

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 34 OF 2019

The National Registration Act
(Laws, Volume 9, Cap. 126)

The National Registration Regulations, 2019

ARRANGEMENT OF REGULATIONS

Regulations

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4. Procedure on registration
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15. Alteration to register
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SCHEDULES

IN EXERCISE of the powers contained in section 14 of the National Registration Act, the following Regulations are made:

- | | |
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| 1. These Regulations may be cited as the National Registration Regulations, 2019. | Title |
| 2. In these Regulations, unless the context otherwise requires— | Interpretation |
| “Chief Registrar” means the person appointed as Chief Registrar under the Act; | |
| “citizen” has the meaning assigned to the word in the Constitution; | Cap. 1 |
| “dual citizenship” has the meaning assigned to the words in the Citizenship of Zambia Act, 2016; and | Act No. 33 of 2016 |
| “registrar” means the person appointed as a registrar under the Act. | |
| 3. (1) This regulation applies to a National Registration Card issued to a— | National registration card for citizen and non-citizen |
| (a) citizen; and | |
| (b) non-citizen. | |
| (2) A national registration card issued under this regulation for a citizen shall be in Form IA and for a non-citizen in Form IB, set out in the First Schedule. | |
| 4. (1) A person who attends before a Registrar for the purpose of being registered shall— | Procedure on registration |
| (a) complete an application for national registration in Form II set out in the First Schedule; | |
| (b) enable that person’s photograph to be taken by the Registrar, and that photograph shall show the full face and both ears of that person without a headcover or adornment; | |
| (c) enable the Registrar to capture 10 rolled fingerprints and 10 plain fingerprints; and | |
| (d) make and sign a declaration, or where that person is unable to sign, affix that person’s thumb print. | |
| (2) An applicant seeking registration shall produce a copy of a birth certificate as proof of place of birth and age, except that the Registrar may allow registration without a birth certificate if the Registrar is satisfied that the non-registration of the applicant’s birth is without fault or negligence on the part of the applicant. | |

5. A citizen who acquires citizenship of a foreign country in accordance with the Citizenship of Zambia Act, 2016, shall notify the Registrar in Form IV and complete an application for National Registration in Form II, set out in the First Schedule.	Notification of acquisition of dual citizenship Act No. 33 of 2016
6. (1) The Chief Registrar may allot on a national registration card, an index letter and serial number in electronic form. (2) The national registration card number shall be— (a) for a person born in Zambia, obtained from that person's birth registration on registration for a birth certificate in accordance with the Births and Deaths Registration Act; and (b) for a person born outside Zambia, the number issued to that person on attaining the age of sixteen and above. (3) A person who was in possession of a national registration card number before the coming into operation of these Regulations shall be issued with a new number and the previous number shall be indicated on the back of the new card.	Electronic index letter and serial number Cap. 51
7. A person issued with a national registration card shall sign or affix the right thumb print in the space provided on the card.	National Registration card to be signed
8. Subject to regulation 9, a registered person shall not use or adopt a surname other than the surname appearing on the national registration card.	Registered person to use name appearing on card
9. (1) Where a registered person changes that person's name, that registered person shall— (a) deliver to the registrar a deed poll sealed by the High Court and duly published in the <i>Gazette</i> stating that the person absolutely renounces the use of that person's former name and assumes a new name, as indicated in the deed poll and the registrar shall retain that deed poll; (b) surrender to the registrar that person's national registration card; and (c) complete Form III set out in the First Schedule, or give the registrar any information that the registrar may require to complete Form III on behalf of the registered person in the new name.	Change of name

	(2) The registrar shall forward to the Chief Registrar, a duly completed Form III together with the deed poll and the surrendered national registration card. (3) The Chief Registrar shall, on receipt of Form III, amend the register in a manner that the Chief Registrar may determine. (4) The Chief Registrar shall cancel the national registration card surrendered by the registrar and cause the registered person to be issued with a new national registration card, on payment of the prescribed fee. (5) The Chief Registrar shall cause to be kept and maintained a separate register of registered persons who have changed their names, and there shall be recorded in that separate register the particulars that the Chief Registrar may determine.
Correction of spelling and material particulars	10. Where a registered person wishes to correct a name or material particular appearing on the national registration card that person shall notify the registrar and make a statutory declaration before a Commissioner for Oaths of the intended change.
Change of national status	11. (1) Where a registered person changes that person's national status, that person shall appear before a registrar and (a) surrender the national registration card; and (b) complete Form V set out in the First Schedule, or give the registrar information that the registrar may require to complete Form II on behalf of that registered person. (2) The registrar shall forward to the Chief Registrar a duly completed Form II accompanied by the national registration card for consideration. (3) The Chief Registrar shall, on receipt of Form II referred to under subregulation (2), amend the register in a manner that the Chief Registrar considers necessary to give effect to the change. (4) The Chief Registrar shall cancel the national registration card submitted by the registrar and cause the registered person to be issued with a new national registration card, on payment of a prescribed fee.
Procedure in case of loss etc of national registration card	12. (1) Where a registered person reports the loss, destruction or damage of a national registration card, a registered person shall complete Form III set out in the First Schedule, or give the registrar information that the registrar may require to complete Form III on behalf of a registered person. (2) The registrar shall forward a duly completed Form III to the Chief Registrar who shall cause the particulars contained in Form III to be verified in the Register for accuracy.

(3) Where a registered person who reports the loss of a national registration card subsequently recovers the lost national registration card, that registered person shall notify the registrar of that recovery and if a new national registration card is issued, the registered person shall surrender the recovered national registration card to the registrar for onward submission to the Chief Registrar for cancellation.

13. (1) A non-citizen, who intends to leave the country permanently shall, at the place and time of departure—

(a) surrender the national registration card to a registrar, immigration officer, police officer or customs officer; and

(b) complete Form VI set out in the First Schedule.

(2) The registrar, immigration officer, police officer or customs officer shall forward the national registration card to the Chief Registrar who shall cause the national registration card to be cancelled.

14. (1) Where a registered person dies, a person or legal representative in possession of the national registration card shall surrender the national registration card of a deceased person to the registrar within thirty days of the death of a registered deceased person.

(2) The registrar shall, on receipt of the national registration card of the deceased person under subregulation (1) forward the card to the Chief Registrar for the purposes of revocation and subsequent issuance of a death certificate in accordance with the Births and Deaths Registration Act.

15. (1) A person shall not insert, delete, alter or cause to be inserted, deleted or altered, or material particular of a registered person in the register unless authorised in writing by the Chief Registrar.

(2) A person authorised by the Chief Registrar to insert, delete or alter any particular of a registered person in the register shall notify the Chief Registrar, in writing, on completion of the insertion, deletion or alteration.

(3) The Chief Registrar may, where the Chief Registrar is satisfied that a national registration card was issued in error, or through the misrepresentation or fraud of a person, cancel the national registration card.

16. The fees specified in the Second Schedule are payable to the Chief Registrar in respect of the specified matters.

17. The National Registration Regulations No. 257 of 1965 are revoked.

Surrender of national registration card on leaving the country

Death of registered person

Cap. 51

Alteration to register

Fees

Revocation of SI No. 257 of 1965

Form of Pink Registration Card for Non-Citizens

(Front)



Republic of Zambia
Non-Zambian Registration Card

PHOTO

SURNAME

GIVEN NAMES

DATE OF BIRTH

PLACE OF BIRTH

NATIONALITY

DATE OF ISSUE

SEX

NRC NUMBER

(Reverse)

 PHOTO	TOWN	SE RI AL NU MB ER
	COUNTRY	
Holder's Signature 	RESIDENTIAL ADDRESS	
Previous NRC Number: (If this card is found, please return to nearest Registration Office or Police Station)		
Machine Readable Zone (MRZ) Machine Readable Zone (MRZ)		



Form II
(Regulations 4, 5 and 11)

REPUBLIC OF ZAMBIA

The National Registration Act
(Laws, Volume 9, Cap. 126)

The National Registration Regulations, 2019

APPLICATION FOR NATIONAL REGISTRATION									
Please complete in BLOCK LETTERS		(To be completed by parent, other relative or legal guardian)							
Information Required		Information provided							
PART A									
DETAILS OF APPLICANT									
1.	Applicants' Full Names:								
	Surname:								
	Given Names:								
2.	Date of Birth	d	d	m	m	y	y	y	y
	Sex:	Male				Female			
3.	Place of Birth:								
	Town:								
	Village:								
	Chief:								
	District:								
	Country:								
4.	Birth Certificate No.:								
5.	Schools Attended:								
	Primary:							District:	
	Secondary:							District:	
	Post-Secondary:							District/Country:	
6.	Usual place of residence:								
7.	Mobile Phone No.(s):								
8.	National Status:								
9.	Other Nationality (specify):								
10.	Special Mark:								
PART B									
DETAILS OF PARENTS									
1.	Details of Father:								
	Surname:								
	Given Names:								
2.	National Registration Number:								
3.	Nationality:								
4.	Other Nationality (specify):								
5.	Place of Origin:								
	Town:								
	Village:								
	Chief:								
	District:								
	Country:								
6.	Tribe								
7.	Mobile Phone No.(s):								
Details of Mother:									
1.	Surname:								
2.	Given Names:								
3.	Maiden Surname:								
4.	National Registration Number:								
5.	Nationality:								

6.	Place of Origin:		
	Town:		
	Village:		
	Chief:		
	District:		
	Country:		
7.	Tribe:		
8.	Mobile Phone No.(s):		
PART C			
DETAILS OF DEPONENT			
1.	Surname:		
2.	Given Names:		
3.	National Registration Number:		
4.	Nationality:		
5.	Other Nationality (specify):		
6.	Age:		
7.	Relationship to Applicant:		
8.	Usual place of residence:		
9.	Mobile Phone No.(s):		
DECLARATION I hereby declare that the information provided above is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or willful withholding of any relevant information is an offence. <i>Signature</i> <i>Date</i>			
FOR OFFICIAL USE ONLY APPROVED/NOT APPROVED Registrars' Full Names: Signature: OFFICIAL STAMP			



Form III
(Regulations 9 and 12)

REPUBLIC OF ZAMBIA

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The National Registration Regulations, 2019

APPLICATION FOR REPLACEMENT OF NATIONAL REGISTRATION CARD									
Please complete in BLOCK LETTERS		REASONS FOR REPLACEMENT (Tick where applicable*) A. Original Card lost/destroyed/damaged: ☐ B. Change of Names/Change of Material Particulars/ Change of Residence for non-Zambians ☐							
Information Required		Information Provided							
		PART A DETAILS OF APPLICANT (To be completed if applying for replacement of lost/destroyed/damaged)							
1.	Applicants' Full Names:								
	Surname:								
	Given Names:								
2.	Date of Birth		d	d	m	m	y	y	y
	Sex:		Male				Female		
3.	Place of Birth:								
	Town:								
	Village:								
	Chief:								
	District:								
	Country:								
4.	National Registration Number:								
5.	Schools Attended:								
	Primary:							District:	
	Secondary:							District:	
	Post-Secondary:							District/Country	
6.	Usual place of Residence:								
7.	Mobile Phone No.(s):								
8.	National Status:								
9.	Other Nationality (specify):								
10.	Special Mark:								
PART B DETAILS OF APPLICANT (To be completed if applying for change of name or Material Particulars*/ Change of Residence for non-Zambians in addition to Part A) I hereby apply now to be registered as:									
1.	Applicants' Full Names:								
	Surname:								
	Given Names:								
2.	Date of Birth		d	d	m	m	y	y	y
	Sex:		Male				Female		

3.	Place of Birth:		
	Town:		
	Village:		
	Chief:		
	District:		
	Country:		
4.	National Registration Number:		
5.	Schools Attended:		
	Primary:		District:
	Secondary:		District:
	Post-Secondary:		District/Country
6.	Usual place of residence		
7.	Mobile Phone No.(s):		
8.	National Status:		
9.	Other Nationality (specify):		
10.	Special Mark:		
DECLARATION I declare that the information provided above is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or willful with-holding of any relevant information is an offence. <i>Signature</i> <i>Date</i>			
FOR OFFICIAL USE ONLY APPROVED/NOT APPROVED Registrars' Full Names: Signature:			
		OFFICIAL STAMP	



Form IV
(Regulation 15)

REPUBLIC OF ZAMBIA

**The National Registration Act
(Laws, Volume 9, Cap. 126)**

The National Registration Regulations, 2019

NOTIFICATION OF ACQUISITION OF DUAL CITIZENSHIP

PART I:

I, the undersigned..... (Name in BLOCK CAPITALS) citizen of..... and holder of a National Registration No./Passport No. issued to me on at do hereby state that I have, in addition acquired citizenship by authority of Certificate of bestowal/Registration of citizenship/adoption certificate number issued on at and do hereby attach my *Certificate of Bestowal/Registration of Citizenship/Adoption Certificate in proof thereof, and I make an application for a new National Registration Card in the appropriate form.

PART II:

Declaration

I hereby declare that the information provided above is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or willful withholding of any relevant information is an offence.

Dated this day of, 20.....

.....
Signature

PART III

FOR OFFICIAL USE ONLY

RECEIVED BY:

Registrars' Name.....
(Full Names)

Signature.....

OFFICIAL
STAMP



Form V
(Regulation 11)

REPUBLIC OF ZAMBIA

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NOTIFICATION OF CHANGE OF NATIONAL STATUS

PART I

I, the undersigned..... (Name in BLOCK CAPITALS), holder of a National Identity No. issued to me on....., 20.....at do hereby state that I have changed my declared National Status from to and do hereby attach my *Certificate of Registration/Passport in proof thereof, and I do hereby surrender my National Registration Card and make application for a new National Registration Card in the appropriate form.

Dated this day of....., 20.....

**Delete whichever is inapplicable.*

.....
Signature

PART II

FOR OFFICIAL USE ONLY

1. Certificate of Registration Number
2. Date and place of issue
3. Passport Number
4. Date and place of issue
5. New National Registration Card Number
6. Previous National Registration Card Number

OFFICIAL STAMP

.....
Signature of Registrar

OFFICIAL
STAMP

National Registration Office



Form VI
(Regulation 13)

REPUBLIC OF ZAMBIA

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The National Registration Regulations, 2019

RECEIPT OF SURRENDERED NATIONAL REGISTRATION CARD

National Registration No.: surrendered by
..... (full
name) of(last residential and postal
address) on, 20.....

.....
Signature of Registrar/Immigration/Police/Customs Officer

Office of issue

OFFICIAL
STAMP

SECOND SCHEDULE
(Regulation 18)

PRESCRIBED FEES

The following fees shall be payable under these Regulations:

	<i>Fee Units</i>
1. First Registration for national registration card	No fee
2. First Registration for national registration card – non-citizen	333.33
3. Replacement of lost, damaged or destroyed card – non citizen	666.67
4. Replacement of lost damaged or destroyed card – citizen	33.33
5. Replacement of expired national registration card – non-citizen	666.67
6. Change of name and material particulars	1000.00
7. Change of National Status	1666.67

S. KAMPYONGO,
Ministry of Home Affairs

LUSAKA
20/20/,2019
[NRPC/64/9/3]