Telephone: (030) 25 92 66 0
Fax: (030) 25 92 66 50
Email: office@kenyaembassyberlin.de
Website: www.kenyaembassyberlin.de

EMBASSY OF THE REPUBLIC OF KENYA
Markgrafenstr. 63
10969 Berlin

CHECKLIST FOR REGISTRATION OF BIRTH OF A KENYAN OCCURRING ABROAD

IMPORTANT: This document has to be submitted along with your application, to confirm that you have read and provided all of the necessary documents. This is a mandatory requirement. Failure to adhere to these requirements will lead to your application being rejected. Do not staple the documents.

Note: This document will require the Kenyan parent to appear in person at the Embassy and bring all the original documents in addition to the requirements below for certification.

Processing time: 3 months or more

- ☐ **Two (2)** Application Forms (BDA) duly filled.
- ☐ **Two (2)** photocopies of both parents' passports. The copies of the Kenyan parent's passport have to include pages **29-32** (for the **A Series** Passport), pages **45-48** (for the **B series** Passport), pages **61-64** (for the **C Series** Passport), and the photo page.
- ☐ **Two (2)** photocopies of the child's Birth certificate issued by the civil authorities or the hospital in the country of birth (either an international version or copies of the original and an official English translation).
- ☐ **Two (2)** copies of parents' marriage certificate either international or translated into English, if legally married.
- ☐ A non-refundable fee of **€10.00** for each certificate payable only by bank transfer **(Embassy of the Republic of Kenya, IBAN: DE63100400000266014004)** or EC-Debit card at the Embassy. Cash payments will not be accepted. **Overpaid amounts will not be refunded**. Enclose a copy of the bank transfer slip together with the application.
- ☐ **Two (2)** self-addressed, stamped A5 envelopes (**bearing 1.45 Euros and 3.60 Euros** worth of stamps respectively) for postage purposes.

I hereby confirm that I have complied with all of the above stated requirements and I am fully aware that my application will be rejected for failure to comply with the above requirements.

--- ---
Applicants Name *Full Address*

--- --- ---
Applicant Signature/Date *Telephone* *Email*

THE CONSULAR SECTION

REPUBLIC OF KENYA

THE REGISTRATION OF BIRTHS AND DEATHS ACT
(Cap 149)

APPLICATION FOR REGISTRATION OF BIRTH OF A CITIZENOF KENYA OCCURING ABROAD

The following information concerning the birth must be supplied:-

1. FULL NAME OF CHILD	Baptismal or given name(s)	Middle or tribal name	Son of Daughter of	Surname or Tribal Name of Father of Child
2. DATE OF BIRTH	Day	Month	Year	
3. SEX OF CHILD	MALE 1. ☐	FEMALE 2. ☐		
4. FULL NAME OF FATHER OF CHILD	Baptismal or given name(s)	Middle or tribal name	Son of	Surname or Tribal name of his Father
5. FULL NAME OF MOTHER OF CHILD	Baptismal or given name(s)	Middle or tribal name	Daughter of	Surname or Tribal name of her Father
6. EXACT PLACE AND COUNTRY OF BIRTH				
7. NORMAL RESIDENCE IN KENYA OF MOTHER				

8. CERTIFICATES

A. - *Informant*

I certify that I am (State relationship to child or capacity in which information is given)……..……

……...

And that the above information is correct to the best of my knowledge.

Signature…….Full Name……..……

Address…….Date……..……..

B. - *By member of Kenya Mission Abroad*

I am satisfied from evidence produced to me and inquiries which I have made that the above information is correct to the best of my knowledge.

Signature……..

Designation and Address……..

……...

(P.T.O.)

NOTES TO PERSON COMPLETING FORM

A birth can be registered only if the following conditions are met:

1. Application for Registration of the Birth outside of Kenya of a child who is a citizen of Kenyan can be made by any person having knowledge of the birth.

2. Documentary evidence should be produced in proof of the birth. A note of the kind of documentary evidence needed is given below.

3. This form should be signed by the applicant and, where there is a Kenyan Mission in the country abroad, countersigned by a member of that mission.

Documentary Evidence (see 2 above)

The documentary evidence to be produced of the birth may be a certificate of birth issued by the appropriate authority in the country abroad, with an English translation of the certificate if it is not in English, or if certificates are not issued in the country abroad, a certificate of the birth given by the Doctor, Midwife or other person who attended the birth.

Where a person is unable to produce satisfactory documentary evidence, the application may still be completed and forwarded to the Registrar who will advise what alternative evidence may be accepted.

When completed this application should be sent to:-

The Registrar General
P.O. Box 30031
Nairobi, Kenya

FOR OFFICIAL USE

GPK 687---40m---4/86