal		
33. Qualité du déclarant		
1 <input type="checkbox"/> Conjoint 2 <input type="checkbox"/> Proche parent 3 <input type="checkbox"/> Allié 4 <input type="checkbox"/> Autre (préciser)		
34. Signature du déclarant X		35. Date de la signature
		Année Mois Jour

## IDENTIFICATION ET ATTESTATION DU TÉMOIN (Inscrire le nom de famille et le(s) prénom(s) selon l'acte de naissance)

J'atteste que la déclaration a été faite et signée devant moi et, qu'à ma connaissance les renseignements donnés ci-dessus sont exacts.	36. Nom de famille	37. Prénom usuel	38. N° de permis (si directeur de funérailles)
39. Signature du témoin X			40. Date de la signature
		Année Mois Jour	

## SECTION RÉSERVÉE À L'USAGE EXCLUSIF DE LA DIRECTION DE L'ÉTAT CIVIL (Ne pas écrire dans cette section)

41. N° d'inscription de l'acte de naissance de la personne décédée	42. N° d'inscription de l'acte de mariage de la personne décédée	
43. Signature du directeur de l'état civil	44. Date de la signature	45. N° d'inscription
Année Mois Jour		
46. Mentions		

**Chile**  
**Samples as of June 1996**

Birth registration document

Marriage registration document

Death registration document



**CERTIFICO que se ha atendido de parto a doña:**

NOMBRES Y APELLIDOS DE LA MADRE						CEDULA DE IDENTIDAD N°																	
FECHA DEL PARTO			HORA DEL PARTO			SEXO DEL HIJO			MEDICO O MATRONA QUE ATENDIO EL PARTO														
Día	Mes	Año	Hora	Min.		<input type="checkbox"/> M: Masculino <input type="checkbox"/> F: Femenino																	
Semanas gestación	Peso al nacer (gramos)	Talla al nacer (cm.)	TIPO DE PARTO			LOCAL			ATENCION														
			<input type="checkbox"/> 1: Simple <input type="checkbox"/> 2: Doble <input type="checkbox"/> 3: Triple <input type="checkbox"/> 4: Otro			<input type="checkbox"/> 1: Hospital o Mat. <input type="checkbox"/> 2: Casa Habitación <input type="checkbox"/> 3: Otro			<input type="checkbox"/> 1: Médico <input type="checkbox"/> 2: Matrona <input type="checkbox"/> 3: Sin atención profesional														
ESTABLECIMIENTO O LUGAR DEL PARTO						COMUNA						FECHA CERTIFICACION											
						Se tomará la impresión dígito pulgar derecha de la madre si no presentó su cédula de identidad, ni era conocida del Médico o de la Matrona.						NULO						Día Mes Año					
Impresión digital												Firma del Médico o Matrona y sello del establecimiento											

**DECLARACIONES JURADAS (Sólo inscripciones por Testigos)**

<p>Yo: .....</p> <p>RUN ..... de .... años de edad, chileno, domiciliado en (Ciudad, calle y N°) .....</p> <p>..... declaro bajo fe de juramento que conozco desde hace ..... años a doña .....</p> <p>RUN ..... y me consta que con fecha ..... a las ..... horas (aprox.), dio a luz un hijo de sexo ..... en el lugar (calle y N°) .....</p> <p>Comuna ..... cuya inscripción de nacimiento está siendo requerida con esta fecha. Estoy consciente de que las falsas declaraciones son castigadas con penas de presidio y multa.</p> <p>En ..... de ..... de 19.....</p> <p>..... Firma del primer testigo</p>	<p>Yo: .....</p> <p>RUN ..... de .... años de edad, chileno, domiciliado en (Ciudad, calle y N°) .....</p> <p>..... declaro bajo fe de juramento que conozco desde hace ..... años a doña .....</p> <p>RUN ..... y me consta que con fecha ..... a las ..... horas (aprox.), dio a luz un hijo de sexo ..... en el lugar (calle y N°) .....</p> <p>Comuna ..... cuya inscripción de nacimiento está siendo requerida con esta fecha. Estoy consciente de que las falsas declaraciones son castigadas con penas de presidio y multa.</p> <p>En ..... de ..... de 19.....</p> <p>..... Firma del segundo testigo</p>
---	--

Art. 210. CODIGO PENAL. El que ante la autoridad o sus agentes perjurar o diere falso testimonio en materia que no sea contenciosa, sufrirá las penas de presidio menor en sus grados mínimo a medio y multa.

Firieron ante mí los testigos arriba identificados

.....  
Firma y sello del Oficial Civil

**INFORMACION ESTADISTICA (Datos a la fecha del nacimiento)**

DATOS DE LA MADRE				HIJOS Incluyendo presente inscripción					
Residencia Habitual de la Madre (calle, N°, localidad o comuna, provincia)				USO INE		Vivos	Fallecidos	Mortuatos	Total
EDAD (años cumplidos)	INSTRUCCION (Ultimo curso Nivel)		OCUPACION		USO INE	NIVEL OCUPACIONAL			
	1: Superior 2: Medio 3: Secundario 4: Básico o primario 5: Ninguno					1: Patrón 2: Empleado 3: Obrero 4: Trabajador por cuenta propia			
DATOS DEL PADRE									
EDAD (años cumplidos)	INSTRUCCION (Ultimo curso Nivel)		OCUPACION		USO INE	NIVEL OCUPACIONAL			
	1: Superior 2: Medio 3: Secundario 4: Básico o primario 5: Ninguno					1: Patrón 2: Empleado 3: Obrero 4: Trabajador por cuenta propia			

**INFORMACION COMPLEMENTARIA**

ESTADO CIVIL DE LA MADRE		INSCRIPCION DE MATRIMONIO DE LOS PADRES					
<input type="checkbox"/> C - Casada <input type="checkbox"/> S - Soltera <input type="checkbox"/> V - Viuda <input type="checkbox"/> X - No informado		Circunscripción		Inscripción N°	Reg.	Año	
NACIONALIDAD DEL TITULAR		ESTADO CIVIL DEL TITULAR					
<input type="checkbox"/> C - Chileno <input type="checkbox"/> E - Extranjero		<input type="checkbox"/> N - Nacionalizado <input type="checkbox"/> X - No informado		<input type="checkbox"/> L - Legítimo <input type="checkbox"/> C - Legitimado <input type="checkbox"/> X - No informado		Reconocimiento en acto inscripción <input type="checkbox"/> P - Padre <input type="checkbox"/> M - Madre <input type="checkbox"/> A - Ambos <input type="checkbox"/> N - Ninguno	

PARA SER LLENADO EN EL REGISTRO CIVIL POR EL REQUERENTE (Padre o Madre, etc.)

NOMBRE COMPLETO DEL INSCRITO

NULO

APELLIDOS PATERNO Y MATERNO DEL INSCRITO

RUN									

REGISTRO DE NACIMIENTO

(B) ORIGINAL

REGION	CIRCUNSCRIPCION	INSCRIPCION N°	REGISTRO	FECHA		
				Día	Mes	Año

DATOS DEL INSCRITO

NOMBRES DEL INSCRITO			FECHA Y HORA NACIMIENTO		
APELLIDO PATERNO			Día	Mes	Año
APELLIDO MATERNO			Hora	Min.	
LUGAR DE NACIMIENTO			COMUNA O PAIS		
			<input type="checkbox"/> SEXO M: masculino F: femenino		

USO EXCLUSIVO REGISTRO CIVIL

IDENTIDAD DE LOS PADRES

NOMBRES DEL PADRE		N° CEDULA DE IDENTIDAD	
APELLIDOS DEL PADRE		NACIONALIDAD	
PROFESION U OFICIO	DOMICILIO	COMUNA	
NOMBRES DE LA MADRE		N° CEDULA DE IDENTIDAD	
APELLIDOS DE LA MADRE		NACIONALIDAD	
PROFESION U OFICIO	DOMICILIO	COMUNA	

DATOS DEL REQUIRENTE

REQUIERE LA INSCRIPCION	N° CEDULA DE IDENTIDAD
-------------------------	------------------------

RECONOCIMIENTO HIJO NATURAL

REQUIRENTE YA INDIVIDUALIZADO E IDENTIFICADO DECLARA RECONOCER COMO HIJO NATURAL AL TITULAR DE LA PRESENTE INSCRIPCION

OBSERVACIONES:


FIRMAS:

X \_\_\_\_\_ Firma del Padre      X \_\_\_\_\_ Firma de la madre

X \_\_\_\_\_ Firma del Requirente      \_\_\_\_\_ Firma y Sello Oficial Civil

SUBINSCRIPCIONES Y ANOTACIONES




REGISTRO DE MATRIMONIO  
(Acta Contrato de Matrimonio)

(B) ORIGINAL

1779443

CIRCUNSCRIPCION:	INSCRIPCION Nº	REGISTRO	FECHA		
			Día	Mes	Año

ACTA DE MANIFESTACION

Ante mí comparecen los contrayentes abajo individualizados y exponen su deseo de contraer matrimonio con arreglo a la ley, para lo cual declaran no tener impedimentos ni prohibición alguna y corresponderles los siguientes hechos y menciones:

<b>DEL CONTRAYENTE</b>		<b>FECHA NACIMIENTO</b>		
NOMBRES		Día	Mes	Año
<b>NULO</b>				
APELLIDO PATERNO/APELLIDO MATERNO				
CEDULA IDENTIDAD		GABINETE	NACIONALIDAD	
ESTADO CIVIL		NOMBRE CONYUGE ANTERIOR		LUGAR Y FECHA DEFUNCION
<input type="checkbox"/> S: Soltero <input type="checkbox"/> V: Viudo				Hijos Menores <input type="checkbox"/> C: Con <input type="checkbox"/> S: Sin
DOMICILIO		DESDE	HACE	PROFESION U OFICIO
SOLO MENOR DE EDAD				
HIJO DE		Y DE		
CONSENTIMIENTO OTORGADO POR		EN SU CALIDAD DE		CEDULA DE IDENTIDAD
		<b>NULO</b>		

<b>DE LA CONTRAYENTE</b>		<b>FECHA NACIMIENTO</b>		
NOMBRES		Día	Mes	Año
APELLIDO PATERNO/APELLIDO MATERNO				
CEDULA IDENTIDAD		GABINETE	NACIONALIDAD	
ESTADO CIVIL		NOMBRE CONYUGE ANTERIOR		LUGAR Y FECHA DEFUNCION
<input type="checkbox"/> S: Soltera <input type="checkbox"/> V: Viuda				Hijos Menores <input type="checkbox"/> C: Con <input type="checkbox"/> S: Sin
DOMICILIO		DESDE	HACE	PROFESION U OFICIO
SOLO MENOR DE EDAD				
HIJA DE		Y DE		
CONSENTIMIENTO OTORGADO POR		EN SU CALIDAD DE		CEDULA DE IDENTIDAD

<b>DE LOS TESTIGOS</b>	
NOMBRES Y APELLIDOS	CEDULA DE IDENTIDAD
<b>NULO</b>	
NOMBRES Y APELLIDOS	CEDULA DE IDENTIDAD

Quienes saben leer y escribir, bajo juramento de decir la verdad, después de imponerse de los impedimentos y prohibiciones por haberseles leído los artículos pertinentes de la Ley de Matrimonio Civil, declararon no existir ninguno respecto de las personas a que se refiere la presente acta y constarle la efectividad de lo declarado por los comparecientes, especialmente sus domicilios o residencias, por conocerlos con anterioridad a la manifestación precedente.

Continúa a la vuelta

**CELEBRACION DEL MATRIMONIO:**

En virtud de los antecedentes anteriores y teniendo presente que no existen inconvenientes para la celebracion del matrimonio, se dio lectura a los articulos 131, 133 y 134 del Código Civil.

Día	Mes	Año

--

SE PROCEDIO A LA CELEBRACION DEL MATRIMONIO con fecha \_\_\_\_\_ a las \_\_\_\_\_ horas ,

en el lugar \_\_\_\_\_ y en el local ubicado en \_\_\_\_\_

El Oficial Civil que autoriza interrogó en los siguientes términos al CONTRAYENTE:

¿QUERERIS POR VUESTRA MUJER A DOÑA \_\_\_\_\_  
el interrogado contestó en alta, clara e inteligible voz: "SI QUIERO" En seguida, pregunto a la CONTRAYENTE:

¿QUERERIS POR VUESTRO MARIDO A DON \_\_\_\_\_  
y ésta de igual modo contestó: "SI, QUIERO". inmediatamente el Oficial Civil, dirigiéndose a ambos, pronunció las siguientes palabras: "OS DECLARO CASADOS EN NOMBRE DE LA LEY"

Todo lo anterior se verificó en un solo acto y en presencia de los testigos. Extendida esta acta, fue leída a las personas que deben suscribirla,

se les invitó a que leyeran por sí mismas y la firmaran ante el Oficial Civil suscrito que procedió a inscribirla con el N° \_\_\_\_\_ del presente año.

**CAPITULACIONES MATRIMONIALES EN EL ACTO DE MATRIMONIO:**

S: Sí  
 N: No

**LEGITIMACIONES:** Los cónyuges declaran haber tenido los siguientes hijos comunes, a quienes legitiman en este acto.

Nº de hijos legitimados

**OBSERVACIONES Y SUBINSCRIPCIONES**

**ANULO**

**FIRMAS**

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_  
Firma y Sello Oficial Civil

**INFORMACION ESTADISTICA**

**1.- DATOS DEL CONTRAYENTE**

RESIDENCIA HABITUAL (calle, Nº, localidad ó comuna, provincia)		USO INE	Nº MATRIMONIOS ANTERIORES A ESTA INSCRIPCION	CAUSA DISOLUCION ULTIMO MATRIMONIO
			<input type="checkbox"/>	<input type="checkbox"/> 1: Nulidad <input type="checkbox"/> 2: Viudez
EDAD (años cumplidos)	INSTRUCCION Ultimo Curso Nivel	OCUPACION:		NIVEL OCUPACIONAL
	<input type="checkbox"/> 1: Superior <input type="checkbox"/> 2: Medio <input type="checkbox"/> 3: Secundario <input type="checkbox"/> 4: Básico o Primario <input type="checkbox"/> 5: Ninguno			<input type="checkbox"/> 1: Patrón <input type="checkbox"/> 2: Empleado <input type="checkbox"/> 3: Obrero <input type="checkbox"/> 4: Trabajador por cuenta propia.

**2.- DATOS DE LA CONTRAYENTE**

RESIDENCIA HABITUAL (calle, Nº, localidad ó comuna, provincia)		USO INE	Nº MATRIMONIOS ANTERIORES A ESTA INSCRIPCION	CAUSA DISOLUCION ULTIMO MATRIMONIO
			<input type="checkbox"/>	<input type="checkbox"/> 1: Nulidad <input type="checkbox"/> 2: Viudez
EDAD (Años cumplidos)	INSTRUCCION Ultimo Curso Nivel	OCUPACION:		NIVEL OCUPACIONAL
	<input type="checkbox"/> 1: Superior <input type="checkbox"/> 2: Medio <input type="checkbox"/> 3: Secundario <input type="checkbox"/> 4: Básico o Primario <input type="checkbox"/> 5: Ninguno			<input type="checkbox"/> 1: Patrón <input type="checkbox"/> 2: Empleado <input type="checkbox"/> 3: Obrero <input type="checkbox"/> 4: Trabajador por cuenta propia

(ESCRIBA CON LETRA DE IMPRENTA Y COLOQUE EN CADA CUADRO LA LETRA O NUMERO QUE CORRESPONDA)

**A. USO EXCLUSIVO MEDICO (O MATRONA EN CASO DE DEFUNCION FETAL)**

1748519

1.- NOMBRE Y APELLIDOS DEL FALLECIDO					CEDULA DE IDENTIDAD				
SEXO	<input type="checkbox"/> M: MASCULINO <input type="checkbox"/> F: FEMENINO <input type="checkbox"/> I: Ignorado	FECHA DE NACIMIENTO	Día Mes Año	EDAD Años cumplidos	Sólo si es menor de un año				
TESTIGOS QUE CERTIFICAN LA IDENTIDAD DEL DIFUNTO: (Cuando no tiene cédula de Identidad)									
1. Nombre: _____ C.I. _____ Firma: _____									
2. Nombre: _____ C.I. _____ Firma: _____									

2.- DATOS DE LA DEFUNCION					SOLO PARA FALLECIDO MENOR DE UN AÑO O DEFUNCION FETAL				
FECHA			HORA		Peso al nacer (grs)		Semanas gestación		
Día	Mes	Año	Hora	Minutos				Estado nutricional previo a la enfermedad	
								<input type="checkbox"/> 1: Eutrófico <input type="checkbox"/> 2: Desnutrición grado I <input type="checkbox"/> 3: Desnutrición grado II	<input type="checkbox"/> 4: Desnutrición grado III <input type="checkbox"/> 5: Ignorado
LOCAL		ESTABLECIMIENTO O DIRECCION					COMUNA		
<input type="checkbox"/> 1: Hospital o Clínica <input type="checkbox"/> 2: Casa habitación <input type="checkbox"/> 3: Otro		<b>NULO</b>							

3.- CAUSA DE LA MUERTE En caso de defunción fetal especifique la causa, no anote MORTINATO.					DURACION ENFERMEDAD		USO M. SALUD	
CAUSA INMEDIATA: (Enfermedad o condición que produjo directamente la muerte)								
a) "Debida a" o "como consecuencia de"								
CAUSAS ORIGINARIAS: (Enfermedades, lesiones y tipo de accidente, suicidio u homicidio que ocasionó la causa inmediata)								
b) "Debida a" o "como consecuencia de"								
c) "Debida a" o "como consecuencia de"								
II ESTADOS MORBOSOS CONCOMITANTES. (Contribuyentes a la defunción pero fuera de la cadena causal)								

4.- FUNDAMENTO CAUSA DE MUERTE				EN CASO DE MUERTE VIOLENTA O ACCIDENTE			
<input type="checkbox"/> 1: Autopsia <input type="checkbox"/> 2: Biopsia <input type="checkbox"/> 3: Operación		<input type="checkbox"/> 4: Exs. Laboratorio <input type="checkbox"/> 5: Cuadro Clínico <input type="checkbox"/> 6: Información de Testigos		LUGAR DE OCURRENCIA		CIRCUNSTANCIAS TIPO	
				<input type="checkbox"/> 1: Casa <input type="checkbox"/> 2: Vía Pública <input type="checkbox"/> 3: Trabajo <input type="checkbox"/> 4: Otro		<input type="checkbox"/> 1: Pezón <input type="checkbox"/> 2: Conductor <input type="checkbox"/> 3: Pasajero <input type="checkbox"/> 4: Otra	
				<input type="checkbox"/> 1: Accidente <input type="checkbox"/> 2: Suicidio <input type="checkbox"/> 3: Homicidio <input type="checkbox"/> 9: Ignorado			

TENCION MEDICA ULTIMA ENFERMEDAD		CALIDAD DE QUIEN CERTIFICA		FECHA CERTIFICADO		<b>NULO</b>			
<input type="checkbox"/> 1: SI <input type="checkbox"/> 2: NO <input type="checkbox"/> 9: Ignorado		<input type="checkbox"/> 1: Tratante <input type="checkbox"/> 2A: Legista <input type="checkbox"/> 2B: Patólogo <input type="checkbox"/> 3: Otro		Día Mes Año					
Nombre Médico: _____		Rut: _____		Domicilio: _____		Firma Médico y Sello Establecimiento			

B. INFORMACION ESTADISTICA (USO EXCLUSIVO REGISTRO CIVIL O ADMINISTRACION CEMENTERIOS)					USO INE					
RESIDENCIA HABITUAL DEL FALLECIDO										
Calle		número		comuna o localidad		región				
INSTRUCCION		OCUPACION			USO INE		NIVEL OCUPACIONAL			
Último Curso	Nivel						<input type="checkbox"/> 1: Patrón <input type="checkbox"/> 2: Empleado <input type="checkbox"/> 3: Obrero <input type="checkbox"/> 4: Trabajador por cuenta propia			
<input type="checkbox"/> 1: Superior <input type="checkbox"/> 2: Medio <input type="checkbox"/> 3: Secundario <input type="checkbox"/> 4: Básico o Primario <input type="checkbox"/> 5: Ninguno										

5.- SOLO PARA FALLECIDO MENOR DE UN AÑO O DEFUNCION FETAL					1.- MENOR DE UN AÑO 2.- DEFUNCION FETAL					
Nombre de la Madre										
ESTADO CIVIL			HIJOS incluyendo presente inscripción				FECHA PARTO/ABORTO ANTERIOR AL PRESENTE HIJO			
<input type="checkbox"/> S: Soltera <input type="checkbox"/> C: Casada <input type="checkbox"/> V: Viuda			Vivos		Fallecidos		Mortinatos		Total	
FECHA PARTO/ABORTO ANTERIOR AL PRESENTE HIJO		Día		Mes		Año				
<input type="checkbox"/> 1: Parto <input type="checkbox"/> 2: Aborto										
EDAD años cumplid.		INSTRUCCION		OCUPACION		USO INE		NIVEL OCUPACIONAL		
Último curso	Nivel							<input type="checkbox"/> 1: Patrón <input type="checkbox"/> 2: Empleado <input type="checkbox"/> 3: Obrero <input type="checkbox"/> 4: Trabajador por cuenta propia		
<input type="checkbox"/> 1: Superior <input type="checkbox"/> 2: Medio <input type="checkbox"/> 3: Secundario <input type="checkbox"/> 4: Básico o primario <input type="checkbox"/> 5: Ninguno										
Nombre del Padre										
EDAD años cumplid.		INSTRUCCION		OCUPACION		USO INE		NIVEL OCUPACIONAL		
Último curso	Nivel							<input type="checkbox"/> 1: Patrón <input type="checkbox"/> 2: Empleado <input type="checkbox"/> 3: Obrero <input type="checkbox"/> 4: Trabajador por cuenta propia		
<input type="checkbox"/> 1: Superior <input type="checkbox"/> 2: Medio <input type="checkbox"/> 3: Secundario <input type="checkbox"/> 4: Básico o primario <input type="checkbox"/> 5: Ninguno									<b>NULO</b>	

FORMULARIO DE DISTRIBUCION GRATUITA, PROHIBIDA SU VENTA

**(B) ORIGINAL**

AÑO	CIRCUNSCRIPCION	INSCRIPCION N°	REGISTRO	FECHA		
				Día	Mes	Año

**DATOS DEL FALLECIDO**

NOMBRES:		CEDULA DE IDENTIDAD			
APELLIDO PATERNO/APELLIDO MATERNO					
NACIONALIDAD	FECHA NACIMIENTO	SEXO		ESTADO CIVIL	
	Día Mes Año	<input type="checkbox"/> M: Masculino <input type="checkbox"/> F: Femenino		<input type="checkbox"/> C: Casado V: Viudo <input type="checkbox"/> S: Soltero	
NOMBRES DEL CONYUGE		Circunscripción Matrimonio			
APELLIDOS DEL CONYUGE		Inscripción N°	Registro	Año	

**DATOS DE LA DEFUNCION**

FECHA Y HORA DEFUNCION	LUGAR DE SEPULTACION	
Día Mes Año Hora Minutos		
LUGAR DE DEFUNCION (ESTABLECIMIENTO O DIRECCION)		COMUNA
CAUSA DE LA MUERTE.		
a)		
b)		
c)		

**DATOS DEL REQUIRENTE**

REQUIERE LA INSCRIPCION	CEDULA IDENTIDAD

**DECLARACION DE TESTIGOS**

NOMBRE PRIMER TESTIGO	CEDULA IDENTIDAD
NOMBRE SEGUNDO TESTIGO	CEDULA IDENTIDAD

QUIENES JURAMENTADOS DE DECIR LA VERDAD ANTE EL OFICIAL CIVIL REQUERIDO DECLARAN QUE LES CONSTAN LOS HECHOS Y DATOS DECLARADOS POR EL REQUIRENTE POR HABER CONOCIDO AL DIFUNTO Y HABER VISTO SU CADAVER.

**OBSERVACIONES Y SUBINSCRIPCIONES**


**FIRMAS:**

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_

\_\_\_\_\_ FIRMA Y SELLO OFICIAL CIVIL

**Costa Rica**  
**Samples as of November 2000**

Birth registration document  
Death registration document  
Medical certificate: death  
Marriage certificate (Catholic marriage)  
Marriage certificate (civil marriage)



No. 1  
PARA SER ENVIADO  
AL REGISTRO CIVIL

REGISTRO CIVIL  
REPUBLICA DE COSTA RICA  
CERTIFICADO DE DECLARACION DE NACIMIENTO

No. 0138799

DATOS DEL DECLARADO  
AL MOMENTO DEL NACIMIENTO

1) NOMBRES DEL DECLARADO  
PRIMER NOMBRE \_\_\_\_\_ SEGUNDO NOMBRE \_\_\_\_\_  
2) ESTA DECLARACION ES DE UN NIÑO NACIDO  
SOLO  GEMELO  TRILLIZO  O MAS  ESPECIFIQUE \_\_\_\_\_ SEXO: HOMBRE  MUJER   
4) LUGAR DE NACIMIENTO:  
BARRIO O CASERIO \_\_\_\_\_ DISTRITO \_\_\_\_\_ CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_  
5) NACIO EN:  
SU HOGAR  INSTITUCION HOSPITALARIA  ANOTE EL NOMBRE \_\_\_\_\_ OTRO LUGAR (ESPECIFIQUE) \_\_\_\_\_  
6) FECHA Y HORA DE NACIMIENTO:  
HORA \_\_\_\_\_ DIA (EN NUMEROS) \_\_\_\_\_ MES (EN LETRAS) \_\_\_\_\_ AÑO \_\_\_\_\_

DATOS DEL PADRE  
AL MOMENTO DEL NACIMIENTO

7) PADRE  
NOMBRE \_\_\_\_\_ PRIMER APELLIDO \_\_\_\_\_ SEGUNDO APELLIDO \_\_\_\_\_ CEDULA \_\_\_\_\_  
8) EDAD: \_\_\_\_\_ 9) PROFESION U OFICIO \_\_\_\_\_ 10) NACIO EN: \_\_\_\_\_ 11) NACIONALIDAD: \_\_\_\_\_  
AÑOS CUMPLIDOS \_\_\_\_\_ MAESTRO, CARPINTERO, PEON, ETC. \_\_\_\_\_ INDIQUE EL PAIS \_\_\_\_\_  
12) ESTADO CIVIL  
SOLTERO  CASADO  SEPARADO JUDICIALMENTE   
DIVORCIADO  VIUDO   
FECHA \_\_\_\_\_ FECHA \_\_\_\_\_ NOMBRE Y APELLIDOS DE LA CONYUGUE \_\_\_\_\_  
FECHA \_\_\_\_\_ NOMBRE Y APELLIDOS DE LA EX-CONYUGUE \_\_\_\_\_ FECHA \_\_\_\_\_ NOMBRE Y APELLIDOS DE LA EX-CONYUGUE \_\_\_\_\_  
13) RESIDENCIA HABITUAL  
CALLE O AVENIDA \_\_\_\_\_ CASA No. \_\_\_\_\_ BARRIO O CASERIO \_\_\_\_\_ DISTRITO \_\_\_\_\_ CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_

DATOS DE LA MADRE  
AL MOMENTO DEL NACIMIENTO

14) MADRE:  
NOMBRE \_\_\_\_\_ PRIMER APELLIDO \_\_\_\_\_ SEGUNDO APELLIDO \_\_\_\_\_ CEDULA \_\_\_\_\_  
15) EDAD: \_\_\_\_\_ 16) PROFESION U OFICIO \_\_\_\_\_ 17) NACIO EN: \_\_\_\_\_ 18) NACIONALIDAD: \_\_\_\_\_  
AÑOS CUMPLIDOS \_\_\_\_\_ MAESTRA, COSTURERA, DEL HOGAR ETC. \_\_\_\_\_ INDIQUE EL PAIS \_\_\_\_\_  
19) ESTADO CIVIL:  
SOLTERA  CASADA   
SEPARADA JUDICIALMENTE  FECHA \_\_\_\_\_ FECHA Y LUGAR EN DONDE CONTRAJÓ MATRIMONIO \_\_\_\_\_  
DIVORCIADA  FECHA \_\_\_\_\_ NOMBRE Y APELLIDOS DEL CONYUGUE \_\_\_\_\_ JUZGADO Y LUGAR \_\_\_\_\_  
VIUDA  FECHA \_\_\_\_\_ NOMBRE Y APELLIDOS DEL EX-CONYUGUE \_\_\_\_\_ JUZGADO Y LUGAR \_\_\_\_\_  
FECHA \_\_\_\_\_ NOMBRE Y APELLIDOS DEL EX-CONYUGUE \_\_\_\_\_ LUGAR DE SEPULTURA \_\_\_\_\_  
20) RESIDENCIA HABITUAL:  
CALLE O AVENIDA \_\_\_\_\_ CASA No. \_\_\_\_\_ BARRIO O CASERIO \_\_\_\_\_ DISTRITO \_\_\_\_\_ CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_

DATOS DE LOS DECLARANTES Y TESTIGOS

21) ESTE PARTO FUE ATENDIDO POR: MEDICO  OBSTETRICA  ENFERMERA  COMADRONA  OTRA PERSONA  22) NUMERO DE MESES DE ESTE EMBARAZO: \_\_\_\_\_  
23) a) INCLUYENDO ESTE NACIMIENTO, ANOTE: TOTAL DE HIJOS TENIDOS POR ESTA MADRE \_\_\_\_\_ CUANTOS NACIERON VIVOS \_\_\_\_\_ CUANTOS NACIERON MUERTOS \_\_\_\_\_  
CUANTOS NACIERON VIVOS PERO MURIERON \_\_\_\_\_ CUANTOS HIJOS LE QUEDAN VIVOS \_\_\_\_\_ NACIDOS MUERTOS DE MENOS DE 7 MESES \_\_\_\_\_  
23) b) CUANTOS ABORTOS HA TENIDO \_\_\_\_\_  
24) ASI LO DECLARAN:  
NOMBRE Y APELLIDOS \_\_\_\_\_  
COMO PADRE RECOMENDADO O INTERESADO FIRMA \_\_\_\_\_ No. DE CEDULA O DOC. DE IDENTIFICACION \_\_\_\_\_  
COMO MADRE RECOMENDADA O INTERESADA FIRMA \_\_\_\_\_ No. DE CEDULA O DOC. DE IDENTIFICACION \_\_\_\_\_  
25) SI NO SABE FIRMAR, LO HARA OTRA PERSONA A RUEGO DE UNO O DE AMBOS:  
NOMBRE Y APELLIDOS \_\_\_\_\_ FIRMA \_\_\_\_\_ No. DE CEDULA O DOC. DE IDENTIFICACION \_\_\_\_\_  
26) DIRECCION DEL DECLARANTE O INTERESADO:  
BARRIO O CASERIO \_\_\_\_\_ DISTRITO \_\_\_\_\_ CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_  
DIRECCION DE SU CASA \_\_\_\_\_  
POR MEDIO DE UN PUNTO DE REFERENCIA, PLAZA, PULPERIA, CAMINO, FINCA, RIO, ETC. \_\_\_\_\_  
POR NUMERO DE CALLES, AVENIDAS Y CASAS \_\_\_\_\_  
27) a) TESTIGO 1: NOMBRE Y APELLIDOS \_\_\_\_\_ FIRMA \_\_\_\_\_ No. DE CEDULA O DOC. DE IDENTIFICACION \_\_\_\_\_  
27) b) TESTIGO 2: NOMBRE Y APELLIDOS \_\_\_\_\_ FIRMA \_\_\_\_\_ No. DE CEDULA O DOC. DE IDENTIFICACION \_\_\_\_\_  
OBSERVACIONES \_\_\_\_\_

DATOS DEL REGISTRADOR  
USO REG. CIV.

28) ANTE:  
NOMBRE: 1. APELLIDO \_\_\_\_\_ 2. APELLIDO \_\_\_\_\_ No. DE CEDULA \_\_\_\_\_  
PUESTO QUE DESEMPEÑA \_\_\_\_\_ REGISTRADOR AUXILIAR DE \_\_\_\_\_ BARRIO O CASERIO \_\_\_\_\_  
DISTRITO \_\_\_\_\_ CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_  
29) FECHA DE DECLARACION  
DIA (EN NUMEROS) \_\_\_\_\_ MES (EN LETRAS) \_\_\_\_\_ AÑO (EN NUMEROS) \_\_\_\_\_ FIRMA DEL REGISTRADOR \_\_\_\_\_  
ESTE CERTIFICADO QUEDA INSCRITO EN:  
PROVINCIA \_\_\_\_\_ TOMO \_\_\_\_\_ FOLIO \_\_\_\_\_ ASIENTO \_\_\_\_\_ FIRMA DEL EMPLEADO \_\_\_\_\_

SELLO  
DE LA  
C.F. CINA

AL LLENAR ESTA DECLARACION DEBE HACERLO A MAQUINA, BOLIGRAFO O LAPEZ TINTA APRETANDO CON FIRMEZA AL ESCRIBIR

ORIGINAL  
PARA SER ENVIADO  
AL REGISTRO CIVIL

REGISTRO CIVIL  
REPUBLICA DE COSTA RICA  
CERTIFICADO DE DECLARACION DE DEFUNCION

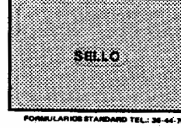
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CASILLA  
PARA USO DEL  
REGISTRO  
CIVIL

1) NOMBRE Y APELLIDOS DEL DIFUNTO	
Nombre	ter. apellido 2do. apellido
CONOCIDO COMO:	
Nombre	ter. apellido 2do. apellido
2) a) - NACIONALIDAD _____ b) - IDENTIFICACION _____ c) - No. ARCHIVO CLINICO _____	
3) SEXO: HOMBRE <input type="checkbox"/> MUJER <input type="checkbox"/>	
4) ULTIMO ESTADO CIVIL: MENOR <input type="checkbox"/> SOLTERO <input type="checkbox"/> CASADO <input type="checkbox"/> VIUDO <input type="checkbox"/> DIVORCIADO <input type="checkbox"/> UNION LIBRE <input type="checkbox"/>	
5) EDAD CUMPLIDA _____ AÑOS SI ES MENOR DE 1 AÑO _____ MESES SI ES MENOR DE 1 MES _____ DIAS SI ES MENOR DE 1 DIA _____ HORAS SI ES MENOR DE 1 HORA _____ MINUTOS	
6) RESIDENCIA HABITUAL _____ Provincia _____ Cantón _____ Distrito _____ Barrio o caserío _____	
7a) CAUSAS DE DEFUNCION	
I PARTE CAUSA DIRECTA O INMEDIATA Atienda solo una causa en cada una de las líneas a) b) y c). Anote en a), la enfermedad, traumatismo o complicaciones inmediatas a la muerte, y no la forma de morir como: desahucio, asfixia, etc. CAUSAS ANTECEDENTES Causas antecedentes en b) y c), o condiciones morbosas, si existiera alguna que produjeron la causa especificada en a) mencionandose en último lugar la causa básica o fundamental. II PARTE Otras condiciones patológicas específicas que contribuyeron a la muerte pero no relacionadas con la enfermedad o condición morboza que la produjo.	
(a) _____ Debida a o como consecuencia de (b):	Intervalo aproximado entre la iniciación y la muerte
(b) _____ Debida a o como consecuencia de (c):	
(c) _____	
7b) SI LA MUERTE SE DEBIO A FACTORES EXTERNOS SE DEBE ESTABLECER SI FUE SUICIDIO <input type="checkbox"/> HOMICIDIO <input type="checkbox"/> ACCIDENTE <input type="checkbox"/>	
7c) FECHA DE OPERACION: HALLAZGOS	
Día _____ Mes _____ Año _____ AUTOPSIA SI <input type="checkbox"/> NO <input type="checkbox"/>	
7d) ASISTENCIA MEDICA EN ESA(S) ENFERMEDAD(ES): SI <input type="checkbox"/> NO <input type="checkbox"/> DESDE Día _____ Mes _____ Año _____ HASTA Día _____ Mes _____ Año _____	
8) MURIO EN: SU HOGAR <input type="checkbox"/> Nombre del hospital o institución _____ Otro lugar (especifique) _____	
9) LUGAR DE LA DEFUNCION Provincia _____ Cantón _____ Distrito _____ Barrio o caserío _____	
10) FECHA DE MUERTE Hora _____ Día _____ Mes _____ Año _____	
11) OCUPACION: Especificar si es: peón agrícola, carpintero, etc.	
12) SEPULTADO EN: Provincia _____ Cantón _____ Distrito _____ Nombre del cementerio _____	
13) DATOS DEL PADRE: Nombre _____ ter. apellido _____ 2do. apellido _____ Nacionalidad _____	
14) DATOS DE LA MADRE: Nombre _____ ter. apellido _____ 2do. apellido _____ Nacionalidad _____	
15) FECHA DE NACIMIENTO PARA TODAS LAS EDADES: a) NACIO MUERTO SI <input type="checkbox"/> NO <input type="checkbox"/> c) No. DE MESES DE EMBARAZO _____	
16) DATOS DEL DECLARANTE: Nombre y apellidos _____ Parentesco con el difunto _____ Dirección del declarante especificado por calles _____ Avenidas, No. de casa, iglesias, pulperías, etc. _____ Firma del declarante _____	
17) SI NO SABE FIRMAR LO HIRA OTRA PERSONA A RUEGO PORTADORA DE CEDULA No. O DOC. DE IDENTIFICACION _____ FIRMA A RUEGO _____	
18) ANTE: Nombre y apellidos del registrador _____ Puesto que desempeña _____ Provincia _____ Cantón _____ Distrito _____ Barrio o caserío _____	
19) FECHA DE ESTA DECLARACION: Día _____ Mes _____ Año _____ Firma del registrador _____	
OBSERVACIONES:	

INSCRITO EL MATRIMONIO EN \_\_\_\_\_ Folio \_\_\_\_\_ Tomo \_\_\_\_\_ Provincia \_\_\_\_\_  
INSCRITO EL NACIMIENTO EN \_\_\_\_\_ Folio \_\_\_\_\_ Tomo \_\_\_\_\_ Provincia \_\_\_\_\_  
EMPLAADO QUE EFECTUA LA CANCELACION \_\_\_\_\_ FECHA \_\_\_\_\_

ESTE CERTIFICADO QUEDA INSCRITO \_\_\_\_\_ Folio \_\_\_\_\_ Tomo \_\_\_\_\_ Provincia \_\_\_\_\_  
EMPLAADO QUE LA INSCRIBIO \_\_\_\_\_ EL MATRIMONIO   
CALIFICADO POR \_\_\_\_\_ EL NACIMIENTO   
NO APARECE INSCRITO: \_\_\_\_\_





# CERTIFICADO MEDICO

1) Nombre y Apellidos del Difunto

Nombre	1er. Apellido	2do. Apellido
--------	---------------	---------------

2) a) Nacionalidad _____ b) No. de cédula _____  3) Sexo:      Hombre <input type="checkbox"/> Mujer <input type="checkbox"/>	4) Edad Cumplida: _____ Años Si es menor de 1 año _____ Meses Si es menor de 1 mes _____ Días Si es menor de 1 día _____ Horas Si es menor de 1 hora _____ Minutos
--	--

Lugar en que se expide este certificado:

Provincia \_\_\_\_\_ Cantón \_\_\_\_\_ Distrito \_\_\_\_\_

**I PARTE**

**Causa Directa:**

Asiente sólo una causa en cada una de las líneas a), b) y c).

Anote en a), la enfermedad, traumatismo o complicación que causó la muerte directa, y no la forma de morir como: desfallecimiento del corazón, asfixia, asstena, etc.

**Causas Antecedentes:**

Causas antecedentes en b) y c), o condiciones morbosas, si existiera alguna que produjeron la causa especificada en a) mencionándose en último lugar la causa básica o fundamental.

**II PARTE**

Otras condiciones patológicas significativas que contribuyeron a la muerte pero no relacionadas con la enfermedad o condición morbosa que la produjo.

**5) CAUSAS DE DEFUNCION**

Intervalo aproximado entre la iniciación y la muerte

(a)	_____ debida a, o como consecuencia de (b):	
(b)	_____ debida a, o como consecuencia de (c):	
(c)	_____	

ANULO

6) Si la muerte se debió a factores externos, se debe establecer si fue:

- a) Suicidio \_\_\_\_\_ Describáse los medios usados \_\_\_\_\_
- b) Homicidio: \_\_\_\_\_ Describáse los medios usados \_\_\_\_\_
- c) Accidente: \_\_\_\_\_ Describáse el tipo de accidente, las circunstancias y el lugar \_\_\_\_\_

7) Murió en:      Su hogar <input type="checkbox"/>	8) Residencia habitual _____
Nombre del Hospital o institución	Provincia
Otro lugar (Especifique)	Cantón      Distrito
	Barrio o Caserío

9) Fecha de la operación	b) Hallazgos	c) Autopsia
		SI <input type="checkbox"/> NO <input type="checkbox"/>

10) ¿Asistió Ud. a la persona durante la(s) enfermedad(es) que le produj(o) (eron) la muerte? SI <input type="checkbox"/> NO <input type="checkbox"/>	11) Si no lo asistió, ¿sabe Ud. si la persona tuvo asistencia médica durante la(s) enfermedad(es) que le produj(o) (eron) la muerte? SI <input type="checkbox"/> NO <input type="checkbox"/>
--	---

Desde el día \_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_ hasta el \_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_

12) Enfermedad probable de acuerdo con los datos suministrados por los familiares (en caso de que el médico no haya atendido al enfermo):

13) Dirección del médico que suscribe:

Nombre del médico	Firma del médico	Fecha:
-------------------	------------------	--------

**NOTA:** Una vez lleno este certificado por el médico, debe ser presentado al Registrador Auxiliar del lugar por la persona encargada de dar el parte de defunción.

**ESTE CERTIFICADO DEBE PEGARLO EL REGISTRADOR AUXILIAR AL REVERSO DEL CERTIFICADO DE DEFUNCION QUE ENVIA AL REGISTRO CIVIL**

PARA SER ENVIADO  
AL REGISTRO CIVIL

REPUBLICA DE COSTA RICA  
CERTIFICADO DE MATRIMONIO CATOLICO

No.0038053

PARA USO  
DEL  
REGISTRO  
CIVIL

NOMBRE Y APELLIDOS DEL CURA QUE CERTIFICA \_\_\_\_\_ CURA \_\_\_\_\_  
DE LA PARROQUIA DE \_\_\_\_\_ DISTRITO \_\_\_\_\_ CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_  
CERTIFICO: QUE AL ASIENTO No. \_\_\_\_\_ FOLIO No. \_\_\_\_\_ DEL LIBRO No. \_\_\_\_\_ DE ACTAS  
MATRIMONIALES QUE LLEVA ESTA PARROQUIA SE REGISTRA LA QUE LITERALMENTE DICE:  
EN LA IGLESIA DE \_\_\_\_\_ DEL DISTRITO \_\_\_\_\_  
CANTON \_\_\_\_\_ PROVINCIA \_\_\_\_\_  
ANTE EL SEÑOR PRESBITERO \_\_\_\_\_ NOMBRE Y APELLIDOS DEL SACERDOTE QUE EFECTUO EL MATRIMONIO  
A LAS \_\_\_\_\_ HORAS DEL DIA \_\_\_\_\_ DEL MES DE \_\_\_\_\_ DE MIL NOVECIENTOS \_\_\_\_\_  
PREVIA LA INFORMACION DE LIBERTAD DE ESTADO

SE CELEBRE EL MATRIMONIO QUE A CONTINUACION SE DESCRIBE:

1) DATOS DEL CONTRAYENTE: ( al momento del matrimonio )		9) DATOS DE LA CONTRAYENTE: ( al momento del matrimonio )	
NOMBRE _____	1-APELLIDO _____	NOMBRE _____	1-APELLIDO _____
2-APELLIDO _____	CONOCIDO COMO _____	2-APELLIDO _____	CONOCIDO COMO _____

2) NACIONALIDAD: _____ No. CED. O DOCUMENTO DE IDEN. _____	10) NACIONALIDAD: _____ No. CED. O DOCUMENTO DE IDEN. _____
--	---

3) EDAD CUMPLIDA Y LUGAR DEL NACIMIENTO: _____ AÑOS _____ PROVINCIA _____ CANTON _____ DISTRITO _____	11) EDAD CUMPLIDA Y LUGAR DEL NACIMIENTO: _____ AÑOS _____ PROVINCIA _____ CANTON _____ DISTRITO _____
---	--

4) PROFESION U OFICIO: _____ ( PEON AGRICOLA, CARPINTERO, MAESTRO, ETC )	12) PROFESION U OFICIO: _____ ( MAESTRA, COSTURERA, DEL HOGAR, ETC )
--	--

5) RESIDENCIA HABITUAL: _____ PROVINCIA _____ CANTON _____ DISTRITO _____ BARRIO O CASERIO _____	13) RESIDENCIA HABITUAL: _____ PROVINCIA _____ CANTON _____ DISTRITO _____ BARRIO O CASERIO _____
--	---

6) ESTADO CIVIL: SOLTERO <input type="checkbox"/> CASADO CIVIL <input type="checkbox"/> VIUDO <input type="checkbox"/> DIVORCIADO <input type="checkbox"/> NOMBRE Y APELLIDOS DE LA CONYUGE ANTERIOR _____ LUGAR DEL DIVORCIO O VIUDEDAD _____ DIA _____ MES _____ AÑO _____ JUZGADO _____ PROVINCIA _____ CANTON _____	7) ESTADO CIVIL: SOLTERA <input type="checkbox"/> CASADA CIVIL <input type="checkbox"/> VIUDA <input type="checkbox"/> DIVORCIADA <input type="checkbox"/> NOMBRE Y APELLIDOS DEL CONYUGE ANTERIOR _____ LUGAR DEL DIVORCIO O VIUDEDAD _____ DIA _____ MES _____ AÑO _____ JUZGADO _____ PROVINCIA _____ CANTON _____
---	---

7) DATOS DEL PADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____	15) DATOS DEL PADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____
---	--

8) DATOS DE LA MADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____	16) DATOS DE LA MADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____
---	--

17) CUANDO ALGUNO O AMBOS CONTRAYENTES SON MENORES DE 18 AÑOS, DEBE CONSIGNARSE EL NOMBRE DEL PROGENITOR EN EJERCICIO DE LA PATRIA POTESTAD QUE DIO EL ASENTIMIENTO.

NOMBRE Y APELLIDOS DEL PADRE _____	No. CED. O DOCUMENTO DE IDEN. _____
NOMBRE Y APELLIDOS DE LA MADRE _____	No. CED. O DOCUMENTO DE IDEN. _____

EL ACTO SE REALIZO A PRESENCIA DE LOS TESTIGOS SEÑORES:

18) 1o. TESTIGO: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ ESTADO CIVIL _____ No. CED. O DOCUMENTO DE IDEN. _____ PROFESION U OFICIO _____ DIRECCION _____	19) 2o. TESTIGO: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ ESTADO CIVIL _____ No. CED. O DOCUMENTO DE IDEN. _____ PROFESION U OFICIO _____ DIRECCION _____
---	---

OBSERVACIONES: \_\_\_\_\_

20) HORA Y FECHA EN QUE SE EXTIENDE ESTA CERTIFICACION: _____ HORA _____ DIA _____ MES _____ AÑO _____	21) FIRMA: _____ FIRMA DEL CURA QUE CERTIFICA: _____
--	--

FIRMA DEL FUNCIONARIO

ASIENTO

FOLIO

TOMO

ESTE MATRIMONIO QUEDA INSCRITO EN:  
PROVINCIA

SELLO

FORMULARIOS STANDARD TEL.: 236-4470 FAX: 240-5505

ORIGINAL  
PARA SER ENVIADO  
AL REGISTRO CIVIL

REGISTRO CIVIL  
REPUBLICA DE COSTA RICA  
CERTIFICADO DE DECLARACION DE MATRIMONIO CIVIL No. 0095455

PARA USO  
DEL  
REGISTRO  
CIVIL

NOMBRE Y APELLIDOS DE LA AUTORIDAD QUE CERTIFICA _____ CARGO QUE SIRVE _____	
CELEBRADO EN: _____ DISTRITO _____ CANTON _____ PROVINCIA _____	
CERTIFICADO QUE AL FOLIO No. _____ DEL PROTOCOLO O LIBRO No. _____ DE ACTAS MATRIMONIALES QUE LLEVA ESTA OFICINA EN EL PRESENTE AÑO SE REGISTRA LA QUE LITERALMENTE DICE:	
EN _____ A LAS _____ DEL DIA _____ DEL MES _____	
JUZGADO, ALCALDIA, NOTARIA, O GOBERNACION _____	
DE MIL NOVECIENTOS _____ CONSTITUIDO EL INFRASCrito _____	
JUEZ, ALCALDE, NOTARIO, O GOBERNADOR _____	
ASOCIADOS DE LOS TESTIGOS QUE AL FINAL SE EXPRESARA, CELEBRE EL MATRIMONIO QUE A CONTINUACION SE DESCRIBE:	
1) DATOS DEL CONTRAYENTE: (AL MOMENTO DEL MATRIMONIO)	9) DATOS DE LA CONTRAYENTE: (AL MOMENTO DEL MATRIMONIO)
NOMBRE _____ 1-APELLIDO _____	NOMBRE _____ 1-APELLIDO _____
2-APELLIDO _____ CONOCIDO COMO _____	2-APELLIDO _____ CONOCIDA COMO _____
2) NACIONALIDAD: _____ # CED. O DOCUMENTO DE IDEN. _____	10) NACIONALIDAD: _____ # CED. O DOCUMENTO DE IDEN. _____
3) EDAD CUMPLIDA Y LUGAR DEL NACIMIENTO: _____ AÑOS _____ PROVINCIA _____ CANTON _____ DISTRITO _____	11) EDAD CUMPLIDA Y LUGAR DEL NACIMIENTO: _____ AÑOS _____ PROVINCIA _____ CANTON _____ DISTRITO _____
4) PROFESION U OFICIO: _____ (PEON AGRICOLA, CARPINTERO, MAESTRO, ETC.)	12) PROFESION U OFICIO: _____ (MAESTRA COSIDERA DEL HOGAR, ETC.)
5) RESIDENCIA HABITUAL: _____ PROVINCIA _____ CANTON _____ DISTRITO _____ BARRIO O CASERIO _____	13) RESIDENCIA HABITUAL: _____ PROVINCIA _____ CANTON _____ DISTRITO _____ BARRIO O CASERIO _____
6) ESTADO CIVIL: SOLTERO <input type="checkbox"/> VIUDO <input type="checkbox"/> DIVORCIADO <input type="checkbox"/>	14) ESTADO CIVIL: SOLTERA <input type="checkbox"/> VIUDA <input type="checkbox"/> DIVORCIADA <input type="checkbox"/>
NOMBRE Y APELLIDOS DE LA CONYUGE ANTERIOR _____	NOMBRE Y APELLIDOS DEL CONYUGE ANTERIOR _____
LUGAR DEL DIVORCIO O VIUDEDAD _____ DIA _____ MES _____ AÑO _____	LUGAR DEL DIVORCIO O VIUDEDAD _____ DIA _____ MES _____ AÑO _____
JUZGADO _____ PROVINCIA _____ CANTON _____	JUZGADO _____ PROVINCIA _____ CANTON _____
7) DATOS DEL PADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____	15) DATOS DEL PADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____
8) DATOS DE LA MADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____	16) DATOS DE LA MADRE: NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ NACIONALIDAD _____
17) CUANDO ALGUNO O AMBOS CONTRAYENTES SON MENORES DE 18 AÑOS DEBE CONSIGNARSE EL NOMBRE DEL PROGENITOR EN EJERCICIO DE LA PATRIA POTESTAD QUE DIO EL ASENTIMIENTO.	
Nombre y Apellidos del Padre _____ No. Céd. o Documento de Iden. _____	
Nombre y Apellidos de la Madre _____ No. Céd. o Documento de Iden. _____	
PREGUNTE A LOS CONTRAYENTES SI ERA SU VOLUNTAD UNIRSE EN MATRIMONIO Y CONTESTARON AFIRMATIVAMENTE, LEI A LOS OTORGANTES LOS ARTICULOS 11-34 Y 35 DEL CODIGO DE FAMILIA Y DECLARE EN SEGUNDA CELEBRADO LEGALMENTE EL MATRIMONIO, SEGUN LO DISPONE EL ARTICULO 31 IBIDEM. CON LO QUE TERMINO ESTE ACTO Y FIRMAN CONMIGO Y TESTIGOS PRESENTES SEÑORES:	
18) 1o. TESTIGO NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ ESTADO CIVIL _____ No. CED. O DOCUMENTO DE IDEN. _____ PROFESION U OFICIO _____ DIRECCION _____	19) 2o. TESTIGO NOMBRE _____ 1-APELLIDO _____ 2-APELLIDO _____ ESTADO CIVIL _____ No. CED. O DOCUMENTO DE IDEN. _____ PROFESION U OFICIO _____ DIRECCION _____
20) TRANSCRIPCION DE FIRMAS DE LOS CONTRAYENTES, TESTIGOS Y AUTORIDADES: _____	
21) OBSERVACIONES: _____	
22) FECHA EN QUE SE EXTIENDE ESTA CERTIFICACION: _____ HORA _____ DIA _____ MES _____ AÑO _____	23) FIRMA: _____ FIRMA DE LA AUTORIDAD QUE CERTIFICA _____

FIRMA DEL FUNCIONARIO

ASENTO

FOLIO

TOMO

PROVINCIA

ESTE MATRIMONIO QUEDA INSCRITO EN:

TIMBRE  
FORENSE  
DE ₡ 1.00  
Y SELLO

FORMULARIOS STANDARD TEL: 238-44-70 FAX: 240-6905



**Egypt**  
**Samples as of 1993**

Notification of live birth  
Notification of death  
Record of marriage  
Certificate of divorce



(a) Notification of birth

Cairo Governorate  
Directorate of Health Affairs

NOTIFICATION OF BIRTH

No. of attachments \_\_\_\_\_

Dr \_\_\_\_\_ or Mayor \_\_\_\_\_  
In accordance with the articles of law No. 260 of 1960 amended by law No. 11 of 1965 on the notification of births, I hereby give notification of the following birth

1. Information on the newborn

Full name			Sex (M/F)	Place of birth	Date of birth in words					
Given name	Father's name	Grandfather's name or family name			Minute	Hour	Day	Date	Month	Year

2. Information on the parents

Parents	Full name			Religion	Occupation	Nationality	Age	Place of residence (in detail)
	Given name	Father's name	Grandfather's name or family name					
Father								
Mother								

Administrative body with jurisdiction over place where mother resides				Body that supervised the birth	Name of person who supervised the birth	Birth attendant was physician/nurse/midwife	Multiple birth	
Village or centre	Division	Town	Governorate				Born alive	Total births

Length of married life of mother (in years)		No. of children born to the mother prior to this birth				Location of residence in civil register			Civil registration office
With the father	With previous husbands (s)	From the father		From previous marriages		Town or village, Neighbourhood, No			
		Born alive	Total	Born alive	Total				

3. Information on the informant

Full name			Identification: personal/family			Address in detail	Relation to the newborn
Given name	Father's name	Grandfather's name or family name	No.	Issued by	Date		

I certify that all the information provided herein is accurate  
Prepared on / / 19 \_\_\_\_\_ Signature of informant

The completed notification was received and recorded in the health register of \_\_\_\_\_ under No. \_\_\_\_\_ date \_\_\_\_\_  
Information about the doctor \_\_\_\_\_ Signature of health clerk or mayor  
Physician's signature \_\_\_\_\_

The event was recorded in the register of births on / / 19 \_\_\_\_\_ under No. \_\_\_\_\_  
Name of authorized employee \_\_\_\_\_ Registrar \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

Receipt

Ministry of Health \_\_\_\_\_ Health office/mayor \_\_\_\_\_  
/ / 19 record No. \_\_\_\_\_ Signature of health clerk or mayor

(b) Notification of death

Arab Republic of Egypt  
Ministry of Health / Ministry of the Interior  
Civil Status Department

( Form No. 01032)

NOTIFICATION OF DEATH

No. of attachments \_\_\_\_\_

Dr. \_\_\_\_\_ or Mayor \_\_\_\_\_

In accordance with the articles of law No. 260 of 1960 amended by law No. 11 of 1965 and law No. 158 of 1980 on the notification of death, I hereby give notification of the following death:

1. Information on the deceased

Full name			Sex	Full name	Religion	Occupation	Nationality	Institution where death occurred	Place of death
Given name	Father's name	Grand father's name or surname							

Date of death (in writing)				Date and place of birth		Age of the deceased	Marital status	Address (in detail)
Minute	Hour	Day	Date	Month	Year			

Administration body with jurisdiction over the area in which the permanent place of residence is located				ID: Family/Personal			Location of record in civil register			Civil registration office	Comments
				No.	Issued by	Date	Record office		No.		
Village	Division or centre	City	Governorate				City/village	Neighbourhood or quarter			

2. Information on the informant

Full name			ID: Family/Personal			Address (in detail)	Relation to the deceased
Given name	Father's name	Grand-father's name or surname	No.	Issued by	Date		

I certify that all the information provided above is correct.  
Prepared on \_\_\_\_\_ 19 \_\_\_\_

Signature of informant \_\_\_\_\_

3. Medical death certificate

1. Cause of death		Approximate interval between onset and death	
Morbid conditions, if any, giving rise to the above cause	(a) _____ (b) Due to _____ (c) Due to _____		
2. Other significant conditions contributing to the death, but not related to the disease or causing it.			

Name of doctor \_\_\_\_\_ Signature \_\_\_\_\_ Date / / 19 \_\_\_\_

Notification was received and the event was registered in the register of deaths at the health office of \_\_\_\_\_ under No. \_\_\_\_\_ on \_\_\_\_\_ (date).

Signature of health clerk or mayor \_\_\_\_\_

Physician's confirmation \_\_\_\_\_



The event was recorded in the register of deaths at the civil registration office of \_\_\_\_\_ on / / 19 \_\_\_\_ (date) under no. \_\_\_\_\_

Name of authorized employee \_\_\_\_\_  
Signature \_\_\_\_\_

Name of registrar \_\_\_\_\_  
Signature \_\_\_\_\_



(c) Record of marriage

Arab Republic of Egypt  
Ministry of Justice/Ministry of the Interior  
Civil Status Department

(Form No. 21)

RECORD OF MARRIAGE

Civil Registration Office \_\_\_\_\_ Governorate \_\_\_\_\_  
Clerical-office of the court of \_\_\_\_\_

Data on the husband and wife

Spouses	Name			Full name of mother	Religion	Occupation	Nationality	Date and place of birth		Identification			Location of record in the civil register				
	Given	Father's	Grand-father's and surname					Date	Place	No.	Issued by	Date	City or village	Neighbourhood	No.	Civil registration office	
Husband																	
Wife																	

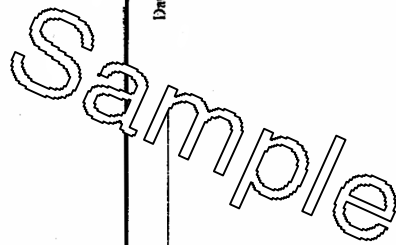
Date contract was drawn up: Day \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
 Body which drew up the contract: Reference \_\_\_\_\_ No. \_\_\_\_\_ Date / / 19 \_\_\_\_\_ Registrar's notification \_\_\_\_\_ No. of notification \_\_\_\_\_

Mr. \_\_\_\_\_

The marriage detailed above was recorded in the registration book of the civil registration office of the clerical office of the court of \_\_\_\_\_  
 Governorate \_\_\_\_\_ on \_\_\_\_\_ (date) under No. \_\_\_\_\_ volume \_\_\_\_\_

Prepared on / / 19 \_\_\_\_\_  
 Full name of employee \_\_\_\_\_ Full name of authorized person \_\_\_\_\_  
 Signature \_\_\_\_\_ Signature \_\_\_\_\_

Incoming serial number \_\_\_\_\_ Date of receipt \_\_\_\_\_ Date of recording in civil register \_\_\_\_\_ Signature of Registrar \_\_\_\_\_



(d) Certificate of Divorce

Central Agency for Public  
Mobilization and Statistics  
Central Statistics Department

CERTIFICATES OF DIVORCE RECORDED IN THE REGISTERS OF THE MARRIAGE  
OFFICIALS FOR THE MONTH OF .....19.....

Governorate: ..... Division or city or centre: ..... Court: .....  
Name of marriage office: ..... Name of marriage official: ..... Index of the source

Serial No.	Information on the divorcé and divorcée				No. of wives previously divorced	No. of current wives	No. of previous husbands	Status at divorce (virgin/non-virgin)	Type of divorce (revocable, first divorce, irrevocable)	Married life			No. of certificate	Date of certificate	No. of record in the civil register
	Occupation	Educational status	Religion	Nationality						Year of birth	Duration	Mo.			
1. Divorcé															
Divorcée															
2. Divorcé															
Divorcée															
3. Divorcé															
Divorcée															
4. Divorcé															
Divorcée															
5. Divorcé															
Divorcée															
6. Divorcé															
Divorcée															

Sample

The instructions should be understood clearly before the form is filled in.

**Jordan**  
**Samples as of 1993**

Notification of live birth  
Notification of death  
Marriage contract  
Divorce certificate



**NOTIFICATION OF BIRTH**

Hashemite Kingdom of Jordan  
Ministry of the Interior  
Civil Status and Passport Department

Registrar ..... or mukhtasir ..... on the notification of birth  
In accordance with the articles of law No. .... of year 19 ..... on the notification of birth

Given name of newborn		Sex	Place of birth	Date of birth Day Month Year	No. of birth for mother	Order of child in family
Name and title of person delivering the baby						
1. Data on newborn (to be filled in by the informant)						
Given name		Father's given name	Paternal grandfather's given name	Family name	Religion	Nationality
Place of birth		Year of birth	Educational level	Full address	Profession	
2. Data on parents (to be filled in by the informant)						
Given name		Father's given name	Paternal grandfather's given name	Family name	Religion	Nationality
Place of birth		Year of birth	Educational level	Full address	Profession	
3. Data on the informant (to be filled in by the informant)						
Given name		Father's given name	Grandfather's given name	Family name	Type of document	No. issued by
Place of residence		Relation to the newborn	I declare that all information supplied is true and correct.			
		Date / / 19	Informant's signature .....			
4. Data on the record of the event (to be filled by the office)						
Location of file in the register of events	Civil reg. office	Volume	No. of event	Date of event record in the register of births	Day	Month
5. Data on the family record of the event (to be filled by the office)						
Record office for civil registration	Civil reg. office	Volume	Page	Day	Month	Year
The Registrar, .....		dispatched data item No. ....	Date / / 19	Received under No. ....	Date / / 19	

For computer use

Sex	Place of birth	Order of child

Code No.	Religion	Nationality	Profession
Place of birth	Level		
Code No.	Religion	Nationality	Profession
Place of birth	Level	Place of residence	

Name and signature:

Office
Validator:
Registrar:
Register of events clerk:
Civil register clerk:
Office

Registrar Mr. \_\_\_\_\_ or Mayor, Mr. \_\_\_\_\_  
In accordance with the articles of law No. \_\_\_\_\_ of 19\_\_ on the notification of deaths, I hereby report to you the following death:

1. Information on the deceased

Full name				Sex	Religion	Occupation	Nationality	Place of death
Given name	Father's name	Paternal grandfather's name	Family name					
Code number: _____								

Date of death						Date and place of birth		Age of the deceased	Marital status	Place of death
Day	Hour	Minute	Date	Month	Year	Date	Place			

2. Information on the informant

Full name				ID/Family/Personal			Place of residence	Relation to the deceased
Given name	Father's name	Paternal grandfather's name	Family name	No.	Issued by	Date		

I certify that all of the above information is correct.

Date / / 19\_\_

Signature of the informant \_\_\_\_\_

3. Medical death certificate		Interval between onset and death
<p>a. Direct cause .....</p> <p>b. Indirect cause .....</p> <p>Morbid conditions giving rise to the direct cause .....</p> <p>c. 1. Other significant conditions contributing to the death, but not related to the disease or condition causing it .....</p> <p>2. If the deceased was female, state whether the death was related to pregnancy .....</p>		

Name of physician \_\_\_\_\_ Signature \_\_\_\_\_ Date / / 19\_\_

Location of record in registers of events				Date of event record		ID/Family/Personal		
Civil registration office	No.	Vol.	No. of event	in register of deaths		No.	Issued by	Date

Location of record in civil register of events				Date event was recorded		Full name of mother			
Civil registration office	No.	Vol.	Page	in the civil register		Given name	Her father's name	Her grand-father's name	Family name

Registration clerk \_\_\_\_\_ Signature \_\_\_\_\_ Registrar \_\_\_\_\_ Signature \_\_\_\_\_

### MARRIAGE CONTRACT

Sheriah court in ..... No. ....

1. Date of contract ..... Treasury fee 6 000  
 Certification fee 0 220  
 Marriage official 5 000  
 Total 11 220

2. Place where the contract was signed .....

	Name	Place of origin	Place of birth	Age	Nationality	Occupation
3. Husband, of legal age: .....	.....	.....	.....	.....	.....	.....
Wife (previously married/never married), of legal age .....	.....	.....	.....	.....	.....	.....
4. Documentation of age and non-existence of any obstacles to the marriage .....						
5. Dowry	To be paid now	.....				
	To be paid in the event of divorce	.....				
	Other	.....				
6. How the dowry is to be paid .....						
7. Signatories of the contract .....						
8. Conditions set by either of the spouses .....						
9. Witnesses and proxies .....						
10. Guarantor of the conditions .....						
11. The agreement of the guardian or permission from the court .....						
12. Contract formula .....						

Sample

I, ....., marriage official in ....., prepared this contract as described above, after verifying the fulfillment of all conditions and the absence of any obstacles to the marriage.  
 Signature of marriage official .....

Witnesses	Husband or his proxy	Wife or her proxy	Guarantor of any conditions	Stamp of the court
.....	.....	.....	.....	.....

Hashemite Kingdom of Jordan  
 Ministry of the Interior - Civil Status Department

**DIVORCE CERTIFICATE**

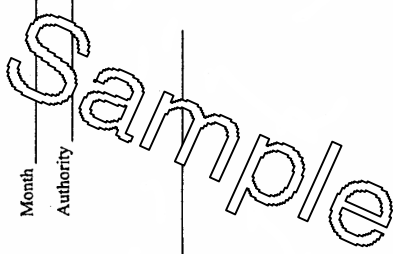
Nahiya/Qadaa/Liwaa/Governorate: \_\_\_\_\_

Divorcé				Divorcée				Location of record in the civil register				
Full name		Religion	Nationality	Full name			Religion	Nationality	Town or village	Neighbourhood	No.	Civil registration office
Given name	Father's name			Grand-father's name	Father's name	Grand-father's name						

Date of divorce (in words) Day \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
 Divorce certificate: No. \_\_\_\_\_ Date \_\_\_\_\_ Authority \_\_\_\_\_ Type of divorce \_\_\_\_\_

The divorce indicated above was registered in the register of events in the civil registration office.  
 under No. \_\_\_\_\_ Volume \_\_\_\_\_ Governorate \_\_\_\_\_ Date / / 19 \_\_\_\_\_

Name of employee \_\_\_\_\_ Registrar \_\_\_\_\_  
 Signature of employee \_\_\_\_\_ Signature and stamp \_\_\_\_\_  
 Signature of recorder \_\_\_\_\_





**Kuwait**  
**Samples as of 1993**

Notification of live birth  
Notification of foetal death  
Notification of death



### Notification of live birth

Series of notification:   
Hospital/health centre:

Registration centre:  Type of register:  Date of record:  Record No.:

Obtained by the hospital / health centre (filled in by informant)					
<b>Data on the newborn</b>					
Day    Month    Year					
Civil No. issued for the newborn	Name of newborn			Sex	
Day    Month    Year					
Date of birth: a. Gregorian date of birth (in numbers)    b. Hijra (in numbers)					
c. Gregorian date (in words)    Time of birth: Minute    Hour    AM/PM					
Place of birth: 1. Government hospital 2. Private hospital 3. Birthing centre 4. Home, attended by nurse 5. Home, no assistance 6. Other    For a multiple birth: Number of births <input type="checkbox"/> Birth order					
For birth outside Kuwait: Name of country    Name of the person delivering the baby    Description: 1. Doctor 2. Nurse 3. Other					
<b>Data on the father</b>					
Civil No. of father	Name	Given	Father's name	Paternal grandfather's name	Family name
Nationality	Validation of name				
Occupation	Educational status: 1. Illiterate 2. Reads and writes 3. Primary school 4. Junior high 5. Secondary 6. University or post-graduate				
Religion	Age in years				
<b>Data on the mother</b>					
Civil No. of mother	Name	Given	Father's name	Paternal grandfather's name	Family name
Nationality	Validation of name				
Occupation	Educational status: 1. Illiterate 2. Reads and writes 3. Primary school 4. Junior high 5. Secondary 6. University or post-graduate				
Religion	Age in years				
Place of residence in Kuwait: Area    Block    Street /house    Tel:					
Verification/administrative					
I certify that the information provided in this notification is true to the best of my knowledge and belief    Name of notification clerk					
Identification	Date	Signature	Signature		

Obtained by registration centre					
<b>Documentary data</b>					
For father, type of document		No.	Date	Issued by	Marriage relation document
For mother, type of document		No.	Date	Issued by	
<b>Informant / verifier</b>					
Full name of informant		Age	Relation to newborn	Nationality	Name of verifier
Occupation	Address		Signature	Date	Signature

33-08-303

Second copy (yellow) Health and Vital Statistics - Computer

Obtained by the attending physician					
<b>Medical data</b>					
1. Fertility data			5. Onset of labour    Induced <input type="checkbox"/> Not induced <input type="checkbox"/>		
Length of married life	Length of marriage to the present husband (in years)		6. Method of delivery		
No. of previous pregnancies	No. of premature deliveries		No intervention    Vacuum suction    Jift wati		
No. of living children	No. of live births that died later		First Caesarean    Multiple Caesarean		
Foetal deaths	No. of miscarriages		7. Complications during delivery		
Date of most recent live birth	Length of pregnancy (in weeks)		Prolonged labour, over 20 hours    Transverse lie    Retained placenta		
2. Medical care			Post partum haemorrhaging    Rupture of uterus		
No. of visits			Complications of the umbilical cord    Other complications    Not applicable		
3. Medical complications in pregnancy			8. Other data		
Heart	Blood pressure	Kidney	Diabetes	Other complications	Not applicable
4. Complications related to pregnancy			Weight of newborn (gm)		
Pre-eclampsia	Eclampsia	Bleeding during pregnancy	Other complications	Not applicable	
			Length of newborn (cm)		
			Type of defect		
			Congenital defect    1. Yes    2. No		

Notification of foetal death

Series of notification .....  
Hospital/Health centre .....

Registration centre ..... Type of register ..... Date of record    File No.

Obtained by the hospital/health centre (filled in by the informant)	Data on the newborn	Date of birth: A. Date of birth (Gregorian, in numbers)..... <input type="text"/> <input type="text"/> <input type="text"/> Day Mo. Year		B. Hijra date in figures ..... <input type="text"/> <input type="text"/> <input type="text"/> Day Mo. Year		
		C. Gregorian date in words .....				Sex of baby: <input type="text"/>
		Time of birth: Minute ..... Hour ..... <input type="checkbox"/> A.M. / P.M. .... <input type="checkbox"/>		For multiple birth: No. of births <input type="checkbox"/>		Birth order of newborn: <input type="checkbox"/>
		Place of birth: 1. Government hospital 2. Private hospital 3. Birthing centre 4. Home birth, assisted by nurse 5. Unassisted home birth 6: Other .....				
Data on the father	Civil number of father <input type="text"/>		Name <input type="text"/>			
	Nationality: <input type="text"/>		Religion: <input type="text"/>		Occupation: <input type="text"/>	
	Age in years <input type="text"/>		Educational level: 1-Illiterate 2-Reads and writes 3-Primary certificate 4-Junior high 5-Secondary 6-University or post-graduate..... <input type="checkbox"/>			
Data on the mother	Civil number of mother <input type="text"/>		Name <input type="text"/>			
	Nationality: <input type="text"/>		Religion: <input type="text"/>		Occupation: <input type="text"/>	
	Age in years <input type="text"/>		Educational level: 1-Illiterate 2-Reads and writes 3-Primary certificate 4-Junior high 5-Secondary 6-University or post-graduate..... <input type="checkbox"/>			
	Place of residence in Kuwait: Area <input type="text"/>		Block <input type="text"/>		Tel: <input type="text"/>	
	Street/house: .....					
Verification /	I certify that the information provided in this notification is true to the best of my knowledge and belief.				Name of notification clerk .....	
	Name: .....		Identification .....		Date .....	
Obtained by attending physician	(a) Main disease or condition in foetus .....					<input type="checkbox"/>
	(b) Other diseases or conditions in foetus .....					<input type="checkbox"/>
	(c) Main maternal disease or condition leading to the foetal death .....					<input type="checkbox"/>
	(d) Other maternal diseases or conditions leading to the foetal death .....					<input type="checkbox"/>
	(e) Other conditions related to the foetal death .....					<input type="checkbox"/>
	Death of foetus occurred: 1. Before birth 2. During delivery 3. Unknown .....					<input type="checkbox"/>
	Name of person who delivered the baby: .....					Signature .....
						Qualification: 1. Doctor 2. Nurse 3: Other <input type="checkbox"/>

First copy (yellow) Health and Vital Statistics- Computer

Obtained by the attending physician	Medical data	1. Fertility data		4. Complications connected to pregnancy	
		Length of married life <input type="text"/>	No. of years of marriage to present husband <input type="text"/>	Pre-eclampsia <input type="checkbox"/>	Eclampsia <input type="checkbox"/>
		No. of previous pregnancies <input type="text"/>	No. of premature deliveries <input type="text"/>	Bleeding during pregnancy <input type="checkbox"/>	N/A <input type="checkbox"/>
		No. of living children <input type="text"/>	No. of live births that died later <input type="text"/>	Other complications <input type="checkbox"/>	
		Foetal deaths <input type="text"/>	No. of miscarriages <input type="text"/>	5. Onset of labour Induced <input type="checkbox"/> Not induced <input type="checkbox"/>	
		Date of most recent live birth <input type="text"/>	Length of pregnancy in weeks <input type="text"/>	6. Method of delivery: <input type="checkbox"/> Lift Wait <input type="checkbox"/>	
				No intervention <input type="checkbox"/>	Vacuum suction <input type="checkbox"/>
		Jift <input type="checkbox"/>	Multiple Caesarean <input type="checkbox"/>		
		First Caesarean <input type="checkbox"/>			
	2. Medical care: No. of visits <input type="text"/>	7. Complications during delivery			
	3. Medical complications in pregnancy	Prolonged labour, over 20 hours <input type="checkbox"/>	Complications of the umbilical cord <input type="checkbox"/>		
	Heart <input type="checkbox"/>	Kidney <input type="checkbox"/>	Post-partum-haemorrhaging <input type="checkbox"/>	Rupture of uterus <input type="checkbox"/>	
	Diabetes <input type="checkbox"/>	Blood pressure <input type="checkbox"/>	Retained placenta <input type="checkbox"/>	Transverse lie <input type="checkbox"/>	
	Other complications <input type="checkbox"/>	N/A <input type="checkbox"/>	Other complications <input type="checkbox"/>	N/A <input type="checkbox"/>	

Notification of Death

Series of notification .....   
Hospital/Health centre .....

Registration centre .....  Type of register: .....  Date of record    Day Mo. Year Record No.

1/7	Civil registration number of the deceased	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Name</th> <th style="width:15%;">Given</th> <th style="width:15%;">Father's</th> <th style="width:15%;">Paternal grandfather's</th> <th style="width:15%;">Family</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th>Verification of name</th> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Name	Given	Father's	Paternal grandfather's	Family						Verification of name				
		Name	Given	Father's	Paternal grandfather's	Family															
Verification of name																					
<p>Information on the deceased</p> <p>Date of death: A. Gregorian, in figures ..... <input type="text"/> <input type="text"/> <input type="text"/> B. Hijra, in figures ..... <input type="text"/> <input type="text"/> <input type="text"/></p> <p>C. Gregorian date in words .....</p> <p>Time of death: Minute ..... Hour ..... <input type="checkbox"/> A.M. / P.M. .... <input type="checkbox"/> Place of death ..... <input type="checkbox"/></p> <p>Nationality ..... <input type="text"/> Sex ..... <input type="checkbox"/> Religion ..... <input type="checkbox"/> Occupation ..... <input type="text"/></p> <p>Marital status: <input type="checkbox"/> Educational status: 1-Illiterate 2-Reads and writes 3-Primary certificate 4-Junior high 5-Secondary 6-University or post-graduate <input type="checkbox"/></p> <p>Age: 1- Less than one week old Minute ..... Hour ..... Day ..... <input type="checkbox"/></p> <p>2- One week or older Day ..... Month ..... Year ..... <input type="checkbox"/></p> <p>For deaths outside of Kuwait: Country ..... <input type="text"/> Place of birth (where age is less than 28 days) ..... <input type="text"/></p> <p>Place of residence in Kuwait: Area ..... <input type="text"/> Block ..... <input type="text"/> Tel: .....</p> <p>Street/house: .....</p>																					
2/7	Civil number of father	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Name</th> <th style="width:15%;">Given</th> <th style="width:15%;">Father's</th> <th style="width:15%;">Grandfather's</th> <th style="width:15%;">Family</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th>Verification of name</th> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Name	Given	Father's	Grandfather's	Family						Verification of name				
		Name	Given	Father's	Grandfather's	Family															
Verification of name																					
<p>Data on the father</p> <p>Occupation ..... <input type="text"/></p> <p>Age in years <input type="text"/> Educational status: 1-Illiterate 2-Reads and writes 3-Primary certificate 4-Junior high 5-Secondary 6-University or post-graduate..... <input type="checkbox"/></p>																					
3/7	Civil number of mother	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Name</th> <th style="width:15%;">Given</th> <th style="width:15%;">Father's</th> <th style="width:15%;">Grandfather's</th> <th style="width:15%;">Family</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th>Verification of name</th> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Name	Given	Father's	Grandfather's	Family						Verification of name				
		Name	Given	Father's	Grandfather's	Family															
Verification of name																					
<p>Data on the mother</p> <p>Occupation ..... <input type="text"/></p> <p>Age in years <input type="text"/> Educational status: 1-Illiterate 2-Reads and writes 3-Primary certificate 4-Junior high 5-Secondary 6-University or post-graduate..... <input type="checkbox"/></p>																					
Obtained by the centre for registering births	<p>Document</p> <p>Type of document ..... No. .... Date ..... Issued by .....</p>																				
	<p>Informant</p> <p>Name ..... Age: ..... Relation to the deceased .....</p> <p>Address ..... Signature .....</p>																				
	<p>Verifier</p> <p>Name of verifier ..... Date ..... Signature .....</p>																				

Second copy (yellow) Health and Vital Statistics - Computer

Obtained by the attending physician	Cause of death	<p>Deceased is less than one week of age</p> <p>(a) Main disease or condition in infant ..... <input type="text"/></p> <p>(b) Other diseases or conditions in infant .....</p> <p>(c) Main maternal disease or condition leading to death of infant..... <input type="text"/></p> <p>(d) Other maternal diseases or conditions leading to death of infant .....</p> <p>(e) Other conditions related to the foetal death .....</p>		<p>Deceased is over one week of age</p> <p>(a) Direct cause ..... <input type="text"/></p> <p>(b) Intermediate cause .....</p> <p>(c) Antecedent cause ..... <input type="text"/></p> <p>Other significant conditions contributing to the death, but not related to the disease or condition causing it .....</p>	
		<p>I hereby certify that I saw the individual whose death is reported in this notification</p> <p>Name: ..... Position: ..... Date: ..... Before death <input type="radio"/> After death <input type="radio"/></p> <p>Signature: .....</p>			



**Mexico**  
**Samples as of 2000**

Birth record  
Marriage record  
Divorce record





MODELO 1993

ESTADOS UNIDOS MEXICANOS  
REGISTRO CIVIL

DIRECCION GENERAL  
DE ESTADISTICA INEGI

No. DE CONTROL

ACTA DE NACIMIENTO

CURP

ETIQUETA

CLAVE UNICA DE REG. DE POBLACION

OFICIALIA No.	LIBRO No.	ACTA No.	LOCALIDAD	FECHA DE REGISTRO		
MUNICIPIO O DELEGACION			ENTIDAD FEDERATIVA	DA	MES	AÑO

REGISTRADO SEXO: MASCULINO  FEMENINO

NOMBRE \_\_\_\_\_ (NOMBRE (S)) \_\_\_\_\_ (PRIMER APELLIDO) \_\_\_\_\_ (SEGUNDO APELLIDO) \_\_\_\_\_  
 FECHA DE NACIMIENTO \_\_\_\_\_ HORA \_\_\_\_\_  
 LUGAR DE NACIMIENTO \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO O DELEGACION) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS) \_\_\_\_\_  
 FUE REGISTRADO: VIVO  MUERTO  No. DE CERTIFICADO DE NACIMIENTO \_\_\_\_\_  
 COMPARECIO: EL PADRE  LA MADRE  AMBOS  PERSONA DISTINTA   
 PADRE  
 NOMBRE DEL PADRE \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS  
 DOMICILIO HABITUAL \_\_\_\_\_  
 MADRE  
 NOMBRE DE LA MADRE \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS  
 DOMICILIO HABITUAL \_\_\_\_\_  
 ABUELOS  
 ABUELO PATERNO \_\_\_\_\_ NACIONALIDAD \_\_\_\_\_  
 ABUELA PATERNA \_\_\_\_\_ NACIONALIDAD \_\_\_\_\_  
 DOMICILIO (S) \_\_\_\_\_  
 ABUELO MATERNO \_\_\_\_\_ NACIONALIDAD \_\_\_\_\_  
 ABUELA MATERNA \_\_\_\_\_ NACIONALIDAD \_\_\_\_\_  
 DOMICILIO (S) \_\_\_\_\_  
 TESTIGOS  
 NOMBRE \_\_\_\_\_ NACIONALIDAD \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS  
 DOMICILIO \_\_\_\_\_  
 NOMBRE \_\_\_\_\_ NACIONALIDAD \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS  
 DOMICILIO \_\_\_\_\_  
 PERSONA DISTINTA DE LOS PADRES QUE PRESENTA AL REGISTRADO  
 NOMBRE \_\_\_\_\_ PARENTESCO \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS  
 DOMICILIO \_\_\_\_\_

FIRMAS DE LOS PADRES O DE LA PERSONA DISTINTA QUE PRESENTA AL REGISTRADO \_\_\_\_\_  
 FIRMAS DE LOS TESTIGOS \_\_\_\_\_

LA PRESENTE ACTA TIENE ANEXAS LAS ANOTACIONES SIGUIENTES:

SE DIO LECTURA A LA PRESENTE ACTA Y CONFORME CON SU CONTENIDO LA RATIFICAN Y FIRMAN QUIENES EN ELLA INTERVINIERON Y SABEN HACERLO Y QUIENES NO IMPRIMEN SU HUELLA DIGITAL DOY FE.

El C. Oficial No. \_\_\_\_\_ del Registro Civil

\_\_\_\_\_ NOMBRE \_\_\_\_\_ FIRMA

1. TIPO DE NACIMIENTO: (1) SIMPLE (2) DOBLE (3) TRIPLE O MAS 2. NUMERO DE PARTO (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) O MAS

3. NACIDOS VIVOS DE LA MADRE: (INCLUYENDO AL QUE ESTA REGISTRANDO) 4. HIJOS E HIJAS QUE AUN VIVEN

5. LUGAR DE ATENCION DEL PARTO (1) HOSPITAL O CLINICA OFICIAL (2) HOSPITAL O CLINICA PRIVADA (3) CASA PARTICULAR (4) OTRO LUGAR (ESPECIFIQUE)

6. PERSONA QUE ATENDIO EL PARTO (1) MEDICO (2) ENFERMERA (3) PARTERA (4) OTRA ESPECIFICO

7. TIPO DE UNION DE LA MADRE (1) SOLTERA (2) CASADA (3) UNION LIBRE (4) SEPARADA (5) DIVORCIADA (6) VIUDA

8. ESCOLARIDAD DEL PADRE (1) SIN ESCOLARIDAD (2) DE 1 A 3 AÑOS DE PRIMARIA (3) DE 4 A 5 AÑOS DE PRIMARIA (4) PRIMARIA COMPLETA (5) SECUNDARIA O EQUIVALENTE (6) PREPARATORIA O EQUIVALENTE (7) PROFESIONAL (8) OTRA

9. SITUACION LABORAL DEL PADRE (1) TIENE TRABAJO O ESTA BUSCANDOLO (2) ESTUDIANTE (3) DEDICADO A QUEHACERES DEL HOGAR (4) JUBILADO O PENSIONADO (5) INCAPACITADO PERMANENTEMENTE PARA TRABAJAR (6) OTRA

10. POSICION EN EL TRABAJO DEL PADRE (1) OBRERO (2) EMPLEADO (3) JORNALERO O PEON (4) TRABAJADOR POR SU CUENTA (5) PATRON O EMPRESARIO (6) TRABAJADOR FAMILIAR NO REMUNERADO

8. ESCOLARIDAD DE LA MADRE (1) SIN ESCOLARIDAD (2) DE 1 A 3 AÑOS DE PRIMARIA (3) DE 4 A 5 AÑOS DE PRIMARIA (4) PRIMARIA COMPLETA (5) SECUNDARIA O EQUIVALENTE (6) PREPARATORIA O EQUIVALENTE (7) PROFESIONAL (8) OTRA

9. SITUACION LABORAL DE LA MADRE (1) TIENE TRABAJO O ESTA BUSCANDOLO (2) ESTUDIANTE (3) DEDICADO A QUEHACERES DEL HOGAR (4) JUBILADO O PENSIONADO (5) INCAPACITADO PERMANENTEMENTE PARA TRABAJAR (6) OTRA

11. POSICION EN EL TRABAJO DE LA MADRE (1) OBRERO (2) EMPLEADO (3) JORNALERO O PEON (4) TRABAJADOR POR SU CUENTA (5) PATRON O EMPRESARIO (6) TRABAJADOR FAMILIAR NO REMUNERADO

ESTADOS UNIDOS MEXICANOS  
REGISTRO CIVIL

ACTA DE MATRIMONIO

E L L A	CLAVE UNICA DE REGISTRO DE POBLACION
E L L A	CLAVE UNICA DE REGISTRO DE POBLACION

OFICIALIA	LIBRO No.	ACTA No.	LOCALIDAD	FECHA DE REGISTRO		
				DIA	MES	AÑO
MUNICIPIO			ENTIDAD FEDERATIVA			

**CONTRAYENTES**

NOMBRE DEL CONTRAYENTE: \_\_\_\_\_ (NOMBRE(S)) \_\_\_\_\_ (PRIMER APELLIDO) \_\_\_\_\_ (SEGUNDO APELLIDO)  
 FECHA DE NACIMIENTO: \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS NACIONALIDAD: \_\_\_\_\_  
 LUGAR DE NACIMIENTO: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 DOMICILIO HABITUAL: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 NOMBRE DE LA CALLE, No. EXTERIOR E INTERIOR \_\_\_\_\_ OCUPACION: \_\_\_\_\_

NOMBRE DE LA CONTRAYENTE: \_\_\_\_\_ (NOMBRE(S)) \_\_\_\_\_ (PRIMER APELLIDO) \_\_\_\_\_ (SEGUNDO APELLIDO)  
 FECHA DE NACIMIENTO: \_\_\_\_\_ EDAD \_\_\_\_\_ AÑOS NACIONALIDAD: \_\_\_\_\_  
 LUGAR DE NACIMIENTO: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 DOMICILIO HABITUAL: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 NOMBRE DE LA CALLE, No. EXTERIOR E INTERIOR \_\_\_\_\_ OCUPACION: \_\_\_\_\_

**PADRE DEL CONTRAYENTE**

NOMBRE DEL PADRE: \_\_\_\_\_ NACIONALIDAD: \_\_\_\_\_  
 DOMICILIO HABITUAL: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 NOMBRE DE LA CALLE, No. EXTERIOR E INTERIOR \_\_\_\_\_ OCUPACION: \_\_\_\_\_

**PADRES DE LA CONTRAYENTE**

NOMBRE DEL PADRE: \_\_\_\_\_ NACIONALIDAD: \_\_\_\_\_  
 DOMICILIO HABITUAL: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 NOMBRE DE LA CALLE, No. EXTERIOR E INTERIOR \_\_\_\_\_ OCUPACION: \_\_\_\_\_

NOMBRE DE LA MADRE: \_\_\_\_\_ NACIONALIDAD: \_\_\_\_\_  
 DOMICILIO HABITUAL: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 NOMBRE DE LA CALLE, No. EXTERIOR E INTERIOR \_\_\_\_\_ OCUPACION: \_\_\_\_\_

NOMBRE DE LA MADRE: \_\_\_\_\_ NACIONALIDAD: \_\_\_\_\_  
 DOMICILIO HABITUAL: \_\_\_\_\_ (LOCALIDAD) \_\_\_\_\_ (MUNICIPIO) \_\_\_\_\_ (ENTIDAD FEDERATIVA) \_\_\_\_\_ (PAIS)  
 NOMBRE DE LA CALLE, No. EXTERIOR E INTERIOR \_\_\_\_\_ OCUPACION: \_\_\_\_\_

**TESTIGOS DE LOS CONTRAYENTES**

NOMBRE _____	NACIONALIDAD _____	EDAD _____
DOMICILIO _____	PARENTESCO _____	
ESTADO CIVIL _____	OCUPACION _____	
NOMBRE _____	NACIONALIDAD _____	EDAD _____
DOMICILIO _____	PARENTESCO _____	
ESTADO CIVIL _____	OCUPACION _____	
NOMBRE _____	NACIONALIDAD _____	EDAD _____
DOMICILIO _____	PARENTESCO _____	
ESTADO CIVIL _____	OCUPACION _____	
NOMBRE _____	NACIONALIDAD _____	EDAD _____
DOMICILIO _____	PARENTESCO _____	
ESTADO CIVIL _____	OCUPACION _____	

NOMBRE(S) DE LA(S) PERSONA(S) QUE DA(N) SU CONSENTIMIENTO POR MINORIA DE EDAD DEL (LOS) CONTRAYENTE(S) \_\_\_\_\_

AUTORIZACION DE LA SECRETARIA DE GOBERNACION EN EL CASO DE CONTRAYENTE EXTRANJERO \_\_\_\_\_

ESTE CONTRATO DE MATRIMONIO ESTA SUJETO AL REGIMEN DE: \_\_\_\_\_

LA PRESENTE ACTA TIENE ANEXAS LAS ANOTACIONES SIGUIENTES: \_\_\_\_\_

HUELLA DIGITAL DEL CONTRAYENTE	EL	FIRMAS CONTRAYENTES	ELLA	HUELLA DIGITAL DE LA CONTRAYENTE
		PADRES		
		TESTIGOS		

HABIENDO INTERROGADO A LOS CONTRAYENTES EN LOS TERMINOS QUE LA LEY ORDENA Y NO EXISTIENDO IMPEDIMENTO LEGAL O HABIENDO SIDO DISPENSADO EL EXISTENTE PARA LA CELEBRACION DEL MATRIMONIO, LOS DECLARO EN NOMBRE DE LA LEY Y ANTE LA SOCIEDAD UNIDOS EN MATRIMONIO Y SU CONTRATO MATRIMONIAL PERFECTO Y LEGITIMO PARA TODOS LOS EFECTOS LEGALES PREVIA LECTURA QUE DE EL MISMO, LO RATIFICAN Y FIRMAN EN UNION DEL SUSCRITO QUIENES EN EL INTERVINERON Y SABEN HACERLO, Y QUIENES NO, IMPRIMEN SU HUELLA DIGITAL, DOY FE.

EL C. OFICIAL No. \_\_\_\_\_ DEL REGISTRO CIVIL

NOMBRE \_\_\_\_\_ FIRMA \_\_\_\_\_

DATOS COMPLEMENTARIOS DE LOS CONTRAYENTES

EL		ELLA	
<b>1. ESCOLARIDAD</b> (1) SIN ESCOLARIDAD (5) SECUNDARIA O EQUIVALENTE (2) DE 1 A 3 AÑOS DE PRIMARIA (6) PREPARATORIA O EQUIVALENTE (3) DE 4 A 5 AÑOS DE PRIMARIA (7) PROFESIONAL (4) PRIMARIA COMPLETA (8) OTRA		<b>2. ESCOLARIDAD</b> (1) SIN ESCOLARIDAD (5) SECUNDARIA O EQUIVALENTE (2) DE 1 A 3 AÑOS DE PRIMARIA (6) PREPARATORIA O EQUIVALENTE (3) DE 4 A 5 AÑOS DE PRIMARIA (7) PROFESIONAL (4) PRIMARIA COMPLETA (8) OTRA	
<b>3. SITUACION LABORAL</b> TIENE TRABAJO O (1) ESTA BUSCANDOLO (4) JUBILADO O PENSIONADO (2) ESTUDIANTE (5) INCAPACITADO PERMANENTEMENTE PARA TRABAJAR (3) DEDICADO A QUEHACERES DEL HOGAR (6) OTRA		<b>4. SITUACION LABORAL</b> TIENE TRABAJO O (1) ESTA BUSCANDOLO (4) JUBILADO O PENSIONADO (2) ESTUDIANTE (5) INCAPACITADO PERMANENTEMENTE PARA TRABAJAR (3) DEDICADO A QUEHACERES DEL HOGAR (6) OTRA	
<b>5. POSICION EN SU TRABAJO</b> (1) OBRERO (4) TRABAJADOR POR SU CUENTA (2) EMPLEADO (5) PATRON O EMPRESARIO (3) JORNALERO O PEON (6) TRABAJADOR FAMILIAR NO REMUNERADO		<b>6. POSICION EN SU TRABAJO</b> (1) OBRERO (4) TRABAJADOR POR SU CUENTA (2) EMPLEADO (5) PATRON O EMPRESARIO (3) JORNALERO O PEON (6) TRABAJADOR FAMILIAR NO REMUNERADO	
<b>7. CONTRAJO MATRIMONIO CIVIL ANTERIORMENTE</b> SI ( ) NO ( )		<b>8. CONTRAJO MATRIMONIO CIVIL ANTERIORMENTE</b> SI ( ) NO ( )	
<b>9. CUANTAS VECES</b> (1) (2) (3) (4) (5 O MAS)		<b>10. CUANTAS VECES</b> (1) (2) (3) (4) (5 O MAS)	
<b>11. FECHA DE LA MAS RECIENTE DISOLUCION</b> DIA _____ MES _____ AÑO _____		<b>12. FECHA DE LA MAS RECIENTE DISOLUCION</b> DIA _____ MES _____ AÑO _____	

MODELO 1993

ESTADOS UNIDOS MEXICANOS  
REGISTRO CIVIL

ACTA DE DIVORCIO

EL CLAVE UNICA DE REGISTRO DE POBLACION

ELLA CLAVE UNICA DE REGISTRO DE POBLACION

OFICIALIA No. LIBRO No. ACTA No. LOCALIDAD MUNICIPIO O DELEGACIÓN ENTIDAD

DATOS DEL DIVORCIADO NOMBRE: EDAD: AÑOS, FECHA DE NACIMIENTO NACIONALIDAD DOMICILIO: OCUPACIÓN

DATOS DE LA DIVORCIADA NOMBRE: EDAD: AÑOS, FECHA DE NACIMIENTO NACIONALIDAD DOMICILIO: OCUPACIÓN

DATOS DEL ACTA DE MATRIMONIO DE LOS DIVORCIADOS OFICIALIA No. LIBRO No. ACTA No. LOCALIDAD MUNICIPIO O DELEGACIÓN ENTIDAD FEDERALITVA PAÍS

REGIMEN PATRIMONIAL. SOCIEDAD CONYUGAL SEPARACIÓN DE BIENES

PARTÉ RESOLUTIVA DE LA SENTENCIA JUDICIAL:

ANULO

TIPO DE DIVORCIO JUDICIAL VOLUNTARIO NECESARIO QUIEN LO PROMOVIO EL ELLA AMBOS

FECHA DE INICIO: FECHA DE RESOLUCIÓN:

AUTORIDAD QUE LA DICTO:

CAUSALES DEL DIVORCIO:

LA PRESENTE ACTA TIENE ANEXAS LAS ANOTACIONES SIGUIENTES:

LO QUE SE ASIENTA EN LA PRESENTE ACTA PARA QUE SURTA SUS EFECTOS LEGALES DOY FE: EL C. OFICIAL DEL REGISTRO CIVIL NOMBRE FIRMA SELLO DE LA OFICIALIA DEL REGISTRO CIVIL

DATOS COMPLEMENTARIOS DE LOS DIVORCIADOS 1. DURACION DEL MATRIMONIO 2. NUMERO DE HIJOS DEL MATRIMONIO 3. EN QUIEN RECAYO LA CUSTODIA Y NUMEROS DE HIJOS CORRESPONDIENTES? 4. ESCOLARIDAD 5. SITUACION LABORAL 6. POSICION EN EL TRABAJO



**Philippines**  
**Samples as of January 1993**

Certificate of live birth  
Certificate of foundling  
Certificate of death  
Certificate of foetal death  
Certificate of marriage  
Application for marriage license



Municipal Form No. 102  
(Revised January 1993)

(To be accomplished in quadruplicate)

Republic of the Philippines  
**CERTIFICATE OF LIVE BIRTH**

(Fill out completely, accurately and legibly. Use ink or typewriter.  
Place X before the appropriate answer in Items 2, 5a, 5b and 19a.)

REMARKS/ANNOTATION

Province \_\_\_\_\_ Registry No. \_\_\_\_\_  
City/Municipality \_\_\_\_\_

1. NAME (First) (Middle) (Last)

2. SEX \_\_\_\_\_ 1 Male \_\_\_\_\_ 2 Female

3. DATE OF BIRTH (day) (month) (year)

4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ House No., Street, Barangay) (City/Municipality) (Province)

5a. TYPE OF BIRTH \_\_\_\_\_ 1 Single \_\_\_\_\_ 2 Twin \_\_\_\_\_ 3 Triplet, etc.

b. IF MULTIPLE BIRTH, CHILD WAS \_\_\_\_\_ 1 First \_\_\_\_\_ 2 Second \_\_\_\_\_ 3 Others, Specify \_\_\_\_\_

c. BIRTH ORDER (live births and fetal deaths including this delivery) \_\_\_\_\_ (first, second, third, etc.)

d. WEIGHT AT BIRTH \_\_\_\_\_ grams

6. MAIDEN NAME (First) (Middle) (Last)

7. CITIZENSHIP

8. RELIGION

9a. Total number of children born alive: \_\_\_\_\_

b. No. of children still living including this birth: \_\_\_\_\_

c. No. of children born alive but are now dead: \_\_\_\_\_

10. OCCUPATION

11. Age at the time of this birth: \_\_\_\_\_ years

12. RESIDENCE (House No., Street, Barangay) (City/Municipality) (Province)

13. NAME (First) (Middle) (Last)

14. CITIZENSHIP

15. RELIGION

16. OCCUPATION

17. Age at the time of this birth: \_\_\_\_\_ years

18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back.)

19a. ATTENDANT \_\_\_\_\_ 1 Physician \_\_\_\_\_ 2 Nurse \_\_\_\_\_ 3 Midwife \_\_\_\_\_ 4 Hilot (Traditional midwife) \_\_\_\_\_ 5 Others (Specify) \_\_\_\_\_

19b. CERTIFICATION OF BIRTH  
I hereby certify that I attended the birth of the child who was born alive at \_\_\_\_\_ o'clock am/pm on the date stated above.

Signature \_\_\_\_\_ Address \_\_\_\_\_

Name in Print \_\_\_\_\_

Title or Position \_\_\_\_\_ Date \_\_\_\_\_

20. INFORMANT

Signature \_\_\_\_\_ Address \_\_\_\_\_

Name in Print \_\_\_\_\_

Relationship to the child \_\_\_\_\_ Date \_\_\_\_\_

21. PREPARED BY

Signature \_\_\_\_\_

Name in Print \_\_\_\_\_

Title or Position \_\_\_\_\_

Date \_\_\_\_\_

22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

Signature \_\_\_\_\_

Name in Print \_\_\_\_\_

Title or Position \_\_\_\_\_

Date \_\_\_\_\_

FOR OCRG USE ONLY:  
Population Reference No.  
\_\_\_\_\_

TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR

41 \_\_\_\_\_

48 \_\_\_\_\_

49 50 \_\_\_\_\_

56 \_\_\_\_\_

61 \_\_\_\_\_

62 64 \_\_\_\_\_

68 69 \_\_\_\_\_

70 72 74 \_\_\_\_\_

76 79 \_\_\_\_\_

81 \_\_\_\_\_

86 87 \_\_\_\_\_

88 91 \_\_\_\_\_

93 \_\_\_\_\_

94 \_\_\_\_\_

Sample

For births before 3 August 1988/on or after 3 August 1988

AFFIDAVIT OF ACKNOWLEDGMENT/ADMISSION OF PATERNITY

We/I, \_\_\_\_\_ and \_\_\_\_\_  
parents/parent of the child mentioned in this Certificate of Live Birth, do hereby solemnly swear that the information  
contained herein are true and correct to the best of our/my knowledge and belief.

\_\_\_\_\_  
(Signature of Father)  
Community Tax No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Place issued \_\_\_\_\_

\_\_\_\_\_  
(Signature of Mother)  
Community Tax No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Place Issued \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature of Administering Officer)  
\_\_\_\_\_  
(Name in Print)

\_\_\_\_\_  
(Title/Designation)  
\_\_\_\_\_  
(Address)

Sample

Not applicable for births before 27 February 1931

AFFIDAVIT FOR DELAYED REGISTRATION OF BIRTH

( Either the person himself if 18 years old or over, or father/mother/guardian may accomplish this affidavit.)

I, \_\_\_\_\_, of legal age, single/married and  
with residence and postal address at \_\_\_\_\_,  
after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I am the applicant for the delayed registration of my birth/of the birth of \_\_\_\_\_.
2. That I/he/she was born on \_\_\_\_\_ at \_\_\_\_\_.
3. That I/he/she was attended at birth by \_\_\_\_\_ who resides at \_\_\_\_\_.
4. That I/he/she is a citizen of \_\_\_\_\_.
5. That my/his/her parents were  married on \_\_\_\_\_ at \_\_\_\_\_  
 not married but was acknowledge by my/his/her father whose name is \_\_\_\_\_.
6. That the reason for the delay in registering my/his/her birth was due to \_\_\_\_\_.
7. That a copy of my/his/her birth certificate is needed for the purpose of \_\_\_\_\_.
8.  (For the applicant only) That I am married to \_\_\_\_\_.  
 (For the father/mother/guardian) That I am the \_\_\_\_\_ of the said person.

\_\_\_\_\_  
(Signature of affiant)  
Community Tax No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Place Issued \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature of Administering Officer)  
\_\_\_\_\_  
(Name in Print)

\_\_\_\_\_  
(Title/Designation)  
\_\_\_\_\_  
(Address)



Republic of the Philippines  
**CERTIFICATE OF FOUNDLING**

Province \_\_\_\_\_  
City/Municipality \_\_\_\_\_

Registry No. \_\_\_\_\_

C  
H  
I  
L  
D

1. NAME _____	2. SEX _____
3. AGE WHEN FOUND _____	4. DATE AND TIME WHEN FOUND _____
5. PLACE WHERE FOUND _____	
6. COLOR OF THE EYES _____	7. COLOR OF THE HAIR _____
8. DISTINCT BODY FEATURES OR MARKS _____	
9. CONDITION OF THE CHILD WHEN FOUND _____	

F  
I  
N  
D  
E  
R

10. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. (if any) \_\_\_\_\_ Occupation \_\_\_\_\_

I  
N  
F  
O  
R  
M  
A  
N  
T

11. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. (if any) \_\_\_\_\_ Date \_\_\_\_\_

12. CERTIFICATION  
*This is to certify that the information given above are true and correct to my own knowledge and belief.*

\_\_\_\_\_  
(Signature of informant)

Community Tax No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Place Issued \_\_\_\_\_

*SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, Philippines.*

\_\_\_\_\_  
(Signature over printed name of Administering Officer)

C  
I  
V  
I  
L  
R  
E  
G  
I  
S  
T  
R  
A  
R

13. CERTIFICATION OF THE CIVIL REGISTRAR  
*This is to certify that the foundling herein named is reported to this Office for registration on \_\_\_\_\_ and properly recorded in the Register of Foundling.*

\_\_\_\_\_  
(Signature over printed name of the Civil Registrar)

Municipal Form No. 103  
(Revised January 1993)

(To be accomplished in quadruplicate)

REMARKS/ANNOTATION

Republic of the Philippines  
**CERTIFICATE OF DEATH**

(Fill out completely, accurately and legibly. Use ink or typewriter.  
Place X before the appropriate answer in Items 2, 9, 13, 15, 16, 18, 19, 21 and 23.)

Province \_\_\_\_\_  
City/Municipality \_\_\_\_\_

Registry No. \_\_\_\_\_

1. NAME (First) (Middle) (Last)

FOR OCRG USE ONLY:  
Population Reference No.

2. SEX 1 Male 2 Female  
3. RELIGION \_\_\_\_\_  
4. AGE a. 1 YEAR OR ABOVE b. UNDER 1 YEAR c. UNDER 1 DAY  
Completed years Months Days Hrs/Min/Sec  
2 1 0

TO BE FILLED UP AT THE  
OFFICE OF THE CIVIL  
REGISTRAR

5. PLACE OF DEATH (Name of Hospital/Clinic/Institution) (City/Municipality) (Province)  
House No., Street, Barangay

41

6. DATE OF DEATH (day) (month) (year) 7. CITIZENSHIP

48

8. RESIDENCE (House No., Street, Barangay) (City/Municipality) (Province)

49

9. CIVIL STATUS 1 Single 2 Married 3 Widowed 4 Others 5 Unknown  
10. OCCUPATION

50

51

**MEDICAL CERTIFICATE**

(For ages 0 to 7 days, accomplish Items 11-17 at the back)

17. CAUSES OF DEATH Interval Between Onset and Death

I. Immediate cause : a. \_\_\_\_\_  
Antecedent cause : b. \_\_\_\_\_  
Underlying cause : c. \_\_\_\_\_  
II. Other significant conditions contributing to death: \_\_\_\_\_

54

59

65

18. DEATH BY NON-NATURAL CAUSES

a. Manner of Death 1 Homicide 2 Suicide 3 Accident 4 Others (Specify) \_\_\_\_\_  
b. Place of Occurrence (e.g. home, farm, factory, street, sea, etc.) \_\_\_\_\_

69

71

72

19. ATTENDANT

1 Private Physician 2 Public Health Officer 3 Hospital Authority 4 None 5 Others (Specify) \_\_\_\_\_  
If attended, state duration: From \_\_\_\_\_ To \_\_\_\_\_

75

20. 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 not attended the deceased  
 have attended the deceased and that death occurred at \_\_\_\_\_ am/pm on the date indicated above.

79

Signature \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

REVIEWED BY:  
Signature over printed name of Health Officer  
Date \_\_\_\_\_

80

82

21. CORPSE DISPOSAL 1 Burial 2 Cremation 3 Others (Specify) \_\_\_\_\_

22. BURIAL/CREMATION PERMIT Number \_\_\_\_\_ Date Issued \_\_\_\_\_

23. AUTOPSY 1 Yes 2 No

83

85

24. NAME AND ADDRESS OF CEMETERY OR CREMATORY

25. INFORMANT

Signature \_\_\_\_\_ Address \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Relationship to the deceased \_\_\_\_\_ Date \_\_\_\_\_

86

26. PREPARED BY

Signature \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Date \_\_\_\_\_

27. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

Signature \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Date \_\_\_\_\_

90

FOR AGES 0 TO 7 DAYS		
11. DATE OF BIRTH (day) (month) (year)	12. AGE OF THE MOTHER	13. METHOD OF DELIVERY 1 Normal spontaneous vertex 2 Others (Specify)
14. LENGTH OF PREGNANCY: _____ completed weeks		
15. TYPE OF BIRTH 1 Single 2 Twin 2 Triplet, etc.	16. IF MULTIPLE BIRTH, CHILD WAS 1 First 2 Second 3 Others (Specify)	
MEDICAL CERTIFICATE		
17. CAUSES OF DEATH		
a. Main disease/condition of infant _____		
b. Other diseases/conditions of infant _____		
c. Main maternal disease/condition affecting infant _____		
d. Other maternal disease/condition affecting infant _____		
e. Other relevant circumstances _____		
CONTINUE TO FILL UP ITEM 18		

**POSTMORTEM CERTIFICATE OF DEATH**

*I HEREBY CERTIFY that I have this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ performed an autopsy upon the body of the deceased and that the cause of death was as follows:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Title/Designation \_\_\_\_\_  
Name in Print \_\_\_\_\_ Address \_\_\_\_\_

**CERTIFICATION OF EMBALMER**

*I HEREBY CERTIFY that I have embalmed \_\_\_\_\_ after having followed all the regulations prescribed by the Department of Health.*

Signature \_\_\_\_\_ Title/Designation \_\_\_\_\_  
Name in Print \_\_\_\_\_ License No. \_\_\_\_\_  
Address \_\_\_\_\_ Issued on \_\_\_\_\_ at \_\_\_\_\_  
Expiry Date \_\_\_\_\_

Republic of the Philippines )  
Province of \_\_\_\_\_ ) S.S.  
City/Municipality of \_\_\_\_\_ )

**AFFIDAVIT FOR DELAYED REGISTRATION OF DEATH**

*I, \_\_\_\_\_, of legal age, single/married, after being duly sworn to in accordance with law, do hereby depose and say:*

- That \_\_\_\_\_ died on \_\_\_\_\_ in \_\_\_\_\_ and was buried/cremated in \_\_\_\_\_ on \_\_\_\_\_.
- That the deceased was/was not attended to at the time of his death.
- That the reason for the delay in registering this death was due to \_\_\_\_\_.

\_\_\_\_\_  
(Signature of affiant)  
Community Tax No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Place Issued \_\_\_\_\_

*SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, Philippines.*

\_\_\_\_\_  
(Signature of Administering Officer) \_\_\_\_\_ (Title/Designation)  
\_\_\_\_\_  
(Name in Print) \_\_\_\_\_ (Address)

Republic of the Philippines  
**CERTIFICATE OF FETAL DEATH**

(Fill out completely, accurately and legibly. Use ink or typewriter.  
Place X before the appropriate answer in items 2, 5a, 5b, 5c, 20, 22a, 23 and 25.)

Province \_\_\_\_\_  
City/Municipality \_\_\_\_\_

Registry No. \_\_\_\_\_

**LEGAL**

**STATISTICAL**

**1. NAME OF FETUS** (First) (Middle) (Last)  
(If given)

**2. SEX**  
1 Male 2 Female  
3 Undetermined

**3. DATE OF DELIVERY** (day) (month) (year)

**4. PLACE OF DELIVERY** (Name of Hospital/Clinic/Institution/  
House No., Street, Barangay) (City/Municipality) (Province)

**5a. TYPE OF DELIVERY**  
1 Single 2 Twin  
3 Triplet, etc

**b. IF MULTIPLE DELIVERY, FETUS WAS**  
1 First 2 Second  
3 Others, Specify \_\_\_\_\_

**c. METHOD OF DELIVERY**  
1 Normal spontaneous vertex  
2 Others (Specify)

**d. BIRTH ORDER** (live births and fetal  
deaths including this delivery)  
(first, second, third, etc.)

**e. WEIGHT OF FETUS**  
\_\_\_\_\_ grams

**6. MAIDEN NAME** (First) (Middle) (Last)

**7. CITIZENSHIP** **8. RELIGION** **9. OCCUPATION** **10. Age at the time of this delivery:** \_\_\_\_\_ years

**11a. Total number of children born alive:** \_\_\_\_\_

**b. No. of children still living:** \_\_\_\_\_

**c. No. of children born alive but are now dead:** \_\_\_\_\_

**12. RESIDENCE** (House No./Street/Barangay) (City/Municipality) (Province)

**13. NAME** (First) (Middle) (Last)

**14. CITIZENSHIP** **15. RELIGION** **16. OCCUPATION** **17. Age at the time of this delivery:** \_\_\_\_\_ years

**18. DATE AND PLACE OF MARRIAGE OF PARENTS** (If applicable)

**TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR**

2

9

10 11

17

22

23 24 26

30 31 32 35

37 39 41

48 49 50 53

55

56

60

64

65

67

**MEDICAL CERTIFICATE**

**19. CAUSES OF FETAL DEATH**  
a. Main disease/condition of fetus \_\_\_\_\_  
b. Other diseases/conditions of fetus \_\_\_\_\_  
c. Main maternal disease/condition affecting fetus \_\_\_\_\_  
d. Other maternal disease/condition affecting fetus \_\_\_\_\_  
e. Other relevant circumstances \_\_\_\_\_

**20. FETUS DIED:** 1 Before labor 2 During labor/delivery 3 Unknown

**21. LENGTH OF PREGNANCY:** \_\_\_\_\_ completed weeks

**22a. ATTENDANT** 1 Physician 2 Nurse 3 Midwife 4 Hilot (Traditional Midwife)  
5 Others (Specify) \_\_\_\_\_ 6 None

**22b. CERTIFICATION**  
I hereby certify that the foregoing particulars are correct as near as same can be ascertained and I further certify that the fetus was born dead at \_\_\_\_\_ am/pm on the date indicated above.

Signature \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**REVIEWED BY:**  
Signature over printed name of Health Officer \_\_\_\_\_  
Date \_\_\_\_\_

**23. CORPSE DISPOSAL**  
1 Burial 2 Cremation  
3 Others (Specify) \_\_\_\_\_

**24. BURIAL/CREMATION PERMIT**  
Number \_\_\_\_\_  
Date issued \_\_\_\_\_

**25. AUTOPSY**  
1 Yes  
2 No

**26. NAME AND ADDRESS OF CEMETERY OR CREMATORY**

**27. INFORMANT**  
Signature \_\_\_\_\_ Address \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Relationship to the fetus \_\_\_\_\_ Date \_\_\_\_\_

**28. PREPARED BY**  
Signature \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Date \_\_\_\_\_

**29. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR**  
Signature \_\_\_\_\_  
Name in Print \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Date \_\_\_\_\_

**FETAL DEATH** is death prior to the expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation, the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.

**POSTMORTEM CERTIFICATE OF DEATH**

*I HEREBY CERTIFY* that I have performed an autopsy upon the body of the deceased this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and that the cause of death was as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Title/Designation

\_\_\_\_\_

Name in Print

\_\_\_\_\_

Address

Sample

Republic of the Philippines  
**CERTIFICATE OF MARRIAGE**

Province \_\_\_\_\_ Registry No. \_\_\_\_\_  
 City/Municipality \_\_\_\_\_

REMARKS/ANNOTATION

Name of Contracting Parties	(HUSBAND)				(WIFE)			
	(first)	(middle initial)	(last)	(age)	(first)	(middle initial)	(last)	(age)
Date of Birth/Age	(day)	(month)	(year)	(age)	(day)	(month)	(year)	(age)
Place of Birth								
Sex (Male or Female)								
Citizenship								
Residence								
Religion								
Civil Status								
Name of Father	(first)	(middle initial)	(last)	(age)	(first)	(middle initial)	(last)	(age)
Citizenship								
Name of Mother	(first)	(middle initial)	(last)	(age)	(first)	(middle initial)	(last)	(age)
Citizenship								
Persons who gave consent or advice	(first)	(middle initial)	(last)	(age)	(first)	(middle initial)	(last)	(age)
Relationship								
Residence								

**FOR OCRG USE ONLY:**  
 Population Reference No.  
 (Husband)  
 \_\_\_\_\_  
 (Wife)  
 \_\_\_\_\_

**TO BE FILLED UP AT THE OFFICE OF CIVIL REGISTRAR**

80 \_\_\_\_\_

87

88 \_\_\_\_\_ 90 \_\_\_\_\_

92  93

94 \_\_\_\_\_

99 \_\_\_\_\_

104  105

106  107

108 \_\_\_\_\_

113 \_\_\_\_\_

119

Place of Marriage \_\_\_\_\_  
 (Office of the House of Barangay of Church of Mosque of)

\_\_\_\_\_  
 (Address)

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 (day) (month) (year)

**THIS IS TO CERTIFY:** That I \_\_\_\_\_ and I \_\_\_\_\_, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we:

have not entered into a marriage settlement.  
 have entered into a marriage settlement, a copy of which is hereto attached.

**IN WITNESS WHEREOF,** we signed/marked with our finger print, this certificate in quadruplicate this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Husband)

\_\_\_\_\_  
 (Signature of Wife)

**THIS IS TO CERTIFY:** THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.

**I CERTIFY FURTHER THAT:**

Marriage License No. \_\_\_\_\_, issued on \_\_\_\_\_ at \_\_\_\_\_ in favor of said parties, was exhibited to me.  
 no marriage license was necessary, i.e. marriage being solemnized under Art. \_\_\_\_\_ of Executive Order No. 209.  
 the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1083.

\_\_\_\_\_  
 (Signature of Solemnizing Officer)

\_\_\_\_\_  
 (Position, Designation)

\_\_\_\_\_  
 (Religious Affiliation, Registry No. and Expiration Date, if applicable)

**WITNESSES**  
 (Print Name and Sign)

\_\_\_\_\_

\_\_\_\_\_

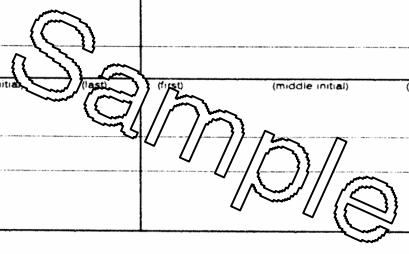
**RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name in Print

\_\_\_\_\_  
 Title or Position

\_\_\_\_\_  
 Date Received



OATH OF SOLEMNIZING OFFICER

I, \_\_\_\_\_, solemnizing officer, do solemnly swear:

- That I have ascertained the qualifications of the contracting parties and have found no legal impediment for them to marry as required by Art. 34 of the Family Code;
- That this marriage was performed in articulo mortis;
- That the residence of one or both of the contracting parties: barangay/barrio/sitio \_\_\_\_\_ (and) \_\_\_\_\_, is so located that there is no means of transportation to enable the concerned party/parties to appear personally before the Local Civil Registrar;
- That the marriage was among Muslims or among members of the ethnic cultural communities, provided the marriage was solemnized in accordance with their customs or practices;

And that I took the necessary steps to ascertain the ages and relationships of the contracting parties and that neither of them are under any legal impediment to marry each other.

.....  
Signature of Solemnizing Officer

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
who exhibited to me his Community Tax No. \_\_\_\_\_ issued on \_\_\_\_\_  
at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Administering Officer whose  
Commission Expires on \_\_\_\_\_

Sample

NOTE - In case of a marriage on the point of death, when the dying party, being physically unable, cannot sign the Instrument by signature or mark, it shall be sufficient for one of the witnesses to the marriage to sign in his name, which in fact shall be attested by the person solemnizing the marriage as follows:

I HEREBY CERTIFY that the contracting party.....  
being on the point of death and physically unable to sign the foregoing marriage contract by signature or mark, one of the witnesses to the marriage signed for him or her by writing the dying party's name and beneath it, the witness' own signature preceded by the preposition 'By'.

.....  
Signature and Printed Name of Solemnizing Officer

**APPLICATION FOR MARRIAGE LICENSE**

<b>The Civil Registrar</b> City/Municipality of _____ Province of _____  Sir/Madam: <i>May I apply for a license to contract marriage with _____ and to this effect, being duly sworn, I hereby depose and say that I have all the necessary qualifications and none of the legal disqualifications to contract the said marriage, and that the following data are true and correct to the best of my knowledge and information:</i>				<b>The Civil Registrar</b> City/Municipality of _____ Province of _____  Sir/Madam: <i>May I apply for a license to contract marriage with _____ and to this effect, being duly sworn, I hereby depose and say that I have all the necessary qualifications and none of the legal disqualifications to contract the said marriage, and that the following data are true and correct to the best of my knowledge and information:</i>			
(First)	(Middle)	(Last)	<b>Name of Applicant</b>	(First)	(Middle)	(Last)	
(Day)	(Month)	(Year)	(Age)	(Day)	(Month)	(Year)	(Age)
(City/Municipality)				(City/Municipality)			(Province)
<b>Place of Birth</b>							
<b>SEX (Male or Female)</b>							
<b>Citizenship</b>							
<b>Residence</b>							
<b>Religion</b>							
<b>Civil Status</b>							
<b>IF PREVIOUSLY MARRIED:</b>							
(City/Municipality)			(Province)	(City/Municipality)			(Province)
<b>How was it dissolved</b>							
<b>Place where dissolved</b>							
(Day)	(Month)	(Year)		(Day)	(Month)	(Year)	
<b>Date when dissolved</b>							
<b>Degree of Relationship of contracting parties</b>							
(First)	(Middle)	(Last)	<b>Name of Father</b>	(First)	(Middle)	(Last)	
<b>Citizenship</b>							
<b>Residence</b>							
(First)	(Middle)	(Last)	<b>Name of Mother</b>	(First)	(Middle)	(Last)	
<b>Citizenship</b>							
<b>Residence</b>							
(First)	(Middle)	(Last)	<b>Persons who gave consent or advice</b>	(First)	(Middle)	(Last)	
<b>Relationship</b>							
<b>Citizenship</b>							
<b>Residence</b>							
_____ (Signature of applicant)				_____ (Signature of applicant)			
SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, at _____, Philippines.				SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, at _____, Philippines.			
_____ (Signature over printed name of the Civil Registrar)				_____ (Signature over printed name of the Civil Registrar)			

Exempt from  
documentary  
stamp tax



**Singapore**  
**Samples as of December 1993**

Report form for registration of birth  
Report form for registration of stillbirth  
Report form for registration of death



NOTE: THIS FORM IS TO BE COMPLETED IN  
DUPLICATE  
BIRTH—PRF—NO.

--	--	--	--	--	--	--	--	--	--

REPUBLIC OF SINGAPORE  
REPORT FORM  
FOR REGISTRATION OF BIRTH

BIRTH REGISTRATION NO.

--	--	--	--	--	--	--	--	--	--

CHILD'S PARTICULARS	BIRTH REGISTERED AT								
	NAME (UNDERLINE SURNAME, IF ANY)				CHINESE CHARACTER				
	SEX	DATE OF BIRTH	Day	Mth	Year	TIME OF BIRTH			
	PLACE OF BIRTH (Give name of hospital or clinic)								Hrs
	PLACE OF BIRTH ADDRESS								
MOTHER'S PARTICULARS	IDENTIFICATION TYPE		IDENTIFICATION NO						
	NAME		FIN NO:						
	ALIAS		VD		VP	NV			
	RACE		DIALECT GROUP						
	NATIONALITY	COUNTRY OF BIRTH	DATE OF BIRTH	Day	Mth	Year			
FATHER'S PARTICULARS	IDENTIFICATION TYPE		IDENTIFICATION NO						
	NAME		FIN NO:						
	ALIAS		VD		VP	NV			
	RACE		DIALECT GROUP						
	NATIONALITY	COUNTRY OF BIRTH							
INFORMANT'S PARTICULARS	IDENTIFICATION TYPE		IDENTIFICATION NO						
	RELATIONSHIP								
	NAME								
	ALIAS								
MARRIAGE PARTICULARS	DATE OF MARRIAGE		MARRIAGE CERTIFICATE NO.		ISSUING COUNTRY				
	Day	Mth	Year						
SUPPLEMENTARY	CHILD	CHILD DELIVERED BY +	TYPE OF BIRTH		BIRTH ORDER				
		BIRTH WEIGHT		gm	PERIOD OF GESTATION		weeks		
	MOTHER	RESIDENTIAL STATUS ++	OCCUPATION		EDUCATIONAL QUALIFICATION				
		RELIGION							
	FATHER	RESIDENTIAL STATUS ++	OCCUPATION		EDUCATIONAL QUALIFICATION				
		RELIGION							
I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT.									
INFORMANT'S SIGNATURE OR THUMB IMPRESSION		DATE		FOR REGISTRAR OF BIRTHS AND DEATHS		Day		Mth	Year

+ State whether child was delivered by (1) Government Doctor (2) Private Doctor (3) Government Midwife or Nurse (4) Private Midwife or Nurse (5) Other

BD 13/10/92

++ This applies to Malaysian IC holders only. State whether Singapore Permanent Resident or Non-Singapore Permanent Resident.

CODED BY :

NAME : -----  
DATE : -----

ENTERED BY :

NAME : -----  
DATE : -----

COMPLETE THIS FORM IN  
TRIPPLICATE INFORMANT  
IS REQUIRED TO PRODUCE  
THE IDENTITY CARDS OF  
CHILD'S PARENTS  
INCLUDING HIS OWN AT  
TIME OF MAKING REPORT

REPUBLIC OF SINGAPORE  
REPORT FORM  
FOR REGISTRATION OF STILL-BIRTH

RBD'S COPY  
STILL-BIRTH REGISTRATION NO.  
(To Be Completed  
At Registration Centre)

--	--	--	--	--	--	--	--

CHILD'S PARTICULARS	STILL-BIRTH REGISTERED AT														
	SEX		DATE OF BIRTH	Day	Mth	Year	TIME OF BIRTH					Hrs			
	PLACE OF BIRTH (Name of Hospital or Clinic)														
	PLACE OF BIRTH ADDRESS														
MOTHER'S PARTICULARS	IDENTIFICATION TYPE				IDENTIFICATION NO										
	NAME														
	ALIAS														
	RACE				DIALECT GROUP										
	NATIONALITY			COUNTRY OF BIRTH				DATE OF BIRTH	Day	Mth	Year				
	USUAL ADDRESS														
FATHER'S PARTICULARS	IDENTIFICATION TYPE				IDENTIFICATION NO										
	NAME														
	ALIAS														
	RACE				DIALECT GROUP										
	NATIONALITY			COUNTRY OF BIRTH				DATE OF BIRTH	Day	Mth	Year				
	USUAL ADDRESS														
INFORMANT'S PARTICULARS	IDENTIFICATION TYPE				IDENTIFICATION NO										
	RELATIONSHIP														
	NAME														
	ADDRESS														
SUPPLEMENTARY INFORMATION	CHILD DELIVERED BY *GOVERNMENT MEDICAL OFFICER/MIDWIFE/PRIVATE MEDICAL PRACTITIONER/PRIVATE MIDWIFE/ OTHER (SPECIFY) <input type="checkbox"/>														
	MOTHER						CHILD								
	PERIOD OF GESTATION <input type="text"/> weeks						BIRTH ORDER <input type="text"/>		BIRTH WEIGHT <input type="text"/> gm						
	ANTE-NATAL CARE + (2 OR MORE VISITS) 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO						TYPE OF BIRTH + 1 <input type="checkbox"/> SINGLE 2 <input type="checkbox"/> PLURAL			DIED + 1 <input type="checkbox"/> BEFORE LABOUR 2 <input type="checkbox"/> DURING LABOUR					
	DELIVERY : NORMAL SPONTANEOUS VERTEX <input type="checkbox"/>						CAUSE OF DEATH								
	OTHER -----						(a) MAIN DISEASE OR CONDITION IN FOETUS ..... <input type="text"/>								
	NO OF PREVIOUS PREGNANCIES :						(b) OTHER DISEASES OR CONDITION IN FOETUS ..... <input type="text"/>								
	LIVE-BIRTHS <input type="text"/>						(c) MAIN MATERNAL DISEASE OR CONDITION AFFECTING FOETUS ..... <input type="text"/>								
	STILL-BIRTHS <input type="text"/>														
	ABORTIONS <input type="text"/>														
FATHER'S OCCUPATION <input type="text"/>						MOTHER'S OCCUPATION <input type="text"/>									
I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT.															
INFORMANT'S SIGNATURE OR THUMB IMPRESSION						FOR REGISTRAR OF BIRTHS AND DEATHS									
DATE						Day Mth Year <input type="text"/>									

\* DELETE WHERE NOT APPLICABLE  
+ TICK (✓) IN APPROPRIATE BOX

BD 29

CODED BY :  
NAME : \_\_\_\_\_  
DATE : \_\_\_\_\_

ENTERED BY :  
NAME : \_\_\_\_\_  
DATE : \_\_\_\_\_

NOTE: THIS FORM IS TO BE COMPLETED IN DUPLICATE

REPUBLIC OF SINGAPORE  
REPORT FORM  
FOR REGISTRATION OF DEATH

DEATH REGISTRATION NO.  
(To Be Completed At  
Registration Centre)

DECEASED IDENTIFICATION NO.

[ ] [ ]

[ ] [ ]

DECEASED'S PARTICULARS	DEATH REGISTERED AT				
	IDENTIFICATION TYPE	IDENTIFICATION NO.			
	FULL NAME (UNDERLINE SURNAME, IF ANY)				
	ALIAS				
	BIRTH CERT NO.	CITIZENSHIP CERT NO.			
	SEX	RACE	DIALECT GROUP		
	NATIONALITY	DATE OF BIRTH	Day	Mth	Year
USUAL ADDRESS					

DEATH PARTICULARS	ADDRESS OF DEATH											
	DATE OF DEATH - 1		DATE OF DEATH - 2		TIME OF DEATH - 1		TIME OF DEATH - 2					
	Day		Mth		Year		Hrs					
	[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]					
	DIAGNOSIS +Final/Provisional		CAUSE OF DEATH				APPROXIMATE INTERVAL BETWEEN ONSET AND DEATH					
	DISEASE OR CONDITION DIRECTLY LEADING TO DEATH		(a) .....		YEARS		MONTHS		DAYS		HOURS	
	ANTECEDENT CAUSES		(b) .....		[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]	
OTHER SIGNIFICANT CONDITIONS		(c) .....		[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]		
NAME OF PERSON CERTIFYING CAUSE OF DEATH		(d) .....		[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]		
TYPE OF DEATH DOCUMENT		(e) .....		[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]		
DEATH DOCUMENT NO.		OFFICIAL STATUS OF CERTIFIER		DATE OF ISSUE OF DEATH DOCUMENT		Day		Mth		Year		
[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]		[ ] [ ]		

INFORMANTS PARTICULARS	IDENTIFICATION TYPE	IDENTIFICATION NO.
	NAME	
	ALIAS	
ADDRESS		

FOR USE IN TERMS OF BIRTH	MOTHER'S ID NO.	FATHER'S ID NO.
	MOTHER'S NAME	FATHER'S NAME

I CERTIFY THAT THE ABOVE INFORMATION GIVEN ON THIS FORM IS CORRECT.

INFORMANT'S SIGNATURE OR THUMB IMPRESSION \_\_\_\_\_ DATE \_\_\_\_\_ FOR REGISTRAR OF BIRTHS AND DEATHS \_\_\_\_\_

Day Mth Year [ ]

DECEASED	RESIDENTIAL STATUS ++	MARITAL STATUS
	OCCUPATION	EDUCATIONAL QUALIFICATION

SUPPLEMENTARY INFANT DYING WITHIN 168 HOURS OF BIRTH	MOTHER		CHILD	
	DATE OF BIRTH	ANTE-NATAL CARE (2 OR MORE VISITS) (Please tick)	TYPE OF BIRTH (Please tick)	
	PERIOD OF GESTATION _____ Weeks	1 <input type="checkbox"/> Yes	1 <input type="checkbox"/> Single 2 <input type="checkbox"/> Plural	
	NUMBER OF PREVIOUS PREGNANCIES	2 <input type="checkbox"/> No	BIRTH WEIGHT _____ gm	
	LIVE BIRTHS	DELIVERY :	CHILD DELIVERED BY *	
STILL BIRTHS	NORMAL SPONTANEOUS VERTEX	MAIN MATERNAL DISEASE OR CONDITION AFFECTING INFANT		
ABORTIONS	OTHER (SPECIFY) .....	[ ] [ ]		

+ Delete where not applicable  
 ++ This applies to Malaysian IC holders only. State whether Singapore Permanent Resident or Non-Singapore Permanent Resident.  
 \* State whether Government medical officer/midwife/private practitioner/private midwife/other (specify).

CODED BY: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_  
 NAME : \_\_\_\_\_ NAME : \_\_\_\_\_  
 DATE : \_\_\_\_\_ DATE : \_\_\_\_\_

BD 23  
6/91



**United Kingdom of Great Britain  
and Northern Ireland  
England and Wales  
Samples as of 1999**

Registration of birth  
Registration of death  
Registration of death: computerized form  
Registration of stillbirth  
Registration of marriage  
Registration of divorce





<b>BIRTH</b>		Register No.	Entry No.
Registration district	District & S. Dist. Nos.	Administrative area	
Sub-district			
1. Date and place of birth	<b>CHILD</b>		
2. Name and surname			3. Sex
4. Name and surname	<b>FATHER</b>		
5. Place of birth	6. Occupation		
7. Name and surname	<b>MOTHER</b>		
8.(a) Place of birth	8.(b) Occupation		
9.(a) Maiden surname	9.(b) Surname at marriage if different from maiden surname		
10. Usual address (if different from place of child's birth)			
11. Name and surname (if not the mother or father)	<b>INFORMANT</b>		12. Qualification
13. Usual address (if different from that in 10 above)			
14. I certify that the particulars entered above are true to the best of my knowledge and belief			
			Signature of informant
15. Date of registration		16. Signature of registrar	

SAMPLE

NHS Number
------------

<b>BIRTH</b>	GRO Reference No.	District & SD Nos.	Register No.						
	Z	Date of registration	Entry No.						
<b>CONFIDENTIAL PARTICULARS</b>									
<p>The particulars below, required under the Population (Statistics) Acts, will not be entered in the register. This confidential information will be used only for the preparation and supply of statistical information by the Registrar General.</p>									
L	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> grams	F*	<input type="text"/> title						
(i)	<input type="text"/>	(ii)	<input type="text"/>						
(iii)	<input type="text"/>	(iv)	<input type="text"/>						
<b>G(a) Father</b>									
(va)	<input type="text"/>								
H(a)*	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>						
	4 <input type="text"/>	5 <input type="text"/>							
<b>G(b) Mother</b>									
(vb)	<input type="text"/>								
H(b)*	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>						
	4 <input type="text"/>	5 <input type="text"/>							
<b>POSTCODE</b>									
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Edit Control									
1. Where the father's name is entered in register: Father's date of birth		<table border="1"> <tr><th>DAY</th><th>MONTH</th><th>YEAR</th></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
2. In all cases: Mother's date of birth		<table border="1"> <tr><th>DAY</th><th>MONTH</th><th>YEAR</th></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
3. Where the child is born within marriage: (i) Date of marriage		<table border="1"> <tr><th>MONTH</th><th>YEAR</th></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> </table>		MONTH	YEAR	<input type="text"/>	<input type="text"/>		
MONTH	YEAR								
<input type="text"/>	<input type="text"/>								
(ii) Has the mother been married more than once?*		<table border="1"> <tr><th>YES</th><th>NO</th></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> </table>		YES	NO	<input type="text"/>	<input type="text"/>		
YES	NO								
<input type="text"/>	<input type="text"/>								
(iii) Mother's previous children (excluding birth or births now being registered) by her present husband and any former husband									
(a) Number born alive (including any who have died)		<input type="text"/>							
(b) Number still-born		<input type="text"/>							
X is this birth one of twins, triplets, etc* YES <input type="text"/> NO <input type="text"/>									
If YES, complete (a) and (b)									
(a) Total number of live and still-births at this maternity*									
2	<input type="text"/>	3	<input type="text"/>						
	4 <input type="text"/>	5	<input type="text"/>						
	6 <input type="text"/>	7+	<input type="text"/>						
Live births		Still-births							
(b) Entry No. of births		(b) Entry No. of births							
(vi)		(vii)							

\*Tick as appropriate

<b>DEATH</b>		Register No.	Entry No.
Registration district	District & S. Dist. Nos.	Administrative area	
Sub-district			
1. Date and place of death			
2. Name and surname		3. Sex	4. Maiden surname of woman who has married
5. Date and place of birth			
6. Occupation and usual address			
7. (a) Name and surname of informant		(b) Qualification	
(c) Usual address			
8. Cause of death			
I(a) (b) (c) II			
Certified by			
9. I certify that the particulars given by me above are true to the best of my knowledge and belief .....			Signature of Informant
10. Date of registration		11. Signature of registrar	
O NHS No.		Q (age)	

SAMPLE

<b>DEATH</b>				District & SD Nos.		Register No.							
<b>D</b>													
<b>E</b> <input type="checkbox"/> * 6 months or over <input type="checkbox"/> * Under 6 months				(i) Date of registration		Entry No.							
(iii)				(ii)									
Sample				<b>CONFIDENTIAL PARTICULARS</b> The particulars below, required under the Population (Statistics) Acts, will not be entered in the register. This confidential information will be used only for the preparation and supply of statistical information by the Registrar General. At date of death deceased was* Single <input type="checkbox"/> 1 Married <input type="checkbox"/> 2 (If married insert date of birth of spouse) <table border="1" style="display: inline-table; margin-left: 20px;"> <tr><th>Day</th><th>Month</th><th>Year</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table> Widowed <input type="checkbox"/> 3 Divorced <input type="checkbox"/> 4 Not known <input type="checkbox"/> 5				Day	Month	Year			
Day	Month	Year											
G(a) Deceased or †Mother		<b>POSTCODE</b>											
H(a)* 1 2 3 4 5		██████████											
G(b) Husband or †Father													
H(b)* 1 2 3 4 5				F* <input type="checkbox"/> title		(vii)							
J (iv)						R Last seen alive <table border="1" style="display: inline-table; margin-left: 20px;"> <tr><th>Day</th><th>Month</th><th>Year</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		Day	Month	Year			
Day	Month	Year											
J						S * Seen or Not Seen after death a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/>							
J						*T Referred to Coroner by <input type="checkbox"/> 1 Doctor <input type="checkbox"/> 2 Registrar							
J						B SD    Yes    No    (viii) * Enq <input type="checkbox"/> <input type="checkbox"/> 1 ME 2							
U		1 (v)		(vi)		3 4 5 6							
N * Post Mortem		(ix) a											
Yes <input type="checkbox"/>		b											
No <input type="checkbox"/>		c											
		z											
		e											
M		W * Employment <input type="checkbox"/>				(x) Edit control							

† If deceased is under 16 years of age  
\* Tick as appropriate

<b>STILL-BIRTH</b>		Register No.	Entry No.
Registration district	District & S. Dist. Nos.	Administrative area	
Sub-district			
1.(a) Date and place of birth	<b>CHILD</b>		
1.(b) Name and surname			
2. Cause of death and nature of evidence that child was still-born			3. Sex
a .....			
b .....			
c ..... ✓			
d .....			
e .....			
Certified by ✓			
4. Name and surname	<b>FATHER</b>		
5. Place of birth	6. Occupation		
7. Name and surname	<b>MOTHER</b>		
8.(a) Place of birth	8.(b) Occupation		
9.(a) Maiden surname	9.(b) Surname at marriage if different from maiden surname		
10. Usual address (if different from place of child's birth)			
11. Name and surname (if not the mother or father)	<b>INFORMANT</b>		12. Qualification
13. Usual address (if different from that in 10 above)			
14. I certify that the particulars entered above are true to the best of my knowledge and belief			
			Signature of informant
15. Date of registration	16. Signature of registrar		

SAMPLE

STILL-BIRTH				District & SD Nos.	Register No.										
(i)	(ii)	(iii)		Date of registration	Entry No.										
L <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> grams		K <input type="text"/> <input type="text"/> weeks		Z											
N Post Mortem Held?*		(iv) ME 2 4 6													
Yes <input type="checkbox"/> No <input type="checkbox"/>															
U				<b>Y*</b> Before Labour a <input type="checkbox"/> During Labour b <input type="checkbox"/> Not Known c <input type="checkbox"/>											
(v) a				<b>CONFIDENTIAL PARTICULARS</b> The particulars below, required under the Population (Statistics) Acts, will not be entered in the register. This confidential information will be used only for the preparation and supply of statistical information by the Registrar General.											
b															
c															
d															
e															
M				<b>1. Where the father's name is entered in register:</b> Father's date of birth <table border="1"><tr><th>DAY</th><th>MONTH</th><th>YEAR</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>				
DAY	MONTH	YEAR													
<input type="text"/>	<input type="text"/>	<input type="text"/>													
(vii)		(viii)		<b>2. In all cases:</b> Mother's date of birth <table border="1"><tr><th>DAY</th><th>MONTH</th><th>YEAR</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>				
DAY	MONTH	YEAR													
<input type="text"/>	<input type="text"/>	<input type="text"/>													
G(a) Father		(ixa)		<b>3. Where the child is born within marriage:</b> (i) Date of marriage <table border="1"><tr><th>MONTH</th><th>YEAR</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>		MONTH	YEAR	<input type="text"/>	<input type="text"/>						
MONTH	YEAR														
<input type="text"/>	<input type="text"/>														
H(a)* 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>				(ii) Has the mother been married more than once?* Yes <input type="checkbox"/> No <input type="checkbox"/>											
G(b) Mother		(ixb)		(iii) Mother's previous children (excluding birth or births now being registered) by her present husband and any former husband (a) Number born alive (including any who have died) <input type="checkbox"/> (b) Number still-born <input type="checkbox"/>											
H(b)* 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>				<b>X</b> is this birth one of twins, triplets, etc* YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, complete (a) and (b)											
<b>POSTCODE</b> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>(a)</b> Total number of live and still-births at this maternity* 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7+ <input type="checkbox"/> Live births _____ Still-births _____	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
				<b>(b)</b> Entry No. of births <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
				<b>(x)</b> <input type="checkbox"/> <b>(xi)</b> <input type="checkbox"/>											
Edit Control															

\*Tick as appropriate

FORM 308 (Rev)

**Form to be used by REGISTRARS OF MARRIAGES for making Returns to THE REGISTRAR GENERAL**

**Registration District of** .....

**19** ..... Marriage solemnized at ..... in the District of .....

Columns	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father

19.....

Married in the ..... by me, .....

This marriage was solemnized between us, ..... in the presence of us, ..... by me, .....

**19** ..... Marriage solemnized at ..... in the District of .....

Columns	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father

19.....

Married in the ..... by me, .....

This marriage was solemnized between us, ..... in the presence of us, ..... by me, .....

Form for R.M.'s only

Registration District of \_\_\_\_\_

19..... Marriage solemnized at ..... in the

Columns	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
19.....								

Marrned in the ..... by me.

This marriage was solemnized between us. } in the presence of us. }

19..... Marriage solemnized at ..... in the

Columns	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
19.....								

Marrned in the ..... by me.

This marriage was solemnized between us. } in the presence of us. }



# FORM 105 DECREE ABSOLUTE

<sup>8</sup> OPCS CODE:

OPCS NUMBER

Court Name		11		
<u>Surname of Marriage</u>		35		
Forename(s) of Spouse obtaining Decree		59		
Forename(s) of other Spouse		89		
Number of Matter		119		
Date Petition Filed <small>(insert full date: DD/MM/YY)</small>		126		
Date of Decree Absolute <small>(insert full date: DD/MM/YY)</small>	DD	MM	YY	131
Class(es) of Decree <small>(insert A,B,C,D,E or combinations as appropriate if nullity enter "N")</small>	Husband 136	Wife 140		
Please enter Y (for Yes) or N (for No) <small>as appropriate, for each question</small>	On Answer 144	Cross Decrees 145	Section 3 Proceedings	146
Date of Marriage <small>(insert full date: DD/MM/YY)</small>				147
Age at Marriage in years	Husband			152
	Wife			154
Status at Marriage <small>(insert B,S,D, or W as appropriate)</small>	Husband			156
	Wife			157
Date of Birth of Children under 18 <small>(eldest first)</small>	158			
	178			
Number of Children aged 18 or over				198
Alternative or present Surname of Spouse obtaining Decree				199
Alternative Forename(s) of Spouse obtaining Decree				233
Alternative or present Surname of other Spouse				253
Alternative Forename(s) of other Spouse				277
Husband's occupation				
Wife's occupation				

*SAMPLE*

OPCS USE (H)

--	--	--	--

OPCS USE (W)

--	--	--	--



**United States of America  
State of Colorado  
Samples as of 1997**

Certificate of live birth  
Certificate of foetal death  
Delayed certificate of birth  
Report of paternity determination  
Report of marriage dissolution, declaration of  
invalidity and legal separation  
Certificate of death  
Authority for final disposition



**STATE OF COLORADO  
CERTIFICATE OF LIVE BIRTH 105**

STATE FILE NUMBER

<b>INFANT</b>	1. CHILD-NAME (First, Middle, Last)		2. DATE AND HOUR OF BIRTH (Month, Day, Year, Hour)		
	3. SEX	4. CITY, TOWN, OR LOCATION OF BIRTH		5. COUNTY OF BIRTH	
<b>ATTENDANT</b>	6. PLACE OF BIRTH: <input type="checkbox"/> Hospital <input type="checkbox"/> Freestanding Birthing Center <input type="checkbox"/> Clinic/Doctor's Office <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify) _____		7. FACILITY NAME (if not institution, give street and number)		
	8. I certify that this child was born alive at the place and time and on the date stated.		9. DATE SIGNED (Month, Day, Year)	10. ATTENDANT'S NAME AND TITLE (if other than Certifier) (Type/Print) Name _____ <input type="checkbox"/> M.D. <input type="checkbox"/> D.O. <input type="checkbox"/> C.N.M. <input type="checkbox"/> REGISTERED MIDWIFE <input type="checkbox"/> Other (Specify) _____	
	11. CERTIFIER'S NAME AND TITLE (Type/Print) Name _____ <input type="checkbox"/> M.D. <input type="checkbox"/> D.O. <input type="checkbox"/> Hospital Admin. <input type="checkbox"/> C.N.M. <input type="checkbox"/> REGISTERED MIDWIFE <input type="checkbox"/> Other (Specify) _____		12. ATTENDANT'S MAILING ADDRESS (Street and Number or Rural Route Number, City or Town, State, ZIP Code)		
<b>MOTHER</b>	13. REGISTRAR'S SIGNATURE		14. DATE FILED BY REGISTRAR (Month, Day, Year)		
	15. MOTHER-NAME (First, Middle, Last (Maiden))		16. DATE OF BIRTH (Month, Day, Year)	17. BIRTHPLACE (State or Foreign Country)	
	18a. RESIDENCE-STATE	18b. COUNTY	18c. CITY, TOWN OR LOCATION	18d. ZIP:	
	18e. STREET AND NUMBER		18f. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. MOTHER'S MAILING ADDRESS (if different than residence) ZIP:	
<b>FATHER</b>	20. FATHER-NAME (First, Middle, Last)		21. DATE OF BIRTH (Month, Day, Year)	22. BIRTHPLACE (State or Foreign Country)	
	23. I certify that the personal information provided on this certificate is correct to the best of my knowledge and belief. Signature of Parent or Other Informant _____			24. RELATION TO CHILD	
<b>INFORMATION FOR MEDICAL AND HEALTH USE ONLY</b>					
<b>FATHER</b>	25. RACE: American Indian, Black, White, etc. (Specify)		26. HISPANIC ORIGIN? (If yes, specify Cuban, Mexican, Puerto Rican, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes		27. EDUCATION: (Specify only highest grade completed) Elementary or secondary (0 through 12) College (13 through 16 or 17+)
	28. SOCIAL SECURITY NUMBER		Sample		
<b>MOTHER</b>	29. RACE: American Indian, Black, White, etc. (Specify)		30. HISPANIC ORIGIN: (Specify by Country) Cuban, Mexican, Puerto Rican, etc. <input type="checkbox"/> No <input type="checkbox"/> Yes		31. EDUCATION: (Specify only highest grade completed) Elementary or secondary (0 through 12) College (13 through 16 or 17+)
	32. SOCIAL SECURITY NUMBER		Sample		
33. PREGNANCY HISTORY (Complete each section)					
LIVE BIRTHS (Do not include this child)			OTHER TERMINATIONS (Spontaneous and induced at any time after conception)		
33a. Now Living Number _____ <input type="checkbox"/> None	33b. Now Dead Number _____ <input type="checkbox"/> None	33c. DATE OF LAST LIVE BIRTH (Month, Year)	34. MOTHER MARRIED? (At time of conception or between) (Yes or No)		35. DATE LAST NORMAL MENSES BEGAN (Month, Day, Year)
36. MONTH OF PREGNANCY PRENATAL CARE BEGAN - First, Second, Third, etc. (Specify)		37. PRENATAL VISITS - Total Number (if none, so state)		38. BIRTH WEIGHT (Specify unit)	
39. CLINICAL ESTIMATE OF GESTATION (Weeks)		40a. PLURALITY - Single, Twin, Triplet, etc. (Specify)		40b. IF NOT SINGLE BIRTH - Born First, Second, Third, etc. (Specify)	
41. APGAR SCORE		42. PRENATAL BLOOD TEST DATE (Month, Day, Year)		43a. MOTHER TRANSFERRED PRIOR TO DELIVERY? If Yes, enter name of facility transferred from. <input type="checkbox"/> No <input type="checkbox"/> Yes	
41a. 1 Minute		41b. 5 Minutes		43b. INFANT TRANSFERRED? If Yes, enter name of facility transferred to. <input type="checkbox"/> No <input type="checkbox"/> Yes	
44a. MEDICAL RISK FACTORS FOR THIS PREGNANCY (Check all that apply)		48. COMPLICATIONS OF LABOR AND/OR DELIVERY (Check all that apply)		49. CONGENITAL ANOMALIES OF CHILD (Check all that apply)	
01 <input type="checkbox"/> Anemia (Hct. <30/Hgb. <10)		01 <input type="checkbox"/> Febrile (> 100°F, or 38°C)		01 <input type="checkbox"/> Anencephalus	
02 <input type="checkbox"/> Cardiac disease		02 <input type="checkbox"/> Meconium, moderate/heavy		02 <input type="checkbox"/> Spina bifida/Meningocele	
03 <input type="checkbox"/> Acute or chronic lung disease		03 <input type="checkbox"/> Premature rupture of membrane (> 12 hours)		03 <input type="checkbox"/> Hydrocephalus	
04 <input type="checkbox"/> Diabetes, gestational		04 <input type="checkbox"/> Abruptio placentae		04 <input type="checkbox"/> Microcephalus	
05 <input type="checkbox"/> Diabetes, pre-existing		05 <input type="checkbox"/> Placenta previa		05 <input type="checkbox"/> Other central nervous system anomalies (Specify) _____	
06 <input type="checkbox"/> Genital herpes		06 <input type="checkbox"/> Other excessive bleeding		06 <input type="checkbox"/> Heart malformations	
07 <input type="checkbox"/> Hydramnios/Oligohydramnios		07 <input type="checkbox"/> Seizures during labor		07 <input type="checkbox"/> Other circulatory/respiratory anomalies (Specify) _____	
08 <input type="checkbox"/> Hemoglobinopathy		08 <input type="checkbox"/> Precipitous labor (<3 hours)		08 <input type="checkbox"/> Rectal atresia/stenosis	
09 <input type="checkbox"/> Hypertension, chronic		09 <input type="checkbox"/> Prolonged labor (>20 hours)		09 <input type="checkbox"/> Tracheo-esophageal fistula/Esoophageal atresia	
10 <input type="checkbox"/> Hypertension, pregnancy associated		10 <input type="checkbox"/> Dysfunctional labor		10 <input type="checkbox"/> Omphalocele/Gastroschisis	
11 <input type="checkbox"/> Eclampsia		11 <input type="checkbox"/> Breech/Malpresentation		11 <input type="checkbox"/> Other gastrointestinal anomalies (Specify) _____	
12 <input type="checkbox"/> Incompetent cervix		12 <input type="checkbox"/> Cephalopelvic disproportion		12 <input type="checkbox"/> Malformed genitalia	
13 <input type="checkbox"/> Previous infant 4000+ grams		13 <input type="checkbox"/> Cord prolapse		13 <input type="checkbox"/> Renal agenesis	
14 <input type="checkbox"/> Previous preterm or small-for-gestational-age infant		14 <input type="checkbox"/> Anesthetic complications		14 <input type="checkbox"/> Other urogenital anomalies (Specify) _____	
15 <input type="checkbox"/> Renal disease		15 <input type="checkbox"/> Fetal distress		15 <input type="checkbox"/> Cleft lip/palate	
16 <input type="checkbox"/> Rh sensitization		16 <input type="checkbox"/> None		16 <input type="checkbox"/> Polydactyly/Syndactyly/Adactyly	
17 <input type="checkbox"/> Uterine bleeding		16 <input type="checkbox"/> Other _____ (Specify)		17 <input type="checkbox"/> Club foot	
18 <input type="checkbox"/> None				18 <input type="checkbox"/> Diaphragmatic hernia	
19 <input type="checkbox"/> Other _____ (Specify)				19 <input type="checkbox"/> Other musculoskeletal/integumental anomalies (Specify) _____	
44b. OTHER RISK FACTORS FOR THIS PREGNANCY (Complete all items)		47. METHOD OF DELIVERY (Check all that apply)		20 <input type="checkbox"/> Down's syndrome	
Tobacco use during pregnancy..... Yes <input type="checkbox"/> No <input type="checkbox"/>		01 <input type="checkbox"/> Vaginal		21 <input type="checkbox"/> Other chromosomal anomalies (Specify) _____	
Average number cigarettes per day _____		02 <input type="checkbox"/> Vaginal birth after previous C-section		00 <input type="checkbox"/> None	
Alcohol use during pregnancy..... Yes <input type="checkbox"/> No <input type="checkbox"/>		03 <input type="checkbox"/> Primary C-section		22 <input type="checkbox"/> Other _____ (Specify)	
Average number drinks per week _____		04 <input type="checkbox"/> Repeat C-section			
Weight gained during pregnancy _____ lbs.		05 <input type="checkbox"/> Cesarean			
		06 <input type="checkbox"/> Vacuum			
45. OBSTETRIC PROCEDURES (Check all that apply)		48. ABNORMAL CONDITIONS OF THE NEWBORN (Check all that apply)		50. PARENT(S) REQUESTS SOCIAL SECURITY NUMBER BE ISSUED FOR CHILD. <input type="checkbox"/> Yes <input type="checkbox"/> No	
01 <input type="checkbox"/> Amniocentesis		01 <input type="checkbox"/> Anemia (Hct. <39/Hgb. <13)			
02 <input type="checkbox"/> Electronic fetal monitoring		02 <input type="checkbox"/> Birth injury			
03 <input type="checkbox"/> Induction of labor		03 <input type="checkbox"/> Fetal alcohol syndrome			
04 <input type="checkbox"/> Stimulation of labor		04 <input type="checkbox"/> Hyaline membrane disease/RDS			
05 <input type="checkbox"/> Tocolytics		05 <input type="checkbox"/> Meconium aspiration syndrome			
06 <input type="checkbox"/> Ultrasound		06 <input type="checkbox"/> Assisted ventilation <30 min			
07 <input type="checkbox"/> Other _____ (Specify)		07 <input type="checkbox"/> Assisted ventilation ≥30 min			
		08 <input type="checkbox"/> Seizures			
		09 <input type="checkbox"/> None			
		09 <input type="checkbox"/> Other _____ (Specify)			

ADRS-15 1-84

STATE OF COLORADO  
CERTIFICATE OF FETAL DEATH

DATE REGISTERED BY STATE REGISTRAR

STATE FILE NUMBER

FETUS	1. FETUS - NAME (First, Middle, Last)		2. SEX	3. DATE AND HOUR OF DELIVERY (Month, Day, Year, Hour)		
	4a. FACILITY NAME (If not in institution, give street and number)		4b. CITY, TOWN OR LOCATION OF DELIVERY	4c. COUNTY OF DELIVERY		
	5a. MOTHER'S NAME (First, Middle, Last)		5b. MAIDEN SURNAME	6. DATE OF BIRTH (Month, Day, Year)		
PARENTS	7a. RESIDENCE-STATE	7b. COUNTY	7c. CITY, TOWN, OR LOCATION		7d. STREET AND NUMBER	
	7e. INSIDE CITY LIMITS? (Yes or no)	7f. ZIP CODE	8. FATHER'S NAME (First, Middle, Last)		9. DATE OF BIRTH (Month, Day, Year)	
	10. PART I. FETAL DEATH WAS CAUSED BY; ENTER ONLY ONE CAUSE PER LINE FOR (a), (b) AND (c)					
CAUSE OF FETAL DEATH	FETAL OR MATERNAL CONDITION DIRECTLY CAUSING FETAL DEATH				SPECIFY FETAL OR MATERNAL	
	IMMEDIATE CAUSE:					
	FETAL AND/OR MATERNAL CONDITIONS, IF ANY, GIVING RISE TO THE IMMEDIATE CAUSE (A), STATING THE UNDERLYING CAUSE LAST.					
PART II. OTHER SIGNIFICANT CONDITIONS OF FETUS OR MOTHER CONTRIBUTING TO FETAL DEATH BUT NOT RESULTING IN THE UNDERLYING CAUSE GIVEN IN PART I						
11. FETUS DIED BEFORE LABOR DURING LABOR OR DELIVERY, UNKNOWN			12. PHYSICIAN'S ESTIMATE OF GESTATION	13. AUTOPSY (Yes or No)		
CERTIFIER	14a. I CERTIFY THAT THIS DELIVERY OCCURRED ON THE DATE STATED ABOVE AND THE FETUS WAS BORN DEAD				14b. DATE SIGNED (Month, Day, Year)	
	14c. ATTENDANT - NAME (Type or Print)		14d. MAILING ADDRESS (Street or R.F.D. No., City, State, Zip)			
	15a. BURIAL, CREMATION, REMOVAL (Specify)					
DISPOSITION	15b. CEMETERY, CREMATORY OR INSTITUTION NAME AND LOCATION		CITY OR TOWN	STATE		
	16. FUNERAL DIRECTOR - NAME		ADDRESS	17. REGISTRAR'S SIGNATURE	18. DATE RECEIVED BY REGISTRAR	
	INFORMATION FOR MEDICAL AND HEALTH USE ONLY					
FATHER	19. RACE: American Indian, Black, White, etc. (Specify)		20. HISPANIC ORIGIN? (If yes, specify Cuban, Mexican, Puerto Rican, etc.)	21. EDUCATION: (Specify only highest grade completed) Elementary or secondary (0 through 12) College (13 through 16 or 17+)		
	22a. MOST RECENT OCCUPATION		22b. KIND OF BUSINESS OR INDUSTRY	22c. NAME AND LOCALITY OF COMPANY OR FIRM		
	23. RACE: American Indian, Black, White, etc. (Specify)		24. HISPANIC ORIGIN? (If yes, specify Cuban, Mexican, Puerto Rican, etc.)	25. EDUCATION: (Specify only highest grade completed) Elementary or secondary (0 through 12) College (13 through 16 or 17+)		
MOTHER	26a. MOST RECENT OCCUPATION		26b. KIND OF BUSINESS OR INDUSTRY	26c. NAME AND LOCALITY OF COMPANY OR FIRM.		
	26d. EMPLOYED DURING THIS PREGNANCY?		26e. DATE LAST NORMAL MENSES BEGAN (Month, Day, Year)			
	27. PREGNANCY HISTORY (Complete each section)					
MULTIPLE BIRTHS Enter State File Number for Mate(s) LIVE BIRTH(S)	LIVE BIRTHS		OTHER (TWINNINGS) (Spontaneous and/or induced any time after conception)		28. MOTHER MARRIED? (At delivery, conception, or any time between) (Yes or No)	
	27a. Now Living	27b. Now Dead	27d. (Do not include this fetus)		29. DATE LAST NORMAL MENSES BEGAN (Month, Day, Year)	
	Number _____ <input type="checkbox"/> None	Number _____ <input type="checkbox"/> None	Number _____ <input type="checkbox"/> None		30. MONTH OF PREGNANCY PRENATAL CARE BEGAN—First, Second, Third, etc. (Specify)	
FETAL DEATH(S)	27c. DATE OF LAST LIVE BIRTH (Month, Year)		27e. DATE OF LAST OTHER TERMINATION (Month, Year)		31. PRENATAL VISITS—Total Number (If none, so state)	
	32. WEIGHT OF FETUS (Specify units)		33. PLURALITY—Single, Twin, Triplet, etc. (Specify)			
	27f. DATE OF LAST LIVE BIRTH (Month, Year)		34. IF NOT SINGLE DELIVERY—Delivered First, Second, Third, etc. (Specify)			
MEDICAL AND HEALTH INFORMATION	35a. MEDICAL RISK FACTORS FOR THIS PREGNANCY (Check all that apply)		36. OBSTETRIC PROCEDURES (Check all that apply)		39. CONGENITAL ANOMALIES OF FETUS (Check all that apply)	
	35b. OTHER RISK FACTORS FOR THIS PREGNANCY (Complete all items)		37. COMPLICATIONS OF LABOR AND/OR DELIVERY (Check all that apply)		38. METHOD OF DELIVERY (Check all that apply)	
	35c. MEDICAL RISK FACTORS FOR THIS PREGNANCY (Check all that apply)		36. OBSTETRIC PROCEDURES (Check all that apply)		39. CONGENITAL ANOMALIES OF FETUS (Check all that apply)	

DELAYED REGISTRATION OF BIRTH: LOOSE-LEAF FORM

STATE OF COLORADO  
**DELAYED CERTIFICATE OF BIRTH**

COLORADO  
 DEPARTMENT OF  
 HEALTH

AD 186  
 (Rev. 1-60)

THIS IS A  
 PERMANENT  
 RECORD.  
 USE BLACK INK  
 TYPEWRITER  
 WITH BLACK  
 RIBBON.

USE THIS FORM  
 IN REGISTERING  
 BIRTHS OCCURRING  
 IN COLORADO  
 MORE THAN 8  
 YEARS AGO

REGISTRANT'S			2. DATE OF BIRTH		
1. NAME AT BIRTH			MONTH	DAY	YEAR
FIRST		MIDDLE	LAST		
3. PLACE OF BIRTH		4. OR RACE		5. SEX	
COUNTY		CITY OR TOWN			
6. FATHER: NAME			7. BIRTHPLACE		
FULL			STATE OR COUNTRY		
MAIDEN					
8. MOTHER: NAME			9. BIRTHPLACE		
			STATE OR COUNTRY		
I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.					
SIGNATURE OF			RELATION TO		
10. APPLICANT			REGISTRANT		
APPLICANT'S ADDRESS					
SUBSCRIBED AND SWORN TO BEFORE ME ON _____ 19 _____					
(SEAL)	MY COMMISSION EXPIRES _____		NOTARY PUBLIC OR REGISTRAR		
<b>APPLICANT - DO NOT WRITE BELOW THIS LINE - FOR USE OF REGISTRAR</b>					
<b>ABSTRACT OF SUPPORTING EVIDENCE</b>					
	NAME AND KIND OF DOCUMENT				DATE OF ORIGINAL DOCUMENT
1					
2					
3					
4					
5					
<b>INFORMATION CONCERNING REGISTRANT AS STATED IN DOCUMENT OF CORRESPONDING NUMBER ABOVE</b>					
	BIRTH DATE OR AGE	BIRTHPLACE	NAME OF FATHER	NAME OF MOTHER	
1					
2					
3					
4					
5					
I HEREBY CERTIFY THAT NO PRIOR CERTIFICATE OF BIRTH FOR THIS REGISTRANT HAS BEEN FOUND IN THE STATE REGISTRAR'S OFFICE AND THAT THE DOCUMENTARY EVIDENCE ABSTRACTED ABOVE HAS BEEN EXAMINED AND ACCEPTED AS PROOF OF THE FACTS OF BIRTH SET FORTH ABOVE.					
			REGISTRAR	DATE FILED	

Sample

**STATE OF COLORADO  
REPORT OF PATERNITY DETERMINATION**

<b>CHILD'S NEW NAME</b>	1. CHILD'S NAME FIRST	MIDDLE	LAST	
<b>PARENTS</b>  <b>THIS INFORMATION NEEDED TO PREPARE NEW BIRTH CERTIFICATE</b>	2. MOTHER'S NAME FIRST MIDDLE MAIDEN			
	2A. BIRTH DATE	2B. BIRTH PLACE		
	3. FATHER'S FULL NAME FIRST MIDDLE LAST			
	3A. BIRTH DATE	3B. BIRTH PLACE		
	4. MOTHER'S PRESENT MAILING ADDRESS		ZIP	4A. DAYTIME TELEPHONE NO. ( )
	5. FATHER'S PRESENT MAILING ADDRESS		ZIP	5A. DAYTIME TELEPHONE NO. ( )
<b>ATTORNEY IF APPLICABLE</b> <small>(See Item C on Back)</small>	6. NAME AND MAILING ADDRESS OF ATTORNEY OR AGENCY		ZIP TELEPHONE NO ( )	
<b>INFORMATION ON ORIGINAL BIRTH CERTIFICATE</b> <small>( See Item E on Back )</small>	7. CHILD'S NAME AT BIRTH FIRST MIDDLE LAST			
	7B. BIRTHDATE	7C. BIRTH PLACE	CITY COUNTY STATE	
	8. MOTHER'S NAME FIRST MIDDLE MAIDEN			
	9. FATHER'S NAME FIRST MIDDLE LAST			
<b>CERTIFICATION OF CLERK OF COURT</b>	<p>I hereby certify that the child identified above was decreed to be the child of the above named parents on the ____ day of _____, 19 ____ and is now to bear the name of _____ as set forth in the decree of Paternity in the District/Juvenile Court of _____ County, Colorado.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">CASE NUMBER                      SIGNATURE AND SEAL OF COURT                      DATE</p> <p style="text-align: center;">BY _____ DEPUTY CLERK</p>			

RETURN THIS REPORT TO: VITAL RECORDS / PATERNITY DETERMINATION  
COLORADO DEPARTMENT OF PUBLIC HEALTH  
AND ENVIRONMENT  
HSVRD-VR-A1  
4300 CHERRY CREEK DRIVE SOUTH  
DENVER, CO 80222-1530

FOR PROCESSING WITHOUT DELAY  
SEE ITEM D ON BACK.

COLORADO DEPARTMENT OF PUBLIC HEALTH  
AND ENVIRONMENT ADRS 31 (REV. 2/96)

42261014-2



**INSTRUCTIONS**

- A. COLORADO LAW (C.R.S. 25-2-107 AND 25-2-113) AUTHORIZES THE PREPARATION OF A NEW BIRTH CERTIFICATE FOR A PERSON BORN IN COLORADO FOLLOWING A DECREE OF PATERNITY. TO AVOID UNNECESSARY DELAY IN FILING THE NEW BIRTH CERTIFICATE, PLEASE COMPLETE THIS FORM CAREFULLY.
- B. FOR CHILDREN BORN OUTSIDE OF COLORADO THE REPORT OF PATERNITY DETERMINATION WILL BE FORWARDED TO THE APPROPRIATE STATE VITAL STATISTICS OFFICE.
- C. IN ITEM 6, PLEASE SHOW THE NAME OF THE PERSON OR AGENCY TO BE CONTACTED FOR MORE INFORMATION, IF NEEDED.
- D. PLEASE ATTACH A CHECK OR MONEY ORDER FOR \$35.00 (PAYABLE TO VITAL RECORDS) TO THE REPORT OF PATERNITY DETERMINATION WHICH WILL ENABLE THE VITAL RECORDS SECTION TO PROCESS AND ISSUE A CERTIFIED COPY OF THE NEW CERTIFICATE. EFFECTIVE 3-1-95 THE PROCESSING FEE IS \$20.00. THE FEE FOR A CERTIFIED COPY IS \$15.00 FOR THE FIRST COPY AND \$6.00 FOR EACH ADDITIONAL COPY OF THE SAME RECORD ORDERED AT THE SAME TIME. POCKET SIZE CERTIFICATES ARE ALSO AVAILABLE. IF YOU HAVE QUESTIONS CALL (303) 692-2231.
- E. INFORMATION IN ITEMS 7-9 IS NEEDED TO LOCATE THE ORIGINAL CERTIFICATE SO IT CAN BE PULLED FROM THE WORKING FILES AND INDICES.
- F. THIS REPORT OF PATERNITY DETERMINATION AND THE ORIGINAL BIRTH CERTIFICATE WILL BE PLACED IN A SEALED FILE WHICH SHALL NOT BE SUBJECT TO INSPECTION EXCEPT AS PROVIDED IN SECTION 25-2-113.5, UPON ORDER OF A COURT OF COMPETENT JURISDICTION, OR AS PROVIDED BY REGULATION.

Sample

**COLORADO DEPARTMENT OF HEALTH  
REPORT OF MARRIAGE DISSOLUTION, DECLARATION OF INVALIDITY AND LEGAL SEPARATION**

COUNTY \_\_\_\_\_

DOCKET NUMBER	LAST NAME	HUSBAND'S GIVEN NAMES	WIFE'S GIVEN NAMES	TYPE OF DECREE Dis. Inval. Sep	DATE OF DECREE

Sample

This report is a record of decrees of marriage dissolution, declaration of invalidity and legal separation duly ordered by the District Court of the aforesaid county during the month of \_\_\_\_\_.

\_\_\_\_\_  
Signature, Clerk of Court

If more than one sheet is necessary please sign all sheets.  
Return to: Colorado Department of Health  
Data Management Section HSRD-DM-A1  
4300 Cherry Creek Drive South  
Denver, Colorado 80220 (303) 692-2187

**STATE OF COLORADO  
CERTIFICATE OF DEATH**

STATE FILE NUMBER

**DECEDENT**

1. DECEDENT'S NAME (First, Middle, Last)				2. SEX	3. DATE OF DEATH (Month, Day, Year)
4. SOCIAL SECURITY NUMBER	5a. AGE - Last Birthday (Years)	5b. UNDER 1 YEAR Mos.      Days	5c. UNDER 1 DAY Hrs      Mins	6. DATE OF BIRTH (Month, Day, Year)	7. BIRTHPLACE (City and State or Foreign Country)
8. WAS DECEDENT EVER IN U.S. ARMED FORCES? <input type="checkbox"/> Yes <input type="checkbox"/> No		9a. PLACE OF DEATH (Check only one) HOSPITAL: <input type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DOA      OTHER <input type="checkbox"/> Nursing Home <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify)			
9b. FACILITY NAME (If not institution, give street and number)			9c. CITY, TOWN, OR LOCATION OF DEATH		9d. COUNTY OF DEATH
10a. DECEDENT'S USUAL OCCUPATION (Give kind of work done during most of working life. Do not use retired.)		10b. KIND OF BUSINESS/INDUSTRY		11. MARITAL STATUS - Married, Never Married, Widowed, Divorced (Specify)	12. SPOUSE (If wife, give maiden name)
13a. RESIDENCE-STATE	13b. COUNTY	13c. CITY, TOWN, OR LOCATION		13d. STREET AND NUMBER	
13e. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No	13f. ZIP CODE	14. WAS DECEDENT OF HISPANIC ORIGIN? (Specify No or Yes - If yes, specify Cuban, Mexican, Puerto Rican, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes Specify:		15. RACE: American Indian, Black, White, etc. (Specify)	16. DECEDENT'S EDUCATION (Specify only highest grade completed) Elementary or secondary (0 through 12) College (13 through 16 or 17+)

**PARENTS**

17. FATHER-NAME (First, Middle, Last)	18. MOTHER-NAME (First, Middle, Last (Maiden Name))	19. INFORMANT-NAME and relationship to deceased.
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**DISPOSITION**

20a. METHOD OF DISPOSITION <input type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Removal from State <input type="checkbox"/> Donation <input type="checkbox"/> Other (Specify)	20b. PLACE OF DISPOSITION (Name of cemetery, crematory, or other place)	20c. LOCATION - City or Town, State
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21a. SIGNATURE OF FUNERAL DIRECTOR OR PERSON ACTING AS SUCH	21b. NAME AND ADDRESS OF FACILITY:  ZIP:
---	--

22a. REGISTRAR'S SIGNATURE	22b. DATE FILED (Month, Day, Year)
----------------------------	------------------------------------

23. TIME OF DEATH M      Hour	24. DATE PRONOUNCED DEAD Month      Day      Year	25. WAS CORONER NOTIFIED? (Yes or No)
----------------------------------	--	---------------------------------------

**CERTIFIER**

<b>TO BE COMPLETED ONLY BY CERTIFYING PHYSICIAN</b>		<b>TO BE COMPLETED BY CORONER</b>	
26. To the best of my knowledge, death occurred at the time, date and place, and due to the cause(s) and manner as stated. Signature _____		27. On the basis of examination and/or investigation, in my opinion death occurred at the time, date and place, and due to the cause(s) and manner as stated. Signature _____	
28. DATE SIGNED (Month, Day, Year)		29. DATE SIGNED (Month, Day, Year)	
30. NAME, TITLE AND MAILING ADDRESS OF CERTIFIER/CORONER (Type/Print)			
31. NAME OF ATTENDING PHYSICIAN IF OTHER THAN CERTIFIER (Type/Print)			
ZIP:			

**CAUSE OF DEATH**

32. MANNER OF DEATH <input type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation <input type="checkbox"/> Accident <input type="checkbox"/> Undetermined Manner <input type="checkbox"/> Suicide <input type="checkbox"/> Homicide	33a. DATE OF INJURY (Month, Day, Year)	33b. TIME OF INJURY M	33c. INJURY AT WORK? <input type="checkbox"/> Yes <input type="checkbox"/> No	33d. DESCRIBE HOW INJURY OCCURRED
33e. PLACE OF INJURY-At home, farm, street, factory, office building, etc. (Specify)			33f. LOCATION (Street and Number or Rural Route Number, City, County, State)	
34. IMMEDIATE CAUSE [ENTER ONLY ONE CAUSE PER LINE FOR (a), (b), AND (c).] Do not enter mode of dying (e.g. Cardiac or Respiratory Arrest) alone.				Interval between onset and death
PART I 1. CONDITIONS IF ANY WHICH GAVE RISE TO IMMEDIATE CAUSE 2. STATING THE UNDERLYING CAUSE LAST (c)				Interval between onset and death
PART II OTHER SIGNIFICANT CONDITIONS - Conditions contributing to death but not related to cause in PART I (e.g., alcohol abuse, obesity, smoker).				Interval between onset and death
35. AUTOPSY (Yes or No)				36. IF YES were findings considered in determining cause of death?

## INSTRUCTIONS FOR SELECTED ITEMS

### Item 9a - Place of Death

If the death occurred in a hospital, check the box indicating the decedent's status at the institution (inpatient, emergency room/outpatient, or dead on arrival (DOA)). If death occurred elsewhere, check the box indicating whether death occurred at a nursing home, residence or other location. If other is checked, specify where death occurred, e.g., a physician's office, the place where the accident occurred or at work.

### Item 32 - Manner of death

A box must be checked; do not leave blank. If the "Pending Investigation" box is checked on the initial certificate, then an "Amended" certificate must be filed within 30 days of date of death.

### Item 33 - Circumstances of Injury

If trauma/injury/external cause is reported anywhere on the certificate, then 33 a-f must be completed. NOTE: aspiration of vomitus, mucous, food, or foreign object is reportable as traumatic. Subdural hematoma should be specified as either traumatic or spontaneous in origin.

### Item 34 - Cause of Death

The cause of death means the disease, abnormality, injury or poisoning that caused the death, not the mode of dying (e.g. cardiac or respiratory arrest, shock or heart failure) alone.

In Part I, the immediate cause of death is reported on line (a). Antecedent conditions, if any, which gave rise to the cause are reported on lines (b) and (c). The underlying cause should be reported on the last line used in Part I. NO entry is necessary on lines (b) and (c) if the immediate cause of death on line (a) describes completely the sequence of events. **ONLY ONE CAUSE SHOULD BE ENTERED ON A LINE.** Additional lines may be added if necessary. Provide the best estimate of the interval between the onset of each condition and death. Do not leave the interval blank; if unknown, so specify.

In Part II, enter other important diseases or conditions that may have contributed to death but did not result in the underlying cause of death given in Part I.

See examples below.

32. MANNER OF DEATH	33a. DATE OF INJURY (Month, Day, Year)	33b. TIME OF INJURY	33c. INJURY AT WORK?	33d. DESCRIBE HOW INJURY OCCURRED
<input checked="" type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation <input type="checkbox"/> Accident <input type="checkbox"/> Suicide <input type="checkbox"/> Unetermined Manner <input type="checkbox"/> Homicide			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>CAUSE OF DEATH</b>				
34. IMMEDIATE CAUSE [ENTER ONLY ONE CAUSE PER LINE FOR (a), (b), AND (c)]. Do not enter mode of dying. (e.g. Cardiac or Respiratory Arrest)				
PART I (a) <b>Acute Uremia</b> DUE TO OR AS A CONSEQUENCE OF				Interval between onset and death <b>6 days</b>
CONDITIONS IF ANY WHICH GAVE RISE TO IMMEDIATE CAUSE STATING THE UNDERLYING CAUSE LAST (c)				Interval between onset and death <b>8 yrs</b>
(b) <b>Arterial Nephrosclerosis</b> DUE TO OR AS A CONSEQUENCE OF				Interval between onset and death <b>20 yrs</b>
(c) <b>Chronic Arteriosclerosis</b>				
PART II OTHER SIGNIFICANT CONDITIONS - Conditions contributing to death but not related to cause in Part I (e.g. alcohol abuse, obesity, tobacco)			35. AUTOPSY (Yes or No)	36. IF YES were findings considered in determining cause of death?
Subdural Hematoma (spont.), Obesity, Alcoholic			yes	yes

32. MANNER OF DEATH	33a. DATE OF INJURY (Month, Day, Year)	33b. TIME OF INJURY	33c. INJURY AT WORK?	33d. DESCRIBE HOW INJURY OCCURRED
<input type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation <input checked="" type="checkbox"/> Accident <input type="checkbox"/> Suicide <input type="checkbox"/> Unetermined Manner <input type="checkbox"/> Homicide	12/25/90	5:15 P M	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choked while eating
<b>CAUSE OF DEATH</b>				
34. IMMEDIATE CAUSE [ENTER ONLY ONE CAUSE PER LINE FOR (a), (b), AND (c)]. Do not enter mode of dying. (e.g. Cardiac or Respiratory Arrest)				
PART I (a) <b>Acute Cerebrovascular Accident</b> DUE TO OR AS A CONSEQUENCE OF				Interval between onset and death <b>3 hrs</b>
CONDITIONS IF ANY WHICH GAVE RISE TO IMMEDIATE CAUSE STATING THE UNDERLYING CAUSE LAST (c)				Interval between onset and death <b>18 hrs</b>
(b) <b>Cerebral Anoxia</b> DUE TO OR AS A CONSEQUENCE OF				Interval between onset and death <b>18 hrs</b>
(c) <b>Aspiration of Food Bolus</b>				
PART II OTHER SIGNIFICANT CONDITIONS - Conditions contributing to death but not related to cause in Part I (e.g. alcohol abuse, obesity, tobacco)			35. AUTOPSY (Yes or No)	36. IF YES were findings considered in determining cause of death?
COPD, Smoker, Old Hip Fx (path.), ASHD			yes	yes

FINAL DISPOSITION OF DECEDENT: LOOSE-LEAF FORM



**COLORADO DEPARTMENT OF HEALTH  
AUTHORITY FOR FINAL DISPOSITION**

This final disposition permit, when completely filled out and bearing the required signature, constitutes authority for burial, interment, cremation, removal from the state, or other authorized disposition of the deceased named below, in accordance with Section 25-2-111 C.R.S. 1982. This permit must accompany the remains to their destination.

Name of Decedent \_\_\_\_\_ Date of Death \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of Death \_\_\_\_\_  
City County

Name of Funeral Establishment \_\_\_\_\_

Address of Funeral Establishment \_\_\_\_\_

Type of Disposition \_\_\_\_\_ Place \_\_\_\_\_  
Cemetery or Crematory City State

I have examined the completed death certificate for the decedent named above and authorize final disposition of the remains. (To be signed by the office designated or established pursuant to Section 25-2-103 C.R.S. 1982 in the county where the death occurred, or if such an office does not exist in the county where the death occurred by the coroner or the coroner's designate.)

\_\_\_\_\_  
Signature, Title Address Date

*Items below are to be completed by the cemetery or crematory official.  
Where there is no full-time person in charge of the cemetery, the funeral director may sign as sexton.*

Body was \_\_\_\_\_ Date \_\_\_\_\_ In Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_

Place \_\_\_\_\_

\_\_\_\_\_  
Signature, Title Date



**Annex II**  
**Evaluation form**

This is a suggested evaluation form for use to evaluate training conducted using this *Handbook*. Participants should fill out this form at the end of the training programme and hand it to the instructor. The form may be adjusted as desired to fit the specific training, or alternative forms may be used.

**Participant evaluation form**

Name of Trainer \_\_\_\_\_

Place of training \_\_\_\_\_

Date(s) of training \_\_\_\_\_

Please rate each of the following by circling one of the numbers, where 1 is poor and 6 is excellent.

	<b>poor</b>					<b>excellent</b>
A. Value of training to your job performance	1	2	3	4	5	6
B. Clarity of CONTENT SUMMARIES	1	2	3	4	5	6
C. Usefulness of SOURCE READINGS	1	2	3	4	5	6
D. Helpfulness of KEY POINTS	1	2	3	4	5	6
E. Learning value of DISCUSSION POINTS and SUGGESTED EXERCISES	1	2	3	4	5	6
F. Effectiveness of REVIEW QUESTIONS	1	2	3	4	5	6
G. Communication effectiveness of Trainer's style	1	2	3	4	5	6
H. Trainer's use of examples	1	2	3	4	5	6

	<b>poor</b>					<b>excellent</b>
I. Trainer's knowledge of the subjects	1	2	3	4	5	6
J. Trainer's ability to respond to questions and clarify problems	1	2	3	4	5	6
K. Amount of group participation	1	2	3	4	5	6
L. Course design met trainee's expectations	1	2	3	4	5	6
M. Training course achieved its objectives	1	2	3	4	5	6
N. Level of training was appropriate	1	2	3	4	5	6

Comments:

1. What changes will occur on your job as a result of this training?

2. What concepts would you like to study further?

3. Were there any concepts about which the training left you with unanswered questions?

4. When and how do you intend to replicate this training for other groups in your country or institution?

5. How can this training be institutionalized in your country or institution?

6. Are there any other comments or suggestions that you would like to make?

Optional: Name \_\_\_\_\_

Thank you for your comments.



**Annex III\*<sup>94</sup>**  
**Topics and themes\*\*<sup>95</sup> to be collected through civil registration for**  
**vital statistics purposes and their definitions\*\***

<b>1. LIVE BIRTH</b>	
<i>Direct topics</i>	<i>Derived topics</i>
<b>(i) Characteristics of the event - dates (time reference)</b>	
<b>Date of occurrence (of birth) (1) (14)</b>	
<b>Date of registration (2)</b>	
<b>Geographic characteristics</b>	
<b>Place of occurrence (3)</b>	<b>Locality of occurrence (4)</b> <b>Urban/rural occurrence (5)</b>
<b>Place of registration (3)</b>	
<b>Other characteristics</b>	
<b>Type of birth (i.e. single, twin, triplet, quadruplet, or higher multiple delivery) (44)</b>	
<b>Attendant at birth (45)</b>	
<b>Type of place of occurrence (hospital, home, etc.) (52)</b>	
<b>(ii) Characteristics of the child and of the parents</b> <b>(ii.a) Characteristics of the child</b>	
<b>Sex (15)</b>	
<b>Birth weight (17)</b>	

<sup>94</sup> The text of annex III is reproduced from *Principles and Recommendations for a Vital Statistics System, Revision 2* (United Nations publication, Sales No. E.01.XVII.10), chap. II, paras. 86 -232.

<sup>95</sup> Priority topics appear in bold type.

<i>(ii.b) Characteristics of the mother</i>	
<b>Date of birth</b> (14) or <b>Age</b> (12)	<b>Age</b> (12) (derived only if date of birth is collected)
<b>Marital status</b> (33)	Child born in wedlock (Legitimacy status) (16)
<b>Educational attainment</b> (37)	
Literacy status (38)	
Ethnic and/or national group (39)	
Citizenship/nationality (40)	
<i>Economic characteristics</i>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<i>Geographic characteristics</i>	
<b>Place of usual residence</b> (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Duration of residence in usual place (7)	Migrant status (11)
Place of residence at a specified time in the past (9)	
Place of birth (10)	
<i>Other characteristics of the mother</i>	
Date of last menstrual period of the mother (18) or Gestational age (19)	Gestational age (19) (derived only if date of last menstrual period is collected)
Number of prenatal visits (20)	
Month of pregnancy prenatal care began (21)	
<b>Children born alive to mother during her entire lifetime</b> (23)	<b>Birth order or parity</b> (26)
<b>Children born to mother during her entire lifetime and still living</b> (24)	
<b>Foetal deaths to mother during her entire lifetime</b> (25)	
Date of last previous live birth (28)	Interval since last previous live birth (27)
<b>Date of marriage</b> (32)	<b>Duration of marriage</b> (31)
<i>(ii.c) Characteristics of the father</i>	
<b>Date of birth</b> (14) or <b>Age</b> (12)	<b>Age</b> (12) (derived only if date of birth is collected)
<b>Marital status</b> (33)	
<b>Educational attainment</b> (37)	
Literacy status (38)	
Ethnic and/or national group (39)	
Citizenship/nationality (40)	
<i>Economic characteristics</i>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<i>Geographic characteristics</i>	
<b>Place of usual residence</b> (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Duration of residence in usual (present) place (7)	Migrant status (11)
Place of residence at a specified time in the past (9)	
Place of birth (10)	
<b>(iii) Characteristics of population-at-risk (54)</b> <i>To be obtained independently from population censuses,  population registers, sample surveys and inter-censal estimation procedures</i>	

<b>2. DEATH</b>	
<i>(i) Characteristics of the event - dates (time reference)</i>	
<b>Date of occurrence</b> (1)	
<b>Date of registration</b> (2)	
<b>Geographic characteristics</b>	
<b>Place of occurrence</b> (3)	<b>Locality of occurrence</b> (4) <b>Urban/rural occurrence</b> (5)
<b>Place of registration</b> (3)	
<b>Other characteristics</b>	
<b>Cause of death<sup>a</sup></b> (48)	
Manner of death (49)	
Whether autopsy findings were used to establish cause of death (50)	
Pregnancy-related death (for females 15-49 years of age) (51)	
<b>Certifier</b> (46)	<b>Type of certification</b> (47)
Attendant at birth (for deaths under one year of age) (45)	
Type of place of occurrence (hospital, home etc.) (52)	
<i>(ii) Characteristics of the decedent</i>	
<b>Personal characteristics</b>	
<b>Date of birth</b> (14) or <b>Age</b> (12)	<b>Age</b> (12) (derived only if date of birth is collected)
<b>Sex</b> (15)	
<b>Marital status</b> (33)	
Date of marriage (32)	Duration of marriage (31)
Children born alive to mother during her entire lifetime (for females of child-bearing age and over) (23)	
Children born to mother during her lifetime and still living (for females of child-bearing age and over) (24)	
Educational attainment (37)	Socio-economic status (43)
Literacy status (38)	
Ethnic (and/or national) group (39)	
Citizenship/nationality (40)	
Whether birth was registered (for deaths under one year of age) (22)	
Born in wedlock (for deaths under one year of age) (16)	Legitimacy status (for deaths under one year of age) (16)
<b>Economic characteristics</b>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<b>Geographic characteristics</b>	
<b>Place of usual residence</b> (6) <b>Place of usual residence of the mother</b> (for deaths under one year of age) (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Place of previous residence (8)	Migrant status (11)
Place of residence at specified time in the past (9)	
Place of birth (10)	
<i>(iii) Characteristics of population-at-risk (54)</i>	
<i>To be obtained independently from population censuses, population registers, sample surveys and inter-censal estimation procedures</i>	

<sup>a</sup> The statistical report on the fact of death should include topics on the Medical Certificate of Cause of Death (see para. 220); see also *International Statistical Classification of Diseases and Related Health Problems, Tenth Revision*, (Geneva, 1992), vol.2.

<b>3. FOETAL DEATH</b>	
<i>(i) Characteristics of the event - dates (time reference)</i>	
<b>Date of occurrence</b> (of foetal delivery) (1)	
<b>Date of registration</b> (2)	
<b>Geographic characteristics</b>	
<b>Place of occurrence</b> (3)	<b>Locality of occurrence</b> (4) <b>Urban/rural occurrence</b> (5)
<b>Place of registration</b> (3)	
<b>Other characteristics</b>	
Type of birth (i.e., single, twin, triplet, quadruplet, or higher multiple delivery) (44)	
Attendant at birth (45)	
Certifier (46)	Type of certification (47)
Cause of foetal death (48)	
Type of place of occurrence (hospital, home etc.) (52)	
<i>(ii) Characteristics of the foetus and of the parents</i>	
<i>(ii.a) Characteristics of the foetus</i>	
<b>Sex</b> (15)	
Born in wedlock (16)	Legitimacy status (16)
Weight at delivery (17)	
Date of last menstrual period of the mother (18) or Gestational age (19)	Gestational age (19) (derived only if date of last menstrual period is collected)
<i>(ii.b) Characteristics of the mother</i>	
<b>Date of birth</b> (14) or <b>Age</b> (12)	<b>Age</b> (12) (derived only if date of birth is collected)
Number of prenatal visits (20)	
Month of pregnancy prenatal care began (21)	
<b>Children born alive to mother during her entire lifetime</b> (23)	Birth order or parity (26)
<b>Children born to mother during her entire lifetime and still living</b> (24)	
<b>Foetal deaths to mother during her entire lifetime</b> (25)	
Date of last previous live birth (28)	Interval since previous live birth (27)
<b>Date of marriage</b> (32) or <b>Duration of marriage</b> (31)	<b>Duration of marriage</b> (31) (derived only if date of marriage is collected)
Educational attainment (38)	Socio-economic status (43)
Literacy status (38)	
Ethnic (and/or national) group (39)	
Citizenship (nationality) (40)	
<b>Economic characteristics</b>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<b>Geographic characteristics</b>	
<b>Place of usual residence</b> (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Place of birth (10)	Migrant status (11)
<i>(ii.c) Characteristics of the father</i>	
<b>Personal characteristics</b>	
<b>Date of birth</b> (14) or	<b>Age</b> (12) (derived only if date of birth is collected)

<b>Age</b> (12)	
Educational attainment (37)	Socio-economic status (43)
Literacy status (38)	
Ethnic (and/or national) group (39)	
Citizenship (40)	
<b>Economic characteristics</b>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<b>Geographic characteristics</b>	
<b>Place of usual residence</b> (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Place of birth (10)	Migrant status (11)
<i>(iii) Characteristics of denominator (live births)</i> <b>Information is obtained from the civil registration system</b>	

<b>4. MARRIAGE</b>	
<i>(i) Characteristics of the event - dates (time reference)</i>	
<b>Date of occurrence</b> (of marriage) (1)	
<b>Date of registration</b> (2)	
<b>Geographic characteristics</b>	
<b>Place of occurrence</b> (3)	<b>Locality of occurrence</b> (4) <b>Urban/rural occurrence</b> (5)
<b>Place of registration</b> (3)	
<b>Other characteristics</b>	
Type of marriage (53)	
<i>(ii) Characteristics of bride and groom (separately)</i>	
<b>Personal characteristics</b>	
<b>Date of birth</b> (14) or <b>Age</b> (12)	<b>Age</b> (12) (derived only if date of birth is collected)
Marital status (previous) (33)	
Number of previous marriages (34)	Marriage order (35)
Educational attainment (37)	Socio-economic status (43)
Literacy status (38)	
Ethnic (and/or national) group (39)	
Citizenship (40)	
<b>Economic characteristics</b>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<b>Other characteristics</b>	
<b>Place of usual residence</b> (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Duration of residence in usual (present) place (7)	Migrant status (11)
Place of previous residence (8)	
Place of residence at a specified time in the past (9)	
Place of birth (10)	
<i>(iii.) Characteristics of population-at-risk (54)</i>	
To be obtained independently from population censuses, population registers, sample surveys and inter-censal estimation procedures	

<b>5. DIVORCE</b>	
<i>(i) Characteristics of the event - dates (time reference)</i>	
<b>Date of occurrence</b> (of divorce) (1)	
<b>Date of registration</b> (2)	
<b>Geographic characteristics</b>	
<b>Place of occurrence</b> (3)	<b>Locality of occurrence</b> (4) <b>Urban/rural occurrence</b> (5)
<b>Place of registration</b> (3)	<b>Locality of registration</b> (4)
<i>(ii) Characteristics of divorcees (husband and wife separately)</i>	
<b>Personal characteristics</b>	
<b>Date of birth</b> (14) or <b>Age</b> (12)	<b>Age</b> (12) (derived only if date of birth is collected)
Type of marriage being dissolved (53)	
Number of dependent children of divorced persons (30)	
Number of children born alive to the marriage being dissolved (29)	
<b>Date of marriage</b> (32) or <b>Duration of marriage being dissolved</b> (31)	<b>Duration of marriage</b> (31) (derived only if date of marriage is collected)
Mode of dissolution of previous marriages (36)	
Number of previous marriages (34)	Marriage order (35)
Educational attainment (37)	Socio-economic status (43)
Literacy status (38)	
Ethnic (and/or national) group (39)	
Citizenship (nationality) (40)	
<b>Economic characteristics</b>	
Economic activity status (41)	Socio-economic status (43)
Usual occupation (42)	
<b>Geographic characteristics</b>	
<b>Place of usual residence</b> (6)	<b>Locality of residence</b> (4) <b>Urban/rural residence</b> (5)
Duration of residence in usual (present) place (7)	Migrant status (11)
Place of previous residence (8)	
Place of residence at specified time in the past (9)	
Place of birth (10)	
Place of occurrence of marriage being dissolved (3)	
<i>(iii.) Characteristics of population-at-risk (54)</i> To be obtained independently from population censuses, population registers, sample surveys and inter-censal estimation procedures.	

## DEFINITIONS AND SPECIFICATIONS OF TOPICS

1. Each topic on the vital statistics report or vital record should be accompanied by a clear, explicit, and simple definition which will allow the persons recording the information, e.g., the local registrar, to obtain the information needed for statistical purposes as accurately as possible. In order to achieve international comparability, emphasis should first be given to providing definitions, followed by a recommendation that these definitions be in accord with established international standards, if such exist, and in any case with current population census practice. This latter point is particularly important, because of the fact that the computation of vital statistics rates depends on relating vital statistics frequencies to appropriate population counts. Unless the characteristics of the two are similarly defined, the resulting rates will be difficult, if not impossible, to interpret. The points at which correspondence should be established will be indicated in the definitions which follow.

2. The definitions and specifications given below are for both direct topics recommended above, as well as for derived topics which are based on one or more of the direct topics.<sup>1</sup> Except where otherwise indicated, the characteristics should be reported as of the date of occurrence of the vital event. For common topics, these definitions should also be applied in the other complementary sources of vital statistics, namely population census, sample survey and sample registration system, as appropriate.

### (A) Dates (time reference)

#### (1) *Date of occurrence*

3. Date of occurrence is the exact date when the event occurred, and should be expressed in terms of day, month and year as well as hour and minute, if appropriate (for live births, fetal deaths and deaths). Year should be recorded in 4 digits. The date of occurrence of a divorce is the day, month and year when the divorce decree was granted.

4. Information on date of occurrence should be collected in such detail as to permit its use in computing age intervals down to less than one day, where appropriate.

5. Total numbers of registered live births, deaths, fetal deaths, divorces and marriages should be based on "date of occurrence" which is the recommended basis for the time reference of all vital statistics tabulations.

#### (2) *Date of registration*

6. Date of registration of a vital event is the day, month

and year when the entry in the civil register was made. The time of day, i.e., hour and minutes, may be also recorded if this is required by the registration law.

7. The differences in elapsed time between dates of registration and dates of occurrence should be analyzed in order to provide insight into the lag between the occurrence of events and their registration, and giving some indication of the magnitude of delays in registration and of the under-registration problem.

### (B) Geographic characteristics

#### (3) *Place of occurrence and registration*<sup>2</sup>

8. Place of occurrence is the geographic location in the country: (1) locality and (2) major division or other geographic place in which the locality is situated, where the live birth, death, delivery of a dead fetus, marriage, or divorce occurred. This information should be given in enough detail to enable tabulations to be made for at least the largest administrative subdivisions of the country and for the smaller administrative subdivisions as may be required for national use, and also to enable urban/rural distribution to be included in tabulations where required. See also, Locality (topic 4) and Urban and rural (topic 5). Countries should adopt procedures to handle the place of occurrence of vital events that may take place on moving vehicles such as ships, airplanes, trains, cars, etc.

9. Place of registration is the geographic location in the country: (1) locality and (2) major civil division or other geographic place, where the live birth, death, delivery of a dead fetus, marriage, or divorce is registered into the civil registration system. This information should be indicated in enough detail to identify each specific registration office for a variety of administrative purposes including following back for clarification of registration and statistical reporting problems, for local registration office workload analyses and for optimal geographic distribution of registration points having reasonable proximity to where vital events are occurring.

#### (4) *Locality*

10. Locality is defined as a distinct population cluster (also designated as inhabited place, population centre, settlement, etc.), in which the inhabitants live in neighboring sets of living quarters and which has a name or a locally recognized status.<sup>3</sup> Localities should not be confused with the smallest civil divisions of a country. In some cases, the two may coincide. In others, however, even the smallest civil division may contain two or more localities.

<sup>1</sup> Countries with more advanced vital statistics systems may consider the inclusion of other topics for health purposes in live birth and fetal death statistical reports. Such topics may be: medical risk factors for the pregnancy, obstetric procedures, congenital anomalies of live born child or fetal death, method of delivery, APGAR Score, prenatal blood test, abnormal conditions of the new born, and so forth. For an example, see the Colorado State (USA) live birth and fetal death certificates in Handbook on Civil Registration and Vital Statistics Systems: Management, Operation and Maintenance, United Nations publication, Sales No.98.XVII.2, pp. 186-187.

<sup>2</sup> The national boundaries of the country existing at the time of occurrence of the event (or inquiry) should be recorded and so should be the localities and civil divisions.

<sup>3</sup> *Principles and Recommendations for Population and Housing Censuses* (United Nations publication, Sales No. E.98.XVII.8), paras. 1.2 and 2.49.



11. In compiling vital statistics, the basis for geographic tabulation may be either place of occurrence, i.e., the locality, major civil division or other geographic place, where the event occurred, or place of usual residence, i.e., the locality where the person in question (parent, decedent, marriage partner, etc.) usually resides. For recommendations regarding the basis for vital statistics geographical tabulations, see Annex I.

12. The recommended classification of localities by size-class is as follows:

All localities

- 500,000 or more inhabitants
- 100,000 - 499,000 inhabitants
- 50,000 - 99,999 inhabitants
- 20,000 - 49,999 inhabitants
- 10,000 - 19,999 inhabitants
- 5,000 - 9,999 inhabitants
- 2,000 - 4,999 inhabitants
- 1,000 - 1,999 inhabitants
- 500 - 999 inhabitants
- 200 - 499 inhabitants

Less than 200 inhabitants

Population not in localities

13. As noted in the Handbook of Household Surveys<sup>4</sup>, this comprehensive classification would usually be too detailed for tabulation of survey results. Only when surveys are based on very large sample sizes would they have sufficient numbers to permit such detailed classification. For survey results, therefore, consideration may be given to a much more condensed classification.

(5) *Urban and rural*

14. Urban/rural is a derived topic of high priority in a vital statistics system which is based on geographic information obtained from place of occurrence (topic 3) and place of usual residence (topic 6). Because of national differences in the characteristics which distinguish urban from rural areas, the distinction between urban and rural population is not amenable to a single definition applicable to all countries. For this reason, each country should decide which areas are to be classified as urban and which as rural, in accordance with their own circumstances.

15. For national purposes as well as for international comparability, the most appropriate unit of classification is the size of locality (as defined in para. 12) or, if this is not possible, the smallest administrative division of the country (for a discussion of definition and classification of locality as well as of the urban/ rural division, see locality (topic 4)).

16. It must be recognized, however, that a distinction by urban and rural based solely on the size of the population of localities does not always offer a satisfactory basis for classification, especially in highly industrialized countries. Some countries have developed a classification of localities based not on population size alone but on "socioeconomic structure

of the population", in the localities<sup>5</sup>. Others have tried to express degrees of urbanization by use of indices of population density etc.

17. The difficulty of applying these criteria to vital statistics lies in the fact that data on the relevant variables are seldom available.

(6) *Place of usual residence*

18. Place of usual residence is the geographic location in the country, locality or civil division, or foreign country, where the specified person usually resides. This need not be the same as either the place where he or she was found at the time of the occurrence of the event or inquiry, or his or her legal residence. For vital statistics purposes, place of usual residence of a live birth or a foetal death is the place where the mother usually resides.

19. Although most persons will have no difficulty in stating their place of usual residence, some confusion is bound to arise in a number of special cases, where persons may appear to have more than one usual residence. These cases might include persons who maintain two or more residences, students living at a school away from their parental home, members of the armed forces living at a military installation but still maintaining private living quarters away from the installation, and persons who sleep away from their homes during the working week but return home for several days at the end of each week. The treatment of all such cases should be clearly set forth in the registration or enumeration instructions.

20. Problems may also arise with persons who have been for some time at the place where they are found at the time of inquiry but who do not consider themselves to be residents of this place because they intend to return to their previous residence at some future time. Displaced population and refugees are also in this category. The situation is similar with persons who have left the country temporarily but are expected to return after some time, e.g. civilian residents temporarily in another country as seasonal workers, merchants, seamen, etc. In such instances, clearly stated time-limits of presence in, or absence from, a particular place must be set, in accordance with the prevailing circumstances in the country, to determine whether or not the person is usually resident at that place. Countries which have a nomadic population need to make special provisions for reporting place of residence for nomadic persons.

21. Information on place of usual residence should be collected in enough detail to enable tabulations to be made for the smallest geographic subdivisions of the country required by the tabulation plan and also for those residents and non-

<sup>4</sup>Handbook on Household Surveys, Revised Edition, ST/ESA/STAT/SER.F.31 (United Nations publication, Sales No. E.83.XVII.13).

<sup>5</sup> See for example urban and total population by sex 1987-1996, Notes to Table No. 6 in the Demographic Yearbook 1996: Latvia defines "Urban" as: cities and urban -- type of localities, officially designated as such, usually according to the criteria of number of inhabitants and predominance of agricultural, or number of non-agricultural workers and their families; Netherlands: Urban: Municipalities with a population of less than 2000 and more inhabitants, semi-urban: municipalities with a population of less than 2000 but with not more than 20 percent of their economically active male population engaged in agriculture.

residents. To satisfy the requirements of the geographic classifications recommended in the tabulations in Annex I, information is needed for both minor civil divisions and localities. Places of residence used for tabulations should coincide with those used for tabulation of places of occurrence. Furthermore, if the information source is the civil registration system, the places should coincide with those in the population census data base in order to allow the calculation of vital statistics rates (see also locality (topic 4) and urban and rural (topic 5).

(7) *Duration of residence, in usual place*

22. Duration of residence is the interval of time up to the date of the occurrence of the event, expressed in completed years, during which each person has lived in (a) the locality (topic 4), which is his/her place of usual residence (topic 6) at the time of occurrence of the event, and (b) the major or other civil division in which that locality is situated.

23. If, in the compilation of the incidence of birth, death, marriage and divorce according to geographic units, events are allocated to place of occurrence rather than to usual place of residence of the persons concerned, information on duration of residence for events occurring to persons removed from their usual place of residence must be interpreted carefully. Such events must be identified as occurring among non-residents, so that they will not be erroneously counted as events occurring to recent migrants.

24. In collecting information on duration of residence, it should be made clear that the concern is with length of residence in the major civil division and the locality, not in a specific housing unit.

25. Information on duration of residence should be collected so as to permit classification of events as occurring to (a) residents with duration categories of less than one year, 1-4 years, 5-9 years, 10 years and over, and not stated; (b) transients or visitors; and (c) persons whose status as residents, transients or visitors is not given. This classification is the same as that recommended for the population census supplying the base for the calculation of rates.

(8) *Place of previous residence*

26. Place of previous residence is the geographic location within the country, the locality or major or other civil division, or foreign country, in which the individual resided immediately prior to migrating into his present civil division of usual residence. Where reliable data can be collected, countries may find it useful to ask for place of residence at a specified time in the past. Data on the place of previous residence without the duration of residence in usual place (topic 7) have only limited value in themselves because they do not provide information on the time of in-migration.

(9) *Place of residence at specified time in the past*

27. Place of residence at specified time in the past is the geographical location in the country, the locality or major or other civil division, or the foreign country in which the individual resided at a specified date in the past. It is a particularly use-

ful topic for measuring the incidence and character of migration and migrants. Given the frequent use of this item in field surveys, its additional use for vital statistics can lead to a variety of useful combinations of census and vital statistics data.

28. The reference date chosen should be the one most useful for national purposes. In most cases, this has been deemed one year of five years preceding the date of occurrence of the vital event. Also to be taken into account in selecting the reference date should be the probably ability of individuals to recall with accuracy their usual residence one year or five years prior to the date of occurrence of the event. In addition, information on year of arrival in the country may be useful for international migrants.<sup>6</sup>

29. Accordingly, the criteria for selecting a suitable time reference for this question should be such that it will achieve a balance between a period long enough to produce a volume of changes of residence sufficient for study and one which will not unduly increase the number of multiple moves which may have taken place and the number of migrants who have died in the interval - these being the two imponderables which may tend to bias results. The more remote the date of reference, the more difficult it will be for the informant to give an accurate answer to the question of earlier residence because of memory lapse, and possibly also because of changes in boundaries during the interval. Also, the longer the period, the greater the understatement of the volume would tend to be, due to changes of residence of persons who have died and the increased probability of multiple changes of residence. The date of the last previous population census or demographic survey which yielded population by place of residence may be useful since it might provide the components for the differencing method of estimating net migratory gains and losses over the interval<sup>7</sup>. The appropriate period in any particular instance will, of course, depend to a large extent on national circumstances.

30. Data should be compiled in such a way as to permit classification into (1) non-migrants, i.e., persons concerned with events who, at the time of the occurrence of the event (or inquiry), were living in the same locality as that in which they were living at the earlier date, and (2) migrants, i.e., persons who at the time of the inquiry were living in a locality different from their place of residence at the earlier date.

(10) *Place of birth*

31. Place of birth is the geographic location in the country, the locality or major or other civil division, or foreign country, in which the person was actually born. Countries should adopt procedures to handle the place of birth for a newborn delivered in a moving vehicle such as ship, airplane, train or car.

32. The collection of information distinguishing between

<sup>6</sup> See *Principles and Recommendations for Population and Housing Censuses, Revision 1* (United Nations publication, Sales No.E.98.XVII.8, para. 2.40).

<sup>7</sup> See *National Programmes of Analysis of Population Census Data as an Aid to Planning and Policy Making*, United Nations publication, Sales No. 64.XIII.4., para. 49.

persons born in the particular country (natives) and those born elsewhere (foreign-born persons), is necessary where any inquiry on place of birth is made. Even countries where the proportion of persons born outside the country is insignificant and which desire to compile information on the place of birth of the native and non-native population must first separate the native from the foreign-born population. It is therefore recommended that place of birth be asked for all persons. For respondents who are unable to name their country of birth, an attempt should be made to ascertain, if possible, the continent.

33. For purposes of international comparability, as well as for internal use, it is preferable that information on place of birth be available according to national boundaries existing at the time of the occurrence of the event or inquiry. To ensure such comparability, however, it is necessary to obtain information not only on country of birth but also on major, or other civil division or even specific locality, so that reported place of birth can be correctly allocated to countries according to present boundaries. The desirability of such detailed reporting should be carefully weighed considering (a) the probable number of foreign-born persons from countries which have lost or gained territory and (b) the cost of coding a large number of specific foreign locations.

#### (11) *Migrant status*

34. Topics which provide information on the extent and direction of internal migration are: (a) place of birth (topic 10), (b) place of usual residence (topic 6), (c) place of previous residence (topic 8), (d) place of residence at specified time in the past (topic 9), and (e) duration of residence in usual (present) place (topic 7). "Migration", i.e., physical movement from one place of residence to another, is used as a variable in the study of differential fertility, mortality, nuptiality and divorce (for information on how to classify vital statistics according to Amigrant" and "non-migrant" status, see place of residence at specified time in the past (topic 9)).

### (C) **Personal characteristics**

#### (12) *Age*

35. Age is the interval of time between the day, month and year of birth and the day, month and year of occurrence of the event, expressed in the largest completed unit of solar time, such as years for adults and children, and months, weeks, days, hours or minutes of life, as appropriate, for infants under one year of age. Every effort should be made to ascertain the precise age of each person.

36. Information on age may be secured either by obtaining the year, month, day and hour of birth or by asking directly for "age at the last birthday". The first method usually yields more precise information, but it may be difficult to use in the case of illiterate respondents. Additional data processing is necessary to convert "year-month-day of birth" into "completed years of age" but the results are usually more accurate, provided that the exact date of birth is known to the respondent. The direct question on age at last birthday is more

economical to process, but may yield less precise results, since it more easily permits approximate replies, including preferences for even-numbered ages and those with the terminal digit "0" or "5". It is, however, the appropriate question to use when a considerable proportion of the population cannot give a precise birth date. Thus, it may be seen that "age" is a derived topic when calculated from the topic "date of birth," but is a direct topic when "date of birth" is not obtained. (see date of birth (topic 14)).

37. Where exact age is unknown, estimated age may be recorded. To help arrive at a reasonable estimate of age among less literate persons, it may be useful to employ a historical calendar consisting of a list of dates of well-known events such as famines, epidemics, natural disasters such as eruption of volcanoes or earthquakes, construction of landmarks, dams and bridges, imposition of new taxes or regulations, or significant political changes. Climatic and farming cycles, and religious or national festivals may also be used. Estimation of the age of an individual may also be attempted by employment of simple criteria of physiological age or by reference to the ages of other members of the household having a known relationship to the person whose age is being estimated.

38. Obtaining relatively reliable information on age calls for special efforts on the part of the interviewer (the registrar, the physician, the marriage officiant, etc.). Care must be exercised, for example, in those cultures where age is reckoned from the New Year. In such communities an infant is considered to be one year old at birth and to become two years old at the succeeding New Year (it may be Chinese or Moslem), and then to continue to advance one year at each successive New Year, regardless of actual birth date. Thus, unless special care is taken to ask for date of birth in terms of the solar calendar, reports on age for persons following this custom are likely to result in an upward bias averaging about one and a half years. Information on age of mother and father for live births and foetal deaths should be collected in such a way as to permit classification into five-year age groups between 15 and 49, with terminal groups of "under 15 years" and "A50 years and over".

39. Infants' age at death should be collected in such a way as to permit classification of infants into age groups as follows: under 24 hours, single days through 6; 7-13 days; 14-20 days; 21-27 days; 28 days to under 2 months; by single months of life from 2 months to 11 months inclusive, and not stated.

40. Age at death for persons other than infants should be collected in such a way as to permit classification into age groups as follows: under 1 year; single years to 4 years; 5-year age groups to 94 years; 95 years and over; and not stated. If recording by 5-year groups is not possible, efforts should be made to distinguish the following groups as a minimum: under one year (infants), 1-4 years (pre-school age) 5-14 years (school age), 15-49 years (childbearing age), 15-64 years (working ages), and 65 years and older (elderly persons).

41. Age of partners at marriage should be collected so as to permit classification into age groups as follows: under 15

years; 5-year age groups to 74; 75 years and over; and not stated.

42. Age of divorcees should be classified in the same way as that of marriage partners.

43. The age distribution of population obtained from a population census and a sample survey is required in single years as well as in conventional 5-year age groups.

(13) *Age of surviving spouse (see age)*

(14) *Date of birth*

44. Date of birth should be expressed as the day<sup>8</sup>, month and year of birth (year should be specified in four digits), in detail equivalent to that given for date of occurrence of event in order that exact age may be determined in completed years, months, weeks, days, hours or minutes of life, as required. If it is not possible to establish date of birth, age as defined in topic 12 above should be recorded. When date of birth is recorded, age is a derived topic, calculated from the date of the event and the date of birth.

(15) *Sex*

45. Sex is a basic characteristic needed to describe a newborn child, a decedent or a foetal death. Data should be categorized into "male" and "female", and in case of a foetal death, the category "unknown" is also appropriate.

(16) *Child born in wedlock (wedlock status of the mother at the time of the child's birth)*

46. In accordance with the laws of the country, for statistical counting purposes, live births or foetal deaths may be labeled "born in wedlock" if the mother is married at the time of birth or "born out of lawful wedlock" if the mother is not married at the time of delivery. For countries that use a combined form for civil registration and vital statistics purposes, this topic should be placed on the statistical section of the form in order to avoid stigmatizing the child (individual) to whom it is applied. (Equally or even more stigmatizing, is the less preferred term "illegitimate"). Since birth records are legal documents which not only are of value and use at the time of the vital event but are preserved and used over long periods of time and must be presented to others for a wide variety of uses during the lifetime of the registrant, such stigmatizing information is best treated as statistical information which is collected in connection with the marital status of the mother at the time of birth and should not be made a part of the legal document. Careful consideration must therefore be given to the manner in which potentially embarrassing information, such as marital status of the mother or the derived wedlock status of a child or foetus is recorded, and the way the information might be used or made available to others.

47. In spite of the sensitivity of information on whether the child is born in wedlock there is little dispute regarding its

value as a statistical topic for many countries. It may be considered an indication of the strength of the institution of marriage as a determinant of the family unit and may be a predictor of the future levels of health, educational attainment and other socioeconomic measures for the child. For countries where this is an important statistical measure, it may be desirable to subdivide the out-of-wedlock category further into "recognized" and "not recognized", and to subdivide the "not stated" group into those "with information on father" and those "without information on father".

48. If the information is collected only on statistical reports for purposes of producing aggregated vital statistics, there is no opportunity for embarrassment as statistical topics remain strictly confidential. However, the knowledge that even statistical reports will be reviewed by employees of the system may influence the way the supplier of the information (informant) provides the data. He or she should be informed that the topic is confidential so that there will be small possibility of distorting or biasing the statistics.

49. On the other hand, there may be compelling reasons in some countries to include marital status or legitimacy on the vital record itself, rather than on the statistical report. The information might be needed for inheritance purposes or for the determination of other benefits and rights.

50. Therefore, regardless of the manner in which such information is recorded (via the vital record itself or on a separate statistical report), it is essential that there be in place a system for protecting the privacy and confidentiality of information on vital records and associated statistical reports. If sensitive information is included on the legal portion of the vital record, consideration should be given to providing either of two types of copies: a full certified copy containing all of the items on the document, or a "short form" which attests to only the basic facts of the event, such as, names, dates, geographic locations, etc. The short form might be the routine form of choice for providing copies except in circumstances where the entire form is required for a particular legal or administrative use.

(17) *Birth weight<sup>9</sup>*

51. Birth weight is the first weight of a foetus or newborn obtained immediately after birth. For live births, birth weight should preferably be measured within the first hour of life before significant postnatal weight loss has occurred. The actual weight should be recorded to the degree of accuracy to which it is measured. Weight should not be recorded in groupings. Weight may be recorded in pounds and ounces if that is the measured value in the country; conversion to the gram classification should be done subsequently as part of the tabulation process. However, statistical tabulations include 500 gram groupings for birth weight.

52. Definitions of "low", "very low" and "extremely low" birth weight are not mutually exclusive categories. Below the set limits, they are all-inclusive and therefore overlap (i.e., "low" includes "very low" and "extremely low" and

<sup>8</sup> For deaths to infants under one year, date of birth should also include the time of birth according to the detail reported for live birth.

<sup>9</sup> See WHO, *International Statistical Classification of Diseases and Related Health Problems, Tenth Revision*, (Geneva, 1992), Vol. 2.

“very low” includes “extremely low”). Low birth weight is defined as follows:

Low birth weight = weights of less than 2500 grams (g) (up to and including 2499 g);

Very low birth weight = weights of less than 1500 g (up to and including 1499 g);

Extremely low birth weight = weights of less than 1000 g (up to and including 999 g)

#### (18) *Date of last menstrual period of mother*

53. The date (day, month and year) of the last normal menstrual period of the mother is used to calculate the gestational age of a live-born infant or foetal death. This calculation is best carried out as part of the data processing of the record and should not be done at the time of registration of the event. The date should be recorded in full (day, month, year).

54. Gestational age of a newborn or dead foetus is the elapsed time measured from the first day of the last menstrual period of the mother to the date of delivery. Gestational age is expressed in completed days or completed weeks (e.g., events occurring 280 to 286 completed days after the onset of the last normal menstrual period are considered to have occurred at 40 completed weeks of gestation).

55. For the purposes of calculation of gestational age from the date of the first day of the last normal menstrual period and the date of delivery, it is important to understand that the first day is day zero and not day one; days 0-6 therefore correspond to “completed week zero”; days 7-13 to “completed week one”; and the 40<sup>th</sup> week of gestation corresponds to “completed week 39”.

#### (19) *Gestational age*<sup>10</sup>

56. Gestational age or duration of pregnancy is a derived topic if “date of last menstrual period” is collected; if not, “gestational age” should be obtained directly. If the date of the last normal menstrual period is not collected, gestational age should be based, if possible, on the best clinical estimate. In any case, gestational age should be expressed in *completed* days or weeks and so labeled; the data are usually classified into age groupings in completed weeks as follows: under 20 weeks; 20-21 weeks; 22-27 weeks; 28-31 weeks; 32-35 weeks; 36 weeks; 37-41 weeks; 42 weeks and over; and “not stated”.

#### (20) *Number of prenatal visits*

57. In the case of a pregnancy terminating in a live birth or in a foetal death, it is useful to know if the mother received prenatal care from the health services, and, if so, whether it was adequate in number of visits. It is important to define a prenatal visit in cooperation with the health services and to uniformly apply the agreed upon definition when gathering this information. For purposes of tabulation and data presentation, groupings should be used such as: none; 1-3; 4-6; 7-9; 10 or more; and “not stated”.

#### (21) *Month of pregnancy prenatal care began*

58. In the case of a pregnancy terminating in a live birth or in a foetal death, it is also useful to know when the mother started receiving prenatal care from the health services since early care is significantly better for the health of the mother and, later, for the outcome of the pregnancy and for the newborn child as well. Responses to this topic should not be in terms of a named month but rather should be stated in terms of the number of months elapsed in the pregnancy prior to the first prenatal care visit, e.g., the care began in the 3<sup>rd</sup> month, 5<sup>th</sup> month etc. For purposes of tabulation and data presentation, groupings should be used in terms of trimesters of pregnancy such as: 1<sup>st</sup> trimester; 2<sup>nd</sup> trimester; 3<sup>rd</sup> trimester; “no prenatal care”; and “not stated”.

59. For analytic purposes, this topic and the topic “number of prenatal visits” can be used together to assess the adequacy of prenatal care of live births and foetal deaths in terms of birth weight, sex, and outcome of pregnancy.

#### (22) *Was birth registered?*

60. This question provides information on live-birth registration and is asked concerning infants dying before the age of one year. Its purpose is to evaluate completeness of registration and to facilitate linking records between registers of births and of infant deaths.

#### (23) *Children born alive to mother during her entire lifetime*

61. This topic is defined to include all children born alive to the mother concerned up to the time of the present live birth or at the time of the woman’s death (for females of childbearing ages and over). The number recorded should include the present live born child and all the other live-born children (sons and daughters), whether born in wedlock or not, and whether born of the present or of previous marriages, regardless of whether they are alive or dead at the time of the inquiry and regardless of whether they are living with the mother or elsewhere. In the case of multiple issue, each live-born child should be counted separately.

62. The information on “total number of live-born children during her entire lifetime” is a priority topic, to be included in the statistical report on live births, on deaths of females of childbearing age and over and on foetal deaths. For legitimate live births, provision should be made to obtain information on number of live-born issue from both current and previous marriages.

63. The collection of accurate data on the number of children born alive can be difficult. On the one hand, some of the replies will erroneously include fetal deaths, while, on the other, they may not include children who died early in their infancy. Or because of misinterpretation of the term “children” they may omit offspring who are grown or who have left the household. It is therefore recommended that, in obtaining this information, the question be posed in terms of “sons” and “daughters” rather than “children”, and that it be part of a series of probing questions covering, in addition, (a) all previous issue (deliveries), including foetal deaths, (b) the

<sup>10</sup> Ibid.

number born dead (foetal deaths), (c) the number still living, and (d) the number who were born alive but who have died. Any lack of consistency among the answers to these questions will indicate some error in the response which can then be further probed.

64. Data on number of children born alive during lifetime of mother should be collected so as to permit classification of live births and foetal deaths by birth order and live birth order (see topic 26).<sup>11</sup>

(24) *Children born to mother during her entire lifetime and still living*

65. This topic is defined to include all the children born alive to the mother who are still living at the time of occurrence of the present live birth or at the time of the woman's death. The number recorded should comprise her present live born, if alive at the reference date, and all the other surviving children (sons and daughters), whether born of the present or previous marriages or outside of marriage, and regardless of whether they are living with the mother or elsewhere.

(25) *Foetal deaths during entire lifetime of woman*

66. This category is defined as including all foetal deaths (regardless of gestational age and including abortions, whether spontaneous or induced) occurring to the woman concerned up to the time of present delivery. The number should comprise all fetuses born dead, including the present, whether within wedlock or not, and whether born of the present or a previous marriage.

(26) *Birth order*

67. Birth order, a derived topic, is the numerical order of the live birth or foetal death being recorded, in relation to all previous issue of the mother, irrespective of whether the issue was live-born or born dead (foetal death), or whether pregnancies were nuptial or extra-nuptial. Total "Aprevious issue" is based on the answers to the questions to the mother or woman on children born alive (topic 23) and on foetal deaths (topic 25) during her entire lifetime.

68. If birth order is determined by considering previous live births only, or previous legitimate issue only, it is suggested that the terms "live-birth order" and "marital-birth order" (see topics 23 and 24) be used respectively. Similarly, should it be desired to restrict birth order to previous foetal deaths, the term "foetal-death order" should be used.

69. Data should be classified into single orders (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.) through 9<sup>th</sup>, 10<sup>th</sup> and over, and a not stated group.

(27) *Interval since last previous live birth*

70. Information on birth interval may be secured either by asking directly for the number of completed months or years elapsed since the last previous live birth or by obtaining the date of the last previous live birth (see topic 28) and cal-

culating the birth interval as part of the data processing stage.

71. This interval measures the time elapsed, in completed months, between the day, month and year of the last delivery of a live-born child and the date of delivery of the previous live birth (see also children born alive to mother (topic 23)).

72. Information about birth interval indicates the time elapsed since a woman achieved a given parity (birth order) status. This type of information permits identification of the passage of time between parities for the compilation of the reproductive histories of individual mothers.

(28) *Date of last previous live birth*

73. Date of last previous live birth is the day, month and year of delivery of the most recent previous live birth (see also interval since last previous live birth (topic (27))).

(29) *Number of children born alive to the marriage being dissolved*

74. Number of children born alive to the marriage being dissolved is defined to include all issue born alive during the marriage, irrespective of whether they are living or dead at the time the petition for divorce is filed.

(30) *Number of dependent children of divorced persons*

75. Number of dependent children of divorced persons is the total number of living children under 18 years of age who are dependent on either of the parties to a divorce at the time the petition for divorce is filed. This number should include any dependent children from previous marriages.

76. "Time of petition" is chosen as the reference point because this is actually the only time when the informant can be questioned regarding such matters as number of dependent children. It is recognized that this may predate the effective date of the divorce by several years, but it seems nevertheless the proper reference for evaluating the relationship between number of dependent children and incidence of divorce. It also agrees with the time reference point of "number of children born alive to the marriage being dissolved" (Topic 29).

(31) *Duration of marriage*

77. Duration of marriage is defined as the interval of time between the day, month and year of marriage and the day, month and year of occurrence of the event under consideration, expressed in completed years.

78. Information on duration of marriage may be secured either by obtaining the year, month and day of marriage, or by asking directly for duration of marriage in completed years. While the date method generally results in more accurate duration data, it requires an extra step during the data-processing phase to calculate it and it assumes that the exact day, month and year of marriage will be provided for a large proportion of the cases. However, the direct question on duration of marriage is recommended for use in population censuses and where a considerable proportion of the population is unlikely

<sup>11</sup> See *Methods of Estimating Basic Demographic Measures from Incomplete Data*, United Nations Publication Sales No. 67.XIII.2, chaps. II and V.

to be able to give the exact date. If necessary, duration may be estimated by the registrar, using the technique described in paragraph 37 above in connection with the investigation of age.

79. The information on duration of marriage, in connection with live births and foetal deaths born in wedlock, is used in the analysis of fertility. Depending on the type of analysis to be made, inquiry may relate to either the "first marriage" or the "present marriage" of the mother. To minimize inaccuracies in reporting, the reference point should be clearly defined in each instance.

80. Information on duration of marriage should be collected in completed years as to permit its classification, as follows: under 1 year; single years to 9 years; 10-14 years, 15-19 years, 20 years and over; and not stated.

### (32) *Date of marriage*

81. Date of marriage is the day, month and year, for legitimate births or foetal deaths, of the marriage of the parents of the child or dead foetus; and in the case of divorces, of the marriage being dissolved (see also duration of marriage (topic 31)).

### (33) *Marital status*

82. Marital status is the status of individuals with respect to the marriage laws or customs of the country. It is recommended that the following categories of marital status be identified: (a) single (never married), (b) lawfully married, (c) religiously married, consensual union and customary union, (d) widowed and not remarried, (e) divorced and not remarried and (f) married but legally separated.<sup>12</sup>

83. It is necessary to take into account customary unions (which are legal and binding under customary law) and extra-legal unions, known as de facto or consensual unions. Some countries may also wish to distinguish between married persons living with their spouses and those living apart from their spouses.

84. In countries that wish to distinguish between: (a) persons in lawful (contractual or civil) marriages, (b) religious marriages, (c) those in de facto unions, (d) persons lawfully married but legally separated, (e) those lawfully married but de facto separated, and (f) those divorced, the composition of each category should be clearly defined and indicated in published statistical tables.

85. The statistical treatment of persons whose only or most recent lawful (contractual or civil) marriage has been annulled is dependent upon the relative size of this group in the country. Where the group is substantial in size, it should comprise an additional category; if its size is insignificant, the individuals should be classified according to their marital status before the annulled marriage took place.

86. If it is desired to have complete information on marital status, then this information should be collected and tabulated for persons of all ages, irrespective of the national

minimum legal age or the customary age for marriage, because the population may include persons who have been married in other countries with different minimum marriage ages. In most countries, there are also likely to be persons who, because of special circumstances, have been permitted to marry below the legal minimum age.

87. Modifications of this classification which may need to be made to meet the special situations existing in some cultures must be based on first-hand knowledge of the local environment and customs. It should be mentioned, however, that in all cultures marital statuses ranging from legal to consensual unions are found in varying degrees, and within that range, unions may be monogamous or polygamous. The extent to which various types of unions are socially accepted will determine the modifications which will be required to meet national needs. For example, in countries which permit polygamy, it may be desirable to include a question on number of current wives. Modifications should be made within the framework of the basic classification in order to maintain international comparability in so far as possible.

88. The marital status categories described in paragraph 82 above do not provide complete information on the range of de facto unions of varying degrees of stability, which may be common in some countries; nor do they adequately describe the prevalence of formal marriage combined with relatively stable de facto unions outside of marriage. Information on these relationships is very useful in studies of fertility but it is not possible to provide an international recommendation on this matter because of the widely differing circumstances among countries. It is suggested, however, that countries which wish to investigate these relationships should consider the possibility of collecting separate data for each person on formal marriages, on de facto unions and on the duration of each type of union.

### (34) *Number of previous marriages*

89. Number of previous marriages is the number of contractual marriages entered into prior to the marriage being contracted or the one being dissolved by divorce, irrespective of whether these marriages were dissolved by death or divorce.

### (35) *Marriage order*

90. This is a derived topic which represents the rank order (i.e., first, second, third etc.) of the marriage being contracted or being dissolved. The required information to compute marriage order is provided by the topic on number of previous marriages.

### (36) *Mode of dissolution of previous marriages*

91. A legal contract of marriage may be dissolved by: (a) the death of one of the spouses, (b) a divorce decree, and (c) cancellation (annulment).

92. Previous marriages refer to marriages contracted prior to the marriage currently being either contracted (in the case of marriage) or dissolved (in the case of divorce).

<sup>12</sup> See *Principles and recommendations of population and housing censuses, Revision 1* (United Nations publication, Sales No. E.98.XVII.8), paras. 2.96-2.103.

(37) *Educational attainment*

93. Educational attainment of parents, decedents, brides, grooms and divorcees is the highest grade completed within the most advanced level attended in the educational system of the country where education was received. For international purposes, a grade is a stage of instruction usually covered in the course of a school year.

94. Information on educational attainment should be recorded in grades within each level so as to permit the following levels of education to be identified, as recommended by the UNESCO International Standard Classification of Education (ISCED 1997):<sup>13</sup>

Level 0. Pre-primary education (e.g., nursery school, kindergarten, infant school), which provides education for children who are not old enough to enter a school at the first level. It has to be school-centered or centre-based;

Level 1. Primary education or first stage of basic education (e.g., elementary school, primary school), which provides, as its main function, instruction in basic tools of reading, writing and mathematics, along with an elementary understanding of subjects such as history, geography, natural science, social science, art and music. This level usually covers six years of full-time schooling;

Level 2. Lower secondary or second stage of basic education (e.g., middle school, secondary school, vocational or technical education school, which is based upon completion of Level 1, and provides general or specialized instruction, or both. The end of this level often coincides with the end of compulsory education, in countries where this exists, and is typically designed to complete the provision of basic education;

Level 3. Upper secondary education (e.g., university, teachers college, higher professional), which requires, as a minimum condition of admission, the successful completion of some nine years of full time education at level 2;

Level 4. Post-secondary education. It serves to broaden the knowledge of participants who have already completed a programme at level 3, and includes pre-degree foundation courses or short vocational programmes, that prepare for entry to level 5;

Level 5. First stage of tertiary education (not leading directly to an advanced research qualification). These programmes have a theoretical duration of at least two years;

Level 6. Second stage of tertiary education (leading to an advanced research qualification). Typically requires the submission of a thesis or dissertation of publishable quality which is the product of original research and represents a significant contribution to knowledge.

95. People with no schooling should also be identified. Any differences between national and international definitions should be explained in the vital statistics publication in order to facilitate comparisons and analysis.

(38) *Literacy status*

96. Literacy status refers to both the ability to read and to write. Data on literacy should be collected so as to distinguish between persons who are literate and those who are illiterate. A person is literate if he can, with understanding, both read and write a short, simple statement on his everyday life. A person is illiterate if he cannot, with understanding, both read and write a short simple statement on his everyday life. Hence, a person capable of reading and writing only figures or his name should be considered illiterate, as should a person who can read but not write and one who can read and write only a ritual phrase which has been memorized.

97. The language in which a person can read and write is not a factor in determining literacy and need not ordinarily be considered. In multilingual countries, however, this information may be essential for the determination of educational policy and would, therefore, be a useful additional subject of inquiry .

98. Data on literacy should be collected for all persons 10 years of age and over. In order to permit international comparisons of data on adult literacy, however, any tabulations of literacy not cross-classified by detailed age should at least distinguish between persons under 15 years of age and those 15 years of age and over.

99. Because of the possible reluctance of some illiterate persons to admit to their illiteracy and the difficulties of applying a test of literacy during an investigation , the data collected may not be accurate. If it is considered likely that this deficiency is significant, it should be so stated as a qualification in any publications of the data. If a literacy test has been applied, it should be described. However, if it is believed that data collected on literacy status would result in unreliable information, educational attainment (see topic 37) should be considered as an alternative.

(39) *Ethnic and/or national group*

100. The specific ethnic and/or national groups of the population which are of interest in each country are dependent upon individual national circumstances. Some of the criteria on which ethnic groups are identified are: ethnic nationality (i.e. country or area of origin as distinct from citizenship or country of legal nationality), race, colour, language, religion, customs of dress or eating, tribe or various combinations of these characteristics. In addition, some of the terms used, such as "race", "origin" or "tribe" have a number of different connotations. The definitions and criteria applied by each country investigating ethnic characteristics of the population must, therefore, be determined carefully and with involvement or consultation with representatives of the groups which it desires to categorize. By the nature of this topic, these categories and their definitions will vary widely from country to country; therefore, no internationally accepted criteria are possible.

101. Because of the difficulties of interpretation which may occur, it is important that, where such data are collected, the basic criteria used should be clearly explained so that the meaning of the classification will be readily apparent. It is

<sup>13</sup> See UNESCO document 29C/20 (November 1997).



also suggested that the primary classification consist of only a few broad categories, leaving open the possibility of a more detailed breakdown for important tribal or other groups where these are relevant.

#### (40) *Citizenship*

102. Citizenship (of parents, of decedents, brides, grooms and divorcees) is defined as the legal nationality of the person concerned. It should be noted that citizenship does not necessarily coincide with country of birth.

103. Data on citizenship should be collected so as to permit the characterization of the persons concerned as (a) citizens by birth, (b) those who acquired citizenship after birth through naturalization, option, marriage, declaration, etc., and (c) aliens. Information on the country of citizenship of aliens should also be collected. It is important to record country of citizenship as such and not to use an adjective to indicate citizenship since some of these adjectives are the same as those to designate ethnic groups.

104. For countries where the population includes a significant proportion of naturalized citizens, the information distinguishing citizens by birth from citizens by naturalization this would allow, for example, the study of possible differentials in fertility and mortality.

105. Instructions should be given for the disposition to be made of (a) stateless persons, (b) persons with dual nationality, (c) persons in process of naturalization and (d) any other groups of ambiguous citizenship.

#### (D) **Economic characteristics**

106. The economic characteristics which are considered useful indices of socioeconomic status are economic activity status and occupation.

107. It is extremely difficult to obtain accurate information on economic characteristics. Among the problems are (a) adoption of a suitable time reference, (b) establishment of a correspondence between the civil registration system and the population census and labour force sample surveys (LFSS), (c) appropriate phrasing of questions, and (d) the reluctance of persons to disclose economic information to others. The problem of achieving correspondence between vital statistics and population census data is a complex one because census or LFSS data may relate to conditions at a short period of time whereas the information collected by means of a registration system is collected on a continuing basis, i.e., as events occur. On the other hand, not all vital statistics indices are related to population census or LFSS data.

108. Nevertheless, because of the importance of information on economic characteristics as indicators of socioeconomic status in many studies of interest to demographers, economists, sociologists, family planning and public health workers, the collection of data on economic activity status and occupation is recommended for inclusion in a vital statistics system. So as to achieve maximum conceptual agreement between the vital registration system and the census, its inclusion requires, that the definitions and methods used in the population census be carefully studied and that the instruc-

tions to registrars give clear and precise definitions of the required concepts.

109. The definitions of the different economic characteristics given in paras. 110-124 below are adapted from *Principles and Recommendations for Population and Housing Censuses*.<sup>14</sup>

#### (41) *Economic activity status*

110. Economic activity status (of parents, of decedents, brides, grooms, and divorcees) is the status of each person with respect to their usual economic activity within the calendar year preceding the year of occurrence of the vital event. The usual activity status that prevailed over most of the 52 weeks (or most of the 365 days) during the preceding calendar year should be recorded. Information should be collected for each person at or above the minimum age for which economic characteristics are to be tabulated as to whether the person concerned is usually economically active or non-economically active.

111. Particular attention should be given to groups which may be especially difficult to classify, such as female unpaid family workers in agriculture, young persons seeking work for the first time and persons receiving pensions as a result of retirement from one job who are at the same time working at another job.

112. The minimum age limit adopted for the question on economic activity should be set in accordance with the conditions in each country but never higher than 15 years. Those countries which have a large proportion of their labour force engaged in agriculture, mining, weaving, or petty trade, types of activity in which children may participate, should select a lower minimum age than highly industrialized countries, where employment of children is rare. In order to permit international comparisons of data on the economically active population, however, any tabulations of economic characteristics not cross-classified by detailed age should at least distinguish between persons under 15 years of age and those 15 years of age and over.

113. The adoption of a specific time reference for data on economic characteristics is fundamental to the concept of the economically active population. It is recommended that the time-reference period for vital statistics purposes should be the calendar year preceding the year of the vital event occurrence.<sup>15</sup>

114. The usually economically active population comprises all persons of either sex who provide or are available to provide the supply of labour for the production of economic goods and services during the time-reference period chosen for the investigation. It includes both persons in the civilian labour force and those serving in the armed forces. The civilian labour force comprises both persons employed and those

<sup>14</sup> United Nations, publication, Sales No. E.98.XVII.8; see also the recommendations contained in resolution 1 adopted by the Thirteenth International Conference of Labour Statisticians, Geneva, 1982.

<sup>15</sup> For other options based on a shorter reference period (one week), see *Principles and Recommendations for Population and Housing Censuses, Revision 1* (United Nations publication, Sales No. E.98.XVII.9), paras. 2.165 - 2.211.

unemployed during the time-reference period. These two groups should be distinguished in accordance with the criteria set out below:

115. The employed comprise all persons, including family workers, who worked during the time-reference period established for data on economic characteristics (see para. 199); or who had a job in which they had already worked but from which they were temporarily absent because of illness or injury, industrial dispute, vacation or other leave of absence, absence without leave or temporary disorganization of work due to such reasons as bad weather or mechanical breakdown; or who was self-employed, or who was self-employed but temporarily not at work during the reference period.

116. The unemployed consist of all persons who, during the reference period, were not working but who were seeking work for pay or profit, including those who never worked before. Also included are persons who, during the reference period, were not seeking work because of temporary illness, because they made arrangements to start a new job subsequent to the reference period, or, because they were on temporary or indefinite lay-off without pay. Where employment opportunities are very limited, the unemployed should also include persons who were not working and were available for work but were not actively seeking it because they believed that no jobs were open. The recorded data on the unemployed should distinguish persons who never worked before.

117. In classifying by economic activity status, participation in an economic activity should always take precedence over a non-economic activity, hence, employed and unemployed persons should be included in the usually economically active population, even though they may also be, for example, students or home-makers.

118. Not usually economically active population comprises the following functional categories:

(a) Home-makers: persons of either sex, not classified as usually economically active, who are engaged in household duties in their own home, for example, housewives and other relatives responsible for the care of the home and children (domestic employees working for pay, however, are classified as usually economically active);

(b) Students: persons of either sex, not usually economically active, who attend any, educational institution, public or private, for systematic instruction at any level of education;

(c) Pension or capital income recipients: persons of either sex, not classified as usually economically active, who receive income from property or other investment, interest, rents royalties, or pensions from former activities and who cannot be classified as students or home-makers;

(d) Others: persons of either sex, not classified as usually economically active, who are receiving public aid or private support, and all other persons not falling in any of the above categories, such as children not attending school.

119. Since some individuals may be classifiable in more than one category of the not usually economically active population (e.g., a person may be a student and a home-maker

at the same time), the registration instructions should indicate the order of preference for recording persons in one or another of the categories.

#### (42) *Usual Occupation*

120. Occupation (of parents, decedents, brides, grooms and divorcees) refers to the kind of work done during the calendar year preceding the year of occurrence of the vital event by the person employed (or performed previously by the unemployed), irrespective of the industry, the status in employment and sector (as employer employee etc.) in which the person should be classified.

121. Analysts and users of vital statistics data based on occupation should be cautioned in the vital statistics publications that measures using vital events occurring to an occupation group in the numerator, divided by a census count of all persons in the population classified to that same occupation, may give misleading or incorrect results (a census typically records *current* occupation, while for vital statistics purposes, occupation is defined as an individual's *usual* occupation during the year preceding the year of occurrence). A better procedure might be to relate the vital events in a given occupational group to the total number of vital events for all occupations, i.e., a proportional ratio instead of a rate (see para. 146 for a discussion of rates and ratios). 122. For purposes of international comparisons, it is recommended that countries compile their data on occupation in accordance with the *International Standard Classification of Occupations* (ISCO-88)<sup>16</sup> or its most recent update. If this is not possible, provision should be made for the categories of the classification employed to be convertible to ISCO-88 or at least to the minor (two-digit) groups of this classification. If national data are not classified in conformity with ISCO-88, an explanation of the differences should be given in the vital statistics publications.

#### (43) *Socio-economic status*

123. Because of national differences in the characteristics that distinguish socio-economic status, it is not yet possible to provide an international definition for this topic. Socio-economic status can be based entirely on economic characteristics or it can take into account other characteristics such as educational attainment and similar social traits.

124. The purpose of a classification of vital events by socioeconomic status is to identify groups, each similar socioeconomic characteristics, which might be different from other socio-economic groups with respect to their vital statistics characteristics. These groups can then be used to study the relationship between the socio-economic status of individuals and selected vital statistics, e.g., birth rates, infant mortality rates, cause-specific death rates etc.

<sup>16</sup> Geneva, International Labour Office, 1990.

## (E) Other characteristics (of the event)

### (44) Type of birth

125. Type of birth refers to the single or multiple nature of the product of the pregnancy to which the statistical report relates. Each live-born infant or dead born foetus should be characterized as single, twin, triplet etc., and its birth order with respect to its newborn siblings (1<sup>st</sup> of 2, 2<sup>nd</sup> of 2, 1<sup>st</sup> of 3, etc.). For each member of a multiple birth, provision also should be made to indicate the sex of the other member(s) as well as his (their) condition with respect to being born alive or dead (foetal death).

### (45) Attendant at birth or delivery

126. The attendant at birth or delivery is the person who assisted the mother in delivering a live-born infant or a dead foetus. The attendant should be classified as: (a) physician, (b) nurse, (c) nurse-midwife, (d) midwife, (e) other paramedical personnel, (f) lay person, or (g) not stated.

### (46) Certifier

127. The certifier is the person who certifies the fact of death or foetal death, and who in the case of death also certifies the circumstances (accident, suicide, homicide, natural causes), and the specific disease, injury or other cause(s) of death. Data should be collected in such a way as to permit classification of deaths according to whether the death was certified by a physician or surgeon who attended the decedent in his terminal illness, a medical practitioner who examined the body after death, a coroner or other medical-legal authority, a midwife, a nurse (other trained person) or a layman.

128. Medical certification of cause of death or foetal death, is usually the responsibility of the attending physician, if there was one. In the case of medically unattended deaths or deaths believed to be due to violence (accident, suicide, homicide), a medical-legal officer (coroner or medical examiner) is responsible for the certification under the laws of many countries. In any case, if the cause(s) of death is determined by a medically qualified individual or a medical-legal officer, the diseases or injuries should be reported and recorded in the format and detail contained in the most current version of the International Form of Medical Certificate of Cause of Death,<sup>17</sup> which is shown in paragraph 134 below. Whenever possible a separate certificate of cause of perinatal death (foetal deaths and neonatal deaths) should be completed. The World Health Organization also provides the content and design of such certificate.<sup>18</sup>

### (47) Type of certification

129. Type of certification is a derived topic based on the identity of the certifier (see topic 47). It could be by a physician, medical practitioner, coroner, medical-legal authority, midwife, nurse, lay person.

<sup>17</sup> See WHO, *International Statistical Classification of Diseases and Related Health Problems, Tenth Revision*, (Geneva, 1992), vol.2.

<sup>18</sup> See *ibid.*

## (48) Cause of death

130. Causes of death are "all those diseases, morbid conditions or injuries which either resulted in or contributed to death, and the circumstances of the accident or violence which produced any such injuries".<sup>19</sup> Symptoms and modes of dying, such as heart failure or respiratory failure, are not considered to be causes of death for statistical purposes.

131. The cause of death to be used for primary statistical tabulation purposes has been designated as the *underlying cause of death*. The underlying cause of death is defined as "(a) the disease or injury which initiated the train of events leading directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury".<sup>20</sup>

132. The purpose of the definition of "causes of death" is to ensure that all the relevant information is recorded and that the certifier does not select some conditions for entry and reject others. From the standpoint of public health and prevention of disease and premature death, it is important to understand the morbid process from onset to conclusion and to break that chain of events. The most effective public health objective is to prevent the precipitating cause from operating. For that reason, the underlying cause of death has been defined as the basis for mortality statistics by cause of death.

133. In order to secure uniform application of the above principle, it is implicit that the medical certification form recommended by the World Health Assembly (see para. 134 below) should be used. The use of such a form places the responsibility for indicating the train of events on the medical practitioner signing the medical certificate at death. The form is designed to facilitate the selection of the underlying cause of death, especially when two or more conditions are recorded. It is assumed that the certifying medical practitioner is in a better position than any other individual to decide which of the morbid conditions led directly to death and to state the antecedent conditions, if any, which gave rise to this cause.<sup>21</sup>

134. Causes of death should be coded according to the international rules and guidelines and the List of three-character categories, preferably with the fourth-character subcategories, of the latest revision of the *International Classification of Diseases and Related Health Problems (ICD)*.<sup>22</sup> The degree of detail in cross classification by cause, sex, age, and area of territory will depend partly on the size of the numbers involved and the purpose and range of the statistics, and partly on the practical limits as regards the size of a particular table. The International Form of Medical Certificate of Cause of Death is set out below.

135. The recommended groupings for the analysis of general mortality for international comparative purposes should be in accordance with the requirements of the latest revision of the ICD<sup>23</sup> or with the current recommendations of the World Health Organization, such as:

- (a) The ICD list of three-character categories, with

<sup>19</sup> See *ibid.*

<sup>20</sup> See *ibid.*

<sup>21</sup> See *ibid.*

<sup>22</sup> Currently the *Tenth Revision*; see *ibid.*

<sup>23</sup> Currently the *Tenth Revision*, see *ibid.*

or without four-character subcategories;

(b) The general mortality condensed list (mortality tabulation list 1);<sup>24</sup>

(c) The general mortality selected list (mortality tabulation list 2);<sup>25</sup>

136. The recommended groupings for analysis of infant and child mortality for international comparative purposes should be in accordance with one of the following:

(a) The ICD list of three-character categories, with or without four-character subcategories;

(b) The infant and child mortality condensed list (mortality tabulation list 3);<sup>26</sup>

(c) The infant and child mortality selected list (mortality tabulation list 4).<sup>27</sup>

137. In countries where medical certification is incomplete, statistics for deaths not medically certified should be published separately from those which have been medically certified.

(49) Manner of death

138. This topic is intended to give the certifier of a death the choice of indicating, in addition to the diagnosis or finding of the specific cause, that the death was due to one of the following: natural causes; accident; suicide; homicide; or “manner undetermined”.

139. In many countries, a coroner or other medical-legal officer must be involved if a death is due to or suspected of being due to violence (i.e., the manner of death is an accident, suicide or homicide, or if its manner cannot be determined after careful review and/or post mortem examination.

INTERNATIONAL FORM OF MEDICAL CERTIFICATE OF CAUSE OF DEATH	
Cause of death	Approximate interval between onset and death
<p><b>I</b> Disease or condition directly (a) ..... leading to death*</p> <p><b>Antecedent causes (b)</b> .....</p> <p>Morbid conditions, if any, giving rise to the above cause, due to (or as a consequence of) stating the underlying conditions last (c) .....</p> <p>due to (or as a consequence of) (d) .....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>II</b> Other significant conditions ..... contributing to the death, but not related to the disease or condition causing it .....</p> <p><i>*This does not mean the mode of dying, e.g. heart failure or respiratory failure. It means the disease, injury, or complication that caused death.</i></p>	

<sup>24</sup> See *ibid.*

<sup>25</sup> See *ibid.*

<sup>26</sup> See *ibid.*

<sup>27</sup> See *ibid.*

(50) *Whether autopsy findings were used*

140. This topic is intended to assist in the evaluation of the quality of cause of death data. The proportion of deaths which are examined post mortem and the underlying causes of death based on such examinations are useful in the assessment of the adequacy of medical certification of deaths.

(51) *Pregnancy related death*

141. A pregnancy-related death is the death of a woman while pregnant or within 42 days of termination of pregnancy, irrespective of the cause of death. Because of the worldwide interest in minimizing maternal mortality, the World Health Organization recommends the inclusion of an item on death certificates which would identify those women.<sup>28</sup> This allows the identification of deaths of women who do not die directly of pregnancy-related causes but of other conditions which may have been aggravated by the pregnancy.

(52) *Type of place of occurrence*

142. This topic refers to the type of place where the vital event in question occurred (site of occurrence). Births, foetal deaths and general deaths should be categorized as having occurred in "hospital" (as defined by each country), "other institution", "at home", or "other place". An event should be regarded as having occurred in an other place when it did not occur in a hospital or in another institution (e.g., prison or custodial care facility) or at home; the term other place includes trains, airplanes, ships, automobiles or public byways such as roads or sidewalks.

(53) *Type of marriage*

143. Type of marriage is the type of act, ceremony or process by which the legal relationship of husband and wife is being or was constituted. Data should be collected so as to permit the classification of marriages as civil, religious, civil/religious, and customary.

(54) *Population-at-risk*

144. Information about the population-at-risk is necessary for the calculation of basic demographic measures and

analysis of vital statistics. The required population information may be obtained from the most recent census, intercensal estimates, population registers, appropriate registration system counts (e.g., the total number of live births or the total number of deaths) or, in the case of field surveys, counts of household members present and those temporarily absent at the time of the survey.

145. The population-at-risk is that population (or estimate thereof) from which a particular kind of vital event could arise. In the case of annual mortality, the total population is considered to be at risk; in the case of divorces, only the currently married population is at risk; for infant mortality, live-born infants comprise the population at risk, etc. However, vital events are usually counted during a period of time, usually a calendar year (Gregorian Calendar), while population counts are taken at a fixed point in time. Therefore, many vital statistics measures are calculated as *rates* in which the numerator of the calculation consists of a count of vital events occurring during a given year, while the denominator (the population at risk) represents a count as of the mid-point of that same year. The denominator, in such cases, is considered to be an estimate of the number of persons who, during the year, were subjected to the relevant "risk" (e.g. of death or marriage). Other vital statistics measures use counts of vital events occurring during a period of time for both numerator and denominator (e.g., the calculation of infant mortality where the numerator consists of deaths to children under age one occurring during the year and the denominator consists of live births occurring during the same year both from civil registration data).

146. Through common use (and misuse), many vital statistics measures are technically misnamed as rates (e.g., the infant mortality *rate* which is really a *ratio*) and the definition of the measure uses a value in the denominator which is not a true population-at-risk (e.g., the birth rate, which is calculated by dividing the number of live births by the estimated mid-year total population instead of by the number of females of childbearing age, a more correct estimate of the population-at-risk of having a live birth. These and similar anomalies should not detract from the importance of relating raw counts of vital events to a predefined and universally accepted population-at-risk denominator value in order to promote comparability nationally within countries over time and among countries at the international level.

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<sup>28</sup> See *ibid*



## Annex IV Available information technology and sources of information

The **Content summary** of annex IV contains descriptions of information technology advances available to systems today. Each description of an available technology lists **Sources for further information**; the sources section supplies contact listings for trainers or students who would like more detailed information concerning specific application of the technology described. This information is updated on a periodic basis to keep current with improvements available for civil registration and vital statistics systems. The updates are available on the United Nations Statistics Division web site at:

[http://www.un.org/depts/unsd/demog/  
vital\\_statistics/index.htm](http://www.un.org/depts/unsd/demog/vital_statistics/index.htm).

### Content summary

#### A. *Customized Electronic Systems* (Revised July, 1999)

Customized electronic systems offer civil registration and vital statistics systems the possibility of purchasing a pre-developed software package to quickly put their systems on an electronic platform. The systems are usually generic, based on the many similarities of procedures used in civil registration and vital statistics systems. They are designed to fit the differences in procedures that exist within individual systems. Many of these packages include modules that permit electronic birth reporting, electronic death reporting, and electronic reporting of marriage and divorce. The systems generally are designed to capture both vital registration data and data used for statistical purposes only. Statistical tables and reports are often part of the system.

The customized electronic system can also offer options to track amendments and corrections made within the system; to produce letters of inquiry to customers and notifiers; to assign workloads to specific staff; and to attach safeguards to the system to meet the level of security desired by the system user. Also available are modules for registration of the documents, issuance of certified copies, and accounting systems for tracking fees. Systems are available that are based on individual personal computers, while others are available that use Internet transfer of data.

#### Sources for further information

President  
Genesis Systems, Inc.  
PO Box 546  
Lewistown, PA 17044  
United States of America  
Tel: (717)909-8500  
Fax: (717)909-8550

Vice President, Sales  
Hart Information Services, Inc.  
6100 W. Centinela Avenue, 3rd Floor  
Culver City, CA 90026  
United States of America  
Tel: (310)645-4199  
Fax: (310)645-4197

President  
Ivation Datasystems Inc.  
265 Carling avenue, Suite 502  
Ottawa, Ontario  
Canada, K1S 2E1  
Tel: (613)563-3993  
Fax: (613)563-7233

Business Area Manager, Vital Records Systems  
6810 Deer Path Road, Suite 500  
Elkridge, MD 21075  
United States of America  
Tel: (410)579-8240  
Fax: (410)379-5639

Director, Customer Service  
QS Technologies  
PO Box 847  
Greenville, SC 29602-0847  
United States of America  
Tel: (864)232-2666  
Fax: (864)370-2230

Vice President, Product Development  
Vital Chek Network, Inc.  
4512 Central Pike  
Hermitage, TN 37076  
United States of America  
Tel: (800)669-8312  
Fax: (800)843-0485

#### B. *Geographic information systems* (Revised July, 1999)

For those who are not familiar with geographic information systems, geographic information systems (GIS) organize and use geographically referenced data and non-spatial data to develop maps and graphics presentations on data, providing support to planning and decision-making activities. GIS is a very powerful and useful tool, but its development and application require considerable planning and skilled use of resources.<sup>29</sup> This growing technology in population activities

<sup>29</sup> See United Nations Statistics Division, "Population software notes"

can be very useful in presenting the vital statistics system data collected through the civil registration system.

GIS systems provide services to other organizations and various data producers and data users. The interdependencies of national, state and local government programmes demand cooperation in collecting, processing and disseminating information. The principal collectors and/or producers of information from various government agencies at different subnational levels cover such sectors as health, education, welfare, labour markets and environment. Collected information is indexed, processed and organized for use by those who manage the distribution of the country's resources.

In setting up a statistical GIS, attention must be given to hardware and software compatibility, the standardization of data formats, spatial referencing conventions, and the selection and definitions of spatial data themes and indicators. Practical steps include, for example, such basic requirements as standard classifications, common geographic codes and administrative structure, as well as common file formats for data and maps.

To understand and appreciate the full impact and potentials of GIS requires having the proper tools (hardware and software), GIS-trained people, and development of specific applications for everyday decision-making. A properly developed GIS enables easy development of specific applications for supporting everyday decision-making, with computer-produced maps showing on a single page (or screen) what would take pages to describe in words and numbers.<sup>30</sup>

The rapid growth in GIS technological developments has reduced the cost of computer hardware and software that facilitate use of this information technology. Price declines are now putting the possibility of desk top mapping within reach of many users.

#### **Sources for further information**

Geographic Information Systems Officer  
United Nations Statistics Division  
2 UN Plaza, Room DC2-1640  
New York, NY 10017  
United States of America  
Fax: (212)963-9851  
Web site: <http://www.un.org/Depts/unsd/geo.htm>

#### **C. Paper Security**

(Revised July, 1999)

One of the responsibilities of vital records management is to protect the legal value of the certified copies of records it issues. Whether documents are computer-generated, made by copy machine or produced by hand, one protection against counterfeit documents is through the use of controlled security paper.

There are a number of document security features offered today. Pre-printed document control numbers protect against

theft of the security paper. The control number for each paper used, including voided documents, is accounted for on a daily basis. Should theft or loss occur, the issuing authority knows the numbers of the documents which are missing.

Many companies offer intaglio-printed certified copy blanks. This feature gives the blanks the "raised" feeling of currencies and traveler checks. Printed under tightly controlled conditions on machines whose expense negates use by counterfeiters, this process offers additional security as well as a handsome and permanent document. "Latent images" are also available through this production process. The latent image is not apparent unless the document is held at a certain angle for viewing. Lack of the image indicates a suspicious document.

The special features for these controlled security papers can be incorporated into generic sections of the document (such as borders or latent images within circles at document corners). A less costly overprint process can then add names of local registration areas or officials and otherwise personalize the certified copy.

#### **Sources for further information**

Vice President  
American Bank Note Company  
5307 E. Mockingbird Lane, Suite 705  
Dallas, TX 75206  
United States of America  
Tel: (214)823-2700  
Fax: (214)821-9026

Vice President, Sales  
De La Rue Security Print  
225 Varick Street, 10th Floor  
New York, NY 10014  
United States of America  
Tel: (212)779-4410  
Fax: (212)675-2805

President  
Midwest Bank Note Company  
46001 Five Mile Road, Box 701398  
Plymouth, MI 48170  
United States of America  
Tel: (734)451-2222  
Fax: (734)451-2249

Standard Register  
600 Albany Street  
Dayton, OH 45408  
United States of America  
Tel: (937)443-3495  
Fax: (937)443-1486

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(January 1996).

<sup>30</sup> Ibid.



#### D. Automated cause of death coding

(Revised July, 1999)

The World Health Organization (WHO) has made comparability of cause of death data possible worldwide through the development and revisions of the *International Statistical Classification of Diseases and Related Health Problems* (ICD).<sup>31</sup> Assigning the codes of the classification and applying the associated rules to select the underlying cause of death when multiple causes are listed are not easy tasks. Long periods of training are necessary to develop nosologists who can accomplish the work. This problem led to the development in the late 1960s and early 1970s of the Automated Classification of Medical Entities (ACME). The National Center for Health Statistics (NCHS) of the United States of America pioneered the evolution of the ACME software.

For each cause listed on the record, the user enters both the ICD code for that cause of death and its location on the record into the ACME system. Using this information, the software applies the ICD rules and selects the underlying cause of death. Other advantages of ACME are that the software can track the assumptions made during the selection of the underlying cause and can capture all the causes electronically, making possible multiple cause of death analysis. Although use of ACME does not require a trained nosologist, the skill and medical knowledge level needed remains very high.

In response to this, NCHS produced a pre-processor known as the Mortality Medical Indexing, Classification and Retrieval System (MICAR). This pre-processor allows entry of the causes of death without coding. A subsequent software development, called Super Micar, permits the entry of causes of death, an abbreviation or code for frequently used entries. This version of the software brings entry of cause of death within the skills of a mid-to-high-level clerical employee.<sup>32</sup>

The programmes originally written for these software products required the use of mainframe computers which were beyond the resources of many civil registration systems; however, the programmes can now be used on personal computers. As noted by one authority<sup>33</sup>, in the past only a few countries could afford to produce multiple cause of death tabulations such as they were. With the adoption of the automated coding system, all countries will expect to generate, as a by-product, multiple cause of death data. It is time that serious study be given to the development of a useful body of multiple cause of death statistics.<sup>34</sup>

#### Sources for further information

Chief, Data Acquisition and Evaluation Branch  
National Center for Health Statistics  
12 Davis Drive  
Research Triangle Park, NC 27709  
United States of America  
Tel: (919) 541-0985  
Fax: (919) 541-2471

#### E. Optical Disk Technology

(Revised July, 1999)

There are available today a number of imaging systems that use technology to digitize record copies. The digitized copy is stored electronically and is retrievable for printing certified copies. The image can even be enhanced to remove imperfections when it is in its digitized format. Storage and retrieval capability is very large in systems that employ hardware, known as juke boxes that store large numbers of disks that can be quickly retrieved for document reference, updating or printing.

A newer technology that offers problem solution similar to microfilm is optical disk technology. This system digitizes the copy of the record so that it can be stored electronically, thus responding to climatic and storage problems. The digitized record is also retrievable, and with appropriately worded statutes one can issue official copies from the digitized version. This technology even allows enhancement of the images of stored records. The enhancement capability is helpful for older, faded records. An emerging technology with similar benefits is known as "computer output to laser disk (COLD)".

As with microfilming of records and registers, optical disk technology offers a good interim measure for the storage and preservation of records while a computerized system is being developed. It can also serve as an efficient back-up system during the later phases of the computerization development. As with microfilming, the optical disk system will need an automated index to make locating the records a productive process. It is important to note, however, that microfilm, optical and laser disk technology offer back-up system capability. At this point in time, these systems are not designed to allow use of the data for statistical purposes in the way that the computerized system is.<sup>35</sup>

<sup>31</sup> Tenth revision (Geneva, World Health Organization, 1992).

<sup>32</sup> See Robert A. Israel, *Automation of Mortality Data Coding and Processing in the United States of America*, International Institute for Vital Registration and Statistics. Technical Papers, No. 50 (June 1992).

<sup>33</sup> See Iwao M. Moriyama, Ph.D., "Cause of death coding revisited", *International Institute for Vital Registration and Statistics Chronicle*, No.108 (May 1997).

<sup>34</sup> Handbook on Civil Registration and Vital Statistics Systems: Computerization (United Nations publication, Sales No.E.98.XVII.10).

<sup>35</sup> *Ibid.*, paras. 50 and 51.

**Sources for further information**

Vice President, Sales  
Envision Technology  
390 Union Blvd., Suite 570  
Lakewood, CO 80228  
United States of America  
Tel: (303) 914-9797  
Fax: (303) 914-9781

Executive Vice President  
Image Entry  
715 N. Main Street  
London, KY 40741  
United States of America  
Tel: (606) 878-5508  
Fax: (606) 878-5470

## Annex V Glossary

**ACCURACY OF REGISTRATION:** When data items for each vital event on the vital record have been correctly and completely filled out, i.e. there are neither response errors nor missing items. The measurement of any deviation from correctness is called “content error”.

**ACCURACY OF REGISTER-BASED VITAL STATISTICS:** Means that data items on the statistical report have been correctly and completely filled out and that no errors have been introduced during transcription of data from vital records on to the statistical report (if this is the case) or during the processing stages (coding, editing, input, tabulation).

**ADOPTION:** Legal and voluntary taking and treating of the child of other parents as one’s own in so far as provided by the laws of the country. By means of a judicial process, whether related or not to the adopter, the adopted child acquires the rights and status of a biological child born to the adopting parents.

**AGE:** Interval of time between birth and the present time, expressed in *completed* units of solar time. For adults and children, age is usually measured in completed years, while for infants or very young children, in completed months, weeks, days, hours or minutes of life, as appropriate.

**ANNULMENT:** Invalidation or voiding of a legal marriage by a competent authority, according to the laws of the country, thus conferring on the parties the status of never having been married to each other.

**AVAILABILITY OF DATA:** Data that have been collected, filed, processed and stored in each system, thus civil registration and vital statistics, are accessible in a user friendly format to users upon request.

**APPGAR SCORE:** System of scoring infant’s physical condition at one minute and five minutes after birth. The heart rate, respiration, muscle tone, colour and response to stimuli are scored 0, 1 or 2. The maximum total score for a normal baby is 10. Those with low scores require immediate attention if they are to survive.

**ATTENDANT AT BIRTH:** The person who assisted the mother in giving birth, e.g., a physician, midwife, nurse, other paramedical person or lay person.

**BORN IN WEDLOCK:** A characteristic of a live-born infant or dead fetus whose mother and father were legally married (any recognized union according to the laws or customs of the country) at the time of delivery (see **WEDLOCK STATUS**).

**BORN OUT OF WEDLOCK:** A characteristic of a live-born infant or dead foetus whose mother and father were not legally married at the time of delivery.

**BURIAL PERMIT:** Official document, usually issued only for a legally registered death, authorizing the removal of the dead body (corpse) to the cemetery or other final disposal.

**CAUSES OF DEATH:** All diseases, morbid conditions or injuries that either resulted in or contributed to death, and the circumstances of the accident or violence that produced any such injuries. Symptoms or modes of dying, such as heart failure or

asthenia, are not considered to be causes of death for vital statistics purposes (see **UNDERLYING CAUSES OF DEATH** and **CONTRIBUTORY CAUSES OF DEATH**).

**CERTIFIER (OF CAUSE OF DEATH):** Person authorized by law to issue a certificate, in a prescribed format, stating the underlying and contributory causes of death and other facts related to the event for submission to the local registrar or other appropriate authority. The certifier is usually the physician who attended the deceased in his/her last illness or in the case of deaths of persons who were not attended during the last illness by a physician or who may have died due to violence or injury, the medical-legal officer (e.g., coroner or medical examiner).

**CITIZENSHIP:** Legal nationality of a person.

**CIVIL REGISTRATION:** the continuous, permanent, compulsory and universal recording of the occurrence and characteristics of vital events (live births, deaths, foetal deaths, marriages and divorces) and other civil status events pertaining to the population as provided by decree, law or regulation, in accordance with the legal requirements in each country. It establishes and provides legal documentation of such events. These records are also the best source of vital statistics.

**CIVIL REGISTRATION SYSTEM:** the institutional, legal and technical settings established by government to conduct civil registration in a technical, sound, coordinated and standardized manner throughout the country, taking into account cultural and social circumstances particular to the country (see **CIVIL REGISTRATION** and **VITAL STATISTICS SYSTEM**).

**CIVIL REGISTER:** Loose-leaf file, ledger book, electronic file or any other official file set up for the permanent recording, in accordance with established procedures, of each type of vital event and its associated data occurring to the population of a well defined area (a county, district, municipality, parish etc.).

**CIVIL REGISTRAR:** Official charged with the responsibility for civil registration of vital events in a well defined area (an entire country, a county, district, municipality, parish etc.) and for recording and reporting information on those vital events for legal and statistical purposes.

**COMPILATION OF VITAL STATISTICS DATA:** The process of condensing and summarizing information on vital events by classifying and tabulating data into categories or groups to produce vital statistics according to a predetermined tabulation programme.

**COMPLETE CIVIL REGISTRATION:** When every vital event that has occurred to the members of the population of a particular country (or area), within a specified period, has been registered in the civil registration system, i.e., has a vital registration record. Thus the system has attained 100 per cent coverage. Any deviation from complete coverage is measured by “coverage error”.

**COMPLETE VITAL STATISTICS:** Vital statistics from civil registration data are complete when, in addition to the requirement of registration of each vital event (see **COMPLETE**

CIVIL REGISTRATION), a vital statistics report is forwarded to the agency responsible for the compilation and production of vital statistics.

**CONTRIBUTORY CAUSE OF DEATH:** A significant medical condition that contributes to death but is not related to the disease or condition directly causing death.

**CORONER:** Officer of a county, district, municipality, parish etc., authorized by law to hold an inquest regarding deaths of persons who may have died by violence, injury or suspicious circumstances to determine if the death was due to non-natural causes, such as accident, suicide or homicide.

**CRUDE BIRTH RATE:** A vital statistics summary rate based on the number of live births occurring in a population during a given period of time, usually a calendar year, i.e., the number of live births occurring among the population of a given geographical area during a given year, per 1,000 mid-year total population of the given geographical area during the same year.

**CRUDE DEATH RATE:** A vital statistics summary rate based on the number of deaths occurring in a population during a given period of time, usually a calendar year, i.e., the number of deaths occurring among the population of a given geographical area during a given year per 1,000 mid-year total population of the given geographical area during the same year.

**CRUDE DIVORCE RATE:** A vital statistics summary rate based on the number of divorces occurring in a population during a given period of time, usually a calendar year, i.e., the number of divorces occurring among the population of a given geographical area during a given year per 1,000 mid-year total population of the given geographical area during the same year.

**CRUDE MARRIAGE RATE:** A vital statistics summary rate based on the number of marriages occurring in a population during a given period of time, usually a calendar year, i.e., the number of marriages occurring among the population of a given geographical area during a given year per 1,000 mid-year total population of the given geographical area during the same year.

**DATE OF BIRTH:** The day, month and year of birth, including hours and minutes, if required, to determine age in completed units of time (see AGE).

**DATE OF OCCURRENCE:** The day, month and year of occurrence of a vital event, including hours and minutes in the case of births and infants dying in the first week of life.

**DATE OF REGISTRATION:** The day, month and year when an entry of registration of a vital event is made in the civil register.

**DEATH:** Death is the permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation). This definition excludes foetal deaths (see FOETAL DEATH).

**DELAYED REGISTRATION:** The registration of a vital event after the prescribed period denoted in existing laws, rules or regulations (including any grace period, if one is specified). A late registration is the registration of a vital event after the prescribed time period but within a specified grace period.

Since the grace period is usually considered to be one year following the vital event, delayed registration is usually considered the registration of a vital event one year or more after the vital event has occurred (see LATE REGISTRATION).

**DESCRIPTIVE EPIDEMIOLOGY** is the study of the occurrence of disease or other health-related characteristics in human populations usually concerned with the relationships of disease to basic variables, such as age, sex race, ethnicity, geographic location, occupation and socioeconomic measures.

**DIVORCE:** Final legal dissolution of a marriage; a separation of husband and wife that confers on the parties the right to remarriage under civil, religious and/or other provisions in accordance with the laws of the country.

**DUAL RECORDS SYSTEM:** A method of collecting vital statistics data, mainly births and deaths, through household demographic sample surveys on a continuous basis. It is a special case of the follow-up survey method, which allows for the validation of information from two independent reporting sources, both based on survey techniques. Two independent records are collected on each vital event occurring in the selected sample areas. These two records are established by a continuous registration and a retrospective survey. The events reported in the two systems are then matched and the unmatched events are field-verified to ensure that the events belong to the sample area and have occurred within the reference period.

**EPIDEMIOLOGY:** The study of the distribution and determinants of health-related states and events in populations.

**EVALUATION OF A CIVIL REGISTRATION SYSTEM (OR A VITAL STATISTICS SYSTEM):** An appraisal of the value, worth and importance of elements to the operation of the system

**FOETAL DEATH:** The death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the period of gestation; the death is indicated by the fact that after such separation, the foetus does not breathe or show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles.

**FOETAL DEATH RATE:** A vital statistics summary rate based on the number of foetal deaths relative to the total number of births (live births plus reported foetal deaths) occurring during a given period of time, usually a calendar year, in a given geographical area, i.e., the number of foetal deaths occurring in a given geographical area during a given year per 1,000 total births (live births plus foetal deaths).

**FOETAL DEATH RATIO:** A vital statistics rate based on the number of foetal deaths related to the total number of live births occurring during a given period of time, usually a calendar year, in a given geographical area, i.e., the number of foetal deaths occurring in a given geographical area during a given year per 1,000 live births.

**GESTATIONAL PERIOD:** Interval in completed weeks between the first day of the last menstrual period of the mother and the day, month and year of delivery, irrespective of whether the product of conception is a live birth or born with no evidence of life (foetal death).

**ILLEGITIMATE BIRTH:** The birth of a child to a mother who, according to national law or customs, was not married at the

time of the birth. This term should not be used to explicitly describe the child on the birth certificate unless specifically required by national law, but rather may be considered as a statistical term for counting such births to describe the number of out-of-wedlock births which have occurred (see BORN OUT OF WEDLOCK).

**INFANT DEATHS:** Deaths of live-born children under one year of age.

**INFANT MORTALITY RATE:** A vital statistics summary rate based on the number of infant occurring during the same period of time, usually a calendar year, i.e., the number of deaths under one year of age occurring in a given geographical area during a given year, per 1,000 live births occurring among the population of the given geographical area during the same year.

**INFORMANT:** The individual whose responsibility, designated by law, is to report to the local registrar the *fact* of the occurrence of a vital event and to provide all the information and characteristics related to the event. On the basis of such a report, the event may be legally registered by the local registrar.

**JUDICIAL (LEGAL) SEPARATION:** Disunion of married persons, without conferring on the parties the right to remarriage, according to the laws of each country.

**LATE CIVIL REGISTRATION:** A late civil registration is the registration of a vital event after the legally specified time period but within a specified grace period. The grace period is usually considered to be one year following the vital event (see DELAYED REGISTRATION).

**LEGITIMATION:** Formal vesting of a person with the same status and rights of a person born in wedlock, according to the laws of the country.

**LEGITIMATE BIRTH:** The birth of a child to a mother who, according to national law or customs, was married at the time of the birth. This term should not be used to explicitly describe the child on the birth certificate unless specifically required by national law, but rather may be considered as a statistical term for counting such births to describe the number of in-wedlock and out-of-wedlock births which have occurred (see BORN IN WEDLOCK).

**LIVE BIRTH:** A live birth is the result of the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation 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; each product of such a birth is considered to be live-born.

**MATERNAL DEATH:** A maternal death is the death of a woman while pregnant or within 42 days after the termination of pregnancy, irrespective of the duration and site of the pregnancy, from any cause related to or aggravated by the pregnancy or its management but not from accidental or incidental causes.

**MATERNAL MORTALITY RATE:** A vital statistics rate based on the number of deaths due to maternal causes relative to the number of live births occurring during a given period of time, usually a calendar year, i.e., the number of deaths to women

resulting from (a) direct obstetric complications of pregnancy, labour and the puerperium, (b) from interventions, omissions or incorrect treatments or their results, or (c) from indirect obstetric causes resulting from previously existing disease or disease arising during pregnancy and which was not due to direct obstetric causes but which was aggravated by the physiological effects of the pregnancy, occurring in a given geographical area during a given year per 100,000 (or 10,000) live births occurring in the given geographical area during the same year.

**MONITORING OF A CIVIL REGISTRATION SYSTEM (OR A VITAL STATISTICS SYSTEM):** A check on civil registration system and vital statistics system operations designed to control efficiency, accuracy, timeliness and coverage on an ongoing basis.

**NEO-NATAL PERIOD:** The neonatal period commences at birth and ends 28 completed days after birth.

**NEO-NATAL DEATHS:** Deaths among live births during the first 28 completed days of life.

**NEO-NATAL MORTALITY RATE:** A vital statistics rate based on the number of infants who die in their first month of life relative to the number of live births during a given period of time, usually a calendar year, i.e., the number of infants dying at ages up to but less than 28 completed days of life per 1,000 live births in a given geographical area during a given year.

**NOTIFIER:** An individual appointed by the local registrar to act as intermediary between the local registrar and the informant in providing all information and characteristics of an event that is to be legally registered by the local registrar.

**PERINATAL PERIOD:** the perinatal period commences at 22 weeks (154 days) of gestation (the time when birth weight is normally 500 grams) and ends seven completed days after birth.

**OUT-OF-WEDLOCK BIRTH:** A birth occurring to a mother who is not legally married at the time of delivery.

**POPULATION:** (1) All the inhabitants of a given country or area (province, city, metropolitan area etc.) considered together; the number of inhabitants of a country or area. (2) In sampling, the whole collection of units (persons, households, institutions, events etc.) from which a sample may be drawn.

**POPULATION-AT-RISK:** (1) For vital statistics purposes, the population that is subject to the occurrence of a vital event, such as the total population in the case of deaths or the legally married population in the case of divorces. (2) For the calculation of specified vital statistics rates, the number (denominator) by which the number of vital events (numerator) is divided.

**PROBABILITY SAMPLE:** Sample selected from a population by a method based on the theory of probability (random process), that is, by a method involving knowledge of the likelihood of any unit being selected.

**QUALITATIVE ERRORS:** Errors arising from ignorance or forgetfulness of the facts, refusal to reply to a question, failure to understand a question or failure of an interviewer to put the question clearly or to record its answers properly.

**QUALITY OF A VITAL EVENT RECORD (REPORT):** This element of a vital event report refers to its effectiveness as the preferred legal proof of the fact that the event occurred, and to

the accuracy and timeliness of its subsequent compilation for statistical purposes.

**QUALITY OF DATA:** In the civil registration system or in the vital statistics system, quality of data is measured according to their degree of completeness, correctness (accuracy), timeliness and availability (See ACCURACY, AVAILABILITY, COMPLETENESS AND TIMELINESS).

**RECORD LINKAGE:** A process, usually computer-based, that brings together information from two or more data files into a new combined file containing selected information about individuals or events that were not available in the separate records.

**REFERENCE PERIOD ERROR:** A type of false or mistaken result obtained in a survey or census which is due to the failure of the respondent to place past events in the proper time period, e.g., the reporting of a death which actually occurred two years ago when asked to report deaths for the past year.

**SAMPLING:** The process of selecting a number of representative cases from all the cases in a particular group or population for the purpose of drawing inferences about the entire group or population.

**SAMPLING ERROR:** A type of false or mistaken result obtained in a survey or experiment which is due to chance (random error) when the result from the sample differs from the result that would have been obtained if the entire population were studied.

**SAMPLING FRAME:** A collection of units (persons, households, institutions, events etc.) from which a sample may be drawn (See POPULATION).

**STATISTICAL REPORTING OF VITAL EVENT DATA:** Transmission of statistical reports on vital events legally recorded to the agency responsible for compilation of statistics on these events.

**TIMELINESS IN REGISTRATION:** This element of a vital event report is determined by the difference between the date of the event and the date of its registration when compared to the interval specified by legislation.

**TIMELINESS IN REGISTER-BASED VITAL STATISTICS:** Means that for every vital event registered within the interval specified by legislation, a statistical report form has been forwarded to the agency responsible for the compilation of vital statistics within the established time schedule of the vital statistics programme, and that the production, publication and dissemination of the vital statistics is prompt enough to serve the users' needs.

**UNDERLYING CAUSE OF DEATH:** The disease or injury that initiated the train of morbid events leading directly to death or the circumstances of the accident or violence which produced the fatal injury. The underlying cause of death is used as the basis for tabulation of mortality statistics (see CONTRIBUTORY CAUSE OF DEATH).

**VITAL EVENT:** The occurrence of a live birth, death, foetal death, marriage, divorce, adoption, legitimation, recognition of parenthood, annulment of marriage or legal separation.

**VITAL EVENT RECORD:** A legal document entered in the civil register which attests to the occurrence and characteristics of a vital event.

**VITAL STATISTICAL RECORD:** A document or record containing those items of information concerning an individual vital event that meet the needs for vital statistics compilation.

**VITAL STATISTICS SYSTEM:** A vital statistics system is the total process of (1) collecting information by civil registration or enumeration on the frequency of occurrence of specified and defined vital events as well as relevant characteristics of the events themselves and of the person or persons concerned, and (2) of compiling, processing, analysing, evaluating, presenting and disseminating these data in statistical form (see VITAL EVENT).

**WEDLOCK STATUS OF THE MOTHER AT THE TIME OF THE CHILD'S BIRTH:** This topic is derived from the marital status of the mother and describes the status of a live-born child or dead foetus with respect to its being considered the lawful issue of a couple at the time of delivery.



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