

OUR VISION

To offer a modern, efficient and quality service responsive to the needs of the citizens through an Electronic Registration System.

OUR MISSION

- (1) To operate a computerized system at all civil status offices located across the State of Mauritius for registration of births, deaths and marriages and any other matter relating to the civil status of persons.
- (2) To maintain a Civil Status Database for the generation of a unique identification number for each citizen of Mauritius at the time of birth registration.
- (3) To set up a Central Population Database which will hold basic information on all individuals registered in Mauritius and which will contribute to the development and monitoring of policies across Government.
- (4) To implement a digitalized national identification system aimed at prohibiting duplication, falsification or fraudulent obtention of National Identity Cards.

OUR CORE SERVICES

- ❖ Vital Registration;
- ❖ Issue of Civil Status Certificates; and
- ❖ Issue of National Identity Cards.

Vital Registration

REGISTRATION OF BIRTH

A birth should be registered within 45 days from the date of birth at the Civil Status office of the locality within the district in which the birth took place or in which the parents resided at the time of birth.

Documents to be produced:

Registration takes place immediately on production of the following documents:-

- Birth certificate of parent/parents declaring the child.
- Marriage certificate (if the parents are civilly married).
- An Attestation of Birth from the institution where the child was born.
- National Identity cards of parents/informant

No witness is required.

Vital Registration

REGISTRATION OF MARRIAGE

Civil marriage

A publication of the proposed civil marriage should be made 10 days prior to the proposed date of marriage at the civil status office of the locality within the district where the marriage is to take place.

Documents to be produced:

- Birth certificates issued within the last three months.
- Previous marriage certificate(s) if divorced
- Death/Marriage certificate(s) if widow/widower
- National Identity Cards of married parties and witnesses.

Two witnesses are required

MARRIAGE OF A NON-CITIZEN TO A CITIZEN OF MAURITIUS

- The non-citizen should have resided in Mauritius for a continuous period of at least 7 days before publication.
- The publication of a proposed civil marriage between a non-citizen and a citizen of Mauritius is made only at the Central Civil Status Office in Port Louis.

Vital Registration

The civil marriage shall take place at the Central Civil Status Office after a period of 10 days as from the date of publication.

Documents to be produced by:

Non-citizen

- Passport
- Birth certificates
- Divorce documents if applicable
- A certificate or certificates issued by the competent authorities of his/her country of residence attesting that he/she is of good character and is not the suspect in relation to any pending criminal proceedings, investigation or process. However, in case his/her country does not issue certificates of good character, the non-citizen can produce instead an affidavit certifying to the matters as specified above, sworn and duly authenticated in accordance with the law of his/her country of residence.
- A certificate from his/her country of residence, attesting that he/she is in gainful employment or, alternatively, has sufficient means to maintain himself/herself and
- Medical certificates attesting that he/she is not suffering from any infectious or contagious disease or he is not HIV/AIDS positive.
- In addition to above documents, a French national should produce a “Certificat de Capacité”

- N.B:** (i) Both parties should disclose to each other whether they suffer from HIV/AIDS.
(ii) All documents to be submitted in original copies and duly authenticated.

Vital Registration

Mauritian Citizen:-

- Birth certificate issued within the last three months
- Divorce documents if applicable
- Certificate of citizenship if applicable
- Death/Marriage certificate(s) if widow/widower
- National Identity Card

Two witnesses are required

MARRIAGE OF TWO NON-CITIZENS

1. Application for a certificate of non-citizen/non-resident should reach the Central Civil Status Office, 7th Floor, Emmanuel Anquetil Building, Port Louis at least one month before the intended date of marriage.
2. The civil marriage may be celebrated after one day of publication.
3. On their arrival in Mauritius the parties should call at the Central Civil Status Office for verification of original documents.

Vital Registration

Documents to be forwarded:

- Two photocopies of each birth certificate drawn up in English/French
- Two photocopies of each passport
- relevant documents in respect of divorce, widow/widower or change of name.

Two witnesses are required

RELIGIOUS MARRIAGE HAVING CIVIL EFFECT

1. Persons as authorised by the Registrar of Civil Status may celebrate a Religious Marriage Having Civil Effect.
2. No publication is required for the celebration of a Religious Marriage Having Civil Effect.

Vital Registration

Documents to be produced to the Authorised Person

- Birth certificates issued within the last three month
- Previous Marriage certificate(s) if divorced
- Death/Marriage certificate(s) if widow/widower
- National Identity Cards of all parties

3. Where a person is not authorised to celebrate a Religious Marriage Having Civil Effect, a Civil Status Officer may be designated to assist in the ceremony and register the marriage with civil effect.

Application for the assistance of a Civil Status Officer is made to the Registrar of Civil Status on production of the following documents:-

- (a) Marriage invitation card; and
- (b) Letter from priest/party.

Two witnesses are required

Fees for the celebration of marriages outside office premises

Civil marriages celebrated at any Civil Status Office in Mauritius and Rodrigues are free of charge. Members of the public are invited to make full use of this facility.

2. Marriage fees are applicable as follows:-

- (a) Celebration of a marriage on private residential premises: Rs 1, 000; and
- (b) for marriages celebrated in hotels and premises other than private residential: Rs 2, 500.

*Vital Registration***REGISTRATION OF DEATHS ON WEEKDAYS**

A death registration may be made at the civil status office of the locality within the district where the death occurred or where the deceased last resided.

After registration, a permit is delivered authorising burial/cremation.

Documents to be produced:

- Medical certificate attesting the cause of death
- Birth/marriage certificate and National Identity Card of the deceased
- National Identity Card of declarant

One declarant is required**REGISTRATION OF DEATHS ON SATURDAYS, SUNDAYS AND PUBLIC HOLIDAYS**

Since 01st February 2003 civil status offices are opened from 9.00 a.m to noon on Saturdays, Sundays and public holidays for registration of deaths only:-

<u>District</u>	<u>Civil Status Office</u>	<u>Address</u>	<u>Phone No.</u>
Port Louis	Central Civil Status Office	7 th Floor Emmanuel Anquetil Bldg, Port Louis	2013118
Pamplemousses	Pamplemousses	Post office Building, Pamplemousses	243-3577
Riv. du Rempart	Piton	NPF Building, Royal Road, Piton	264-8605
Flacq	Flacq	Dhowtal Building, La Source, Flacq	413-2126
Moka	Moka	District Court House, Moka	433-2360
Black River	Bambous	Royal Road, near State Bank, Bambous	452-0877
Savanne	Souillac	Royal Road, Souillac	625-5596
Grand Port	Mahebourg	NPF Building, La Passe Street, Mahebourg	531-0586
Plaine Wilhems	Rose Hill	NPF Building, 1 st Floor, Moka Road, Rose Hill	464-6623
Plaine Wilhems	Curepipe	C/nr Sir William Newton & Remono Streets, Curepipe	698-4488

*Vital Registration***ON-CALL SERVICE ON SATURDAYS, SUNDAYS AND PUBLIC HOLIDAYS**

An on-call service is available from noon to 17.00 hours for the registration of deaths requiring an early burial i.e before the expiry of 24 hours after the death of the person. To that effect, the relatives of a deceased should call at the local Police Station to fill in the appropriate Request Form in order to obtain the services of a Civil Status Officer.

PROCEDURES FOR EARLY BURIAL

For deaths requiring an early burial, relatives of a deceased are further informed that, after registration, they should call at the nearest hospital to have the burial permit issued by the Civil Status Officer attested by a Government medical practitioner with the mention “Early Burial recommended”.

[It is advisable to bring along a duplicate copy of the medical certificate of cause of death.]

*Issue of Civil Status Certificates***PROCEDURES/CONDITIONS OF APPLICATION**

Extracts of civil status certificates may be applied for either at the Central Civil Status Office in Port Louis or at the Civil Status Office where the event was registered.

Any person may on production of a stamp of the value of Rs25 obtain a copy of the entry relating to:

- the declaration of birth;
- the declaration of the birth of his spouse or of any of his ascendants or descendants

the registration of :-

- his marriage
- a previous marriage of his spouse;
- the marriage of any of his ascendants or descendants; or
- any declaration of death other than the first manuscript

FIRST ISSUES:-

The first issue of a birth, death and marriage certificate is free of charge. Such certificates are available instantly at the following computerised offices:-

<u>Civil Status Office</u>	<u>Address</u>	<u>Phone No.</u>
Central Civil Status Office	7 th Floor, Emmanuel Anquetil Building, Port Louis	201-1727
Dr Jeetoo Hospital	Volcy Pougnet Street, Port Louis	210-2322, 212-3201
Pamplemousses	Post Office Bldg., Pamplemousses	243-3577
S.S.R.N. Hospital	S.S.R.N. Hospital, Pamplemousses	243-8928
Piton	NPF Building, Royal Road, Piton	264-8605
Rose Belle	Madame Lolo, Rose Belle	627-8232
Moka	District Court House, Moka	433-2360
Plaine Magnien	NPF Building, Rishi Dayanand Road, Plaine Magnien	637-4034
Souillac	Royal Road, Souillac	625-5596
Flacq	Dhowtal Building, La Source, Central Flacq	413-2126
Rose Hill	1 st Floor, NPF Building, Moka Road, Rose Hill	464-6623
Chemin Grenier	Royal Road, Impasse Mungroo, Chemin Grenier	522-0388
Curepipe	c/nr Sir William Newton & Remono Streets, Curepipe	698-4488
Mahebourg	NPF Building, La Passe Street, Mahebourg,	531-0586
Beau Bassin	NPF Building, Royal Road, Beau Bassin	4546931
Triolet	NPF Building, Trois Boutiques, Triolet	261-5939
Bambous	Royal Road, Near State Bank, Bambous	4520877
Case Noyale	Post Office Building, Case Noyale	451-5334, 451-5740
Lallmatie	NPF Building, Royal Road, Lallmatie	418-4421
Quatre Bornes	Royal Road, Quatre Bornes, (near Guy Rozemont Stadium)	425-7580
Bel Air Riviere Seche	Royal Road, Bel Air Riviere Seche	419-6762
Terre Rouge	Royal Road, Le Hochet, Terre Rouge	248-7012
Quartier Militaire	Royal Road, Quartier Militaire	435-6143
Goodlands	NPF Building, Royal Road, Goodlands	288-7835

Issue of Civil Status Certificates

COMPUTERISED SERVICE

Laser-printed certificates of birth are delivered after a minimum period of 3 days at the Central Civil Status Office.

Certificates are available in the English and French language

This service will be made available at all civil status offices once fully computerised.

No fee is payable for the issue of civil status certificates.

For any queries and suggestions, please contact:-

Mr R. Bundhoo - Acting Registrar of Civil Status
Tel. No. 201-1725

Mr L. Lau Yu Kam – Principal Civil Status Officer
Tel. No. 201-1209

ELIGIBILITY

Every person who is a citizen of Mauritius shall, within 6 months of attaining the age of 18 and on such form as prescribed, apply for an identity card at the designated office nearest to his locality.

Issue of National Identity Cards

National Identity Cards are available instantly on production of the following documents:-

FIRST ISSUE

- Application Form duly filled in.
- Printed Birth certificate
- Certificate of Registration as a citizen of Mauritius or Certificate of Naturalisation
- Marriage certificate (for married woman)
- Blood group certificate (if available)

IN CASE OF LOSS

A Police Memorandum should additionally be produced.

FEES

- All first issues are free of charge.
- For all other issues a fee of Rs. 100. - is applicable.
- For persons aged 60 and above a fee of Rs. 50.- is payable in case of **loss only**.

Issue of National Identity Cards

National Identity Cards are issued at the following offices:-

<u>Office</u>	<u>Address</u>	<u>Phone Number</u>
Port Louis	Ground Floor, Renganaden Seeneevassen Building, Pope Hennessy Street, Port Louis	212 5773
Rose Hill	Ground Floor, NPF Building, Old Moka Road, Rose-Hill	403 2700
Vacoas	Civil Status Office – Vacoas	686 9448
Plaine Magnien	Ground Floor, Social Security Office, Plaine Magnien	637 9949
Port Mathurin Rodrigues	Rue Solidarité, Port Mathurin	831 2970

For any queries and suggestions please contact:-

Mr. Jean Luc LEUNG KAI YUEN
Officer-in-Charge
National Identity Card Unit
Tel. No. 212-5773