

# IMPROVING REGISTRATION

## Best practice guidelines

**Civil registration and vital statistics (CRVS) systems encompass the registration of births and deaths and the generation of vital statistics from these events. Improving registration practices will provide a range of benefits for individuals, families, and the State.**

### What are Registration Practices?

Registration practices refer to all the actions that need to take place from the notification of an event, to its registration with the appropriate civil registry authorities, through to the issue of a certified document (like a birth certificate) (Figure 1). These practices are based on laws and regulations of a country that require them to record vital events.

**Notification**, the act of confirming that a vital event has occurred, is the first milestone in the civil registration process. For an event to be notified, someone with knowledge about the event must provide information to an official agency or their representative. This person is usually referred to as an 'informant'.

**Registration** is the next milestone. It involves the civil registrar receiving, validating, and accepting the notification. Validation includes checks for internal consistency, completeness and duplicates. At this stage, the data is often entered into a database or official recording system.

**Certification** is the final milestone in the process, and is when certified copies of vital event records (such as certificates) are issued from an authorised agency.

### Why is Registration Important?

The registration of births and deaths has many important benefits for individuals, families and the State.

For individuals, this includes access to education, healthcare and other social services; protection from child marriage or trafficking; and the ability to vote. For families, death registration is especially important for inheritance, land transfer and insurance. And for the State, registration provides important information on the population, including vital statistics. This enables the efficient management of social protection and identity programs, resource allocation, and planning, among many others.

### Examples of Best Practice

#### NOTIFICATION AND REGISTRATION OF BIRTHS

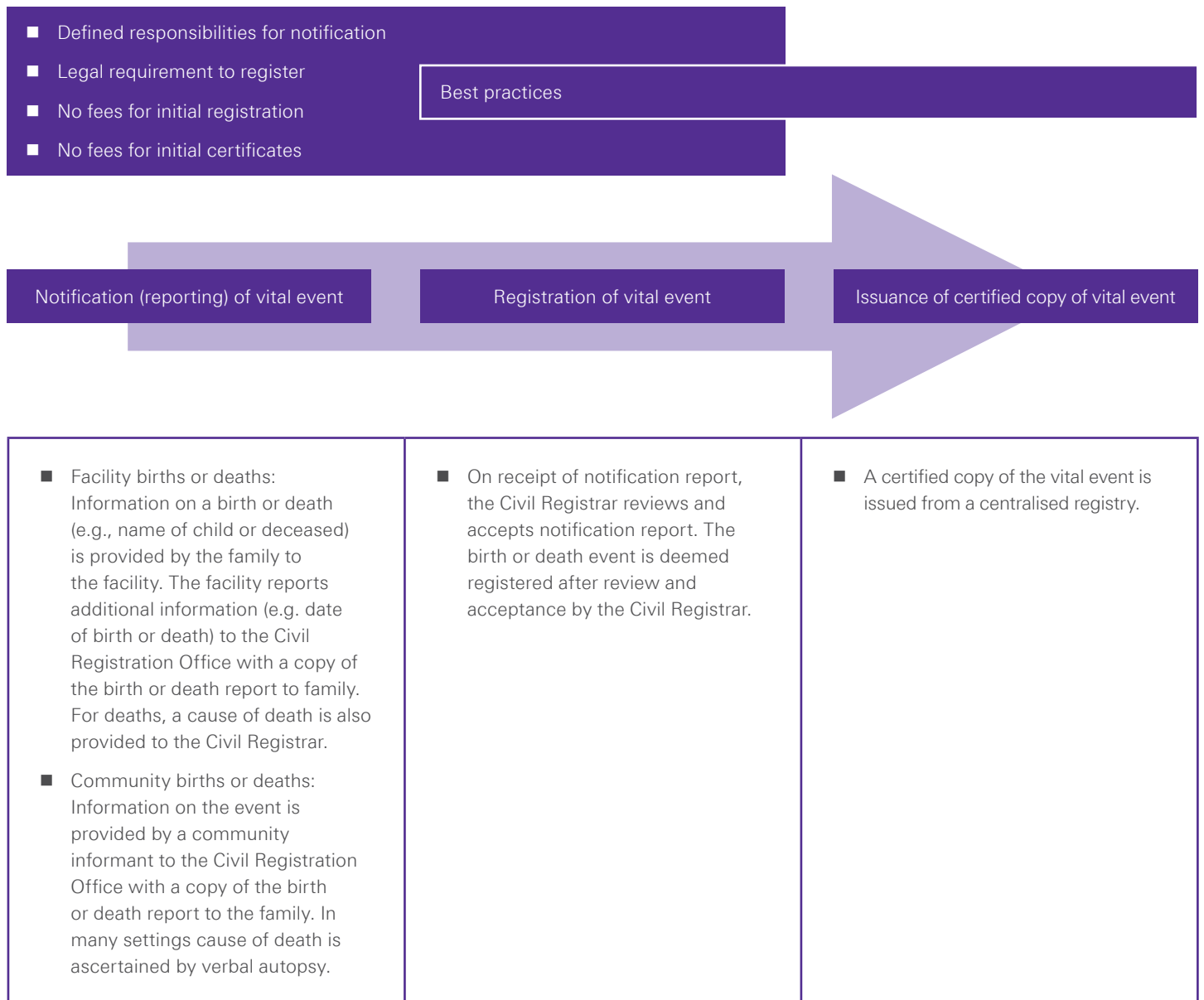
- Legal requirement that all births are registered by the civil registration authority
- No fee to register births within the specified timeline or to receive the first copy of the birth certificate
- Health sector responsible for notifying (reporting) all facility births directly to the civil registration authority.

#### NOTIFICATION AND REGISTRATION OF DEATHS

- Legal requirement that all deaths are registered by the civil registration authority
- No fee to register deaths within the specified timeline nor to receive the first copy of the death certificate
- Health sector responsible for notifying (reporting) all facility deaths directly to the civil registration authority
- Burial permit is required to transport or dispose of body.

# Civil Registration Workflow<sup>1</sup>

A civil registration (CR) system refers to the entire administrative, legal, and instructional framework for notifying, registering and certifying vital events. Data from the CR system are used to generate vital statistics (VS) that are used as evidence for public policy.



<sup>1</sup> Adapted from Model State Vital Statistics Act, NAPHSIS 2011

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