

30 JUL 2024

1/10/4/4



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Ministerial Head Quarters
Private Bag 13200
Windhoek

Tel: (061) 2922111
Fax: (061) 2922185

Enquiries: Deon O. Scott
Contact: 0812081597 E-mail Address: Deon.scott@mha.gov.na

Amb. Penda Naanda
The Executive Director
Ministry of International Relations and Cooperation
Private Bag 13347
Windhoek

**RE: REGISTRATION OF BIRTH FOR CHILDREN BORN OUTSIDE NAMIBIA BY NAMIBIAN CITIZENS
AND SUBSEQUENT APPLICATION FOR CITIZENSHIP BY DESCENT**

1. This serves to clarify the process for registration of birth for children born outside Namibia, this follows discovery that there are inconsistencies in the registration.
2. The Namibian Citizenship Act, 1990 (Act No. 14 of 1990) requires that the birth of a child by Namibians outside Namibia must be registered within one year after the person has entered Namibia or such longer period as the Minister may in the special circumstances of the case approve. If the birth is being registered after the period of one year has lapsed, then the Minister must first condone the lateness.
3. Enclosed is form 3-1/0047 which was gazetted in 1991 in terms of the Namibian Citizenship Act, 1990. The following must be attached to the form:
 - a) The child's birth certificate from the country of birth; and
 - b) The parents' Identity Documents.
4. Subsequently, parents/applicants applying to Citizenship by Descent must first complete the process for registration of the birth that occurred outside Namibia; and provide the relevant evidence thereof.
5. **Attached find extract of relevant legislation, with the necessary emphasis.**


ETIENNE MARITZ
EXECUTIVE DIRECTOR



REGULATION 17A OF THE BIRTHS, MARRIAGES AND DEATHS REGISTRATION ACT, 1963

17A Registration of certain births and deaths taking place outside Republic

(1) If a person is born outside the Republic, and that person is a South African citizen by virtue of the provisions of section 6(1) (a) of the South African Citizenship Act, 1949 (Act 44 of 1949), if his birth is registered in terms of the provisions of this section, his birth may, subject to the provisions of section 7, be registered by the registrar or assistant registrar concerned contemplated in section 3(3) or (4) provided that the prescribed particulars are furnished to that official and the applicant complies with all other provisions of this Act and the regulations made thereunder.

(2) If a South African citizen dies, outside the Republic, or a person who is usually resident in the Republic dies outside the Republic and the registrar or assistant registrar concerned contemplated in section 3(3) or (4) is furnished with the prescribed particulars relating to the death, he shall register the death.

[Sec 17A inserted by sec 20 of Act 58 of 1970 and substituted by sec 20 of Act 5 of 1987.

Note: Substitute South African citizen by Namibian citizen.

REGULATION 2 OF THE REGULATIONS MADE IN TERMS OF NAMIBIAN CITIZENSHIP ACT 14 OF 1990

Registration of birth of person born outside Namibia

2. (1) The form and manner of application for registration of a birth as a Namibian citizen in terms of section 2(2) of the Act shall be as prescribed by the regulations made in terms of the Births, Marriages and Deaths Registration Act, 1963 (Act 81 of 1963).

[Note: the form was gazetted as Annexure D in the Marriages and Deaths Registration Regulations.]

(2) Any application for registration of the birth of a person born outside Namibia shall be lodged at a Namibian diplomatic mission (for forwarding to the Permanent Secretary, Ministry of Home Affairs, Private Bag 13200, Windhoek) or at the office of the Permanent Secretary in Windhoek or any other office of the Ministry of Home Affairs in Namibia.

(3) If a birth is registered in terms of section 17A(1) of the Births, Marriages and Deaths Registration Act, 1963 (Act 81 of 1963), the Permanent Secretary shall on application issue a certificate of registration of Namibian citizenship by descent referred to in regulation 3(3) to the parent or legal guardian of the person concerned.



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Ministerial Head Quarters
Private Bag 13200
Windhoek

Tel: (061) 2922111
Fax: (061) 2922185

ENQUIRIES: Mr. J. T. Nghipona

Tel.: 081 951 0138 / 0120 / 0009 (all landlines)

E-mail Addresses: Ordinary.Residence@mha.gov.na
Civil.Registration@mha.gov.na
Jona.Nghipona@mha.gov.na

**SOME CONSIDERATIONS FOR THE DETERMINATION / CONFIRMATION
OF NAMIBIAN CITIZENSHIP BY BIRTH FOR PERSONS BORN BY PARENTS
WHO WERE/ARE NOT NAMIBIANS BUT WERE/ARE ORDINARILY
RESIDENTS IN NAMIBIA AT THE TIME OF THE APPLICANT'S BIRTH**

**(ARTICLE 4 (1) (B) AND (D) OF THE CONSTITUTION OF THE REPUBLIC
OF NAMIBIA)**

1. Status of the applicant's parents in SWA / Namibia at the time of the applicant's birth
 - What were the parent/s doing in SWA / Namibia during the time of birth of the applicant?
 - Provide proof of parent/s status in Namibia during the time of birth.
2. Status of the applicant's parents now
 - Did the parents eventually obtain other status in Namibia, e.g. permanent residence or citizenship?
 - Did the parents leave Namibia?
 - If so, When and why?
 - If so, what is their current status/
3. Did the parents acquire any fixed / immovable property in Namibia? If so, when? Provide proof.
4. Do the parents currently own any businesses in Namibia? When were the businesses established? Provide proof.
5. Does the applicant have any siblings (biological) that were born in Namibia who have acquired Namibian citizenship?
 - If yes, provide their full names and copies of national documents.

REGULATION 17A OF THE BIRTHS, MARRIAGES AND DEATHS REGISTRATION ACT, 1963

17A Registration of certain births and deaths taking place outside Republic

(1) If a person is born outside the Republic, and that person is a South African citizen by virtue of the provisions of section 6(1) (a) of the South African Citizenship Act, 1949 (Act 44 of 1949), if his birth is registered in terms of the provisions of this section, his birth may, subject to the provisions of section 7, be registered by the registrar or assistant registrar concerned contemplated in section 3(3) or (4) provided that the prescribed particulars are furnished to that official and the applicant complies with all other provisions of this Act and the regulations made thereunder.

(2) If a South African citizen dies, outside the Republic, or a person who is usually resident in the Republic dies outside the Republic and the registrar or assistant registrar concerned contemplated in section 3(3) or (4) is furnished with the prescribed particulars relating to the death, he shall register the death.

[Sec 17A inserted by sec 20 of Act 58 of 1970 and substituted by sec 20 of Act 5 of 1987.

Note: Substitute South African citizen by Namibian citizen.

REGULATION 2 OF THE REGULATIONS MADE IN TERMS OF NAMIBIAN CITIZENSHIP ACT 14 OF 1990

Registration of birth of person born outside Namibia

2. (1) The form and manner of application for registration of a birth as a Namibian citizen in terms of section 2(2) of the Act shall be as prescribed by the regulations made in terms of the Births, Marriages and Deaths Registration Act, 1963 (Act 81 of 1963).

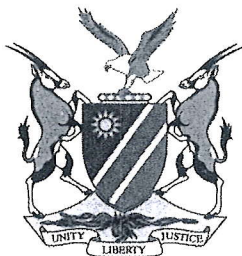
[Note: the form was gazetted as Annexure D in the Marriages and Deaths Registration Regulations.]

(2) Any application for registration of the birth of a person born outside Namibia shall be lodged at a Namibian diplomatic mission (for forwarding to the Permanent Secretary, Ministry of Home Affairs, Private Bag 13200, Windhoek) or at the office of the Permanent Secretary in Windhoek or any other office of the Ministry of Home Affairs in Namibia.

(3) If a birth is registered in terms of section 17A(1) of the Births, Marriages and Deaths Registration Act, 1963 (Act 81 of 1963), the Permanent Secretary shall on application issue a certificate of registration of Namibian citizenship by descent referred to in regulation 3(3) to the parent or legal guardian of the person concerned.

Application type:New: ☐Late registration: ☐Adoption: ☐Amendment/correction: ☐

Barcode sticker

**REPUBLIC OF NAMIBIA****MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY****APPLICATION FOR REGISTRATION OF BIRTH**

(Regulation 2 (iii))

Kindly take notice that penalties for false statements willfully made are the same as those for Perjury

Certificate number/entry number

--	--	--	--	--	--	--	--	--	--	--	--

Birth number given by Health Authorities

--	--	--	--	--	--	--	--	--	--	--	--

A: DETAILS OF THE CHILD

Surname: _____

First name(s): _____

Date of birth:

--	--	--	--	--	--	--	--	--	--

Sex: Male ☐ Female ☐Type of birth: Single ☐ Twins ☐ Triplets ☐ Quadruplet ☐**PLACE AND COUNTRY OF BIRTH**

Place of birth: _____ Constituency: _____

Region of birth: _____ Country of birth: _____

B: BIRTH REGISTRATION DETAILSName of health facility where the child was born: _____ Home birth: ☐

Usual place of resident of child (Town): _____

The capacity of person(s) registering: _____



C: DETAILS OF THE BIOLOGICAL FATHER OF THE CHILD

Identity number/entry number/passport number

--	--	--	--	--	--	--	--	--	--	--	--

Surname: _____

First names: _____

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Place of birth: _____ Region: _____

Country of birth: _____

Citizenship at the time of child's birth: _____

If the father is not a Namibian citizen, state whether he is a permanent resident of the Republic of Namibia

YES ☐ NO ☐

Permanent resident permit no: _____

Date issued: _____

Usual place of resident of father (Town): _____

Address: _____

Cell no: _____ Home phone: _____

Email address: _____

EDUCATIONAL ATTAINMENT (tick one only):

No formal education	☐
Adult education	☐
Incomplete primary education	☐
Complete primary education	☐
Complete secondary education	☐
Vocational training	☐
Tertiary education	☐

DECLARATION OF PATERNITY:

I hereby declare that I am the biological/adoptive* father of the above-mentioned child, and agree to the first name(s) and surname given:

Signature: _____ Date: _____

**A court order must be attached for adoptive parent(s)*

D: DETAILS OF BIOLOGICAL MOTHER OF THE CHILD

Identity number:

--	--	--	--	--	--	--	--	--	--	--

Surname: _____

Firstnames: _____

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Place of birth: _____ Region: _____

Country of birth: _____

Citizenship at the time of child's birth: _____

*If the mother is not a Namibian Citizen, state whether she is a permanent resident of the Republic of Namibia*YES ☐ NO ☐

Permanent resident permit no: _____

Date issued: _____

Usual place of resident of mother (Town): _____

Address: _____

Cell no: _____ Home phone: _____

Email address: _____

EDUCATIONAL ATTAINMENT (tick one only):

No formal education	☐
Adult education	☐
Incomplete primary education	☐
Complete primary education	☐
Complete secondary education	☐
Vocational training	☐
Tertiary education	☐

DECLARATION OF MATERNITY:

I hereby declare that I am the biological/adoptive* mother of the above-mentioned child, and agree to the first name(s) and surname given:

Signature: _____ Date: _____

E: MARITAL STATUS OF THE PARENTSAre the parents **indicated under item C and D** legally married to each other?YES ☐ NO ☐

Place of marriage: _____ Date of marriage: _____

**A court order must be attached for adoptive parent(s)*

F: CHILDREN IN CARE

In the event that the child is not living with either the biological parents, kindly provide the name and address of caregiver or institution:

Name of caregiver/Institution: _____

Address: _____

Cell: _____

G: DECLARATION OF PERSON REGISTERING THE CHILD

I solemnly declare that the information furnished above is true and correct:

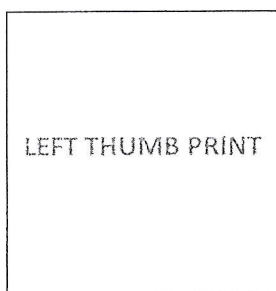
Full name: _____ ID number: _____

Relationship to child: _____

Residential address: _____

Telephone number: _____ E-mail: _____

Signature: _____

H: LEFT THUMB PRINT IF APPLICANT IS ABOVE THE AGE OF TWELVE (12) YEARS**I: FOR OFFICIAL USE**

Type of birth certificate issued: Namibian birth certificate: ☐ Birth certificate for non-namibians: ☐

I hereby declare that the content of this form has been verified and is correct:

Approved/Not Approved: _____

Name of Registrar: _____ Date: _____

Registration Office: _____

Signature of Registrar: _____





REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS

Department of Civic Affairs

APPLICATION FOR REGISTRATION OF BIRTH IN
TERMS OF THE NAMIBIAN CITIZENSHIP ACT, 1990

Directives:

1. This form must be completed in BLOCK letters.
2. The completed form must be lodged with the office of the Ministry of Home Affairs.
3. The form must be completed by the father or mother who is a Namibian Citizen.

CHILD

Surname: _____

First name(s) in full: _____

Date of birth: Day _____ Month _____ Year _____

Country of birth: _____

Sex:

Male	Female
------	--------

FATHER OF CHILD

Surname: _____

First name(s) in full: _____

Date of birth: Day _____ Month _____ Year _____

Country of birth: _____

Identity Number: _____

Date of marriage: _____ Place of marriage: _____

CITIZENSHIP OR NATIONALITY OF FATHER

I was a citizen of (state country) _____ at the time of my child's birth. I acquired the citizenship of the said country by virtue of _____ on (date) _____ while resident in (country) _____. I was in possession of Namibian Passport No.: _____ issued at (place) _____ on (date) _____ valid until (date) _____

MOTHER OF CHILD

Surname: _____ Maiden Name: _____
First name(s) in full: _____
Date of birth: Day _____ Month _____ Year _____
Country of birth: _____
Identity Number: _____
Citizenship or Nationality: _____

CITIZENSHIP OR NATIONALITY OF MOTHER

I was a citizen of (state country) _____ at the time of my child's birth. I acquired the citizenship of the said country by virtue of _____ on (date) _____ while resident in (country) _____ I was in possession of Namibian Passport No.: _____ issued at (place) _____ on (date) _____ valid until (date) _____

DECLARATION

I, (name in full) _____
at present residing at (address in full) _____

Hereby declare that:

- (a) I am the father / mother of the above-mentioned child and that I have not acquired citizenship or nationality of any other country by a formal and voluntary act while absent from Namibia and that the information furnished above is to the best of my knowledge and belief correct; or
- (b) I am the legal guardian of the above-mentioned child and that the father / mother of the child has not acquired the citizenship or nationality of any other country by a formal and voluntary act while absent from Namibia and that the information furnished above is to the best of my knowledge and belief correct.

Signature: _____ Capacity: _____
(Father / mother / legal guardian)

Date: _____

Place: _____

FOR OFFICIAL USE

Date of registration: _____ District: _____

REGISTRAR



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
 Department of Civic Affairs
NOTIFICATION OF BIRTH

WARNING - The penalties for false statements wilfully made are the same as those for perjury.

N.B. - This form must be filled in block letters and should preferably be signed by the father or mother or guardian.

CHILD

1. NAME: Surname
 First names in full
2. DATE OF BIRTH: (in full)
3. PLACE OF BIRTH: (a) City / town / farm
 District
 Country
 (b) Was the child born in a maternity home or hospital? (Yes or No)
4. SEX:

FATHER OF CHILD

5. IDENTITY NUMBER

--	--	--	--	--	--

--	--

--	--	--	--

--
6. NAME: Surname
 First full names in full
7. DATE OF BIRTH: Year

--	--	--	--

 Month

--	--

 Day

--	--
8. PLACE OF BIRTH:
9. CITIZENSHIP AT THE TIME OF CHILD'S BIRTH:
10. IF THE FATHER IS NOT A NAMIBIAN CITIZEN, STATE WHETHER HE IS A PERMANENT RESIDENT OF THE REPUBLIC OF NAMIBIA.
 Yes or No If Yes, state -
 IMMIGRATION PERMIT NUMBER (not form number) AND DATE

MOTHER OF CHILD

11. IDENTITY NUMBER

--	--	--	--	--	--

--	--

--	--	--	--

--
12. NAME: Present legitimate surname
 First names in full
 Maiden name
13. DATE OF BIRTH: Year

--	--	--	--

 Month

--	--

 Day

--	--
14. PLACE OF BIRTH:.....

15. CITIZENSHIP AT THE TIME OF CHILD'S BIRTH:.....
16. IF THE MOTHER IS NOT A NAMIBIAN CITIZEN, STATE WHETHER SHE IS A PERMANENT RESIDENT OF THE REPUBLIC OF NAMIBIA.
- Yes or No If Yes, state -
- IMMIGRATION PERMIT NUMBER (not form number) AND DATE
17. ARE PARENTS INDICATED UNDER ITEM 6 AND 12 LEGALLY MARRIED TO EACH OTHER?
- Yes or No
- IF YES, STATE PLACE WHERE MARRIAGE WAS SOLEMNIZED
- AND DATE

GENERAL INFORMATION

18. RESIDENTIAL ADDRESS WHERE CHILD WILL BE CARED FOR - USUALLY THAT OF THE PARENTS (COMPLETE THE APPLICABLE ITEMS ONLY):
- (a) Name and number of plot/farm.....
- (b) Name of and number in street/avenue/etc.....
- (c) Name of suburb
- (d) name of city/town/place
- (e) Magisterial district
19. (a) NAME OF PERSON OR INSTITUTION IN WHOSE CARE THE CHILD IS - USUALLY THAT OF THE PARENTS
-
-
- (B) POSTAL ADDRESS OF SUCH PERSON OR INSTITUTION, IF NOT THE SAME AS THE ADDRESS INDICATED AT ITEM 21:
-

IMPORTANT

I SOLEMNLY DECLARE THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT.

20. RELATIONSHIP TO CHILD
21. RESIDENTIAL ADDRESS
- DATE SIGNATURE (OR MARK)

FOR OFFICIAL USE ONLY

ENTRY NUMBER

REGISTRAR

CHECKED

DATE

INPUT VOUCHER