

LEGAL NOTICE No.....

THE REGISTRATION OF PERSONS ACT

(CAP 107)

AND

THE REGISTRATION OF PERSONS RULES, 1948

IN EXERCISE of the powers conferred by Section 16 of the Registration of Persons Act, Chapter 107 Laws of Kenya, the Cabinet Secretary for Interior and National Administration makes the following Rules—

THE REGISTRATION OF PERSONS (AMENDMENT) RULES, 2024

1. These Rules may be cited as the Registration of Persons (Amendment) Rules, 2024
2. Regulation 3 of the Registration of Persons Rules, 1948 (hereinafter referred to as the ‘principal Regulations’ is amended by deleting the whole regulation and substituting therefor the following new regulations—
 - (a) 3(1). The identity card issued under section 9 of the Act shall consist of an electronic card set out in the first schedule to these rules;
 - (b) 3(2). The electronic card issued under this Regulation may also be presented in a digital or virtual form.
3. Regulation 5 (1) of the principal Regulation is amended by deleting the whole regulation and substituting therefor the following new Regulation—

‘5(1). Where a person attends before a registration officer for the purpose of registering himself or herself under subsection (1) or subsection (2) of section 6 of the Act, that person shall permit the registration officer to record—

(a) facial, thumb and fingerprint biometric data in a prescribed electronic/digital device;

(b) thumb and fingerprint impressions in the form in the third schedule of these rules.’

(2). The registration officer shall thereupon fill in and sign a physical or digitally generated certificate and shall issue the certificate to that person.’

4. Regulation 7 of the principal Regulations is amended by deleting the whole Regulation and substituting therefor the following Regulation—

‘7. The principal registrar shall adopt UPI number generated under the Births and Deaths Registration Act, Cap.149 of the Laws of Kenya as identity number or may allot such index letters and serial numbers to be inserted in the identity cards as he/she may deem fit.’

5. Regulation 8(2) of the principal Regulation is amended by deleting the whole Regulation and substituting therefor the following Regulation—

‘8(2) The registration officer shall thereupon fill and sign a physically or digitally generated certificate in the form in the fourth schedule and shall issue the certificate to the registered person.’

6. Insert the following new Regulations immediately after Regulation 12 of the principal Regulations in the proper sequence as follows—

‘13. The Registration of Persons (Amendment) Rules, 2023 is revoked.

14. (1) Notwithstanding the provisions of Regulation 13, all acts, directions, orders, requirements, authorizations, fees or other things given, taken or done under by virtue of the revoked Rules shall, so far as they are not inconsistent with the Act and these Rules, be deemed to have been given, taken or done under the Act and these Rules.

(2) All electronic cards issued under the repealed Rules and in force immediately before the commencement of these Rules shall be deemed to have been issued under the Act and these Rules.’

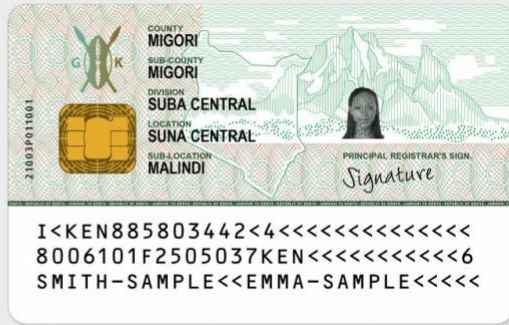
FIRST SCHEDULE

Rule 3 [L.N. 29/1981, s. 8, L.N. 348/1995, s. 7, L.N. 154/2011.]

FORM A

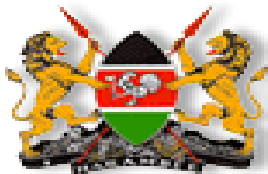


FORM B



SECOND SCHEDULE

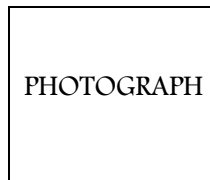
**(Rule 4, Regulation 136A, L.N.29/1981, s.9, L.N.348/1995, s.7.) **



<p>REG. 136 C SERIAL NUMBER</p> <p>2.....</p>

Serial No.

FINGERPRINT Classification



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JAMHURI YA KENYA/REPUBLIC OF KENYA

SHERIA YA USAJILI WA WATU

(Kifungu 107.)

REGISTRATION OF PERSONS ACT

(Cap.107.)

NAMBARI YA KITAMBULISHO

.....

(Identity Card No.)

OMBI LA KITAMBULISHO/APPLICATION FOR IDENTITY CARD

1. Jina la ukoo majina
mengine.....
(Surname, other names)
2. Tarehe ya Kuzaliwa 3. Mume/Mke /Huntha
.....
(Date of Birth) (Male/Female/intersex)
4. Majina ya Baba
.....
...
(Fathers names)
5. Majina ya Mama
.....
...
(Mothers names)
6. Marital Status
.....
.....
7. Majina ya Mume
.....
(Husbands Full Names)
8. Nambari ya Kitambulisho ya Mume
.....
(Husbands ID/No.)
9. Wilaya ya Kuzaliwa
.....
(Sub County of Birth)
10. Kabila
.....
.....
(Tribe)
11. Ukoo 12. Mlango
.....
(Clan) (Family)

13.County

.....
14.County ya Makao

.....
(Sub County)

15. Tarafa

.....
(Division)

16. Eneo la Mbunge

.....
(Constituency)

17. Mtaa

.....
(Location)

18. Mtaa Mdogo

.....
(Sub-Location)

19. Kijiji

.....
(Village/Estate)

20. Anwani

.....
(Home Address)

21. Kazi

.....
(Occupation)

22. Vyeti vya Ushahidi ya Maombi (Documents in Support of Application). (Tick where applicable.)

.....
.....
1 Birth Certificate or School Leaving Certificate No.....

2 Religious Card or Age Assessment Certificate

3 Parent's ID Card
No.....

4 Passport or Registration Certificate
No.....

5 Any other document

23. Nathibitisha kuwa maelezo yote niliyoyatoa ni ya kweli.

(I certify that all the information I have given is correct)

Sahihi
(Signature)

Tarehe
(Date)

RIGHT HAND THUMBPRINT

LEFT HAND THUMBPRINT

PARENTS/GUARDIANS

LEFT HAND THUMBPRINT

24. Nathibitisha kwamba namjua muombaji na yale yote yaliyotolewa ni ya kweli.

(I certify and know the applicant and the particulars given are correct).

a) Assistant Chief (Names)

.....

Signature

.....ID/No.....

Date

OFFICIAL STAMP

L T P

(b) Chief (Name)

.....

Signature

.....ID/No.....

Date

OFFICIAL STAMP

L T P

(c) Assistant count commissioner

OFFICIAL STAMP

(Name).....

Signature

Date

(d) Deputy County Commissioner

OFFICIAL STAMP

(Name)

.....

Signature

.....

Date

25. I hereby authorize the above named to be registered in accordance with the provisions of the Registration of Persons Ac (Cap.107). Laws of Kenya.

Name of Registration Officer

OFFICIAL STAMP

.....

(Signature and Date)

Office of Issue Sub County

.....

. For the purposes of the Registration of Persons Act (Cap. 107),Laws of Kenya it is an offence to give any information or to make any statement which is false in a material particular and that any person convicted of the offence may be fined Ksh. 15,000 or imprisoned for eighteen months or both.

THIRD SCHEDULE

**(Rule 5, L.N.29/1981, s.10, L.N.348/1995, s.7.) **

Reg. 136 C Serial Number

.....

.....



Reg. 101 (Revised 1995)

Identity Card No.

F.P.Class

surname other
 names.....

ROLLED IMPRESSIONS - RIGHT HAND

1. RIGHT THUMB	2. RIGHT FORE FINGER	3. RIGHT MIDDLE FINGER	4. RIGHT RING FINGER	5. RIGHT LITTLE FINGER
FOLD				

ROLLED IMPRESSIONS – RIGHT HAND

6. LEFT THUMB	7. LEFT FORE FINGER	8. RIGHT MIDDLE FINGER	9.LEFT RING FINGER	9. LEFT LITTLE FINGER
FOLD				

PLAIN IMPRESSIONS TAKEN SIMULTANEOUSLY

LEFT HAND	RIGHT HAND
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Note : - When a finger is amputated, deformed or so injured that the impression thereof cannot be obtained. The fact should be noted in the space provided for that impression.

CIVIL STATUS DATA

Home Postal Address

.....

Date of BirthSubCounty
 Division

Location Sub-location
 Tribe

Sex Office of Issue
 Occupation

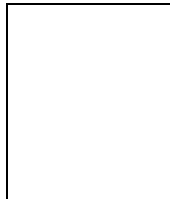
Marital Status Signature of Holder Date

Name of issuing Officer Signature Date

FOR OFFICE USE ONLY

LEFT
THUMBPRINT
THUMBPRINT

RIGHT

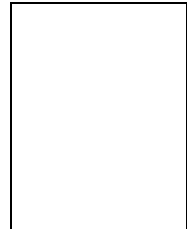


Fingerprint taken by Desg. Date

F.P. Classified by Desg Date

F.P Tested by Desg..... Date

F.P Filed by Desg Date



FOURTH SCHEDULE

(Rules 5(2),8 (2) 9(5), L.N. 29/1981, s. 10, LN.348/1995, s.7.)

REGULATION 103 (AMENDED 1995)

REPUBLIC OF KENYA

ORIGINAL

REGISTRATION OF PERSONS ACT

(Cap 107.)

APPLICATION FOR REGISTRATION CERTIFICATE

SERIAL NO.

I hereby certify that the person whose particulars appear in column 1 hereunder has applied for initial Registration/Duplicate Identity Card/Replacement of Particulars (delete where not applicable).

(Subsidiary

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
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Name (in full)	Office at which application is made	Registration office where new identity card to be obtained	Fee paid (in Figure) Ksh	Name of application
			Amount in words	Rolled left thumb impression of the holder
postal address	Date of issue of this certificate			

Note. – The holder of this certificate must report at the office specified in the third column above after expiry of sixty days from the date of issue of this certificate to surrender it in exchange for a new identity card (see rule 8 (3)).

.....

Signature of Registration

Officer

The certificate is not an identity card and shall not be used for identification purposes under the provision of the Act.

FIFTH SCHEDULE

(Rule 9 (1), L.N. 29/1981, s. 10, L.N. 348/1995, s. 7, Regulation 105.)

Postal Address

.....

.....

Ref. ID No.....

.....

Misc. R. No..... ..

.....

Date

.....

The Principal Registrar of Persons,
National Registration Bureau
P O Box 57007,
NAIROBI.
Thro'
The District Registrar of Persons

.....
.....
.....

Dear Sir,

APPLICATION FOR CHANGE OF PARTICULARS IN ID/CARD
(This form will be issued against a non-refundable fee of Ksh. 100)

Name ID/No.
.....

Registration of Persons

(Subsidiary)

I am writing to request you to effect the following changes in my registration records:

- | | From | To |
|----|--------------------------|-------|
| a) | Name | |
| b) | Date of Birth | |
| c) | County | |
| d) | Sub- County | |
| e) | Division | |
| f) | Location | |
| g) | Sub- Location | |
| h) | Residential Adress | |

2. (a) My reason (s) for the proposed change (s) is/are as follows:

.....
.....
.....
.....

(b) In support of these reasons, I attach the following documents showing the places and the dates where and when they were obtained (to be numbered):

- i.
.....
- ii.
.....
- iii.
.....
- iv.
.....
- v.
.....

Yours faithfully,
(Rolled left thumbprint impression of the applicant)

Signature.....



3. HUSBAND'S CONFIRMATION

I hereby confirm that

.....
.....is

My lawful wife and that I have no objection for the Principal Registrar of Persons to include my Surname in my wife's national identity card.

Signature



(and Rolled left thumb impression)

Name

ID/No.(if applicable)

4. RECOMMENDATION OF THE DISTRICT REGISTRAR OF PERSONS

(After interviewing the applicant, examining the documents produced, and any other relevant Information):

.....
.....

.....
.....

.....
.....

.....
.....

Registration of Persons

(Subsidiary)

Signed

.....

Name

.....

District

Registrar of Persons

Date

.....

5. PRINCIPAL REGISTRAR OF PERSON'S COMMENTS

Changes approved/not approved for the following reasons:

.....

Distribution
 Signe.....

Original and Duplicate to the Principal Registrar. Name

Triplicate to the applicant. Principal Registrar of Persons

Quadruplicate to District Registrar. Date

(Rev.2012)
 CAP. 107

SIXTH SCHEDULE

Prescribed Fees

Sec. 16(e) Cap 107 L.N 15945/2024

Revenue Item	Current Charges/ Fees	New Charges/ Fees
Identity Card Fees		
Not Previously Registered (NPR)	~	Ksh 1,000

Duplicate/Replacement	Ksh 100	Ksh 2000
Change of Particulars	Ksh 1,000	Ksh 1,000
Identification Reports	Ksh 300	Ksh 1,000
Civil Servants Card	Ksh 100	Ksh 1,000
Staff Badges	Ksh 350	Ksh 1,000

Dated theday of.....2024

KITHURE KINDIKI,
Cabinet Secretary for Interior and National Administration