

LAWS OF GUYANA

REGISTRATION OF BIRTHS AND DEATHS ACT

CHAPTER 44:01

Act

1 of 1868

Amended by

27	of	1868	6	of	1930	14	of	1976
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**CHAPTER 44:01**  
**REGISTRATION OF BIRTHS AND DEATHS ACT**  
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1929 Ed.  
c. 139

## CHAPTER 44:01

### REGISTRATION OF BIRTHS AND DEATHS ACT

c. 162

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1 of 1868  
[14 of 1976]

**An Act to make provision for the Registration of Births and Deaths of citizens of Guyana.**

[1<sup>ST</sup> OCTOBER, 1868]

Short title.

**1.** This Act may be cited as the Registration of Births and Deaths Act.

Interpretation.  
[57 of 1955  
21 of 1990]

**2.** In this Act—  
“Form” means Form in the First Schedule;

“general search” means a search during any number of successive days, not exceeding six, without stating the object of search;

“particular search” means a search over any period not exceeding five years for any given registration form of birth or death;

“the Registrar General” means the Registrar General of births and deaths in Guyana for the time being, and, in case of his absence, also means and includes the person appointed by him as his deputy.

## PART I

### CENTRAL ADMINISTRATION

#### *The Registrar General*

Appointment of Registrar General and establishment of general register office.

3. (1) There shall be a Registrar General of births and deaths in Guyana.

(2) The office of the Registrar General shall be called the general register office.

Appointment of deputy.

4. (1) There shall be a deputy to the Registrar General who shall act as his deputy in case he is at any time ill, or unavoidably absent.

(2) The deputy shall have, at all times during the illness or unavoidable absence of the Registrar General, all the powers and be subject to all the duties and liabilities of the Registrar General, save and except that the deputy shall not have power to make, rescind or alter any general order, regulation, or form, or to rescind or vary anything done by the Registrar General or approved by him in writing under his hand.

5. There shall be such and so many clerks as may from

Appointment and salaries of clerks. time to time be necessary for carrying on the business of the general register office.

Provision and use of seal. [3 of 1965] 6. (1) The Registrar General shall cause to be made a seal of the general register office, and all certified extracts from entries given in the office to be sealed or stamped therewith.

(2) All certified extracts from entries purporting to be sealed or stamped with the seal of the office (which seal it shall not be necessary to prove) shall be admissible as evidence of the birth or death to which they relate without any further or other proof of an entry; and no certified extract purporting to be given in the office shall be of any force or effect which is not sealed or stamped as aforesaid.

Power to amend Schedules. [21 of 1990] 7. The Minister may, by order, amend the Schedules.

Regulations for management of office. [21 of 1990] 8. The Registrar General, with the approval of the Minister, may from time to time make regulations for the management of the general register office and for the discharge of the duties of the Registrar General, of the clerks of the office, and registrars and their deputies hereinafter mentioned.

Notices of acts required to be done under the Act. [21 of 1990] 9. The Registrar General shall from time to time cause to be fixed or placed on the outside of public and conspicuous buildings or places, within the respective registration districts, printed notices specifying the several acts required to be done for the purpose of registering a birth or death under this Act.

Receipt and paying over of fees. 10. All fees received by or on account of the Registrar General under this Act shall be entered in a cash book to be kept for that purpose, and shall be paid over monthly to the Accountant General.



*Supply of Forms*

Forms.  
[21 of 1990]

**11.** The Registrar General shall cause to be provided at the public expense a sufficient number of the forms necessary for the execution of this Act.

**12.** [Deleted by 21 of 1990]

**PART II****REGISTRATION DISTRICTS AND REGISTRATION CENTRES**

Registration districts and centres.  
[21 of 1990]  
c. 28:09

**13.** In each of the regions into which Guyana is divided by order made under the Local Democratic Organs Act, the Minister may by order establish such number of registration districts as he deems necessary and in each such district establish such number of registration centres as may be necessary.

Appointment of registrars and deputies and designation of public officers to act in execution of Act.  
[21 of 1990]

**14.** (1) The Minister may appoint the registrars and their deputies for the registration districts.

(2) Every deputy while acting as registrar shall have all the powers and duties and be subject to all the penalties declared in this Act concerning a registrar.

(3) The Minister may designate a public officer to perform the functions of registrar under this Act, for such time as that officer holds his office.

**15. – 17.**[Deleted by 21 of 1990]

Transfer of official property on death or removal of registrar.  
[21 of 1990]

**18.** Whenever any registrar dies, or is removed from office or ceases to hold office, arrangements shall immediately be made by the Registrar General to have all forms, documents and papers that were in his possession as registrar collected and delivered as soon as conveniently may be to his

successor.

19. [Deleted by 21 of 1990]

Registration  
centre in each  
district.  
[21 of 1990]

20. (1) The Register General shall appoint some suitable building to be the registration centre within the district.

(2) The Registrar General shall publish in the *Gazette*, the address of the registration centre and hours of business of every registrar.

Exemption  
from service on  
jury or inquest.  
[21 of 1990]

21. Every registrar appointed under this Act shall be free and exempt from service on any jury or inquest.

### PART III

#### REGISTRATION OF BIRTHS AND DEATHS

Ascertaining  
and registering  
births and  
deaths.  
[21 of 1990]

22. Subject to the regulations to be made under this Act, every registrar is hereby authorised and required to inform himself carefully, in so far as it is practicable, of every birth and death which happens within his district, and to learn and register, as soon after the event as conveniently may be, without fee or reward save as herein provided, in one of the registration forms the particulars required to be registered according to Forms 1 and 2, in triplicate, touching that birth or death, as the case may be.

Forms 1 and 2.

Obligation on  
certain persons  
to give notice  
of birth of  
child.  
[21 of 1990]

23. The parent or parents of any child born in Guyana after the commencement of this Act, or the nurse or anyone present at the birth of the child, shall, at any time within twenty-one days next after the day of the birth, give notice thereof to the registrar at the nearest registration centre of the district within which the child has been born; and the parent or person above specified, whether he or she has given the notice or not, on being required personally or by written requisition of the registrar within three months after the date

of the birth, shall attend at the office of the registrar at the nearest registration centre of the district in which the birth has occurred, or otherwise at the residence of the parent or person, and give information to the registrar, according to the best of his or her knowledge and belief, of the several particulars by Form 1 required to be registered touching the birth of the child, and shall sign the registration form in the presence of the registrar.

**24.** [Deleted by 21 of 1990]

Penalty for  
default under  
section 18.  
[21 of 1990  
6 of 1997]

**25.** Everyone in default of doing anything required, or prescribed by the Registrar General, to be done by him under or in pursuance of the preceding section, shall be liable to a fine of nine hundred dollars.

Giving notice  
in writing.  
[21 of 1990]  
Second  
Schedule.

**26.** (1) Anyone may give information of a birth or death happening in any part of Guyana within the limits set forth in the Second Schedule by forwarding the particulars of that birth or death, as required by this Act in writing signed by him and stating his name, residence and occupation to the registrar at the nearest registration centre of the district within which the birth or death, as the case may be, occurred, whereupon the registrar shall commence the registration of the birth or death.

Form 1 or 2.  
First Schedule.

(2) Upon verification of the particulars submitted under subsection (1) the registrar shall then proceed to complete the registration of the birth or death by filling in Form 1 or 2, as the case may be.

**27.** [Deleted by Act No. 21 of 1990]

Informant to  
sign registra-  
tion form.  
[21 of 1990]

**28.** Nothing in the preceding section shall excuse any informant from signing the registration form when he is present with the registrar.

Neglect to give notice of birth or death under the Act.  
[18 of 1947  
21 of 1990  
6 of 1997]  
Second Schedule.

**29.** If anyone who resides in any part of Guyana within the limits set forth in the Second Schedule, and who is bound to give information of a birth or death, does not, within nine months from that birth or death, give the information in either of the ways prescribed by this Act, he shall be liable to a fine of five hundred dollars.

Extension of provisions as to notice in writing.  
[21 of 1990]

**30.** The Minister, from time to time, by order to be published in the *Gazette* and one newspaper of Guyana, may extend the last three preceding sections to other places than those mentioned in the Second Schedule, and, at the expiration of three weeks from the time of the first publication of the order, those sections shall apply to any place mentioned in the order, in the same manner as if it had been included in that Schedule.

Entry of name of person as father of child born out of wedlock.  
[21 of 1990]

**31.** No registrar who receives information of the birth of a child born out of wedlock shall enter in Form 1 the name of anyone as the father of that child except at the joint request of the mother, and of the person who acknowledges himself to be the father, and the person shall in that case sign Form 1 together with the mother.

Registration after expiration of three months from birth.  
[18 of 1947  
57 of 1955  
21 of 1990]

**32.** (1) After the expiration of three months following the birth of a child or nine months in the case of a birth in any part of Guyana within the limits set forth in the Second Schedule, no registrar may register the birth, save as hereinafter provided, that is to say, if the birth of the child has not been registered according to the provisions hereinbefore contained, anyone present at the birth of the child, or the father or mother or guardian thereof, at any time within twelve months next after its birth may make in the presence of the superintendent registrar a declaration in writing of the particulars required to be known touching the birth according to the best of his or her knowledge and belief (which declaration in the presence of the superintending registrar is hereby authorised to take), and the superintendent registrar

before whom the declaration is made shall sign the entry of the birth as well as the register.

(2) For every registration under subsection (1) the registrar shall be entitled to receive such fees as may be prescribed by the Minister by order.

Registration of  
a birth after 12  
months.  
[15 of 1936  
57 of 1955  
21 of 1990]

**33.** (1) After the expiration of twelve months following the birth of a child, that birth shall not be registered except with the written authority of the Registrar General for registering the same, and except in accordance with the regulations, and the fact of such authority having been given shall be recorded.

(2) For every registration under subsection (1) the registrar shall be entitled to receive such fees as may be prescribed by the Minister by order.

**34.** [Deleted by 21 of 1990]

Registration of  
name given  
after registra-  
tion.  
[21 of 1990]

**35.** (1) When any name has been given to the child by its parents or guardians other than that by which it may have been registered, or where on registration no name has been given, the parents or guardians, within twelve months after its birth has been registered, or, if after twelve months, then only with the written authority of the magistrate of the district in which the parents or guardians reside (which authority, upon a statement of the circumstances of the case submitted to him, it shall be lawful for the magistrate to give) may deliver to the Registrar General a certificate in Form 3, or to the like effect, signed by the parents or guardians; and thereupon, and on payment of such fees as may be prescribed by the Minister by order, the Registrar General shall appropriately record the name of the child by completing a new registration form showing the original particulars with the name of the child as corrected or with the name given for the first time, as the case may be.

Form 3.  
First Schedule.

(2) The newly completed form shall be stapled to the previous form and together shall comprise part of the record of the General Register Office.

Obligation on certain persons to give notice of death.  
[21 of 1990]

36. Someone present at the death, or in attendance during the last illness, of anyone dying in Guyana shall, within seven days next after the day of the death, give notice thereof to the registrar at the nearest registration centre of the district in which it has occurred; and everyone aforesaid shall, whether he has given notice or not, on being required personally or by written requisition of the registrar, within fourteen days after the date of the death, attend personally at the office of the registrar at the nearest registration centre of the district in which the death has occurred, or otherwise at the place of residence of that person, and give information to the registrar, according to the best of his knowledge and belief, of the several particulars required by Form 2, to be registered touching the death, and shall sign the registration form in the presence of the registrar.

Form 2.  
First Schedule

Notice on finding new-born child or dead body.

37. If anyone finds exposed a new-born child or a dead body, the person first having charge of the child in the case of the new-born child, and the coroner in the case of the dead body, shall forthwith give notice of the discovery and of the place where it was found to the registrar of the district in which it has been found; and the registrar, after proper inquiry, shall register all the several particulars required to be known and registered touching that birth or death, or so much and so many of the particulars as have been ascertained.

Entry of finding of jury upon coroner's inquest.  
[21 of 1990]  
Form 2.  
First Schedule.

38. Whenever an inquest is held on a dead body, the jury shall inquire of the particulars by this Act required to be registered concerning the death and the coroner shall, without signing Form 2 as informant, communicate in writing under his hand the finding of the jury to the Registrar General who shall record that the information relating to the death

was received from the coroner, and preserve the information with the records of his office.

Registration of birth or death on board ship. [21 of 1990]

**39.** (1) In the event of a birth or death on board a ship moored in any river in Guyana, the master or chief officer shall be bound to report that birth or death in like manner and subject to the like penalties in case of disobedience as is required of a person on shore.

(2) The master or chief officer of any Government craft shall also, in like manner and subject to the like penalties as aforesaid, report every birth or death on board the craft, whether moored or on any coasting or other voyage within Guyana.

Report of death on boat in mining district. [21 of 1990]

**40.** The captain, or in case of his death the bowman, or in case of the bowman's death or absence at the time of a death occurring someone in the boat at the time shall be bound, in the case of a boat going to or returning from any mining district of Guyana, to report the occurrence of that death on or from the boat to the nearest registrar of the district in the same manner as other deaths are reported, and subject to the like penalties in case of disobedience, as is required of a person on shore.

Signing of register by informant, with specified exceptions. [21 of 1990]

**41.** Everyone by whom the information contained in any form of birth or death under this Act has been given, except in cases where that information has been given by the coroner or under the provisions hereinbefore contained as to giving notice in writing, shall sign his name, description, and place of abode in the form; and except as aforesaid no form of birth or death according to this Act shall be given in evidence which is not signed by someone professing to be the informant, and to be the party hereby required to give that information to the registrar.

Signing by mark.

**42.** (1) In case of the inability to write of anyone whose signature is required or necessary under this Act, that person

may exhibit, in the presence of the registrar, a cross or other mark, and the registrar shall annex the designation of that person to the cross or other mark.

(2) The cross or other mark shall be in all respects as binding and effectual as the signature of the person would have been if he had been able to write.

Correction of  
erroneous entry  
in registration  
form.

[14 of 1954

4 of 1972

21 of 1990]

- 43.** (1) (a) The Registrar General may of his own motion correct any minor clerical error in a registration form, if satisfied that the error in question is genuine.
- (b) The Minister may by order specify the errors or classes of error which shall be deemed to be minor clerical errors for the purposes of this subsection.

(2) Subject to subsection (1), if any error is discovered to have been committed in the entry of a birth or death in a registration form, the person discovering the error shall forthwith give information thereof to the magistrate of the district.

(3) The magistrate thereupon, or upon otherwise coming to the knowledge of the error, shall summon before him the person who made, and anyone concerned in making, the erroneous entry, or having any knowledge concerning it, and also anyone interested in the effect of it, and shall examine those persons upon oath; and if the magistrate is satisfied that any error has been committed in the entry, he shall, by authority under his hand, direct the Registrar General to correct the error.

(4) The Registrar General shall thereupon as directed by the magistrate correct the error according to the truth of the case by completing a new registration form containing the correct particulars; the newly completed form



together with the previous form being stapled together and forming part of the record of the General Register Office.

(5) [Deleted by 21 of 1990]

(6) (a) Any person who is born in the Leprosy Hospital, Mahaica, or any parent or guardian of any such person may apply to the Registrar General to alter the particulars in the form with respect to the birth of such person so as to substitute for any reference therein to the "Leprosy Hospital" or "Mahaica Hospital" as the case may be a reference to "Mahaica."

(b) [Deleted by 21 of 1990]

(c) The said substitution shall be made by striking out the words "Leprosy Hospital" or "Mahaica Hospital" as the case may be and substituting therefor the word "Mahaica."

(d) Anything in this or in any other Act to the contrary notwithstanding, as from the date of the coming into force of this Act, where an application has been made as aforesaid, the certified extract referred to in section 49(2) of this Act shall, in respect of the entry with which the application was concerned, contain the substitutions aforesaid and shall be in all respects as if the words "Leprosy Hospital" or "Mahaica Hospital" had never been included in the original entry.

Saving of registry of baptisms and burials.

44. Nothing in this Act shall affect the registry of baptisms or burials as now by law established, or the right of any officiating minister to receive any fee now usually paid to him for the performance or registration of a baptism or burial.

#### PART IV

##### REGISTRATION OF CAUSES OF DEATH

Registration of death.  
[21 of 1990]

Form 2.  
First Schedule.

45. (1) A death occurring in a public or private hospital shall be registered at that hospital after the medical practitioner who may have been in attendance during the last illness until the death of the person completes in triplicate paragraphs 2.0 and 4.0 in Form 2.

(2) Where a death does not occur in a hospital paragraphs 2.0 and 4.0 in Form 2 shall be completed in triplicate by the medical practitioner who may have been in attendance during the last illness until the death of the person and handed to the informant to be taken by him to the registrar at the nearest registration centre of the district, who shall use the particulars in the said form to complete the registration of the death.

(3) Paragraphs 2.0 and 4.0 in Form 2 shall be completed in legible writing and signed by the medical practitioner so that both the cause of death and the name of the medical practitioner issuing the certificate may be easily read.

(4) A registration of death after a post mortem shall be done at the registration centre of the hospital, where the post mortem was performed, by the Hospital Administrator or other officer in charge of administration of the hospital.

(5) When the registration of death is completed the registrar shall send the original completed registration form

to the General Registrar Office, give the first copy to the informant and retain the second copy as part of his record.

(6) No fee shall be charged for the registration of a death at any public hospital or institution.

## PART V

### COMPLETED REGISTRATION FORMS

#### *Certified Copies of Registers*

Transmission of entries of births and deaths and original registration forms thereof to the Registrar General.  
[21 of 1990]

**46.** (1) During the first week in every month every registrar shall send to the Registrar General a monthly return with the entries of all births and deaths made during the month together with all the original registration forms of births and deaths in his possession.

(2) If there has been no birth or death registered in the preceding month aforesaid a nil return shall be sent to the Registrar General.

(3) The registrar shall keep safely the duplicate copy of the monthly return sent to the Registrar General.

**47.** [Deleted by 21 of 1990]

Furnishing of abstract of registers.

**48.** The Registrar General shall once in every year furnish to the Minister a general abstract of the number of births and deaths registered during the preceding year, in the form and at the date from time to time prescribed by the Minister.

Indices, searches and certified copies.  
[3 of 1965]

**49.** (1) The Registrar General shall cause indices of all duly completed registration forms in his possession herein mentioned to be made and kept in the general register office.

9 of 1980  
21 of 1990]

(2) Everyone shall be entitled, on payment of the fees prescribed by the Minister by order, to search the indices between the hours of ten o'clock in the morning and four o'clock in the afternoon of every day, except public holidays and Saturdays, and to have extracted therefrom a sealed certificate of birth in Form 4 or a sealed certificate of death in Form 5, as the case may be.

50. [Repealed by Act No. 9 of 1980]

51.-52 [Repealed by Act No. 9 of 1980]

Fee for priority search.  
[57 of 1955  
3 of 1965  
4 of 1972  
21 of 1990]

53. (1) The fee payable in respect of each priority search shall be such fee as the Minister may by order prescribe.

(2) In this section, the expression "priority search" means a search, whether general or particular, in respect of which the Registrar General has received a written application requesting that such search be undertaken immediately, that is to say, in priority either to a general or particular search.

Loss of registration form in course of transmission.  
[21 of 1990]

54. If a duly completed registration form of birth or death is lost in course of transmission to the Registrar General, the registrar by whom it has been sent shall forthwith prepare a copy of the lost form from the second copy of the lost form retained by him and forward the said prepared copy to the Registrar General.

Quarterly account of fees by registrar.  
[27 of 1950  
21 of 1990]

56. (1) Every registrar, each month, shall make out an account of the number of births and deaths which he has registered during that month.

(2) When the account has been rendered to and certified by the Registrar General, there shall be paid to the registrar from moneys provided by Parliament, or out of any funds available for that purpose as hereinafter provided (but

not otherwise), as the case may be, such sums as he may be entitled to receive on the said account at such rate as the Minister may by order prescribe for every duly completed registration form of birth or death, mentioned in the account:

Provided that no fee shall be paid for any entry appearing to the Registrar General to have been made in a careless manner or in an illegible handwriting.

**57.-60.** [Deleted by Act No. 21 of 1990]

Burial of  
deceased and  
still-born  
children.  
[6 of 1930]

**61.** (1) No one shall willfully bury or cause to be buried the body of a deceased child as if it were still-born, except as hereinafter provided.

(2) No one who has the control over, or ordinarily buries bodies in, any burial ground shall bury or permit to be buried therein the body of a deceased child as if it were still-born, or shall bury or permit to be buried therein any still-born child, before there is delivered to him either —

- (a) a written certificate that the child was not born alive, signed by a licensed medical practitioner who was in attendance at its birth, or, in the event of no licensed medical practitioner having been in attendance at its birth, then a certificate of a licensed medical practitioner who has been called in subsequent to its birth or, in the event of no licensed medical practitioner being readily available, then a certificate of a Government dispenser, duly authorised for the purpose by the Chief Medical Officer to the effect that he has examined the body of the child and that, to the best of his knowledge and belief, it was not born

alive; or

- (b) if there has been an inquest, an order of the coroner who presided at the inquest.

Production of certificate of medical practitioner by persons presenting body of still-born child for burial.  
[6 of 1930  
6 of 1997]

**62.** (1) Everyone who, on presenting the body of a still-born child for burial, then, or within such time as may be allowed by the person to whom the body is so presented, fails to produce to that person one of the certificates referred to in the last preceding section, or an order of the coroner if an inquest has been held, shall be liable to a fine of not less than nine hundred and seventy-five dollars and not more than nine thousand seven hundred and fifty dollars.

(2) Everyone who acts contrary to the provisions of the last preceding section with respect to the burying of the body of a stillborn child shall be liable to a similar fine.

Forging or uttering forged certificate.  
Misdemeanour.

**63.** Everyone who forges, or utters knowing it to be forged, any such certificate or order as is referred to in section 44 shall be guilty of a misdemeanour and, on conviction thereof before the High Court in its criminal jurisdiction, shall be liable to imprisonment for two years.

Fee for viewing body of still-born child.  
[6 of 1930  
6 of 1997]

**64.** (1) Where a registered medical practitioner is applied to by any person to view the body of any child alleged to have been still-born and to give a certificate under this Act and such person is unable to pay any fee, the medical practitioner may, with the sanction of the Minister, receive from any money granted for the contingent expenses of justice a fee of sixty-five dollar for viewing the body.

(2) Where such a certificate as is referred to in section 61 can be properly given by the medical practitioner, such fee shall include the granting of such certificate.

Person burying still-born child

**65.** Everyone who buries or causes to be buried the

shall inform  
registrar.  
[6 of 1997]

body of any still-born child shall inform the registrar of the district in which the burial has taken place of the fact within seven days after the burial, and if the person fails to do so he shall be liable to a fine of not less than nine hundred and seventy-five dollars and not more than nine thousand seven hundred and fifty dollars.

## PART VI

### REGISTRATION OF BIRTHS AND DEATHS ABROAD

Registration of  
births and  
deaths abroad.  
[14 of 1976]

**65A.** (1) The Minister may by regulations make provision generally for the carrying into effect the purposes of this Act, and in particular –

- (a) for the registration of the births and deaths of citizens of Guyana born or dying in a place outside Guyana by the Registrar General or by consular officers or other officers in the foreign service of Guyana as may be designated by notice published in the Gazette by the Minister responsible for Foreign Affairs;
- (b) for enabling the births and deaths of citizens of Guyana born or dying in any country in which the Government of Guyana has for the time being no diplomatic or consular representatives to be registered by the Registrar General or by persons serving in the diplomatic, consular or other foreign service of any country which, by arrangement with the Government of Guyana, has undertaken to represent that Government's interest in that

country, or by a person authorised in that behalf by the Minister responsible for Foreign Affairs, notice of which has been published in the *Gazette*;

- (c) for requiring the payment of such fees as the Minister sees fit for the carrying out of the duties imposed by regulations made for the purposes of paragraphs (a) and (b).

(2) The foregoing provisions of this Act (including those of any other enactment which applies to anything done under this Act) shall apply to births and deaths registered in accordance with regulations made under paragraph (a) and (b) of subsection (1), subject to such adaptations and modifications as the Minister may by order provide.

## PART VII

### OFFENCES AND PROCEDURE

Section 6 of  
Cap. 10:02 not  
to apply.

66. Section 6 of the Summary Jurisdiction (Procedure) Act shall not apply to any complaint for an offence under this Act, and that complaint may be made and proceedings taken thereon notwithstanding that more than six months have elapsed since the matter of the complaint arose.

Wilfully giving  
false  
information.  
[21 of 1990  
6 of 1997]

67. Everyone who wilfully makes or causes to be made, for the purpose of being inserted in any registration forms of births or deaths, any false statement touching any of the particulars herein required to be known and registered shall be liable on summary conviction to a fine of forty-eight thousand seven hundred and fifty dollars or to imprisonment for six months.

Incorporation  
of sections 253

68. Sections 252 and 253 of the Criminal Law



and 254 of  
c. 8:01

(Offences) Act shall be deemed to be incorporated in and to form part of this Act.

Not duly  
registering  
birth or death,  
or losing or  
injuring  
registration  
form.  
[21 of 1990  
6 of 1997]

**69.** Every registrar who refuses, or without reasonable cause omits, to register any birth or death of which he has had due notice, or to make any addition to or alteration in a completed registration form in accordance with this Act, and everyone having the custody of any completed registration form, or certified copy thereof, who carelessly loses or injures it, or carelessly allows it to be injured whilst in his keeping, shall for each offence be liable to a fine of nine thousand seven hundred and fifty dollars.

Neglect to  
deliver  
completed  
registration  
forms or copies  
thereof when  
required.  
[21 of 1990  
6 of 1997]

**70.** Everyone who under the provisions of this Act is required to deliver completed registration forms of births and deaths, or copies thereof, to the Registrar General and who, after being duly required to deliver the completed registration forms or copies aforesaid, refuses, or during one month neglects, to do so, shall for each offence be liable to a fine of nine thousand seven hundred and fifty dollars.

Failure by  
medical  
practitioner to  
comply with  
section 37.  
[21 of 1990  
6 of 1997]

**71.** Every medical practitioner who fails to comply with section 45, or without reasonable cause refuses or neglects to do so shall for each offence be liable to a fine of nine hundred dollars.

Improperly  
registering  
birth.  
[15 of 1936  
18 of 1947  
6 of 1997]

**72.** Everyone who—

- (a) knowingly registers or causes to be registered the birth of a child otherwise than is by this Act required after the expiration of three months following the day of the birth of that child, or in the case of a birth in any part of Guyana within the limits set forth in the Second Schedule after the

expiration of nine months following the day of that birth; or

- (b) knowingly registers or causes to be registered the birth of a child after the expiration of twelve months following the day of the birth of that child, except as provided in section 33,

shall for each offence be liable to a fine of four thousand eight hundred and seventy-five dollars.

Failure to give notice of birth or death.  
[21 of 1990  
6 of 1997]

**73.** Everyone hereby required who, within the period herein specified, fails to give notice of any birth or death to the registrar of the registration district within which the birth or death has occurred shall be liable to a fine of three hundred dollars.

Failure to give information personally to registrar respecting birth or death.  
[21 of 1990  
6 of 1997]

**74.** Subject to the provisions hereinbefore contained as to giving notice in writing, everyone hereby required who within the period herein specified, fails to attend personally at the registration centre of the district within which a birth or death has occurred, and to give information to the registrar of the particulars hereby required to be registered touching that birth or death, or refuses to sign the registration form in the presence of the registrar, shall be liable to a fine of three hundred dollars.

Failure to give notice of finding new-born child or dead body.  
[21 of 1990  
6 of 1997]

**75.** In the case of finding exposed any new-born child or any dead body, everyone who is hereby required to give notice and does not give notice forthwith of finding it, and of the place where it was found, to the registrar of the district in which it has been found shall be liable to a fine of nine hundred and seventy-five dollars.

Right to give notice by post.

**76.** Whenever notice is hereby required to be given, the person required to give the notice shall be held to have sufficiently discharged himself if he proves upon oath that he

put into a post office, before the expiration of the period within which the notice is required to be given, a letter addressed to the person to whom and containing the particulars of which the notice is required to be given.

Penalty not exigible if notice given.

77. No penalty hereby imposed on persons failing to give any notice hereby required shall be exacted if any of the persons so required have or has given that notice.

Penalty not exigible where failure not wilful.

78. No penalty hereby imposed shall be exacted in any case where it appears to the satisfaction of the magistrate that the person failing to comply with the provisions hereof in relation to the giving notice or information under them has not wilfully been guilty of the failure, but that the failure has been occasioned by unavoidable accident, or by circumstances over which he had no control, and that he used every reasonable endeavour towards compliance with those provisions.

Procedure and appeal.

79. Every penalty imposed by or under this Act shall be recoverable, and be subject to appeal, in the manner provided by the Summary Jurisdiction Acts

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# LAWS OF GUYANA

28

Cap. 44:01

Registration of Births and Deaths

## FIRST SCHEDULE

ss. 17 and 18  
[21 of 1990]

### FORM 1

REGISTRATION NUMBER	<input type="text" value="B"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
GOVERNMENT OF GUYANA <b>REGISTRATION OF BIRTH</b> GENERAL REGISTER OFFICE		SECTION BELOW FOR GRO USE ONLY			
		A REC D M Y	E SYST NS <input type="checkbox"/> CS <input type="checkbox"/>		
ONLY LIVE BIRTHS TO BE FILED WITH GRO		B STATUS CR • IR • F DFF			
		C TYPE F <input type="checkbox"/> L <input type="checkbox"/> RR <input type="checkbox"/> G CERT			
		D HCF	H RD		

#### 1.0 PARTICULARS OF CHILD

1.1 LAST NAME (SURNAME)		1.4 TYPE OF BIRTH	LIVE <input type="checkbox"/> STILL <input type="checkbox"/>
1.2 FIRST NAME		1.5 DATE OF BIRTH	DAY MONTH YEAR
1.3 OTHER NAMES		1.6 TIME OF BIRTH	AM <input type="checkbox"/> PM <input type="checkbox"/>
1.7 RACE	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1.8 SEX	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
1.9 GESTATION IN WEEKS	1.10 WEIGHT AT BIRTH	1.11 LENGTH AT BIRTH	INCHES CENTIMETRES
1.12 HOSPITAL PLACE OF BIRTH	NAME OF HOSPITAL OR INSTITUTION		LOCATION REGION
OTHER BIRTH	NUMBER	STREET OR DAM	WARD OR VILLAGE TOWN OR COUNTY REGION

#### 2.0 PARTICULARS OF MOTHER

2.1 LAST NAME AT THIS BIRTH		2.6 MARITAL STATUS AT THIS BIRTH	M S W D
2.2 MAIDEN NAME		2.7 AGE AT THIS BIRTH	
2.3 OTHER NAMES		2.8 OCCUPATION	
2.4 RACE	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2.9 EDUCATION	P S U O
2.5 USUAL ADDRESS	NUMBER	STREET OR DAM	WARD OR VILLAGE TOWN OR COUNTY REGION

#### 3.0 PARTICULARS OF FATHER

3.1 LAST NAME		3.5 AGE AT THIS BIRTH	
3.2 FIRST NAME	3.3 MIDDLE INITIAL	3.6 OCCUPATION	
3.4 RACE	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	3.7 EDUCATION	P S U O
FATHER'S NAME WILL APPEAR ON BIRTH CERTIFICATE IF PARENTS ARE MARRIED TO EACH OTHER AT THE TIME OF THIS BIRTH OR FATHER OTHERWISE CONSENTS BY SIGNING THIS REGISTRATION.		3.8 SIGNATURE	

# LAWS OF GUYANA

## Registration of Births and Deaths

Cap. 44:01

4.0 OTHER PARTICULARS					
4.1 NO OF CHILDREN BORN AT THIS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 6TH DELIVERY	4.2 ORDER OF THIS DELIVERY IF NOT	<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH <input type="checkbox"/> 5TH A		
4.3 PREVIOUS DELIVERIES	4.3.1 MONTHS SINCE LAST STILL PARTURITION	4.3.2 NUMBER BORN ALIVE	4.3.3 NUMBER BORN DEAD	4.3.4 NUMBER ALIVE	

5.0 PARTICULARS OF INFORMANT		6.0 PARTICULARS OF ATTENDANT AT BIRTH		
5.1 NAME	6.1 NAME			
5.2 RELATIONSHIP TO CHILD	6.2 OCCUPATION	<input type="checkbox"/> DOCTOR <input type="checkbox"/> MIDWIFE <input type="checkbox"/> N/MIDWIFE <input type="checkbox"/> PH/NURSE <input type="checkbox"/> BIRTH ATTN. <input type="checkbox"/> OTHER		
5.3 SIGNATURE				

NOTICE TO REGISTRAR	NOT A LEGAL RECORD
<p>The Registrar is required under law to file the original of this Registration of Birth with the General Register Office not later than 14 days after the date on which the child named herein is born.</p>	<p>This is not an official Birth Certificate and cannot be used as one. Birth Certificate can be obtained from the General Register Office by applying through your local Post Office 30 days after the child birth.</p>

ss. 17 and 18  
[21 of 1990  
O. 22/1994]

FORM 2

NATIONAL ID NO.

REGISTRATION NUMBER	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				D	D	M	M	Y	Y
GOVERNMENT OF GUYANA REGISTRATION OF DEATH GENERAL REGISTER OFFICE	SECTION BELOW FOR GRO USE ONLY									
	A REC	D	M	Y	E SYST	NS	OS	<input type="checkbox"/>	<input type="checkbox"/>	
	B STATUS	CR	IR	<input type="checkbox"/>	F DPF					
	C TYPE	<input type="checkbox"/> F	<input type="checkbox"/> L	<input type="checkbox"/> RR	G CERT					
	D HCF				H	RE				
1.0 PARTICULARS OF DECEASED										
1.1 LAST NAME (SURNAME)				1.2 MAIDEN NAME						
1.3 FIRST NAME				1.7 DATE OF BIRTH	DAY	MONTH	YEAR			
1.4 OTHER NAMES				1.8 MARITAL STATUS	<input type="checkbox"/> M	<input type="checkbox"/> S	<input type="checkbox"/> W	<input type="checkbox"/> D		
1.5 RACE	A	<input type="checkbox"/> AI	<input type="checkbox"/> C	<input type="checkbox"/> EI	<input type="checkbox"/> EU	<input type="checkbox"/> FO	<input type="checkbox"/> OT	1.9 SEX	MALE	<input type="checkbox"/> FEMALE
1.6 USUAL RESIDENCE				1.10 OCCUPATION						

LAWS OF GUYANA

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Cap. 44:01

Registration of Births and Deaths

2.0 PARTICULARS OF DEATH (PLEASE PRINT CLEARLY)									
2.1 DATE OF DEATH				2.2 APPROXIMATE TIME OF DEATH	AM [ ] PM [ ]				
	DAY	MONTH	YEAR	2.3 INTERVAL BETWEEN ONSET & DEATH	NO.	UNIT e.g. days, yrs			
2.4 DISEASE, INJURY OR COMPLICATION LEADING DIRECTLY TO DEATH	1 (a) due to (or as a consequence of)								
2.5 ANTECEDENT CAUSES GIVING RISE TO DEATH	(b) due to (or as a consequence of)								
	(c) due to (or as a consequence of)								
	(d)								
2.6 OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH									
2.7 EXTERNAL CAUSES (HOW INJURY OCCURRED)					2.8 DATE OF INJURY				
2.9 PLACE OF INJURY	HOME [ ] STREET [ ] FARM [ ] WORKPLACE [ ] OTHER [ ]					DAY	MNTH	YEAR	
2.10 PLACE OF DEATH HOSPITAL	NAME OF HOSPITAL OR INSTITUTION				LOCATION	DISTRICT			
	OTHER	NUMBER, STREET				LOCATION	DISTRICT		
THIS DOES NOT MEAN THE MODE OF DYING, E.G. HEART FAILURE, ASTHMA, ETC. IT MEANS THE DISEASE, INJURY OR COMPLICATION WHICH CAUSED THE DEATH.					2.11 POST MORTEM PERFORMED/INSPECTION	YES [ ] NO [ ]			
3.0 PARTICULARS OF INFORMANT									
3.1 NAME				3.3 RELATIONSHIP TO DECEASED					
3.2 ADDRESS				3.4 SIGNATURE					
4.0 PARTICULARS OF OFFICER CERTIFYING DEATH									
4.1 NAME				4.4 DATE DECEASED LAST SEEN BY ME					
4.2 ADDRESS					DAY	MONTH	YEAR		
4.3 OCCUPATION <input type="checkbox"/> GENERAL PRACTITIONER <input type="checkbox"/> PATHOLOGIST <input type="checkbox"/> MEDEX <input type="checkbox"/> OTHER				4.5 DATE THIS CERTIFICATE PREPARED					
					DAY	MONTH	YEAR		
DECLARATION: I HEREBY CERTIFY THAT THE ABOVE-NAMED PERSON DIED ON THE DATE AND OF THE CAUSES SPECIFIED ABOVE				SIGNATURE					
NOTICE TO MEDICAL OFFICER CERTIFYING DEATH You are required under law to file the original of this registration of death with the General Register Office not later than 14 days after the date on which you have certified the death.					NOT A LEGAL RECORD This is not an official death certificate and cannot be used as one. Death certificates can be obtained from the General Register Office by applying through your local post office 30 days after the date of this registration.				

FORM 3

s. 35  
[21 of 1990]

Certificate to be delivered under section 35

I do hereby certify that—

- (a) at .....  
in the county of.....  
on the..... day of  
.....20..... a  
..... child whose  
parents are..... and  
..... was born;
- (b) on Registration of the birth of the  
child \*it was given the  
name...../\*n  
o name was given to it;
- (c) in respect of the child the \*new name  
of ..... /\* the name of  
..... is now  
being given.

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

Signed .....  
Parent/guardian

Signed .....  
Magistrate

\*Delete words not applicable.

\_\_\_\_\_

s. 40  
[21 of 1990]

FORM 4

CO-OPERATIVE REPUBLIC OF GUYANA			
CERTIFICATE OF BIRTH			
NAME OF CHILD	<input style="width: 100%;" type="text"/>		
DATE OF BIRTH			
	DAY	MONTH	YEAR
	SEX	<input style="width: 50%;" type="text"/>	
PLACE OF BIRTH	<input style="width: 100%;" type="text"/>		
MOTHER'S FULL NAME AT THIS BIRTH	<input style="width: 100%;" type="text"/>		
MOTHER'S MAIDEN NAME	<input style="width: 100%;" type="text"/>		
FATHER'S NAME	<input style="width: 100%;" type="text"/>		
DATE OF REGISTRATION OF BIRTH			
	DAY	MONTH	YEAR
<p>THE INFORMATION PERTAINING TO THE ABOVE-NAMED REGISTRANT IS TRUE AND CORRECT AS CONTAINED IN THE ORIGINAL RECORD ON FILE IN THE GENERAL REGISTER OFFICE</p>			
	<p>----- TRANSCRIPTION CLERK -----</p>		
	<p>REGISTRAR GENERAL</p>		
	<p>----- DATE ISSUED -----</p>		
NOT VALID UNLESS SEAL IS AFFIXED	<input style="width: 100%;" type="text"/>		
CERTIFICATE NUMBER	<input style="width: 100%;" type="text"/>		
DIVISION/CENTRE	<input style="width: 100%;" type="text"/>		



FORM 5

s. 40  
[21 of 1990]

CO-OPERATIVE REPUBLIC OF GUYANA  
CERTIFICATE OF DEATH

FULL NAME OF DECEASED

DATE OF DEATH

DAY	MONTH	YEAR

AGE AT DEATH  SEX

PLACE OF DEATH

CAUSE OF DEATH

NAME OF OFFICER CERTIFYING DEATH  OCCUPATION

DATE OF REGISTRATION OF DEATH

DAY	MONTH	YEAR

THIS IS TO CERTIFY THAT THE INFORMATION PERTAINING TO THE DECEASED  
PERSON NAMED ABOVE IS A TRUE COPY OF A RECORD ON FILE IN THE  
GENERAL REGISTER OFFICE

\_\_\_\_\_  
TRANSCRIPTION CLERK

\_\_\_\_\_  
REGISTRAR GENERAL

\_\_\_\_\_  
DATE ISSUED

NOT VALID UNLESS SEAL IS AFFIXED

CERTIFICATE NUMBER

SECOND SCHEDULE

ss. 26, 27 and 72  
[Gaz. 28/4/1917  
O. in C.  
177/1917]

PLACES IN RESPECT OF WHICH NOTICES OF  
BIRTHS AND DEATHS MAY BE GIVEN IN WRITING

*County of Berbice*

The river Corentyne and its tributaries on the west bank and islands, from plantation *Skeldon* upwards.

The Corentyne coast, from Ulverston upwards to Anamoronusi, or No. 66 creek.

The Canje creek and its tributaries, from plantation *Goldstone Hall* on the east bank, and Sandvoort on the west bank, upwards.

The river Berbice and its tributaries and islands, from plantation *Highbury* on the east bank, and Ithaca on the west bank, upwards.

*County of Demerara*

The Abary creek and its tributaries, above the bridge.

The Mahaicony creek and its tributaries, above Relief village on the east bank, and Felicity on the west bank.

The Mahaica creek and its tributaries, above plantation *Cane Grove* on the west bank, and the bridge on the east bank.

The right bank of the Boerasirie creek, beyond where it adjoins any cane plantation.

The river Demerara and its tributaries and islands, from plantations *Vriesland* on the west bank, and plantation *Golden Grove* on the east bank upwards.

*County of Essequibo*

The left bank of the Boerasirie creek, beyond where it adjoins any cane plantation.

The Supenaam creek and its tributaries; the river Essequibo and its tributaries and islands, from the Supenaam creek on the one bank, and plantation *Philadelphia* on the other bank upwards, excepting the penal settlement and the town of Bartica; and the islands of Essequibo, exclusive of Leguan, Wakenaam, and Tiger islands.

From and exclusive of plantation *Devonshire Castle* to the river Pomeroon and its tributaries and islands; and the Tapacooma Lake, and the other lakes on the Essequibo coast, except such parts as belong to cane plantations in cultivation.

<sup>1</sup>The North Western District, except Morawhanna and Baramanni.

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<sup>1</sup> Added by Order in Council No. 177 published in the *Gazette* of the 28<sup>th</sup> April, 1917.

**SUBSIDIARY LEGISLATION**

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**REGISTRATION OF BIRTHS AND DEATHS REGULATIONS**

**ARRANGEMENT OF REGULATIONS**

REGULATION

1. Citation.
2. Supervision of district Registrars.
3. System of registration properly kept.
4. Report of irregularities etc. to be made to Registrar General.
5. Report on district registrars.
6. Report on candidates for appointment.
7. Certified copies from registration officers to be sent to Registrar General.
8. Accounts.
9. Fresh copies in event of loss, etc.
10. Transmission of originals.
11. Verification of entries in registers.
12. Quarterly reports.
13. Filled registers.
14. Correspondence.

**REGISTRARS OF BIRTHS AND DEATHS**

15. Registrar on appointment must obtain necessary articles books etc. for the performance of his duties.

**REGISTRAR TO STUDY THE REGULATIONS AND FORMS**

16. Registrar to study the regulations and forms.

[Subsidiary]

*Registration of Births and Deaths Regulations*

REGULATION

**REGISTRAR TO LEARN THE EXACT BOUNDARIES OF HIS DIVISION**

17. Registrar to learn the exact boundaries of his division.

**REGISTRAR'S NAME AND HOURS OF ATTENDANCE FOR  
REGISTRATION TO BE EXHIBITED**

18. Registrar's name and hours of attendance for registration to be exhibited.
19. Change of residence or office of registrar.
20. Approval of change.

**THE DEPUTY REGISTRAR**

21. Appointment of deputy registrar.
22. Recommendation.
23. Notification of appointment.
24. Commencement of deputy.
25. Notice of time during which deputy will act.
26. Signature of deputy.
27. Powers and obligations of deputy.
28. Division to have a deputy always.
29. Residence of deputy.
30. Death etc. of registrar.

**LEAVE OF ABSENCE OF REGISTRAR – THE ACTING REGISTRAR**

31. Application for leave by registrar.
32. Time for application.
33. Appointment of person to act as registrar.
34. Notification of resumption of duty.
35. Signature of person acting for registrar.

## LAWS OF GUYANA

38      **Cap. 44:01**      *Registration of Births and Deaths*

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[Subsidiary]      *Registration of Births and Deaths Regulations*

REGULATION

### REGISTRAR TO INFORM HIMSELF OF BIRTHS AND DEATHS

36. Duty to register births and deaths.
37. Registrar's duty to inform himself.
38. Application for information from medical practitioners midwives etc.
39. Fees.

### GENERAL PENALTIES

40. Penalty for failure to register.
41. Registrar to acquaint informants of penal provisions.

### DIRECTIONS RESPECTING CARE OF REGISTER BOOKS

42. Care of register.
43. Registrar to be furnished with iron box or canister.
44. Loss of keys etc.
45. Damage of box.
46. Canister to keep registers, documents etc. and must be kept locked.
47. Preservation of registers.
48. Delivery of filled registers to superintendent registrar.

### ENTRIES IN THE REGISTER BOOKS

49. Entries in register.
50. Entries to be made in consecutive order.
51. Entries to be made at one time and in the presence of informant.
52. Entries to be neat and correct.
53. Particulars to be fully written.
54. Particulars to be written in column.
55. Entry to be made in registrar's handwriting.
56. Examination of entry for errors.
57. Correction of errors.

[Subsidiary]

*Registration of Births and Deaths Regulations*

- 58. Particulars inserted in wrong columns.
- 59. Entry in register of births or deaths outside registrar's division.
- 60. Cancellation of entry in register.

**REGISTRATION INK**

- 61. Registration ink.

**REGISTRATION FORMS**

- 62. Registrations forms.

**REGISTRATION OF BIRTHS**

- 63. Persons required to supply information within 21 days of any birth.
- 64. Meaning of term "occupier".
- 65. Order of informants.
- 66. Father of illegitimate children.
- 67. Registration of still-birth.
- 68. Burial of still-birth.
- 69. Omission of report and burial of still-birth without medical certificate.

**REGISTRATION OF BIRTH WITHIN THREE MONTHS**

- 70. Registration of birth.
- 71. Particulars to be entered in proper columns.

**REGISTRATION OF "TWINS," "TRIPLETS," ETC.**

- 72. Two or more children.

**LAWS OF GUYANA**

40      **Cap. 44:01**      *Registration of Births and Deaths*

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[Subsidiary]      *Registration of Births and Deaths Regulations*

REGULATION

**REGISTRATION OF A BIRTH AFTER THREE MONTHS**

- 73.      Procedure for registration of a birth after three months.
- 74.      Fee.

**REGISTRATION OF A BIRTH AFTER TWELVE MONTHS**

- 75.      Authority of Registrar General.
- 76.      Fee.

**REGISTRATION OF BAPTISMAL NAMES AFTER REGISTRATION**

- 77.      Forenames.

**REGISTRATION OF NAMES GIVEN WITHOUT BAPTISM, AFTER THE  
REGISTRATION OF A BIRTH**

- 78.      Baptism not required.

**REGISTRATION OF DEATHS**

- 79.      Persons required to give information.
- 80.      Occupier.
- 81.      Inquest.

**THE REGISTRATION OF A DEATH**

- 82.      Registration of death.
- 83.      Coroners certificate or return.
- 84.      Information of inquest.
- 85.      Death previously registered.
- 86.      Still-births.



[Subsidiary]

*Registration of Births and Deaths Regulations*

REGULATION

- 87. Coroner's returns.
- 88. Mistake of Coroner.

**REQUISITION FOR NEW REGISTER BOOKS**

- 89. Application for new register books.

**REGISTRAR TO ALLOW SEARCHES OF HIS REGISTERS**

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Reg.

18/9/1917

13/6/1927

2/1948

17/1965

6/1980

## REGISTRATION OF BIRTHS AND DEATHS REGULATIONS

*made under section 8*

Citation.

1. These Regulations may be cited as the Registration of Births and Deaths Regulations.

### THE SUPERINTENDENT REGISTRAR

Supervision of district Registrars.

2. The superintendent registrar shall visit and frequently supervise each registrar in his district in the discharge of his duties.

System of registration properly kept.

3. He shall see that the registration canisters, books and papers in the registrar's custody are kept in their proper places, and that they are systematically arranged.

Report of irregularities, etc. to be made to Registrar General.

4. He shall immediately report to the Registrar General any irregularity or neglect on the part of a registrar, or any infringement of these Regulations, or of the Act, or of any written instructions issued from time to time by the Registrar General.

Report on district registrars.

5. He shall report in his quarterly reports on the general efficiency of each of the registrars in his district, their handwritings and the manner in which they perform their

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duties.

Report on candidates for appointment.

6. He shall also report to the Registrar General as to the age, Report on handwriting, occupation and suitability for appointment or otherwise, of candidates for appointment as registrars and as deputy registrars.

Certified copies from registration officers to be sent to Registrar General

7. He shall visit all registration offices in his district within the first ten days after the end of each quarter, and collect, examine, and collate all the certified copies, and he shall also collect and officers to be examine all the information papers, and medical certificates, etc., for the preceding quarter, and after satisfying himself as to the certified copies being correct, he shall certify them in writing in the manner prescribed, and shall forward them along with the information papers, etc., to the Registrar General.

Accounts.

8. He shall also certify each registrar's and deputy registrar's account of fees for the registration of births, deaths, and still-births during the quarter, if found correct, and shall forward it to the Registrar General.

Fresh copies in event of loss, etc.

9. In the event of the certified copies for any quarter, or any portion thereof, being lost in transmission to the Registrar General, or if the whole or any portion of the certified copies have been made in a careless or illegible manner, he shall immediately cause fresh copies to be made by the registrar, similarly collated, certified and transmitted.

Transmission of originals.

10. He shall on no account attempt to transmit any originals of births or deaths until apprised in writing that the certified copies have been received at the general register office.

Verification of entries in registers.

11. He shall from time to time call upon the registrar to verify the entries on the registers, or at least some of them, by reference to the parties giving information as to the birth or the death.

Quarterly reports.

12. He shall also from time to time obtain by requisition on the Registrar General a sufficient number of forms of "Superintendent Registrar's Quarterly Reports" and he shall fill in all the particulars therein required, or required by written instructions of the Registrar General concerning each registrar in his district. These reports are to be transmitted along with the certified copies, etc., each quarter.

Filled registers. [Reg. 6/1980]

13. He shall, on his visits to the registrars, receive from them, filled and unless otherwise directed by the Registrar General immediately transmit to the Registrar General all filled registers of births and deaths after he has satisfied himself that the certified copies of all the entries recorded in them have been duly made, collated and transmitted to the Registrar General, and have been previously acknowledged to have been received in the general register office.

Correspondence.

14. He shall deal promptly with all correspondence referred or addressed to him by the Registrar General, or registrars.

### REGISTRARS OF BIRTHS AND DEATHS

Registrar on appointment must obtain necessary articles, books etc. for the performance of his duties.

15. A newly appointed registrar, on his being informed in writing by the Registrar General that he has been appointed, must forthwith apply to his predecessor in office, the representatives of such predecessor, or to the deputy registrar, who has acted during the vacancy of the registrarship, for the iron box or canister, register books, forms, documents and other property relating to registration which he ought to possess, and must obtain possession of the same. The list accompanying the letter authorising him to enter upon his duties will enable him to ascertain whether he has

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thus received all that he ought to have; and on his returning the list to the general register office, marked according to the directions therein given any deficiency will be supplied.

In the case of a newly-created division the registrar will be furnished from the general register office direct with all the articles, books and documents that he requires.

### REGISTRAR TO STUDY THE REGULATIONS AND FORMS

Registrar to study the regulations and forms.

16. On receiving the present book of regulations, the registrar must at once carefully read the same and acquaint himself with every particular as to his duties therein set forth, such regulations being in every respect binding on him. He must also study the appendices hereto, giving particular attention to the various examples, and must further make himself acquainted with the various forms, and the uses to which they are to be applied.

### REGISTRAR TO LEARN THE EXACT BOUNDARIES OF HIS DIVISION

Registrar to learn the exact boundaries of his division.

17. A newly appointed registrar must take pains to ascertain and thoroughly acquaint himself with the boundaries of the division to which he is appointed. His duty being to register all the births and deaths in his division, a strict attention to its boundaries at all times being necessary to be observed.

### REGISTRAR'S NAME AND HOURS OF ATTENDANCE FOR REGISTRATION TO BE EXHIBITED

Registrar's name and hours of attendance for

18. The registrar must cause to be placed in some conspicuous position on or near the outer door of his dwelling house or office, a painted notice or sign with the

registration to be exhibited. particulars:—“Registrar of Births attendance and Deaths for Division No.....” and the hours of his attendance at such house or office, as approved by the Registrar General.

Change of residence or office of registrar. **19.** On changing his residence or office the registrar must cause the painted notice or sign-plate to be removed from the door of the house or office which he has left and immediately put up at such new house or office and a paper notice left at the old office notifying the place of removal.

Approval of change **20.** No office shall be appointed or removed by a registrar until reported upon by the superintendent registrar of his district and approved by the Registrar General.

**THE DEPUTY REGISTRAR**

Appointment of deputy registrar. **21.** Every registrar must, by writing under his hand, recommend a fit and proper person or persons for appointment to act as his deputy in case of his illness or unavoidable absence, or in any other case authorised by these Regulations.

Recommendation. **22.** The recommendation must be made out in duplicate; and the registrar must deliver them to the superintendent registrar, who will transmit them to the Registrar General with a statement of his opinion as to the fitness of the person or persons recommended.

Notification of appointment. **23.** Thereupon the Registrar General, if he sees no reason to the contrary, will submit the recommendation to the authority empowered to make the appointment and, when the appointment has been made, the Registrar General will notify the superintendent registrar, the registrar and the person appointed.



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Commence-  
ment of duty.

**24.** The deputy may commence to act upon receipt of the notice of his appointment.

Notice of time  
during which  
deputy will act.

**25** The registrar, when he intends to call upon his deputy to act in his stead for any period longer than four days, and not exceeding two weeks, must give notice in writing to the superintendent registrar of the time at which the deputy registrar will begin so to act. He should also inform the superintendent registrar when the deputy registrar has ceased to act.

Signature of  
deputy.

**26.** In all cases where it is required that the registrar shall sign his name subjoining thereto the word "Registrar," the deputy registrar must when acting for him and signing on his behalf, subjoin to his own signature the words "Deputy Registrar."

Powers and  
obligations of  
deputy.

**27.** The deputy registrar, while acting as above, will have all the powers, and must fulfil all the duties, and be subject to all the obligations of the registrar whose deputy he is, and the registrar is civilly responsible for the acts or omissions of his deputy. The deputy registrar must therefore consult these Regulations for registrars of births and deaths in order that he may be informed of his functions and responsibilities.

Division to  
have a deputy  
always.

**28.** The registrar must see that there is always a deputy registrar in his division.

Residence of  
deputy.

**29.** The deputy registrar must, if possible, live in the village or place with the registrar. If that is not possible someone in the nearest village or place must be named by the registrar.

Death etc. of  
registrar.

**30.** If the registrar dies, resigns, or otherwise ceases to hold office his deputy will perform all the duties of the registrar until another registrar is duly appointed.

**LEAVE OF ABSENCE OF REGISTRAR-THE ACTING REGISTRAR**

Application for leave by registrar.

31. Should a registrar desire to be absent from office for a longer period than two weeks, he must forward through the superintendent registrar an application in writing addressed to the Registrar General for such leave, and he should state therein the dates when he desires such leave to commence and end.

Time for application.

32. The application for leave must be forwarded as above at least one week before the date on which the leave is to commence.

Appointment of person to act as registrar.

33. The superintendent registrar, the registrar, and the deputy registrar (or other person nominated to act) will be informed that such leave has been granted or otherwise and the person appointed to act as registrar during the period of such leave.

Notification of resumption of duty.

34. The registrar at the expiration of his leave and as soon as he resumes his duties, must at once report his resumption of duty to the Registrar General, through the superintendent registrar of his district.

Signature of person acting for registrar.

35. In all cases where it is required that the registrar shall sign his name, subjoining thereto the word "Registrar" the person appointed to act for him, when signing his name should subjoin to his or her own signature the words "Acting Registrar."

**REGISTRAR TO INFORM HIMSELF OF BIRTHS AND DEATHS**

Duty to register births and

36. It is the duty of every registrar to promptly

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deaths. register every birth and every death which occurs within his division, and he is required by law to inform himself thereof.

Registrar's duty to inform himself. 37. It is left to his discretion to employ such lawful means of informing himself as may appear to him best, but he must employ some means and must not neglect inquiry, in the hope that information will be voluntarily tendered.

Application for information from medical practitioners, midwives etc. 38. He should apply to those persons who from the nature of their occupations are most likely to have immediate knowledge of any birth or death within his division, such as medical practitioners, midwives nurses and undertakers, and having learnt that a birth or death has occurred therein, he should make a memorandum thereof and take such steps as may be expedient for effecting the prompt registration-such as by communicating with the person on whom it is incumbent to give due information concerning such birth or death as the case may be.

Fees. 39 Every birth that is registered within three months of its occurrence and every death that is registered must be registered without any fee or reward whatsoever, from the informant or any other person. This rule, however, does not apply to the fee paid registrars, under the Registration of Births and Deaths Act and these Regulations for the registration of births and deaths and the recording of still-births. Any infringement of this regulation will involve instant removal from office.

**GENERAL PENALTIES**

Penalty for failure to register. 40. The registrar must observe that by refusing or without reasonable cause omitting to register any birth or death concerning which information has been tendered to him by an informant and which he ought to register, he renders himself liable to a penalty that may be of any amount not exceeding one hundred and fifty dollars.

Registrar to acquaint informants of penal provisions.

41. He is moreover hereby required, on such occasions as may seem at his discretion desirable, to acquaint informants and others with the penal provisions by which, in the Registration of Births and Deaths Act, discharge of the duties required of them is enforced.

**DIRECTIONS RESPECTING CARE OF REGISTER BOOKS**

Care of register.

42. The registrar must use great care to prevent the loss of or any injury to the register books in his custody.

Every person having the custody of any register book of births and deaths, who carelessly loses or injures or allows the injury of the same, is liable to a fine of one hundred and fifty dollars.

Registrar to be furnished with iron box or canister.

43. Every registrar of births and deaths is furnished with an iron box or canister, with a lock and duplicate keys (one of which is or canister. kept by the superintendent registrar, and the other by the registrar).

Loss of keys etc.

44. If at any time (a) the key be lost or broken, or (b) the lock be injured, the registrar must immediately apply to the superintendent registrar who will at once (i) arrange for the making of a new key, or (ii) arrange for the lock to be forthwith repaired.

Damage to box.

45. If the box be seriously damaged, the registrar should immediately report the fact to the superintendent registrar.

The superintendent registrar shall in all cases at once report the circumstances to the Registrar General.

Canister to

46. All registers and the various documents relating to

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keep registers, documents etc. and must be kept locked.

the registrar's official duties must invariably be kept in the canister (unless they are actually in use) which must always be left locked. The canister must on no account be unlocked by, or access to the registers or other documents allowed to, any person other than the registrar or his deputy, the superintendent registrar, or the Registrar General, or such other officer or person specially authorised by the Registrar General, in writing.

Preservation of registers.

47. The registrar, whenever, he takes with him the register books from his house or office, must preserve them from wet, and he must be careful that the books be not blotted or smeared.

Delivery of filled registers to superintendent registrar.

48. He must keep carefully each of the register books in his possession until it be filled, and must then deliver it personally to the superintendent registrar, at some time after the certified copies which include a copy of the last entry appearing therein, have office been duly collated, certified, and transmitted to the general register office.

### ENTRIES IN THE REGISTER BOOKS

Entries in register.

49 Before beginning any entry in a register book the registrar must fill up the blanks at the top of the page upon which the entry is to be made. After the words "Births (or Deaths in the..... Division ....." he must write the name of the county in which such division lies.

Entries to be made in consecutive order.

50. Every entry in the register book must be made strictly in consecutive order, according to the date on which it is registered, each entry being made in the space next following that in which the order, last entry was made.

Under no circumstances should a registrar leave a blank space in a register between the last entry therein and the entry which he is about to make; nor should he alter the printed

numbers in the register book. Whenever a space for an entire entry has been inadvertently left blank, and whenever several spaces have been left blank, through inadvertently turning over two leaves instead of one, the registrar should draw lines in ink across such blank space or spaces and should insert in the margin of each blank space or page the words—“Inadvertently left blank” adding his initials and the date thereto. The blank spaces, ink lines and the marginal notes must, of course, also appear in the certified copies.

Entries to be made at one time and in the presence of informant.

51. Each entry must be begun and finished at one time, and in the presence of the informant, and if the entry be made by information supplied on printed forms prescribed by the Registration of Births and Deaths Act for the purpose, or on a coroner’s return such entry, must in like manner be begun and completed at one time.

Entries to be neat and correct.

52. The registrar must be careful to make the entries in the register books neatly and correctly, in a bold and distinct hand without flourishes and especially to write forenames and surnames in such manner that they may not be mistaken for any other similar names.

Particulars to be fully written.

53. All the particulars entered must be written in full (except signatures, which may be written in the ordinary manner of the person signing—if the signature be indistinct the registrar should ascertain at the time, the correct reading of such signature, and write such reading plainly in pencil, either above or below such signature) and all abbreviations are strictly prohibited.

Particulars to be written in column.

54. The particulars should be recorded in any one column and should not be extended into an adjoining column.

Entry to be made in

55. Everything that is written in making the entry except the signature of the informant (and the signature and

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registrar's  
handwriting.

description of the superintendent registrar in the registration of births after three months) must be in the handwriting of the registrar, and the columns preceding that for the informant's signature must be completely filled up, and must be examined by the informant or read over to him by the registrar before he signs the entry.

Examination of  
entry for errors.

56. When the informant has signed and the remaining particulars excepting the registrar's signature have been inserted, what has been written must be carefully examined by the registrar himself, in order that if any alteration or addition be requisite, it may be then and there made before the entry is completed.

Correction of  
errors.

57. All errors that are then discovered, whether made by the registrar or by the informant, must be corrected, and the registrar should number such errors, in the entry, in figures and in the margin in words to which he must add his initials, and the initial of his office, as shown in the following examples:

- (a) If a word or letter has been omitted, it should be added thus—

Error (one) Anne  
H.O.B. (1) Catherine/Phillips  
R.

Error (two) i  
H.O.B. (2) Harr/et  
R.

- (b) If a letter too many has been inserted, it should be struck out thus—

Error (three) (3) Henery  
H.O.B.  
R.

- (c) If a wrong letter has been written, it should be corrected thus:—

Error (four)	a
<u>H.O.B.</u>	(4) Margeret
R.	

- (d) If more than one letter in a word or if an entire word be erroneous, a line should be drawn through the word, leaving it legible, thus—

Errors (five) and (six)	(5) Richards	(6) Tenth
<u>H.O.B.</u>	<b>Richerds</b>	<b>Ninth</b>
R.		

The first of such clerical errors in the register book should be numbered "one" and each subsequent one should be numbered consecutively to the last.

A newly appointed registrar must continue the series of numbers of the corrections made by his predecessor in any one register book.

NOTE—The letters "H.O.B." attached to the numbers in the margin in the foregoing examples are supposed to be the initials of the registrar's Christian names and surname, and the letter "R." for registrar. ("D.R." would be added after the initials of the deputy registrar).

For errors of fact or substance, see examples for registration of births and deaths in Appendix "E" hereto.

No errors may be corrected in the manner here set forth after the entry has been signed by the registrar, and in no case whatever may a registrar correct an error by smearing it out, or by writing upon it.



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**No writing, nor even an accidental blot, may be removed from a register by erasure with a knife, eraser, or by any other means.**

Particulars inserted in wrong columns.

58. If the particulars which should be inserted in any two columns, have been inadvertently transposed, the registrar should not correct them nor number them as errors, but he should make a note on the margin of his register as follows—

“Entry No.....Columns Nos ..... and ..... particulars inadvertently transposed”, adding his initials, the initial of his office and the date.

Entry in register of births or deaths outside registrar’s division.

59. Whenever a registrar finds that he has registered or has commenced to register a birth or death, which did not occur in his births or division, he should communicate with the registrar of the division in which it did occur, and should also report the matter to the Registrar General, and obtain his sanction for the entry to be deleted by means of marginal notes. When this has been obtained he should cancel the entry by writing on the margin of his register, without amending anything that has already been written—

“Entry No.....registered in error by me, since registered in division No. ....District, in which it occurred”.

H.O.B

R.

10.7.1913.”

Cancellation of entry in register.

60. A registrar has absolutely no authority to cancel any entry of birth or death in a register by drawing fines through the particulars therein already written or by obliterating them by any other means.

**REGISTRATION INK**

Registration ink.

61. The registrar must procure from the Registrar General supplies of registration ink as may be necessary for his official use. With this ink, and with no other kind, the registrar must write all entries in his register books, and all certified copies of such entries.

**REGISTRATION FORMS**

Registration forms.

62. The registrar must procure and keep himself supplied with an adequate stock of all forms and stationery required for the proper discharge of his registration duties. Requisitions for forms etc must be sent in to the general register office during the months of January, April, July and October, respectively, but should from any cause whatsoever his supply of any form or forms become depleted, he should immediately report the circumstances to the Registrar General.

**REGISTRATION OF BIRTHS**

*Information for the Registration of a Birth*

Persons required to supply information.

63. The persons upon whom it is incumbent to give information to the registrar within 21 days of the occurrence of a birth according to the best of their knowledge and belief of the several particulars, required to be known and registered, and who are qualified to do so are as follows:

- (a) The father or mother of the child; or
- (b) in the event of the death, illness or inability of both the father and mother the occupier of the house or tenement in which the child shall have been born , or
- (c) the nurse or other person

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present at the birth, or (d) in the case of a new born child found exposed the person first having charge of such child.

Meaning of term "occupier".

**64.** The registrar must observe that by the Registration of Births and Deaths Act, the term "occupier" includes the governor keeper master superintendent, or other chief resident officer of every prison and of every school, reformatory, hospital, or other public or charitable institution, and where any house is let in separate apartments or lodgings, includes the person under whom such separate apartments or lodgings are immediately held, and any agent or servant of such person residing in such house; and in the case of births among the indentured or other labourers resident upon any plantation, estate, farm, mining claim or wood-cutting establishment, the manager or other superintendent for the time being of such plantation, estate, farm, mining claim, or wood-cutting establishment is deemed to be the occupier of the house in which such birth occurs. In the case of a birth on board any ship in one of the harbours or rivers, or on any craft, the master or chief officer of the vessel must give information, as is required of an occupier of a house on shore.

Order of informants.

**65.** The informants are to be preferred in the order in which they are mentioned, and the registrar should always endeavour to obtain information of a birth from one of the parents. In the case of a birth at a public institution, he should obtain the information from one of the parents or from the governor, keeper, master, superintendent, or other chief resident officer.

Father of illegitimate children.

**66. Illegitimate Children**—No person can be required, as the father of an illegitimate child, to give information concerning the birth of such child, and the registrar must not enter in the register the name of any person as the father of any such child, nor the rank or profession, nor

any other particulars whatsoever of such father, unless at the joint request of the mother and of the person acknowledging himself to be the father. In such case, however, both the father and the mother must sign the entry as informants (See No. 8. Appendix "C" hereto).

Registration of still-birth.

**67. Still Births**—(a) Still-born children must be registered on the Registration forms supplied for the purpose and each entry must be signed by the informant as in the case of births. The duplicate form must be forwarded immediately after registration to the Registrar General and the original form forwarded along with the certified copies of births and deaths at the end of each quarter.

(b) The first still-birth registered in any year shall be numbered "1" and the numbers carried on in consecutive order to the end of that year.

(c) A Quarterly Return of STILL-BIRTHS should accompany your Certified Copies of Births and Deaths at the end of the current Quarter. If a NIL return, a Certificate in the attached Form should be appended—

"This is to certify that there were no .....\* registered by me during the Quarter ending ....."

\* Births Deaths or Still- Births

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(Signed) .....  
 Registrar or Deputy Registrar  
 (as the case may be)  
 (Signed) .....  
 Superintendent Registrar

Burial of still-birth.

68. The person burying the body of a still-born child has to take care that he gets a certificate from a medical man that the child was not born alive. The registrar should ask about this certificate. The person burying any still-born is bound to inform the registrar within seven days after such burial, and any such person who fails to so inform the registrar in accordance with this regulation shall be liable to a fine of not less than fifteen dollars and not more than one hundred and fifty dollars.

Omission of report and burial of still-birth without medical certificate.

69. The registrar should report to the Registrar General the full particulars in all cases where persons neglect or omit to report any still-birth, and also when it has come to his knowledge that a still-birth has been buried without a medical examination, and a medical certificate procured.

REGISTRATION OF BIRTH WITHIN THREE MONTHS

Registration of birth. [Reg. 2/1948]

70. On receiving personally from an informant at any time within three months from the date of the birth of any child or within nine months from the date of the birth in the case of a birth in any part of Guyana within the limits set forth in Appendix "B" hereto, the requisite information, the registrar must forthwith register the birth (if not previously registered) in the form and manner herein described.

Particulars to be entered in proper columns

71. He must inquire and enter in the proper columns of the register book—

Column 1. The date and place of birth. The day of the month must be written in words, and the year in figures.

After the date, the name of the street, road, etc. with the number or name (if any) of the house in which the child was born, and the ward, town, plantation, village, or other place where the birth occurred, must be inserted; and if the child was born in a public institution, the correct name of that institution must be given. In the case of a living new-born child found exposed, the time and place of birth being unknown, the registrar must insert when and where the child was found.

Column 2. The forename, if any, which shall have been given to the child in baptism or otherwise. The surname must not be inserted in this column. (Where the father's name is not registered in column 4, it would be well to add the colour or race of the child if obtainable, and this for statistical purposes and for identification only).

Column 3. The sex, whether boy or girl.

Column 4. The forename or forenames and the surname of the father. The registrar must not enter the name of any person as the father of an illegitimate child (unless at the joint request of the mother and the person acknowledging himself to be the father, who must in such case sign the register together with the mother) but he shall fill in the 4th and 6th columns with the words "Not stated."

Where the father's name is registered, the race or colour, or other description of the father, must be added as follows— "East Indian (or Chinese, etc.) Immigrant No. 97 ex 'Ganges,' 1892" "Portuguese, Native of Guyana," "Portuguese, Native of Madeira," "White, Native of Guyana," "Coloured, Native of Guyana" "Black, Native of Guyana," "White American," "Coloured American," "Black American," "White, Native of Barbados," "Coloured, Native of Trinidad," "Black, Native of Jamaica," "Amerindian," etc., as the case may be. In the case

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of an East Indian or other immigrant, his or her name, number, ship and year, must be copied from the certificate, etc.

Column 5. The forename and married surname of the mother, then her maiden surname, preceded by the word "formerly," and if she has been previously married, her previous married name, and lastly, her maiden surname. Then the race or colour of the mother, as in the case of the father as above.

Column 6. The rank, profession, trade, or calling of the father. N B In the case of illegitimate children when the father's name is not registered, this column must be filled in with the words "Not Stated."

Column 7. The signature, and qualification, and residence of the informant. The person giving information must sign his or her name, or if unable to write, must sign by making his or her mark, immediately to which the registrar must write the words "The mark of" (adding the name and surname of the person). The "Qualification" of the informant means the character in which the person informs, whether as "Father," "Mother," "Occupier," "Nurse," or "Midwife," or "Present at Birth" or otherwise. The "residence" inserted must be the usual residence of the informant.

On receipt of an information paper or notice made on one of the printed forms provided for the purpose of registration, signed by the manager of an estate or plantation, or the superintendent or chief resident officer of any public institution, or by a person qualified to register such birth, and residing at a place within the limits of the districts specified in the Second Schedule to the Act (Appendix "B") as to the occurrence of a birth in such estate, plantation, or public or charitable institution or at a place within the limits of the specified districts above referred to, such information papers or notices must be examined by the registrar, and if found to

be consistent with the Act, and with the terms of these Regulations the particulars therein contained are to be registered and the name of the manager, superintendent, chief resident officer, or the qualified person who signed the information paper or notice is to be registered as the informant along with the name of the estate, institution or place where such birth occurred; and the registrar must add his initials and the initial of his office at the foot of the column, as follows:

- (a) "J. Allen,  
"Manager, Plantation Montrose,  
"as per Information Paper  
"H.O.B."  
R.
- (b) "J. Allen,  
"Resident Surgeon Public Hospital,  
Georgetown,  
"as per Information Paper  
"H.O.B."  
R.
- (c) "J. Allen,  
"Director, Georgetown Prison,  
"as per Information Paper  
"H.O.B."  
R.
- (d) "J. Allen,  
"Father, Akyma, Upper Demerara  
River,  
"as per Information Paper  
"H.O.B."  
R.

The name "J. Allen" is supposed to be the name of the



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manager, chief resident officer, superintendent, or other qualified person who signed the information paper or notice and the initials ("H.O.B." those of the Registrar, and "R" that of his office. The Deputy Registrar, if registering such birth will obviously add to his initials "D.R." as the initials of his office).

The registrar shall then complete the entry in the same manner as if the informant had been present, and had signed the register. Nothing in the foregoing shall prevent the manager, superintendent, or chief resident officer, or qualified person residing in such specified district, if personally present at the registrar's house or office, from signing the entry in the usual manner, if the register is tendered to him by the registrar.

If such notice or information paper, when received, does not contain all of the particulars required to be known and registered, or is not signed by the person authorised or qualified to do so, the registrar should return such notice or information paper to be filled in, and if there is any delay or refusal in the filling in and returning of such information paper or notice, the registrar should immediately report the matter to the Registrar General.

All such information papers or notices are to be carefully filed by the registrar, and handed to the superintendent registrar of the district to be forwarded to the general register office, at the end of every quarter.

Column 8. The date when registered. The registrar must insert the day of the month in words, and the year in figures.

Column 9 The registrar must sign his name, adding the word "Registrar" below it. The signature of the registrar completes the entry, and before signing he is strictly enjoined to examine what has been written and to observe the directions given in Regulations 53 to 60 (inclusive).

**REGISTRATION OF "TWINS," "TRIPLETS," ETC.**

Two or more children.

72. In the case of "Twins" or more than two children at a birth, the registrar must not include them in the same entry, but must make a separate entry for each child, taking care that in each case the entries shall follow consecutively, without any other entry intervening, inserting first the child born first, and afterwards the other or others in order of birth, and in each case it is recommended that the registrar shall always ascertain from the informant and insert the hour of birth of each child as well as the date of birth.

**REGISTRATION OF A BIRTH AFTER THREE MONTHS**

Procedure for registration of a birth after three months.  
[Reg. 2/1948]

73. (1) After the expiration of three months following the birth of any child or after the expiration of nine months following the birth in the case of a birth in any part of Guyana within the limits set forth three months, in Appendix "B" hereto, the registrar must not register a birth (under a penalty of twenty-four dollars for every such offence) unless it is registered in the following manner, namely-That within a period of twelve months next after the birth of a child the father or mother or the guardian thereof, or some person present at the birth makes a solemn declaration in writing before the superintendent registrar of the particulars required to be known and registered.

(2) After this has been effected, the registrar will then and there, and in the presence of the superintendent registrar before whom the said declaration is made, register the birth. The superintendent registrar shall then sign the entry (in column 9) as well as the registrar.

(3) Any registrar who registers a birth in

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contravention of the provisions of this regulation shall be liable to a fine of seventy-five dollars.

Fee.

74. For every such entry the superintendent registrar shall be entitled to receive a fee of sixty cents from the person requiring the birth to be registered, and the registrar, shall also be entitled, unless the delay has been occasioned by his default, to receive a similar fee of sixty cents from such person as aforesaid.

**REGISTRATION OF A BIRTH AFTER TWELVE MONTHS**

Authority of  
Registrar  
General.  
[Reg. 2/1948]

75. After the expiration of twelve months following the birth of a child, that birth shall not be registered except with the written authority of the Registrar General for registering the same and except in accordance with the regulations, and the fact of such authority having been given shall be entered in the register.

Fee.  
[Reg. 2/1948]

76. For every entry last aforesaid the superintendent registrar shall be entitled to charge a fee of one dollar and twenty cents from the person requiring the birth to be registered, and the registrar over and above the fee by the Act authorised to be taken in respect of every birth registered by him, shall be entitled, unless the delay has been occasioned by his own default, to take a fee of one dollar and twenty cents from the person requiring the birth to be registered.

**REGISTRATION OF BAPTISMAL NAMES AFTER  
REGISTRATION.**

Forenames.  
[Reg. 2/1948  
17/1965]

77. Whenever the forename or forenames of any child has or have not been registered, or whenever the forename or forenames has or have been registered, and changed subsequently at baptism the Registrar on receipt of a certificate of baptism, according to Form 3 in the First

Schedule to the Act, signed by the minister who shall have performed the rite of baptism, and on payment of the fee of twenty-five cents, which the registrar will be entitled to receive from the party presenting such certificate, must, without any erasure of the original entry, forthwith insert in the last column of the register of the birth of such child (namely the column of the register headed "Baptismal or other names if added after the registration of birth") the name or names with which, as stated in the certificate, the child has been baptised. Such certificate of baptism must, however, be presented to the registrar within twelve months after the date of registration of the birth, and fourteen days next after the baptism. This being done and the entry made as hereinbefore directed, the registrar must certify upon the aforesaid certificate, the additional entry so made, by writing on the lower portion of the certificate to the following effect —

"I hereby certify that the baptismal name (or names) as above mentioned has been duly registered by me in the last column of the entry No.....in the Register of Births."

"Witness my hand this .....day of .....20....  
Registrar."

Having done this he must forthwith send the said certificate by post, directed to the Registrar General.

If the certified copy of the register has been already sent to the Registrar General, a certified extract of the entry in the register of births with the baptismal Name or Names added, shall be sent to the Registrar General, along with the above certificate. If both the original register of births and certified copy of the entry of birth have been sent in to the Registrar General, then the baptismal certificate alone must be immediately forwarded to the Registrar General:

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Provided that where a certificate aforesaid was not delivered at the time aforesaid and cannot owing to the absence of the clergyman, minister or officiating person, be obtained, then on payment of the respective fees aforesaid, a certificate in like form signed by the clergyman or minister in charge of the records of the Church in which the rite of baptism was performed may be procured and delivered to the registrar or superintendent registrar.

**REGISTRATION OF NAMES GIVEN WITHOUT BAPTISM, AFTER THE REGISTRATION OF A BIRTH**

Baptism not required.

78. The registrar must deal in the same way with the certificate of Baptism not the parent or guardian, not recognising the Sacrament of Baptism, which may be presented to him for registration in the last column in the register of births, of any particular entry of birth. Such certificate must, however, be so presented within twelve months of the registration of such birth, and if after the lapse of twelve months, from date of registration, then only with the written authority of the magistrate of the district in which such parent or guardian resides.

**REGISTRATION OF DEATHS.**

Persons required to give information.

79. The persons required to give information within 7 days for the registration of a death in respect of which no inquest has been held are as follows:

- (a) some person present at the death;
- (b) some person in attendance during the last illness of the deceased;
- (c) the occupier of the house or tenement in which the death took place;

- (d) if the occupier be the person who has died, then someone or more of the other inmates of such house in which the death took place; and
- (e) in case of a dead body found exposed, the Coroner.

Occupier.

80. The registrar must observe that by the Act, the term "Occupier" includes the governor, keeper, master, superintendent or other chief resident officer of every Prison, and of every school reformatory, hospital, or other public or charitable institution and where any house is let in separate apartments or lodgings includes the person under whom such apartments or lodgings are immediately held, and any agent or servant of such person residing in such house- and in the case of deaths amongst the indentured or other labourers resident upon any plantation, estate, farm, mining claim or wood-cutting establishment, the manager or other superintendent for the time being of such plantation, estate, farm, mining claim or wood-cutting establishment is deemed to be the occupier of the house in which such death occurs. In the case of a death on board of any ship in one of the harbours or rivers, or of any craft, the master or chief officer of the vessel must give information as is required of an occupier of a house on shore, to the nearest registrar. In like manner in the case of a boat going to or returning from any mining district of Guyana, the captain, or in the event of his death, the bowman or in the event of his death or absence at the time of a death occurring on or from such boat, then some person in the boat at the time is bound to give information thereof to the nearest registrar

The informants are to be preferred in the order in which they are mentioned.

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Inquest.

81. Whenever an inquest or preliminary investigation has been held on any dead body, the registrar will be informed in writing by the coroner of the several particulars required to be known and registered.

**REGISTRATION OF DEATH**

Registration of death.

82. On receiving personally information of the particulars required to be registered the registrar must forthwith register the death, if not previously registered, in the form and in the manner herein described: He must inquire and enter in the proper columns of the register book:

Column 1. The date and place of death. The day of the month must be written in words and the year in figures.

After the date, the name of the street, road, etc., with the number or name, if any, of the house in which the death occurred and the ward town, plantation, village, placer or mining claim or concession or other place where the death took place must be inserted, and if the other took place in a public institution, the correct name of that institution must be given. In the case of a dead body-found exposed, the time of death being unknown, the registrar must insert when and where the dead body was found.

Column 2. The forename or forenames and the deceased, and any alias or other names he in the known by, with the other particulars of race or colour, as in the case of fathers of children whose births are registered.

Column 3. The sex of the deceased, writing "Male" or "Female."

Column 4 The age in figures, writing under, the words "Years," "Months," "Weeks," "Days," or "Hours," as the case may be.

Before making the entry, it is desirable should be made as to whether the precise age of the deceased has been ascertained by the informant.

Column 5. The rank, profession, trade or calling of the deceased. In the case of an infant, married woman or widow, he may insert "Son of or "Daughter of," "Wife of" or "Widow of" adding the name of the parent or parents, husband or deceased husband, as the case may be. When married women have any rank or profession, or exercise any trade or occupation it must be so stated.

Column 6. The cause of death:

- (a) If the certificate of a registered medical practitioner is produced the cause of death as stated in such certificate must be entered and the name of the certifying medical practitioner added below, the words "Certified by" being inserted next before such name (See Appendix "F" for list of diseases and causes of death which are likely to be of common occurrence in medical certificates).
- (b) When no certificate of cause of death has been tendered the registrar must inquire of the informant, the name of the registered medical practitioner who attended to the deceased during his or her last illness, and also the particulars of the disease or symptoms preceding the death according to the informant's best knowledge and belief.



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The registrar should enter IN PENCIL the name of the medical practitioner, and also the probable cause of the death as supplied by the informant and proceed to complete the remaining columns of the entry. Immediately after the entry has been completed the registrar should apply in writing (the printed forms of application for the purpose being invariably used) to the medical practitioner, who, it had been stated by the informant attended the deceased person, for such certificate of cause of death. Such medical practitioners is bound within cause after the Petitioner is bound within ten days after the death to supply such certificate of the cause of death and any medical practitioner who fails to do so shall be liable to a fine of one hundred and fifty dollars.

On receipt medical certificate of the cause of death of the medical certificate of cause of death , the registrar shall proceed in accordance with the directions contained in (a) above

In the event of failure or neglect or any undue delay on the part of such medical practitioner to supply such certificate of cause of death, the registrar should report the full circumstances to the Registrar General without delay, who after due inquiry in the case, will causes such medical practitioner to be prosecuted, or otherwise, and will finally direct the registrar how the cause of death is to be registered.

Where no medical certificate is obtainable in consequence of the death of the medical practitioner or from any other cause the registrar will enter IN INK the cause of death as given by the informant, and taken down by the registrar in pencil, adding the words , also in ink , “ No certificate obtainable”

- (c) In the event of there having been no medical practitioner in attendance during the last illness of the deceased

person, the registrar shall ascertain from the informant the particulars of the disease or symptoms proceeding the death, according to the informants best knowledge and belief, and enter such particulars, adding the words "No Medical Attendant"

Column 7. The signature, description, and residence of the informant The person giving information must sign his or her name, or if unable to write, must sign by making his or her mark immediately to which the registrar must write the words "The mark of" (adding the name and surname of the informant). The "description" of the informant means the character in which the person informs, whether as "Present at Death," "In attendance on deceased," "Occupier," "Inmate," or otherwise. The Residence inserted must be the usual residence of the informant.

On the receipt of an informant paper or notice made on one of the printed forms provided for the purpose of registration, signed by the manager of an estate or plantation, or the superintendent or chief resident officer of any public institution or by a person qualified to register such death, residing at a place within the limits of the district specified in the Second Schedule to the Act (Appendix "F") as to the occurrence of a death in such estate, plantation, or public or charitable institution or at a place within the limits of the specified districts above referred to such information paper or notice must be examined by the Registrar, and if found to be consistent with the Act, and with the term of these Regulations the particulars therein contained are to be registered and the name of the manager, superintendent, chief resident officer, or the qualified person who signed the information paper or notice is to be registered as the informant along with the name of the estate, institution or place where such death occurred and the registrar must add

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his initials and the initial of his office at the foot of the column, as is shown in the set of examples given in respect of the manner in which similar information— papers or notices of the occurrence of births are to be dealt with.

Column. 8. “When Registered”. The registrar must insert the day of the month in words and the year in figures In the case of twelve months having been allowed to elapse since the death- the registrar must refer the particulars of the death to the Registrar General for instructions. He must not register the death without previously obtaining the Registrar General’s authority to do so.

Column 9. The Registrar must sign his name, adding the word “Registrar” below it. The signature of the registrar completes the entry and before signing he is strictly enjoined to examine what has been written, and to observe the directions given in regulations 53 to 60 (inclusive).

**REGISTRATION OF DEATHS ON CERTIFICATE OR RETURN FROM A CORONER**

Coroner’s certificate or return.

**83** On receiving a certificate or return from a coroner giving information as to the finding of a jury in case of an inquest, or of his own conclusions in the case of a preliminary investigation held on any dead body, the registrar will copy the several particulars contained in such Coroner's Return" in his death register. No signature is required m column 7 of the entry, this being filled in as follows:

- (a) In case of an inquest—
  - “Inquest concluded .....20....
  - “John Martin, J.P.
  - “Coroner
  - H.O.B.
  - R.”

(b) In case of a Preliminary Investigation:  
 "Preliminary Investigation  
 concluded .....20.....  
 "John Martin, J.P.  
 "Coroner  
H.O.B.  
 R."

The date of the conclusion of the inquest or preliminary investigation is given on the return. The name "John Martin," "J.P." is supposed to be the signature of the justice of peace (or magistrate) who signed the "Return" as coroner; and "H.O.B." the initials of the registrar's Christian name and surname, and "R" for registrar ("D.R", would be used after the initials of the deputy registrar).

Information of inquest.

84. If the registrar hears of any inquest or inquiry or preliminary investigation having been made on any dead body, he should write to the coroner for the information paper or return, if the coroner neglects to furnish the return. If such information is refused or withheld, he must report the matter to the Registrar General, who will inquire into the matter, and finally instruct the registrar, how he should proceed to register the death.

Death previously registered.

85. If the death has been previously registered upon the information of an ordinary informant, the registrar must nevertheless enter the particulars without any alteration of the original entry. He must insert a note in the margin of each entry as follows—That against the first "No..... re-registered on Coroner's Return at No. .... and that against the second, thus "Entry No. .... relates to the same death as No. ...." To both notes the registrar will add his initials, and the initial of his office. The registrar may include both such entries in his quarterly account.

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- Still births.                    **86.** According to the rule as regards "Still-births," if a "Still-birth" is reported on a coroner's return, no entry is to be made in either the birth or death registers, but on the "List of Still-Births," and the above rule holds good with regard to the recording of the "Still-birth" a second time, and as to the payment of additional fee. If, however, the finding of the jury, is stated on the "Coroner's Return" that the child was born alive, the registrar must at once register the death, in accordance with the finding of the jury, and immediately take steps to have the birth registered in the prescribed manner.
- Coroner's returns.            **87.** The registrar must carefully preserve all coroner's returns, and must deliver them at the end of each quarter to the superintendent registrar along with his certified copies. This is so important that the superintendent registrars are instructed not to certify the registrar's accounts for fees unless these returns are delivered to them, when the certified copies are collated.
- Mistake of Coroner.        **88.** In case a coroner should by mistake send to the registrar a return which he ought to have addressed to some other registrar, the registrar instead of returning it to the coroner, must forthwith transmit it by post to the registrar of the division, wherein such death occurred, or in which it should be registered as the case may be.

**REQUISITION FOR NEW REGISTER BOOKS**

- Application for New Register books.        **89.** Whenever either of the register books in the custody of the registrar is nearing completion, he must at once apply by letter to the Registrar General for a new one, at the same time stating—
- (a) the number of spaces for entries contained in the one about to be filled;
  - (b) the number of such spaces used; and

(c) the number available.

Whenever the new register shall have been received by him, the registrar must check the pages, and the number of spaces contained in it, and must sign and return to the Registrar General the form of receipt for original Register, which will accompany such new register.

### REGISTRAR TO ALLOW SEARCHES OF HIS REGISTERS

Searches of registers.  
[Reg.17/1965]

90. The registrar must on application being made to him at all reasonable times, and on payment to him of the search fee hereafter mentioned, allow search to be made of any register book in his keeping, and shall give a copy, certified under his hand, of any entry in the same.

For every such search the registrar shall be entitled to receive from the person searching the sum of twenty-five cents, and for every single certified extract of an entry in the register the sum of twenty- five cents.

Certified extract.

91. The registrar must on no account issue a certified extract, of any entry, except on one of the printed forms issued for the purpose from the general register office. These forms are issued in book-form with foils and counterfoils.

Counterfoils.

92. The registrar must carefully keep the counterfoils and when a new book is required, he should apply to the Registrar General for one by letter, and at the same time return the old book or counterfoils.

Certificates of entry.

93. The registrar must not suggest to persons registering births and deaths that they should take certificates of the entries of which they give information. These informants are not bound in any way to take a certificate of an

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entry, and it is only when they ask for one of their own free will, that the registrar is to supply it.

Extract of  
entry.

94. Whenever the registrar is called upon to give an extract of an entry of birth or death at the time of registering, or if the birth or death has already been registered, and the person applying gives the date and place of such birth or death, he will not be entitled to charge the search fee, in addition to that for the certified extract.

**THE REGISTRAR TO PREPARE, SIGN AND DELIVER  
CERTIFIED COPIES TO THE SUPERINTENDENT  
REGISTRAR**

Copy of entry  
birth.

95. Every registrar must, in the months of January, April, July and October, on such days as may from time to time be appointed by the Registrar General, make and deliver to the superintendent registrar of his district, a true copy of all the entries of births registered by him in the register of births during the preceding three months, and in the same manner a true copy of the deaths registered in his death register. These copies must be made on the forms of births, and the forms of deaths, furnished by the registrar for the purpose.

Copy to be  
exact.

96 The registrar must take great care that the copy shall be an exact and literal transcript of the entries in the registers, and the registrar is not at liberty to even correct in the copy any mis-spelling in the original entry

Delivery of  
entries.

97. The registrar must deliver the copies of all of the entries of births and deaths for the preceding quarter at once, and not at various times, nor in separate portions. He must also take care not to soil them, nor to crease them more than is absolutely necessary, before they are folded by the superintendent registrar for transmission to the general register office.

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Entries to be made up to last day of quarter.

98. The registrar must not insert in his certified copies for any particular quarter any entries registered subsequent to the last day of that quarter.

Refusal to deliver certified copy.

99. The registrar must note that under section 70 of the Act any person (the registrar, the deputy registrar, or the acting registrar) who after being duly required to deliver such certified copy or such certificate shall refuse or during one calendar month neglect to do so shall be liable for every such offence to a fine of one hundred and fifty dollars.

Insertion of Superintendent Registrar's District.

100 The registrar must insert in the upper part of each page of his certified copies, after the words "Superintendent Registrar's District" the name of the district, and in the next line alter the word "Registrar" and "Division" the number of his division written in words and the name of his district, respectively. He will then fill in all of the blanks, as has been done in the original register, namely— After the "Births (or Deaths) in the.....Division....."

he must write the number of his division and the name of his district, and then the name of the county in which such division lies.

Certificate.

101 The registrar must also fill in, and sign the certificate at the bottom of each page of his certified copies, as follows:

"I John Cox, Registrar of Births and Deaths in the..... "Division .....District, in the County of..... "do hereby certify that this is a true Copy of the Registrar's "Book of Births (or Deaths) within the said Division, from "the entry of the Birth (or Deaths) of.....No..... "to the entry of the Birth (or Death) of ..... "No.....Witness my hand, this..... "day of.....20.....

"J. Cox, Registrar "



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Examination of certified copies.

**102.** The registrar, when he delivers to the superintendent registrar the certified copies of the entries in the register book of births and that of deaths, must also have his register book of births, from which he will read, and the superintendent registrar will examine and compare each and every entry that appears on the certified copies. The superintendent registrar will also further examine the original register of births and that of deaths, to see whether all of the entries that appear in them as having been registered during the particular quarter, have been faithfully copied in the certified copies for that quarter.

Forwarding of copies by post.

**103.** When the superintendent registrar is unable to visit a registrar's office or dwelling-house for the purpose of collating the certified copies, on account of such registrar's office or dwelling-house not being within easy reach of the superintendent registrar, the registrar must forward by post or safe messenger the certified copies, and when the superintendent registrar shall have acknowledged to have received them, the registrar must take the original registers of births and deaths along with him when he goes to the superintendent registrar for the purpose of collating the said certified copies.

Sending of original copies by post.

**104.** Neither the superintendent registrar nor the registrar shall attempt to post, take, carry, or send any original register, at the same time as the certified copies, whether the same are to be transmitted carried or forwarded from any registrar to any superintendent registrar, or vice versa, or from any superintendent registrar or any registrar to the general register office and any superintendent registrar or any registrar who contravenes the provisions of this regulation shall be liable to a fine of one hundred and fifty dollars. (section 55 of Chapter 44:01).

Loss of certified copy.

**105.** in case any certified copy of any register of births and deaths is lost in the course of transmission to the general

register office or to the superintendent registrar or in case any certified copy is made in a careless or illegible manner, the superintendent registrar, shall forthwith procure fresh copies, which be collated, signed, certified, and forwarded as hereinbefore provided. The registrar in the events above mentioned must forthwith make, prepare and sign, as is consistent with the foregoing regulation, such fresh certified copies

Certified copy. **106.** It is very desirable that the registrar shall, soon after each entry in the register book, make his copy on the form of certified copy, rather than wait until the end of the quarter to make all his copies at one time.

#### **REGISTRAR TO MAKE OUT AN ACCOUNT FOR FEES EACH QUARTER**

Account. **107.** At the same time as the registrar delivers the certified copies to the superintendent registrar, he shall also deliver an account, made out on one of the printed forms issued from the general register office, setting forth such sums as he may be entitled to receive on the said account at the rate of twenty-five cents for every entry of birth or death, that may have been registered by him during the preceding quarter, and a similar amount for every "still-birth" buried in his division and recorded by him during the said quarter. Should any entry appear to the superintendent registrar to have been made in a careless manner or in an illegible hand-writing, he should refrain from certifying the registrar's account, and refer the matter to the Registrar General, who will adjudicate in the matter, and either allow or disallow such fee, according to the circumstances of the case.

Separate accounts. **108.** Should any entry have been registered as aforesaid by the deputy registrar (or acting registrar as the case may be) separate accounts must be made and delivered

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as hereinbefore provided.

### CORRECTION OF AN ERROR OR ERRORS BY ORDER OF THE MAGISTRATE

Error of  
register.

**109.** No registrar is empowered, if he discover that an error has been made in any register, to amend the entry. But he may report such error to the magistrate of the district, who will summon such persons as are concerned, or who are able to give information concerning such error, and after he shall have been satisfied that an error has occurred, he will direct the registrar in writing to amend the entry.

Correction of  
error.

**110.** On receipt of the order in writing, signed by the magistrate, the registrar without any alteration of the original entry will thereupon correct the erroneous entry by means of an entry on the margin in which he must state the number of the entry and the column thereof, containing the error, and the correction as directed by the magistrate. He shall then sign the marginal entry and add the day of the month and year when such correction was made. The marginal entry shall also be signed by the person applying for the correction in cases where the error is discovered by any person, other than the registrar. (See Appendix "E").

Marginal  
alteration.

**111.** The registrar must make a similar marginal alteration in the certified copy of the entry corrected, but if the certified copy has already been forwarded to the general register office, the registrar must make the marginal correction in the register book, and forward to the Registrar General the order in writing received from the magistrate together with a certified extract of the entry, as it appears in the register with the marginal note included.

Order to be  
forwarded.

**112.** In case both the register book and certified copy have been forwarded to the general register office, the registrar must immediately forward the order in writing from

the magistrate to the Registrar General with a short letter explaining the circumstances.

### TRAVELLING BY REGISTRARS

Travelling expenses.

**113.** Expenses with regard to travelling are not to be incurred by any registrar without the previous permission of the Registrar General.

Particulars of travel.

**114.** In all cases where such permission is asked for, the registrar must furnish a statement showing—

- (a) the reasons for visiting;
- (b) the place or places to be visited by him;
- (c) the conveyance or conveyances to be used;
- (d) the estimated expenses liable to be incurred; and
- (e) the probable length of time that will be employed in connection with such visit or visits.

Travelling forms

**115.** If such permission to travel is granted by the Registrar General, the registrar in rendering his account for such travelling, must do so on the form to be supplied him for the purpose, and he must furnish a statement showing—

- (a) the places visited with dates of visits;
- (b) the hour of departure from his office, or dwelling-house, and the hour of his

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return thereto;

- (c) the conveyance or conveyances used; and
- (d) the result of such visit or visits.

Subsistence.  
[Reg. 17/1965]

**116.** (1) In addition to the actual reasonable travelling expenses incurred, the registrar shall be allowed a subsistence allowance at the rate of two dollars per day.

(2) For the purposes of this regulation, an absence—

- (a) of seven hours or more but not exceeding twelve hours, shall be reckoned as one-third of a day;
- (b) exceeding twelve hours but not exceeding eighteen hours shall be reckoned as two-thirds of a day;
- (c) exceeding eighteen hours but not exceeding twenty-four hours shall be reckoned as a whole day.

**CORRESPONDENCE WITH THE REGISTRAR GENERAL**

Replies.

**117.** All letters, requiring answers, which may be sent to the Replies, registrar from the general register office, must be replied to promptly.

Printed letter forms.

**118.** When writing to the Registrar General the registrar should always use the printed letter forms supplied him for the purpose, and he should quote on the top right hand corner the number of his division and the name of his district.

One letter per subject. **119.** The registrar must not include more than one subject in one letter.

Minute paper. **120.** When replying to a minute paper sent him from the general register office, he must not write his reply on a separate piece of paper, but must do so on the minute paper itself, immediately below the communication addressed to him.

Letter with reference to entry of birth. **121.** Whenever the registrar writes a letter to the Registrar General with reference to any entry of a birth or death, a copy of which may be in the general register office, he must quote the number and date of the entry; but if there be at the time of writing no copy of such entry at the general register office, he must enclose a certified extract thereof.

**DUTIES OF THE REGISTRAR UNDER THE  
VACCINATION ACT**

Notice of vaccination Cap.146 1953 Ed. **122.** Under section 8 of the Vaccination Act, each registrar of births and deaths shall, on or within seven days after the registration with him of the birth of any child not already vaccinated, give a notice according to the Form 1 in the Schedule to that Act (which forms are furnished the registrar from the general register office) or to the like effect, to the person giving the notice of birth to him, or to the father or mother or to the person having the custody of such child requiring such child to be duly vaccinated according to that Act, and specifying the days, hours, and places when and where the public vaccinator of the vaccination district, wherein such child resides, will attend for the purpose of performing the vaccination.

Vaccination returns. **123.** Each registrar, under section 19 of the same Act, must once at least in every month, transmit by post or

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otherwise to each public vaccinator whose district is wholly or partly comprised in such place, a return certified under his hand to be a true return, of all births and of all deaths of infants under twelve months of age, which have been registered by him.

*Ex officio*  
vaccination  
officer.

124. In certain districts of Guyana, the registrar is also *ex officio* vaccination officer of his division; a list of the duties required of him if so appointed, is given in Appendix "G". Every registrar will be notified in the letter of his appointment, whether he is also *ex officio* vaccination officer of his division.

**REGISTRAR TO MAKE HIMSELF CONVERSANT WITH THE MISCELLANEOUS OFFENCES AND PENALTIES IN CONNECTION WITH REGISTRATION, ETC.**

Registrar to be  
conversant  
with offences.

125. The registrar must read carefully, and make himself conversant with the several offences enumerated in Appendix "H" hereto, with regard to registers, registration, etc., and the several penalties in connection with such offences. He must also warn persons about to commit any of these offences of the penalty they will make themselves liable to.

Report of  
offences.

126. He must also immediately report in writing to the Registrar General the full particulars of any instance where it has come to his knowledge that any of these offences has been committed.

**REGISTRAR TO COLLECT AND FORWARD TO THE REGISTRAR GENERAL ALL CERTIFICATES, ETC, OF DECEASED EAST INDIAN AND OTHER IMMIGRANTS**

Certificates of  
identification of  
East Indian

127. The registrar must retain and forward to the Registrar General for transmission to the Commissioner of

immigrants. Local Government all certificates or papers of identification of East Indian and other immigrants that may be handed to him for the purpose of registering the deaths of such persons.

**CERTIFICATE OF DEATH OF CHEMIST AND  
DRUGGIST TO BE SENT TO THE REGISTRAR OF  
CHEMISTS AND DRUGGISTS**

Death of chemist. **128.** The registrar upon registering the death of any chemist and druggist must forth with transmit by post to the registrar of chemist's death and druggists, Georgetown, a certified extract of the entry of such death.

Cost of extract. **129.** On receipt of such certified extract the registrar of chemists and druggists will transmit the cost of such extract to the registrar.

Inquiry about chemist. Cap. 141 1953 Ed **130.** If the registrar be in doubt as to whether the deceased person was a registered chemist and druggist under the Pharmacy and Poisons Act, he should make inquiry on the subject of the registrar of chemists and druggists, before transmitting to him the certified extract of the entry.

**LETTERS, ETC., ON REGISTRATION BUSINESS SENT  
FREE OF POSTAGE**

Free postage. **131.** By section 60 of the Registration of Births and Deaths Act, all letters sent by post under the provisions of sections 26 and 27, all letters and parcels addressed to any registrar, or superintendent registrar, or to the Registrar General, and all letters from the general register office, shall be transmitted free of postage.

Appendices. **132.** The Appendices hereto are deemed to form part of these Regulations.



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**APPENDIX A.****LIST OF ARTICLES, WHICH SHOULD BE IN THE  
POSSESSION OF EVERY REGISTRAR OF BIRTHS AND  
DEATHS**

1. A Registration Canister, with key.
2. A Sign-plate with number of the Division and name of the District, as well as the hours of business painted thereon.
3. A Book of Regulations.
4. A register of births.
5. A register of deaths.
6. Forms, certified copies of births.
7. Forms, certified copies of deaths.
8. Forms, still-births.
9. Forms, duplicate still-births.
10. (In remote districts— *Vide* Appendix B. only). Forms, information of births.
11. (In remote districts— *Vide* Appendix B, only). Forms, information of deaths.
12. Forms, notices of births.
13. Forms, notices of deaths.
14. Forms, notices to attend and give information.
15. (In remote districts— *Vide* Appendix B, only). Forms, notice to fill up information papers.
16. Forms, notice to medical man to certify cause of death.
17. An extract of births book—foil and counterfoils.
18. An extract of death book—foil and counterfoils.
19. Forms, certificate for registry of baptismal name, after registration.
20. Forms, certificate for registry of name, without baptism, after registration.

21. Forms, vaccination—monthly return of births.
22. Forms, vaccination—monthly return of deaths under 1 year of age.
23. Forms—illegitimate East Indian return.
24. (Registrars in Georgetown only). Weekly mortality statements.
25. Forms,—vaccination notices and certificates, Nos. 1, 2, 3 and 4.
26. Book of certificates of still-births (foil and counterfoils).
27. Book of medical certificates of causes of death (foil and counterfoils).
28. A supply of note paper.
29. A supply of envelopes—official (9 ins. x 4 ins.), small (Note size).
30. A supply of blotting paper.
31. Registration ink.
32. Pens.
33. A penholder.
34. A pencil.
35. Forms, quarterly accounts.
36. Forms, quarterly requisition.
37. Forms, informing superintendent registrar of readiness to collate certified copies.
38. Forms—superintendent registrar making appointment to collate certified copies.

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**APPENDIX B**

**PLACES IN RESPECT OF WHICH NOTICES OF BIRTHS  
AND DEATHS MAY BE GIVEN IN WRITING — *Vide*  
SECOND SCHEDULE TO THE ACT**

COUNTY OF BERBICE

The River Corentyne and its tributaries on the west bank

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and islands, from Plantation Skeldon upwards.

The Corentyne coast, from Ulverston upwards to Anamoronusi, or No. 66 Creek.

The Canje Creek and its tributaries, from Plantation Goldstone Hall on the east bank, and Sandvoort on the west bank, upwards.

The River Berbice and its tributaries and islands, from Plantation Highbury on the east bank, and Ithaca on the west bank, upwards.

COUNTY OF DEMERARA

The Abary Creek and its tributaries, above the bridge.

The Mahaicony Creek and its tributaries, above Relief Village on the east bank, and Felicity on the west bank.

The Mahaica Creek and its tributaries, above Plantation Cane Grove on the west bank, and the bridge on the east bank.

The right bank of the Boerasirie Creek, beyond where it adjoins any cane plantation.

The River Demerara and its tributaries and islands, from Plantation Vriesland on the west bank, and Plantation Golden Grove on the east bank upwards.

COUNTY OF ESSEQUIBO

The left bank of the Boerasirie Creek, beyond where it adjoins any cane plantation.

From and exclusive of Plantation Devonshire Castle to the River Pomeroon and its tributaries and islands; and the

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Tapacooma Lake, and the other lakes on the Essequibo coast, except such parts as belong to cane plantations in cultivation.

The Supenaam Creek and its tributaries; the River Essequibo and its tributaries and islands, from the Supenaam Creek on the one bank, and Plantation Philadelphia on the other bank upwards, excepting the penal settlement and the town of Bartica; and the islands of Essequibo, exclusive of Leguan, Wakenaam, and Tiger islands.

The North-Western District, except Morawhanna and Baramann.

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APPENDIX C  
EXAMPLES SHOWING HOW BIRTHS OUGHT TO BE REGISTERED

(1) When the Birth is registered on the Information of the Father.

No.	Columns- 1 When and where born	2 Forename if any	3 Sex	4 Forename and surname of father, and other description	5 Forename and surname and other description of mother, and other description	6 Rank or profession of father	7 Signature, qualification and address of informant	8 When registered	9 Signature of Registrar	10 Baptismal names, if added after date of birth, and date.
11	Sixth January, 1869, Lot No. 111, High Street, Ward 4	John	Boy	James Rea Black, Native of Barbados	Sarah Cox, formerly Thompson, Jack, Native of Guyana	Carpenter	James Rea, Father, Lot No. 111, High Street	Tenth January, 1869	John Cox, Registrar	

(2) When the Birth is registered on the Information of the Mother.

20	Fourth January, 1875, Lamaha Street, N. Cummingsburg Ward 2	Emily	Girl	John Martin, Portuguese, Native of Madeira	Mary Martin, formerly Gomes, Portuguese, Native of Guyana	Shopkeeper	Mary Martin, Mother, Lot 217, Lamaha Street	Twentieth January, 1875	R. Hope, Registrar	
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(3) When the birth is registered on the Information of the Occupier.

60	Twentieth February, 1875, 25 Princes Street, Charlestown, Ward 7	Jane	Girl	William Ford, White, Native of Guyana	Sarah Ford, formerly Cox, White, native of Barbados	Engineer	Joseph Ross, Occupier, 25 Princes Street, Charlestown	Twenty-first February, 1875	S. Edwards Registrar	
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(4) When the Birth is registered on the Information of the Nurse.

41	Fifth June, 1888 102, King-Street, Lacytown, Ward 4	---	Boy	Not Stated	Jane Turner, formerly Brown, Mixed, Native of Guyana (Cooch)	Not Stated	Mary Perkins, Nurse-Midwife, 14, East Street, Cummingsburg	Twenty-first June, 1888	John Jones, Deputy Registrar	
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(5) When the Birth takes place in a Public Institution, etc., and is registered on the Information of the Chief Resident Officer, superintendent, etc.

19	Tenth March, 1901, Public-Hospital, Georgetown	John	Boy	Robert Perkins, White, Native of England	Daisy Perkins, formerly France, White, Native of Trinidad	Overseer	Robert Clark, Resident Surgeon, Public Hospital Georgetown	Eleventh March, 1901	Barry Hamford, Registrar	
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(6) When a living new-born child has been found exposed, and the Birth is registered on the Information of the Person who found the child.

14	Living new-born child found exposed on Fifth July, 1902, Vissengoen Road, Queenstown, Ward 9	(Black)	Girl	Unknown	Unknown	Unknown	William Peters, P.C. 2183, who found the child, Kitty Village	Tenth July, 1902	W. H. Jones, Registrar	
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APPENDIX C  
EXAMPLES SHOWING HOW BIRTHS OUGHT TO BE REGISTERED (Continued)

(7) When the Birth of an illegitimate child is registered on the Information of the Mother only.

No.	Column: 1 When and where born	2 Forename if any	3 Sex	4 Forename and surname of father, and other description	5 Forename and surname of maiden surname of mother, and other description	6 Rank or profession of father	7 Signature, qualification and residence of informant	8 When registered	9 Signature of Registrar	10 Baptismal names, if added after registration of birth, and date
119	Fourth August, 1910 Buxton Village	Jose (Portuguese) (illegitimate)	Boy	Not Stated	Maria de Jesus, Portuguese; Native of Guyana (Field Labourer)	Not Stated	The mark of X Maria de Jesus, Mother; Buxton Village	Sixteenth August, 1910	A. Williams, Registrar	

(8) When the Birth of an illegitimate child is registered on the information of the Father and Mother, who both sign the Registrar.

77	First October, 1911 Plaisance Village	Martha	Girl	Arthur Jordan, Mixed, Native of Guyana	Louisa Brown, Black; Native of Guyana	Farmer	A. Jordan, Father Louisa Brown, Mother; Plaisance Village	Nineteenth October, 1911	Joseph Hainer Acting Registrar	
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(9) When the birth took place on a Sugar Estate, and is registered on information in writing from the manager.

99	Ninth February, 1908, Plantation Success	Somaria	Girl	Ramsammy, Madras, Immigrant No. 49 ex Ganges 1884	Jorkee, Calcutta Immigrant No. 53, ex Persia, 1886	Field Labourer	David Grant, Manager, Plantation Success, as per Information on Paper A.E.R.	Twenty-first February, 1908	A. Ford, Registrar	
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(10) When the Birth took place on a Coasting Vessel, and is registered on the information of the Captain or Master.

15	On board the s/s Carlton Hall off Legan on Tenth May, 1915	Albert	Boy	Henry Blackman, Black, Native of Barbados, Morwahanna, N.W.D.	Hester Blackman, formerly HILL, Black, Native of Trinidad	Gold- miner	Henry Carter, Captain s/s Carlton Hall, as per information per Information Paper D.H./R.	Eleventh May, 1915	D. Henry, Registrar	
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(11) When the Birth took place on a mining Claim or Woodcutting Grant, and is registered on the information of the Superintendent or Manager.

213	Twentieth August, 1914, on Grant Hope Loyer Demerara River	Robee	Boy	Graves, Native East Indian BR 247 of 1883	Luhpates, B.R. 180 of 1886, Native East Indian	Labourer	James Brown, Superintendent Grant Hope, Demerara Information Paper E.H./R.	Tenth September, 1914	R. Hays, Registrar	
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(12) When the Birth is registered after the expiration of Three months, but before the expiration of Twelve months.

220	Twelfth April, 1908, Friendship Village	Arthur	Boy	Henry John Sutcliffe, Black, Native of Guyana	Elizabeth Sutcliffe, formerly Watkins, born Robinson, Black, Native of Barbados	Tailor	H.J. Sutcliffe, Father, Friendship Village	Tenth August, 1908	J. Roberts, Superintendent Registrar A.B. Smith, Registrar	
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Registration of Births and Deaths Regulations

APPENDIX D  
EXAMPLES SHOWING HOW DEATHS OUGHT TO BE REGISTERED

(1) When the Death occurs in a House, and is registered on the information of one of the persons present at the death.

No.	Columns: 1 When and where died	2 Forename and Surname and other description	3 Sex	4 Age	5 Rank or Profession and other description	6 Cause of Death	7 Signature, description and residence of Informant	8 When Registered	9 Signature of Registrar
58	Seventh January, 1905, Lot 114, George Street, Weakens-Rush, Ward 6	Samuel Thomas, White, Native of England	Male	49 years	Engineer, Married	Malaria Fever - 10 days, Certified by J. Pollard, M.D.	Martha Baker, Present at death, 23, North Street, Robbstown	Twelfth January, 1905	Jas. Hill, Registrar

(2) When the Death occurred in a House, and is registered on the information of some person in attendance during last illness of deceased.

119	Twenty-fifth August, 1906, 26, Ononogue Street, Bourda, Ward 8	Mary Levy, Mixed, Native of Barbadoes	Female	30 years	Widow, Spinster	Tetanus - 3 days, Certified by J. Clarke M.R.C.S., Eng. L.R.C.P., Lond.	Bertha Rose, Nurse in attendance on deceased, 25 Princes Street, Charlestown	Twenty-fifth August, 1906	R. Hope, Registrar
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(3) When the Death occurred in a House, and is registered on the information of the Occupier of the House or tenement in which such death took place.

191	Tenth May, 1897, 25, Princes Street, Charlestown, Ward 7	John Gadsden, Black, Native of Guyana (illegitimate)	Male	6 weeks	Son of Mary Gadsden, Domestic	Infantile Debility, Certified by H. Smith, M.B., Ch. B., Edin.	John Morson, Occupier, 25, Princes Street, Charlestown	Eleventh May, 1907	Thos. Ward, Registrar
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(4) When the Death occurred in a House, and is registered on the information of one of the Inmates of the House in which such death took place.

90	Fourth March, 1904, Lot 19, Queen Street, South Cummingsburg Ward 3	Lalea, B.R. 217 of 1880, Native East Indian	Male	24 years	Labourer in Town Gang, Single	Dysentery, No Medical Attendant	X. The mark of Sooka Inmate, 19, Queen Street, South Cummingsburg	Fourteenth March, 1904	Wm. Spencer, Registrar
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(5) When the Death occurred in an Institution and is registered on the information of the Chief Resident Officer, who signs the Register.

14	Tenth April, 1914, Alms House, Georgetown	Balkan, East Indian Immigrant, No. 99, ex. Ganges, 1892	Male	53 years	No occupation, Widower	Chronic Bright's, Certified by Jos. Brown, M.D., Medical Officer	Thos. Archer, Chief Resident Officer, Alms House	Twelfth April, 1914	S. Edwards, Registrar
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(6) When the Death occurred in an Institution, and is registered on the information of the Chief Resident Officer by Information Paper.

21	Eighth November, 1912, Leprosy Hospital Mahala	John Martin Cox, Black, Native of Guyana	Male	38 years	Blacksmith	Leprosic Infiltration, Certified	H. Thompson, Medical Superintendent, Leprosy Hospital, as per Information Papers, H.O.B., R.	Fourth November, 1912	H. O'Brien, Registrar
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Registration of Births and Deaths Regulations

APPENDIX D  
EXAMPLES SHOWING HOW DEATHS OUGHT TO BE REGISTERED - (Continued)  
(7) When the Death is registered on the information contained in a Coroner's Return of a Preliminary Investigation.

No.	Columns-1 When and where died	2 Forename and Surname and other description	3 Sex	4 Age	5 Rank or Profession and other description	6 Cause of Death	7 Signature, description and residence of Informant	8 When Registered	9 Signature of Registrar
19	Tenth September 1910. Escarpment on Kingston Shelling, Ward 1	William Morgan, Black, Native of Guyana	Male	40 years	Penic, Single	Epilepsy	Preliminary Investigator held Twelfth September 1910. James Hall, J.P. Coroner, H.O./R.	Thirtieth September, 1910	H. Olson, Registrar
(8) When the Death is registered on the information contained in a Coroner's Return of the finding of a Jury concerning such death.									
5	Nineteenth July, 1912. Demerara River, off Market Shelling	Susan Hinds, Mixed, Native of Barbados	Female	35 years	Domestic, Married	Suicide by Drowning	Inquest concluded Twentieth August, 1912. John Nobby, J.P. Coroner, D.O./R.	Twenty-fourth July, 1912	David Olway, Registrar
(9) When the Death occurs on a Plantation and is registered on the written information of the Manager.									
10	Nineteenth February, 1908. Plantation Success	Akood No. 2,114, ex. May, 1898. East Indian Immigrant	Male	40 years	Labourer, Married	Dysentery, Certified by J. Pollard, M.D.	As per Information Paper signed by J. Waith, Manager, Plantation Success, J.M./R.	Twenty-second February, 1908	J. Miller, Deputy Registrar
(10) When the Death occurs on a Plantation and is registered on information from the Manager who is present and signs the Register.									
13	Fifteenth June, 1913. Plantation Diamond	Sookoh, B.R. 551 of 1899. East Indian Native of Guyana	Female	14 years	Labourer, Single	Tetanus Certified by B. Goring, M.B., Ch. B., Edin.	J. Finlayson, Manager, Plantation Diamond	Sixteenth June, 1913	R. Cox, Registrar
(11) When the Death occurs from a Boat going to or coming from a Mining District and is registered by the Boat Captain.									
26	Eighth May, 1897, Mataye Falls, Cayana River	John Taylor, Black Barbadian	Male	43 years	Gold Digger, Married	Accidental Drowning, Not Certified	Donald Smith, Boat Captain, Berbice, Essequibo	Fourth June, 1897	James Rose, Registrar
(12) When the Death occurs on a vessel or Craft within the limits of Guyana.									
93	Ninth December, 1915 on Steam-Craft of Demerara Island.	Manoel Gourveia, Portuguese, Native of Madeira	Male	63 years	Farmer, Single	Fracture of the Skull, caused by blow from the main beam, Not Certified	William Green, Captain, Steam-Craft, of Demerara	Eleventh December, 1915	P. Henderson, Registrar



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Registration of Births and Deaths Regulations

APPENDIX E  
CORRECTION OF ERRORS OF FACT OR SUBSTANCE OCCURRING IN BIRTH AND DEATH REGISTERS

Examples showing (a) how to correct an error in date of birth by means of Marginal Note, on an Order from the Magistrate, and (b) the Registration of Baptismal Names within 12 months of Registration and 14 days of Baptism.

No.	Columns-1	2	3	4	5	6	7	8	9	10	(Marginal Note)
	When and where born	Forename if any	Sex	Forename and Surname of Father and other description	Forename and Surname of Mother and other description	Rank or Profession of Father	Signature, Qualification and Residence of the Informant	When Registered	Signature of Registrar	Baptismal Names if any. Added after registration of birth and date	Entry 11. In column 1 read eleventh May, 1892, in place of Fourteenth May, 1892, by order in writing signed by Mr. T. Meyers, J.P., dated 4 <sup>th</sup> August, 1892.
11	Fourteenth May, 1892. Lot 14, West Ward 1	John	Boy	Joseph Hinds, White Native of Barbados	Mary Hinds, born Mason, Black, Native of Trinidad	Merchant	J. Dance, Nurse-Midwife, Lot 48, Charlestown, Charlestown	Sixteenth May, 1892	H. Roper, Registrar	Joseph Mason, 18 <sup>th</sup> July, 1912	Jos. Hinds, Father, 7 <sup>th</sup> August, 1892. H. Roper, Registrar.
Examples showing (a) how to correct errors in names in an Entry of Birth by means of Marginal Note on an order from the Magistrate of the District and (b) the registration of names given by parents or guardians, not recognising baptism.											
90	Eighth November, 1913. Public Hospital Georgetown		Girl	John Martin Black, Native of Guyana	Sarah Martin born Dewar, Black, Native of Guyana	Gold Digger	L. Morgan, Resident Surgeon, Public Hospital, Georgetown	Twenty-eighth November, 1913	R. Smith, Registrar	Sarah Johanna 15 <sup>th</sup> December, 1913	Entry 90. In column 5 read "Ward" in place of "Dewar" by order in writing signed by Mr. J. Williams, J.P., dated 1 <sup>st</sup> February, 1914. Sarah Martin, Mother, 12 <sup>th</sup> February, 1914. R. Smith, Registrar.

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Registration of Births and Deaths Regulations

APPENDIX E

CORRECTION OF ERRORS OF FACT OR SUBSTANCE OCCURRING IN BIRTH AND DEATH REGISTERS - (continued)

Example showing how to correct errors in names in an Entry of Death by means of Marginal Note on an order in writing from the Magistrate of the District.

No.	Columns-1	2	3	4	5	6	7	8	9
	When and where born	Forenames and Surname and other description	Sex	Age	Rank or Profession and other description	Cause of Death	Signature, Designation and Residence of Informant	When Registered	Registrar
	Seventh December, 1914 Lot 115, George St., Werkent-Ruis, Ward 6	Isaac Thomas, Black, Native of Barbados	Male	43 years	Porter	Pneumonia. No Certificate obtainable	L. Marcus, Present at Death, 119, George St., Werkent-Ruis	Seventh December, 1914	T. Marks, Registrar

Entry 54. In column 2 read Isaac Thomas Mayers, instead of names therein appearing by order of Mr. F. Johnson, J.P., dated 10<sup>th</sup> January, 1915. T. Marks, Registrar 13<sup>th</sup> January, 1915.

Example showing how to correct an error in the age of the deceased in an Entry of Death by means of Marginal Note on an order in writing from the Magistrate of the District.

63	Tenth April, 1912 Plantation Success	Frank Chisholm, White, Native of England	Male	48 years	Overseer	Malarial Fever Certified by B. Carter, G.M.O.	J. V. Gibson, Manager, Plantation Success	Twelfth April, 1912	R. Gobin Registrar
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Entry 63. In column 4 read 38 years in place of 48 years, by order of Mr. D. Dodds, J.P., dated 14<sup>th</sup> May, 1912. R. Gobin, Registrar. 16<sup>th</sup> May, 1912

[Subsidiary]

## Registration of Births and Deaths Regulations

## APPENDIX F

## ALPHABETICAL LIST OF DISEASES AND CAUSES OF DEATH

N.B. This list has been compiled from the Nomenclature of Diseases 1906, and the Manual of the International List of Causes of Deaths, 1912, and it comprises those diseases which will commonly be found in the medical certificates of the causes of death as returned by Registered Medical Practitioners in Guyana. A few other well known diseases, which it is quite possible may occur in Guyana, have been added to render the list more complete.

Abortion	Laryngitis - acute, chronic
Abscess (of Brain, of Ear, of Heart, etc.)	Lepra (Psoriasis)
Abscessus Mammae	Leprosy
Addison's Disease	Leprotic Infiltration
Amenorrhoeas	Leucocythaemia
Amoebic Dysentery	Lightning stroke
Anaemia	Liver, abscess of, hydatid tumour
Anasarca (General Dropsy)	Lobar Pneumonia
Aneurism	Lock Jaw
Aneurism of Heart, etc.	Locomotor Ataxy
Angina Pectoris	Lumbago, (muscular rheumatism)
Ankylostomiasis	Lumbar abscess
Ankylostome Duodenal	Lung, abscess of, emphysema of, gangrene of, oedema of, congestion of
Anthrax	Lupus
Anus Imperforatus	Lymphatics inflammation of, suppuration of
Aortic disease, etc.	
Aphtha (thrush) Apoplexy	
Apoplexy (cerebral)	
Appendicitis	
Arterio-sclerosis	
Arthritis	Malaria (Malarial fever)
Ascites	Malformation
Asphyxia from drowning, hanging, strangling, overlying, etc.	Malignant pustule
Asthenia	Malnutrition
Asthma	Mania
Asthma-Bronchitis	Marasmus
Atelectasis	Mastoid abscess
Atony (also of Uterus)	Mastoid disease
Atrophy of brain, of heart, etc.	Measles
	Mechanical obstacle to action of

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Atheroma	uterus—distorted contracted pelvis	or
Bacillary Dysentery	Melancholia	
Basal Meningitis	Meningitis	
Bed-sore	Menorrhagia	
Beri-Beri	Metritis	
Boil	Metro-peritonitis	
Black-water Fever	Miliary tuberculosis	
Blood-Poison	Milk fever	
Bright's disease, Acute or Chronic	Mitral Disease	
Bronchial glands, abscess of	Mitral stenosis	
Bronchial glands, enlargement of	Mitral regurgitation	
Bronchitic Asthma	Mollities ossium	
Bronchitis, Acute, Chronic or Capillary	Morbilu (Measles)	
Bronchocele (Goitre)	Mumps	
Broncho Pneumonia	Myelitis	
Burns (in what part? how caused?)	Myocarditis	
	Myocarditis, Fibroid	
Cachexia (Malarial or otherwise)	Necrosis	
Cancer	Neglect	
Cancrum oris	Nephritis	
Carbuncle	Neuralgia	
Carcinoma (state part or organ)	Obstipation	
Cardiac Syncope	Oedema of Glottis	
Cardiac Failure	Oesophagus, stricture of	
Cardiac Disease	Old age	
Cardiac Valvular Disease	Operations— Amputations, Incisions Excisions, etc.	
Caries	Ophthalmia (Conjunctivitis)	
Catalepsy	Orchitis, acute, chronic	
Catarrh of the Bladder (Cystitis)	Osseous tumour of brain	
Cellulitis (ulcerative)	Ostitis	
Cerebral— Abscess	Osteo-arthritis	
Apoplexy	Ovary, encysted dropsy of	
Embolism	Ovarian cysts	
Haemorrhage	Over-distension of uterus	
Congestion		
Softening	Pancreas, abscess of, calculi	
Thrombosis	Paralysis of the insane	
Paralysis	Paraplegia	
Cerebro-spinal fever	Para-typhoid	
Chicken pox	Parturition	
Chigoe	Pellagra	
Chlorosis	Pelvic abscess	
Cholera	Pemphigus	
Chorea, acute, chronic	Penis, ulceration of	
Cirrhosis of the Liver		

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Colic	Pericarditis
Colitis	Perinephritis
Coma	Perineum, laceration of, rupture of Periostitis
Concussion of Brain	
Congestion of Lungs	
Conjunctivitis	Peritonitis—acute, chronic, tubercular
Constipation	
Consumption	Pertussis (Whooping cough)
Convulsions	Phagedaena
Cow-pox	Pharyngitis
Croup	Phlebitis
Cynanosis	Phlegmasia alba dolens
Cynanche, Maligna, Patroidea or Tonsillaris	Phthisis, acute, chronic, pulmonalis
Cystitis—acute, chronic	Piles (haemorrhoids)
	Plague
Debility	Pleurisy
Dementia	Pneumonia (Lobar, double, right of left lobar, broncho, acute)
Dentition	
Diabetes	Poison (cause of poisoning as given on certificate to be returned)
Diarrhoea	
Dilation of Heart	Polypus, nasal, uterine
Diphtheria	laryngeal
Dislocation of pelvis	Post-partum haemorrhage
Dislocation of spine	Post-partum shock
Diuresis	Pregnancy
Dropsy	Premature birth (prematurity)
Drowning	Premature labour
Dysentery	Privation
Dysmenorrhoea	Prolapsus ani
Dyspepsia	Prostate, chronic enlargement of
	Psoas abscess
Echinococcus Hominis	Psoriasis
Eclampsia	Puerperal convulsions (or eclampsia)
Eclampsia puerperal	Puerperal fever
Ecthyma	Puerperal mania
Eczema	Puerperal peritonitis
Elephantiasis	Puerperal septicaemia
Embolism	Pulex penetrans (Chigoe)
Embolism Cerebral	Pulmonary apoplexy
Embolism pulmonary	Pulmonary embolism
Emphysema	Pulmonary congestion
Empyema	Purpura—simple, Haemorrhagic
Encephalitis	Purulent ophthalmia
Endocarditis	Pyæmia
Enlarged bursa patellae	
Enteric fever	

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Enteritis	Pyelitis
Enteritis (Gastro)	Pyrosis
Epilepsy	Pyrexia
Epistaxis	
Erysipelas-simple, phlegmonous, inflammatory	Quinsy
Exhaustion	Recto-vaginal fistula
Exophthalmic bronchocele	Rectum, abscess of
Exophthalmic goitre	Relapsing fever
Exostosis	Remittent fever
Exposure to cold	Retention of placenta
Extra uterine gestation	Retention of urine
Extravasation of urine	Rheumatism, acute, chronic, gonorrhoeal, muscular
	Rheumatic fever
Farcy	Rickets
Fatty degeneration of the Heart	Rubeola (Measles)
Fever—malarial, remittent, bilious	Rupia
Fibrous tumour of brain	Rupture of artery, of bladder, of heart, of lung
Filaria (or filariasis)	
Filarial abscess	
Fistula in ano	Salpingitis
Foreign bodies (of what kind?) in air passages, (oesophagus)	Saptaemia
Fractures (of what kind?)	Scabies
	Scalds (in what part? and how caused?)
Gall stones	Scarlatina
Gangrene	Scarlet Fever—simple, anginose, malignant
Gangrene of LungGastric ulcer	Scorbutus (Scurvy)
Gastritis	Scorfula
Gastro-enteritis	Scurvy
General Dropsy	Senility
Generalised tuberculosis	Senile debility
Glanders	Senile gangrene
Glands, hypertrophy of, inflammation of, suppuration of Glaucoma	Septicaemia
Glossitis	Shock (state cause as given on certificate)
Glottis, Oedema of	Sloughing phagedaena
Glottis, spasm of	Sloughing sore-throat
Glottis, paralysis of	Small-pox—confluent, semi-confluent, distinct, petechial, haemorrhagic (state whether after successful vaccination or not)
Goitre	Spasmodic croup (Laryngimus stridulus)
Gonorrhoea	
Gout, acute, chronic	
Granuloma	
Granuloma pudendi	
Gumma of brain	
Gunshot wound	

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## Registration of Births and Deaths Regulations

Haematemesis	Spermatorrhoea
Haematocele	Spina bifida
Haematuria	Spinal meningitis
Haemoglobinuria	Spine, caries of
Haemoglobinuric fever	Spine, Necrosis of
Haemoptysis	Spleen, congestion of
Haemorrhage from uterus— from	Spleen, rupture of
(a) placenta praevia	Stomach, cancer of, perforation of
(b) detachment	Stomatitis
Haemorrhage, cerebral	Stricture of urethra
Haemorrhoids	Sudden death after parturition
Heart Disease	Sunstroke
Heart Failure	Suppression of urine
Hemiplegia	Suppurative nephritis
Hepatitis	Suppurative pericarditis
Hernia—Strangulated	Syncope
(a) Umbilical	Synovitis—acute—chronic
(b) Inguinal, Scrotal Congenital	Syphilis—primary, secondary, hereditary, congenital
(c) Femoral	
Herpes	Tabes mesenterica
Hydrocele—congenital, infantile, encysted	Teething
Hydrocele—of cord-encysted, diffused	Tetanus
Hydrocephalus	Thoracic duct, obstruction of
Hydropericardium	Thrombosis
Hydrophobia	Thrush
Hypertrophy of brain, or heart	Tonsilitis
Hypochondriasis	Toxaemia
Hysteria	Trichiniasis
	True leprosy
Icterus	Tuberculosis
Icthyosis	Tubercular meningitis
Idiocy	Tumour uteri
Imbecility	Tumour (of what kind? in what part?)
Inanition	Typhlitis
Incontinence of urine	Typhoid Fever (Enteric Fever)
Infant exposure	Typhus Fever
Infantile convulsions	Ulcer
Infantile paralysis	Ulcer of larynx (due to phthisis? to Syphilis?)
Infantile Debility	Uraemia
Inflammation of brain (Spinal meningitis, myelitis)	Urinary abscess
Inflamatio Uteri	Uterus, laceration of
Influenza	Uterus, rupture of
Injury (of what kind?) (of what part or organ?)	Uterine, tumour

Intermittent fever	Uterine cancer
Internal Haemorrhage (cause to be returned as stated)	Vaccinia (cow-pox)
Intestinal Catarrh	Vagina imperforata
Intestinal parasites (or worms)	Valvular disease (of heart)
Intestinal obstruction	Varicella (Chicken pox)
Intestinal perforation	Varicocele
Intestinal stricture	Varicose veins, rupture of
Intestinal tumour (non-malignant)	Variola (Small-pox)
Intestinal ulcer (or ulceration)	Vermes
Interstitial Nephritis	Volvulus
Intussusception	Vomiting
Iritis	
	Want of breast-milk
Jaundice	Whitlow
Joints, abscess of	Whooping Cough
	Worms
Kidney, abscess of, atrophy of, hypertrophy of, disease of	Wounds
	Yellow Fever
Laryngitis—acute, chronic	Yellow atrophy of liver, acute

APPENDIX G

**DIRECTIONS FOR VACCINATION OFFICERS ISSUED  
BY THE DIRECTOR OF MEDICAL SERVICES WITH  
SANCTION OF THE MINISTER UNDER THE  
VACCINATION ACT**

1. They shall enter in a book to be provided for that purpose the following particulars of all children born in the district for which they have been appointed, namely:

- Vaccination district.
- Name of child.
- Date of birth.
- Sex.
- Name of parent or guardian.
- Residence.
- Date taken to the vaccination officer to be vaccinated.



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If successful or unsuccessful.  
 If prosecuted, date and result.  
 If granted a Certificate on Form 3 or 4 of Vaccination Act,  
 state date.  
 If dead, state date.  
 If left district, state date and where removed to.  
 Remarks.

2. A copy of the above shall be forwarded to the Chief Medical Officer not later than the 5th of each month.

3. They shall see that all children born in their district are taken to the public vaccinator to be vaccinated within six months of birth, and in case of refusal of parent or guardian to have the child vaccinated they shall summon the parent or guardian in accordance with section 16 of the Vaccination Act.

4. They shall endeavour to arrange that all children vaccinated are taken to the public vaccinator on the 8th day after vaccination for the purpose of certifying whether the vaccination has been successful or not.

5. They shall personally attend at the vaccination stations for the district to which they have been appointed on the days and hours prescribed.

6. They shall, subject to the control of the Chief Medical Officer, act under the direction of the public vaccinator of their district.

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**APPENDIX H**

**LIST OF CERTAIN OFFENCES IN CONNECTION  
 WITH REGISTRATION AND THE PENALTIES IN  
 CONNECTION THEREWITH UNDER THE CRIMINAL**

c. 8:01

**LAW (OFFENCES) ACT**

Section 252. Everyone who—

- (a) unlawfully destroys, defaces, or injures, or causes or permits to be destroyed, defaced, or injured, any register of births, baptisms, marriages, deaths, or burials now or hereafter authorised or required' by law to be kept in Guyana, or any part of that register, or any certified copy of that register or of any part thereof; or
- (b) forges or fraudulently alters, in that register, any entry relating to any birth, baptism, marriage, death, or burial, or any part of the register, or any certified copy of the register or of any part thereof; or
- (c) knowingly and unlawfully inserts, or causes or permits to be inserted, in that register, or any certified copy thereof, any false entry of any matter relating to any birth, baptism, marriage, death, or burial; or
- (d) knowingly and unlawfully gives any false certificate relating to any birth, baptism, marriage, death, or burial, or certifies any writing to be a copy of or extract from that register, knowing the writing, or the part of the register whereof the copy or extract is so given, to be false in any material particular; or

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*Registration of Births and Deaths Regulations*

- (e) forges or counterfeits the seal of or belonging to any register office or burial board; or
- (f) offers, utters, disposes of, or puts off any register, entry, certified copy, certificate, or seal aforesaid, knowing it to be false, forged, or altered; or
- (g) offers, utters, disposes of, or puts off any copy of any entry in any register aforesaid, knowing that entry to be false, forged or altered shall be guilty of felony and liable to imprisonment for life.

Section 253. Everyone who—

- (a) knowingly and wilfully inserts, or causes or permits to be inserted, in any copy of any register, directed or required by law to be transmitted to any "registrar or other officer, any false entry of any matter relating to any birth, baptism, marriage, death, or burial, or
- (b) forges or alters, or offers, utters, disposes of, or puts off, knowing it to be forged or altered, any copy of that register; or
- (c) knowingly and wilfully signs or verifies any copy of that register, which copy is false in any part thereof, knowing it to be false; or

- (d) unlawfully destroys, defaces, or injures, or, for any fraudulent purpose takes from its place of deposit or conceals any copy of that register, shall be guilty of felony, and liable to imprisonment for life.
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UNDER THE REGISTRATION OF BIRTHS AND DEATHS  
ACT

Section 67 Every person who wilfully makes or causes to be made for the purpose of being inserted in any register of births or deaths, any false statement touching any of the particulars herein required to be known and registered, shall be liable on summary conviction to a fine of seven hundred and fifty dollars or to imprisonment for six months.

Section 73. Everyone hereby required who, within the period herein specified, fails to give notice of any birth or death to the registrar of the division within which the birth or death has occurred shall be liable to a fine of fifteen dollars.

Section 74. Subject to the provisions hereinbefore contained as to giving notice in writing, everyone hereby required who, within the period herein specified, fails to attend personally at the place named by the registrar of the division within which a birth or death has occurred, and to give information to the registrar of the particulars hereby required to be registered touching that birth or death, or refuses to sign the register in the presence of the registrar, shall be liable to a fine of thirty dollars.

Section 75. In the case of finding exposed any new-born child or any dead body, everyone who is hereby required to

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*Registration of Births and Deaths Regulations*

give notice and who does not give notice forthwith of finding it and of the place where it was found to the registrar of the division in which it has been found shall be liable to a fine of fifteen dollars.

Section 76. Whenever notice is hereby required to be given, the person required to give the notice shall be held to have sufficiently discharged himself if he proves upon oath that he put into a post office, before the expiration of the period within which the notice is required to be given a letter addressed to the person to whom and containing the particulars of which the notice is required to be given.

Section 79. Every penalty hereby imposed shall be recoverable , and be subject to appeal, in the manner provided by the Acts for the time being in force regulating procedure before magistrates exercising summary jurisdiction and appeals from magistrates' decisions.

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NOTE

The instrument dividing Guyana into registration districts and registration divisions (Notice No. 137 of *Gazette* dated 5th April 1924- set out in the 1953 Edition, Volume IX at page 1973, as published in Notice No. 1,134 of *Gazette* dated 13th June, 1853) has not been published in this Edition as it was regarded as defective in certain respects and at the time of going to press steps were being taken to replace it.

Since the date of the 1953 Edition, the instrument has been amended by Orders 44/1954, 21/1961, 84/1961, 54/1964, 6/1965 and 42/ 1966A.

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O. 21/1956  
88/1956  
25/1964

**REGISTRAR'S FEES ORDER**

*made under section 8*

Citation.

1. This Order may be cited as the Registrar's Fees Order.

Fees.

O. 88/1956

2. The fees payable to any public officer discharging the duties of a Superintendent Registrar or Registrar as the case may be, shall be the fees payable under sections 32, 33, 34, 35, 51 and 56 of the Registration of Births and Deaths Act:

Provided that the public officers enumerated in the first column of the Schedule hereto shall be paid in lieu of the fee payable under section 56 the fee set out opposite their offices in the third column of the said Schedule.

3. This Order shall be deemed to have come into operation on the 1st day of January, 1956.

[O. 25/1964]

**SCHEDULE**

Designation of Post	Duty to which fee relates	Fee
Chief Dispenser, The Palms	Registrar	\$90.00 per annum
Steward, Mental Hospital	Registrar	\$15.00 per annum

[Subsidiary] Registration of Births and Deaths (Correction of Minor Clerical Errors)  
Order

O. 70/1977

**REGISTRATION OF BIRTHS AND DEATHS  
(CORRECTION OF MINOR CLERICAL  
ERRORS) ORDER**

*made under section 43 (1)b()*

Citation.

1. This Order may be cited as the Registration of Births and Deaths (Correction of Minor Clerical Errors) Order.

Minor clerical errors.  
c. 44:01

2. The errors or classes of errors which shall be deemed to be minor clerical errors for the purposes of s. 43(l) of the Act are as follows –

- (a) in a case where the particulars have been entered, which were not copies from a document specified in paragraph (f), any error in spelling any word or the misplacement or incorrect repetition of any word except that the error in spelling, misplacement or incorrect repetition does not include the first name or surname of any person;
- (b) the incorrect statement or omission of the year of the birth, stillbirth or death to which an entry relates or of the year of registration, but not to both incorrect statement, omission, and registration;
- (c) the incorrect statement or omission of the month in the date of registration where it is evident from the preceding and succeeding entries what month

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Registration of Births and Deaths (Correction of Minor Clerical Errors)

Order

should have been inserted;

- (d) the omission of the words “by declaration dated.....” in column 8 of a birth entry made in accordance with regulations 73 of the Births and Deaths Regulations;
- (e) the omission of any of the words “baptism .....” or “on certificate of naming dated .....” as the case may be, following the entry made under section 34 or 3 of the Act;
- (f) an error or omission in copying any particulars required to be copied from—
  - (i) a declaration made under regulation 75 of the Births and Deaths Regulations;
  - (ii) a certificate of name given in baptism, or a certificate of name given otherwise than in baptism delivered under section 34 or 35;
  - (iii) a certificate of the cause of death;
  - (iv) a doctor’s or midwife’s certificate of still birth;
  - (v) a coroner’s notification after post mortem without inquest;
  - (vi) a coroner’s certificate after inquest.



[Subsidiary]

Registration Districts (Revision of Limits of Divisions) Order

O. 43/1983

**REGISTRATION DISTRICTS (REVISION OF  
LIMITS OF DIVISIONS) ORDER**

*made under section 13(1)*

Citation.

1. This Order may be cited as the Registration Districts (Revision of Limits of Divisions) Order.

Registration Districts.

2. The limits of the divisions of the registration districts mentioned in the First Schedule shall be as respectively set out in the Second Schedule.

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**FIRST SCHEDULE**

The Mahaica Registration of Births and Deaths District.

The Demerara River Registration of Births and Deaths District.

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**SECOND SCHEDULE**

The Mahaica Registration of Births and Deaths District –

No. 1 Division      From, but exclusive of Rebecca's Lust. To inclusive of Bevedere.

No. 2 Division      Includes both banks of the Mahaica River from Woodlands on the right, and Herstelling on the left bank, upwards to and inclusive of DeHoop on the right and Strathavon on the left bank.

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Registrars Fees Order

Registration Districts (Revision of Limits of Divisions) Order

No. 3 Division      Mahaica River, both banks and all its tributaries from, but exclusive of DeHoop on the right bank and Strathavon on the left bank, to but exclusive of St. Cuthberth's Amerindian Village.

No. 4 Division      From, and inclusive of Herstelling, to and inclusive of Mosquito Hall, but exclusive of the Leprosy Hospital.

No. 5 Division      Includes the Leprosy Hospital.

No. 6 Division      From, but exclusive of Mosquito Hall, to and inclusive of Ann's Grove and Two Friends.

No. 7 Division      From, but exclusive of Ann's Grove and Two Friends, to and inclusive of Nooten Zuil.

No. 8 Division      Includes Belfield and Victoria, Craig Milne and Cove and John Estates.

No. 9 Division      Includes Nabaclis, Golden Grove and Haslington.

No. 10 Division      Includes Enmore, Hope, Foulis Paradise and Bachelor's Adventure.

No. 11 Division      Includes Elizabeth Hall, Enterprise, Non Pareil, and those portions of Coldengen and Stratspey situated on the south of the railway line.

The Demerara River Registration of Births and Deaths District—

No. 1 Division      Both banks of the Demerara River and all its tributaries, from left exclusive of Land of Canaan on the right bank and of Catherine on the left bank, to

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*Registration Districts (Revision of Limits of Divisions) Order*

but exclusive of Low Wood on the right bank and Aurora on the left bank including St. Cuthbert's Amerindian Village, Mahaica River.

No. 2 Division Both banks of the Demerara River and its tributaries, from and inclusive of Low Wood on the right bank, and of Aurora on the left bank, to but exclusive of York Hill on the right bank and Huradaia River on the left bank.

No. 3 Division Both banks of the Demerara River and its tributaries, from and inclusive of York Hill on the right bank, and Huradaia River on the left bank, to but exclusive of Mallali on the left bank and Mouranierokabra River on the right bank.

No. 4 Division Both banks of the Demerara River and its tributaries, from and inclusive of Mallali on the left bank and Mouranierokabra River on the right bank, southwards as far as the settlements extend.

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