

Process Flow Diagram For Bed-side Registration



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



If parents are unmarried, and if the father with the mother’s approval presents himself at the point of registration, he is asked to sign the birth form along with the mother (that is an “A&B registration” is conducted. Also, within six (6) weeks the mother and father can complete a Declaration of Paternity form to add father’s particulars. There must be presentation of identification. 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



Child not named in hospital OR child’s name is changed after registration



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



A registration fee is charged after which the mother is issued with a “Certificate of Registry of Birth” (C-reg.), signifying proof of registration.

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 six (6) weeks to name the child.



The parents complete the Certificate of Naming and return to the Registration Centre within six (6) weeks to one (1) year to name the child. Name is entered on line 26

