

Flow Diagram Depicting the Process of Bed-side Registration

Registrars stationed at the hospital obtain daily information from the hospital's delivery book on mothers who delivered babies



This information is then used to account for and locate all mothers who have delivered and whose babies must be registered.



The Registration Officer or Assistant then visits the Maternity / Labour ward and interviews each mother.



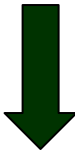
Information provided by the mother is compared with information recorded in the hospital's delivery book.



The particulars of the birth are recorded on the birth registration form – place, date, physician/nurse in attendance as well as mother's particulars. In addition contact telephone numbers are recorded on the birth registration form. The mother (or father) will also sign as the informant.



If parents are unmarried an A&B registration is conducted. This is where the mother will acknowledge the father of the child to the Registrar. Upon presentation of suitable identification, the father's particulars are added and both parents sign as informants on the registration form. A&B registrations are usually performed during visiting hours when the fathers are allowed on the ward.



The Registration Officer informs the parents that if they name their baby in hospital that they will be issued one free certificate of their child's birth.

CHILD NAMED IN HOSPITAL

Eligible for free first birth certificate

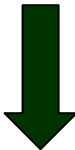
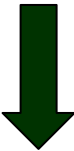
CHILD NOT NAMED IN HOSPITAL

NOT eligible for free first birth certificate



The parents give the Registration Officer the name of the child as well as the correct spelling. Name is entered on Line 7

The Registration Officer issues a blank Certificate of Naming form to the parent(s) and instructs them to complete this and attend the Registration Centre within one year to name the child.



A fee of \$200.00 is charged for registration after which the mother is issued with a "Certificate of Registry of Birth" (C-reg) signifying proof of registration.

The parents complete the Certificate of Naming and return to the Registration Centre within the year to name the child. Name is entered on Line 26

Parents keep child's name given in hospital or parents complete CN within six (6) weeks of registration?

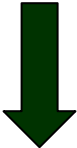
NO



A fee of \$200.00 is charged for registration after which the mother is issued with a "Certificate of Registry of Birth" (C-reg), signifying proof of registration.



YES



The **FREE FIRST COPY** of the child's birth certificate is delivered to the mother's address three months after registration



End

Parents apply for child's birth certificate using either of the following services (cost for 1 copy quoted):

1. ordinary - \$650
2. 7-day - \$1150
3. express - \$2150



End

A



Parents change name and fail to complete CN within six (6) weeks of registration



Parents attend Registration Centre, after six (6) weeks, but within year and complete CN to change name.
Name is entered on line 26



A fee of \$200.00 is charged for completion of CN and mother is issued with a new Certificate of Registry of Birth (C-reg).



