

LEGAL NOTICE NO. 14 OF 1974

Registration of Births and Deaths Regulations 1974

In exercise of the powers conferred upon me by section 44 of the Registration of Births and Deaths Act 1973, I,

Gabriel C. Manyeli

Minister of the Interior, hereby make the following regulations —

Citation and commencement

1. These regulations may be cited as the Registration of Births and Deaths Regulations 1974, and shall come into operation immediately after the coming into operation of the Registration of Births and Deaths Act 1973.

Interpretation

2. In these regulations unless the context otherwise requires, expressions used shall have the same respective meanings as in the Registration of Births and Deaths Act 1973, hereinafter referred to as the Act.

Hours for registration

3. The hours for registration shall be the usual office hours of the Government service.

Powers and duties of registrars

4. Subject to the provisions of the Act the powers and duties of the registrar and a district registrar shall be —

- (1) in the case of the registrar —
 - (a) to take charge of and preserve all books, registers and records of births and deaths which occurred prior to the commencement of the Act;
 - (b) to examine and amend in accordance with these regulations any registers, return or other document, or authorise amendment thereof, and to call for such proof as he may deem necessary;
 - (c) to take charge of and preserve all such books, forms, registers, returns and other documents as form part of the records of the registrar's office;
 - (d) to receive and deal with applications for searches and for certified copies of or extracts from births and deaths registers or other documents and to obtain and furnish such information concerning births and deaths as may be required;
 - (e) to cause accurate indexes to be made of all births and deaths records in his custody;
 - (f) to have the general control over and superintendence of the registration of births and deaths in Lesotho and all officers on whom, by the Act or these regulations, any power or duty is imposed or conferred;
- (2) in the case of a district registrar —
 - (a) to fill in the prescribed forms on behalf of persons who verbally give information concerning births and deaths occurring in his district;
 - (b) to receive forms of information accompanied by declarations, if required, verifying the information given therein;

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

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

5. (1) The births register shall be in the form A set out in the First Schedule and the deaths register shall be in the form B set out in the First Schedule, and the registers shall contain the particulars therein set forth.

**Birth and
death
registers**

(2) The monthly returns of births and deaths shall be rendered to the registrar in the forms S and T prescribed in the First Schedule and shall be posted or delivered before the 7th day of the month following.

6. (1) A person whose duty it is to register a birth or death shall send or deliver to the district registrar of the district in which the birth or death occurred a notice —

**Reporting of
events**

in the case of a birth, in form C of the First Schedule; and in the case of a death, in form D of the First Schedule.

(2) For the purpose of verifying the prescribed particulars and the amplification or correction thereof the district registrar may by notice in writing require the informant or any other person whose duty it is to register the birth or death or, in default of such person, any other reliable person having knowledge of the truth of the case, to attend personally at his office within a reasonable specified time to supply such further evidence or information as may be required. The informant shall then certify to the correctness of all alterations or additions so made to the prescribed particulars by affixing his initials or mark and the date thereto.

(3) The district registrar shall preserve the notice and such other written evidence as may have been submitted to him in support thereof as he may deem advisable.

7. (1) Every person shall be entitled, upon giving twenty-four hours' notice to the registrar, and upon payment of the fees set forth in the Second Schedule, to search the index to and inspect any entry in any register or return in the custody of the registrar and to have a certified copy under the hand of that officer of any such entry.

**Searches
and copies**

(2) Every certified copy or certificate shall be an exact copy of the entry in the register or return with a certificate of correctness endorsed thereon and be signed by the registrar.

8. All certificates or documents prescribed under the Act or these regulations shall be prepared substantially in the form set out in the First Schedule.

**Form of
documents**

9. (1) A correction of a clerical error in a register in the custody of a district registrar shall be made by ruling one clear line through the erroneous entry, but so that such entry shall remain legible, and by writing the correct entry there above. The district registrar shall then affix his signature and the date under the correction.

**Correction
of errors**

(2) Any clerical error observed in a register in the custody of a district registrar shall be corrected forthwith by the district registrar, and, if a return of the entry had been sent to the registrar prior to discovery of the error, a certified exact copy of the entry, showing the error and how it has been corrected, shall be sent to the registrar.

(3) (a) Any error of fact discovered in a register in the custody of a district registrar shall forthwith be reported to the registrar and shall not be corrected by the district registrar until he has received the written authority of the registrar; declarations setting forth the nature of the error and the true facts of the case, made, if possible, by two persons required by the Act to give information concerning the birth or death with reference to which the error has been made, or, in default of such persons, by two credible persons having knowledge of the truth of the case, shall be obtained by the district registrar, and certified copies thereof and of the original declaration on which the birth or death was registered shall be forwarded by the district registrar to the registrar together with a report containing any other relevant information available.

(b) The registrar, upon being satisfied that an entry referred to in paragraph (a) is erroneous, shall give his written authority to the district registrar to correct the same, and the error shall be corrected when the party who is responsible for the error has paid the fee prescribed in the Second Schedule.

(4) The registrar, upon receipt of a certified copy of an entry corrected in terms of paragraphs (2) or (3) of this regulation, shall retain the same and correct, initial and date any return, document or index in his custody so that it shall be an exact reflection of the certified copy received by him.

Fees

10. The fees to be levied and paid under the Act shall be the fees set forth in the Second Schedule.

G. C. Manyeli,
Minister of the Interior.

FIRST SCHEDULE

FORM A

Register of Births

(Section 8)

No. District of registration

Given name (if any)

Sex

Date of birth

Place of birth

Surname of father (capital letters)

Given name(s) of father
 Nationality of father
 Given name(s) of mother
 Surname of mother
 Maiden surname of mother
 Residence of mother
 Nationality of mother
 Name, capacity and residence of informant

 When registered
 Signature of registrar
 Name if added after registration of birth

FORM B

Register of Deaths

(Section 8)

No. District of registration
 Surname
 Given name(s)
 Sex
 Age
 Date of death
 Place of death
 Cause of death
 Permanent residence
 Residential address at death

 Profession or occupation
 Nationality
 Name, address and capacity of informant

 When registered
 Signature of registrar

FORM C

Notification of Birth

Entry No.

A. Identification Details

1. District of

Given name(s) of father
 Nationality of father
 Given name(s) of mother
 Surname of mother
 Maiden surname of mother
 Residence of mother
 Nationality of mother
 Name, capacity and residence of informant

 When registered
 Signature of registrar
 Name if added after registration of birth

FORM B

Register of Deaths

(Section 8)

No. District of registration
 Surname
 Given name(s)
 Sex
 Age
 Date of death
 Place of death
 Cause of death
 Permanent residence
 Residential address at death

 Profession or occupation
 Nationality
 Name, address and capacity of informant

 When registered
 Signature of registrar

FORM C

Notification of Birth

Entry No.

A. Identification Details

1. District of

2. Name of village
 3. Name of Principal/Ward Chief
 4. Name and surname of informant
 5. Capacity in which informant gives information
 6. Address of informant
7. Particulars of person filling in this form:
- (a) Name
 - (b) Status in village
 - (c) Signature
 - (d) Date
- B. Particulars to be Registered about the Child**
8. Child's given name(s) (if any)
 9. Sex of child
 10. Date of birth: day month year
(Please write figures only)
 11. Is this a multiple birth?
 12. Address where child born
13. Residence of mother
 14. Father's (i) surname
 - (ii) given name(s)
 - (iii) permanent residence
15. Nationality of father
 16. Occupation of father
 17. Mother's (i) surname
 - (ii) given name(s)
 18. Maiden surname of mother
 19. Nationality of mother

FORM D

Notification of Death

Entry No.

A. Identification Details

1. District of
2. Name of village
3. Name of Principal/Ward Chief

4. Name and surname of informant
5. Capacity in which informant gives information
6. Address of informant

7. Particulars of person filling in this form:

- (a) Name
- (b) Status in village
- (c) Signature
- (d) Date

B. Particulars to be Registered about the Deceased

8. Surname Given name(s)
9. Sex of deceased
10. Nationality of deceased
11. Age
12. Date of death: day month year

(Please write figures only)

13. Place of death:

Village/Hospital

Address

District

14. Occupation at time of death
15. Did deceased ever work on the mines? (Yes/No.). (If "yes" when and where)
16. State the cause of death (a)

(b) (c)

If physician in attendance at time of death state:

- (a) Cause of death
- (b) Certified by

17. Address of permanent residence of deceased:

Village/Town Address

District

C. For Officials responsible for Filling in this Form

18. Name of village Chief/Headman
- Date
19. Signature of district registrar
20. Date notification received
21. Date of registration of this death

FORM E

Birth Certificate (Full Particulars)

Entry No.

Given names, if any

Sex

Date of birth

Place of birth

Surname of father (capitals)

Given name(s) of father

Nationality of father

Given name(s) of mother

Surname of mother

Maiden surname of mother

Residence of mother

Name, capacity and residence of informant

Date of registration

I hereby certify that the above certificate is a true copy of
the particulars recorded in relation to the birth of the said child
in the register of Births kept at

Dated this day of 19.....

Registrar/District Registrar

Place

Date

FORM F

Abridged Form of Birth Certificate

This is to certify that the following information in respect of
the record of birth of

..... is a true extract from the
register of Births kept at Maseru —

Given name(s) Sex

Date of birth

Place of birth

Extracted this day of 19.....

Fee: 40 cents.

Registrar

FORM G

Declaration for altering or adding to the name of a Child

I, (Name)

(Residential address)

(Occupation)

Parent (or guardian) of the child of

..... and

..... whose birth was registered on the

day of 19....., under the name(s) of

do solemnly, and truly declare that I desire —

(a) to add the name(s) of

..... to the above-mentioned name(s); or

(b) to alter the above-mentioned name(s) to

(Strike out either (a) or (b) as required).

Parent (or Guardian)

Before me,

District Registrar/Registrar

FORM H

Declaration of Name of Child

I, (Name)

(Residential address)

(Occupation)

Parent (or guardian) of the child of

..... and

whose birth was registered on the day of

..... 19..... without a name, do solemnly,

sincerely and truly declare that the said child has received the

name(s) of

and that I declare that the said name(s) shall be added to the register.

Parent/Guardian

Before me,

District Registrar/Registrar

FORM I

Certificate of Registration of Name of Child

I, Registrar/District Registrar of Births and Deaths do hereby certify that the name(s) of

..... has/have been given to the child of one

..... and

whose birth was registered on the day of 19 and that such name(s) has/have been entered in the register.

Dated the day of 19

Fee: R1.00.

Registrar of Births and Deaths

FORM J

Certificate of Registration of Alteration of Name of Child

I, Registrar/District Registrar of Births and Deaths, hereby certify that the name(s) of

..... by which a child of (father) and

(mother) was registered on

the day of 19 has

been altered to

and that such alteration has been entered in the register.

Dated the day of 19

Fee: R1.00

Registrar of Births and Deaths.

FORM K

Permit for Removal and Burial of Dead Body

Permission is hereby given to

..... of

..... to remove and bury the dead body of one called

..... from the premises at

to

Dated the day of 19

Officer-in-Charge

Police Station.....

Date

(No fee is payable for this permit.)

FORM L

Permit for Removal of Dead Body from Lesotho

Permission is hereby given to

of
to remove from Lesotho the dead body of a person known as

Dated this day of 19.....

Registrar/District Registrar of Births and Deaths

(No fee is payable for this permit.)

FORM M

Order for Burial of a BodyI
magistrate of (district)
do hereby order the burial/or cremation/ of the body now
shown/ or reported/ to me as the body of

Dated the day of 19.....

Place **Magistrate.**

Date

FORM N

Certificate of Registration of Death

No. of entry Page

District

Surname of deceased person

Name of deceased person

Sex of deceased person

Age

Nationality

Profession or occupation

Date of death

Place of death

Cause of death

Residential address at death

Date registered

I hereby certify that the above certificate is a true copy of
the particulars recorded in relation to the death of the above
person in my register of Deaths at**Registrar/District Registrar.**

Place

Date

FORM O

Certificate of Still-Birth

(Section 31(2)).

I, registered medical practitioner/midwife in Lesotho hereby certify that I was in attendance at the birth of the child of one (mother)/or have examined/the body of the child of one (mother)/and that such child was not born alive.

Dated this day of 19.....

Medical Practitioner/Midwife

Place

Date

FORM P

Declaration as to Still-Birth

(Section 31(2)).

I, do solemnly and sincerely declare that no registered medical practitioner/midwife was present at the birth of the child of one (mother) which occurred on the day of 19..... / or that, registered medical practitioner/midwife, was present at the birth of the child of one (mother) which occurred on the day of 19....., but that his/her certificate in accordance with Form O of the First Schedule to the Registration of Births and Deaths Regulations 1974 cannot be obtained, or that the child of one (mother) which was born on the day of 19..... was not born alive.

Dated the day of 19.....

Legal Informant.

Before me,

Chief/Village Headman/Commissioner of Oaths

FORM Q

Registration of Births and Deaths

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

Medical Certificate of the Cause of Death

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

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

I HEREBY CERTIFY THAT I,
 attended during the last illness,
 that such person's age
 was stated to be
 that I last saw him/her on the
 day of 19.....
 that died*
 on the
 and that, to the best of my knowledge and belief the cause of
 death was as hereunder written. An anaesthetic, namely was administered**
 before the death of
 (or, if such was the case: No anaesthetic was administered before the death of
)

* Should the medical attendant not feel justified in taking upon himself the responsibility of certifying the fact of death, he may here insert the words "as I am informed".

** Insert here how long before death the anaesthetic was administered.

Name of deceased
 Age
 Last seen
 Died on
 At.....

Deceased's nationality

Deceased's profession

Deceased's address

Cause of Death (a)
 due to (or as a consequence of)

CAUSE OF DEATH	Approximate Interval between onset and death
1. Disease or condition directly leading to death ** Antecedent causes. Morbid conditions, if any giving rise to the above cause, stating the underlying condition last.	(a) due to or as a consequence of (b) due to (or as a consequence of) (c)

(FORM Q CONTINUED)

	<p>II. Other significant conditions contributing to the death but not related to the disease or condition causing it.</p>
(b) due to (or as a consequence of)	** This does not mean the mode of dying e.g. heart failure, asthenia, etc. It means the disease, injury, or complication which caused death.
(c) Other significant Conditions	Deceased's nationality Dated, the day of 19 Deceased's profession Signature Registered qualification Deceased's address Deceased's place of death Residence
Signed	
Date	The registrar of Births and Deaths cautions all persons against accepting or using this certificate for any purpose whatever except that of delivering it to himself or a district registrar.

FORM R

Declaration for correction of Error in Register

We, and hereby solemnly and sincerely declare that when the birth/ or death/of was registered on the day of 19..... the following errors of fact or substance occurred in the register, viz., (here set forth the error or errors)

And we further solemnly and sincerely declare that the true facts of the case are as follows:— (here set forth the true facts)

Dated the day of 19.....

(Sgd)
Date

Before me,

Registrar/Commissioner of Oaths.

FORM S

Return of Births

Entry No	Date of Birth	Place of Birth	Given name if any	Sex	Name and Surname	When registered	Name if added after registration of birth

I, district registrar for the district of
do hereby certify that this is a true return of births within the said district, from the entry of the birth of
..... No. to the entry of the birth of
No. and that it contains a copy of the entry of all births registered in the above district for the
month ended

District Registrar

Place

Date

FORM T

Return of Deaths

Return of Deaths in the district of for the month ended

Entry No.	Date of Death	Given name and surname	Sex	When registered
.....
.....
.....

I, district registrar for the district of
do hereby certify that this is a true return of deaths within the said district, from the entry of the death of
.....No. to the entry of the death of No.
and that it contains a copy of the entry of all deaths registered in the above district for the month ended

Witness my hand this day of 19

District Registrar

SECOND SCHEDULE
Fees of Office

Item	Fees
(1) For the registration of the birth of any child after the expiry of one year from the date of its birth	R2.00
(2) For the registration of the name or alteration in the name of a child whose birth has been previously registered	R1.00
(3) For the registration of the change of the surname of a person whose birth has been previously registered	R2.00
(4) For the registration of a death after the expiry of one year from the date of such death	R2.00
(5) For inspection of any register, return or index in the custody of the registrar	R0.25
(6) For a certified copy of any entry in any register or return in the custody of the registrar Provided that no fee shall be charged for the first copy of an abridged birth certificate issued at the time of registration.	R0.50
(7) For an abridged birth certificate	R0.40
(8) For any correction of an error of fact or any alteration other than is provided for in item (2) or for recording any fact relating to adoption	R1.00
(9) For any certificate by the registrar not provided for in any of the above items	R0.50