

**CHAPTER 107**

**THE REGISTRATION OF PERSONS ACT**

SUBSIDIARY LEGISLATION

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*List of Subsidiary Legislation*

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**DECLARATION OF INVALIDITY OF IDENTITY CARDS**

[Legal Notice 47 of 2009]

IN EXERCISE of the powers conferred by section 17 of the Registration of Persons Act (Cap. 107), the Cabinet Secretary of State for Immigration and Registration of Persons declares that all identity cards issued prior to the 30th October, 1995, shall cease to be valid on the 9th April, 2009.

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## THE REGISTRATION OF PERSONS RULES

[Gazette Notice 894 of 1949, Gazette Notice 755 of 1955, Gazette Notice 786 of 1955, Legal Notice 236 of 1964, Legal Notice 29 of 1981, Legal Notice 12 of 1989, Legal Notice 219 of 1989, Legal Notice 295 of 1991, Legal Notice 39 of 1992, Legal Notice 272 of 1994, Legal Notice 348 of 1995, Legal Notice 3 of 1997, Legal Notice 91 of 1998, Legal Notice 32 of 2006, Legal Notice 169 of 2010, Legal Notice 154 of 2011, Legal Notice 93 of 2012, Legal Notice 48 of 2018]

1. These Rules may be cited as the Registration of Persons Rules.

[L.N. 29/1981, r. 2.]

2. (1) Where a notice under section 6 of the Act requiring a person to attend before a registration officer at such place and between such dates as may be specified is not brought to the notice of that person by publication in the *Gazette*, the notice shall be served personally on that person by delivery or tender of the notice to him.

(2) Every person on whom a notice is so served shall, if required by the person serving it, sign a receipt therefor on the back of a duplicate of the notice.

3. The identity card issued under section 9 of the Act shall consist of a card which shall be sealed in a plastic envelope set out in Form A or a plastic card set out in Form B of the First Schedule.

[L.N. 29/1981, r. 3, L.N. 348/1995, r. 2, L.N. 154/2011, r. 2(a).]

4. (1) Every person applying for registration shall whenever possible do so at his place of domicile or at his place of permanent residence.

(2) Where a person attends before a registration officer for the purpose of having himself registered under section 6(2) of the Act, the registration officer shall—

- (a) demand proof of his date of birth or apparent age by production of the birth certificate or age assessment certificate issued by a Government medical officer of health or a baptismal certificate issued by a minister of a recognized religious organization immediately following his birth or some other evidence acceptable to the Principal Registrar;
- (b) demand proof of his Kenyan citizenship; and
- (c) record in the form set out in the Second Schedule the particulars of that person specified in section 5(1) of the Act and shall forward the form when completed to the Principal Registrar.

[L.N. 29/1981, r. 4, L.N. 12/1989, r. 2, L.N. 295/1991, r. 2, L.N. 39/1992, r. 2, L.N. 272/1994, L.N. 348/1995, r. 3, L.N. 91/1998, r. 2, L.N. 32/2006, r. 2.]

5. (1) Where a person attends before a registration officer for the purpose of registering himself under subsection (1) or subsection (2) of section 6 of the Act, that person shall permit the registration officer to record his finger and thumb impressions in the form in the Third Schedule to these Rules.

(2) The registration officer shall thereupon fill in and sign a certificate in the form in the Fourth Schedule, and shall issue the certificate to that person.

[L.N. 29/1981, r. 4, L.N. 348/1995, r. 4.]

6. The photographs, required under subsection (2) of section 9 of the Act, shall—

- (a) measure 3 by 2.85 cm;
- (b) show the head and shoulders only of the registered person to whom the identity card is to be issued; and
- (c) have been taken during a period of not more than six months before the date of registration and shall be, in the opinion of the registration officer, a true likeness of the registered person to whom the identity card is to be issued.

[L.N. 29/1981, r. 5, L.N. 12/1989, r. 3, L.N. 348/1995, r. 5.]

*Registration of Persons*

[Subsidiary]

7. The Principal Registrar may allot such index letters and serial numbers to be inserted in identity cards as he may think fit.

8. (1) Upon the loss of an identity card, the registered person shall be required to report the loss to the nearest police station and obtain an abstract report or to an administrative office and obtain an official letter certifying the loss.

- (2) The registration officer shall thereupon fill in and sign a certificate in the form in the Fourth Schedule, and shall issue the certificate to the registered person.
- (3) After the expiration of sixty days from the issue of the certificate to him by the registration officer the registered person shall attend upon the registration officer at the registration office specified in the third column of the certificate, and shall surrender the certificate to him in exchange for a new identity card.
- (4) Upon the issue of the certificate to the person and until the issue to him of a new identity card, the certificate shall not be deemed for all purposes to be an identity card issued under the Act.
- (5) There shall be inserted in every new identity card the particulars which are contained in the register in respect of the person to whom the new identity card is being issued.
- (6) Subject to the proviso to subsection (6) of section 9 of the Act, every person to whom a new identity card is issued under that subsection or under subsection (3) of that section shall pay to the authorized officer a fee of one hundred shillings.

[L.N. 29/1981, r. 6, L.N. 12/1989, r. 4, L.N. 295/1991, r. 2, L.N. 39/1992, r. 2, L.N. 272/1994, L.N. 348/1995, L.N. 91/1998, r. 3, L.N. 169/2010, r. 2, L.N. 93/2012, r. 2, L.N. 48/2018, r. 2.]

9. (1) Where a registered person changes his name or place of permanent residence, he shall, unless he can still be readily located through his previous address, without undue delay, attend before a registration officer, give to him the particulars of the change in the form in the Fifth Schedule, and permit his left thumb impression to be taken on that form.

- (2) Where the change of name is as a result of marriage or divorce the marriage certificate or decree of divorce shall be produced; and where the marriage was celebrated in accordance with African customary law, the person requesting a change of name shall produce an affidavit under the Oaths and Statutory Declarations Act (Cap. 15) in such form as may be approved by the Registrar as proof of marriage.
- (3) The particulars given under paragraphs (1) and (2) shall be complete in all respects and shall be such as will enable the Principal Registrar readily to communicate with the registered person.
- (4) The registered person shall at the same time surrender his identity card, pay a fee of one thousand shillings, and permit his photograph to be taken for the purpose of enabling a new identity card to be issued to him.
- (5) The registration officer shall thereupon fill in and sign a certificate in the form in the Fourth Schedule, on which the registered person shall permit his left thumb impression to be recorded, and issue the certificate to the registered person.
- (6) The registration officer shall without delay forward the form, the photograph and the surrendered identity card to the Principal Registrar who shall record the changes in the register, cancel the surrendered identity card, and issue a new identity card in accordance with the new particulars.
- (7) Rule 8(3) and (4) shall apply mutatis mutandis to a certificate issued under this rule.

[L.N. 29/1981, r. 7, L.N. 12/1989, r. 5, L.N. 295/1991, r. 2, L.N. 3/1997, L.N. 91/1998, r. 4, L.N. 169/2010.]

10. A registration officer may refuse to change the names of a registered person where the registered person requests the change in the names appearing on his identity card to include thereon the names of a deceased person.

[L.N. 12/1989, r. 6.]

11. (1) Any registered person who ceases to be a citizen of Kenya shall, within twenty-four hours, surrender his identity card to the nearest immigration officer or police station or registration office or chief's office or send it by registered post to the Principle Registrar.
- (2) The officer to whom an identity card has been surrendered in accordance with this rule, other than the Principal Registrar, shall, as soon as possible, deliver it to the nearest registration office or send it by registered post to the Principal Registrar.
  - (3) Before issuing a burial permit under the Births and Deaths Registration Act (Cap. 149), a register of births and deaths shall recover the identity card of the deceased and deliver it to the District Registrar of Persons concerned or send it by registered post to the Principal Registrar.
  - (4) Where the death of a registered person occurs while the person is confined in police custody or his is in prison, the officer-in-charge of the relevant police station or prison shall deliver the identity card of the deceased to the District Registrar or send it by registered post to the Principal Registrar.
  - (5) Any person who finds an identity card which does not belong to him, shall deliver it to the nearest registration office or police station or chief's office or send it by registered post to the Principal Registrar.

[L.N. 12/1989, r. 6, L.N. 219/1989, r. 2.]

12. (1) The Principal Registrar may issue a certificate of appointment to any registration officer appointed under section 4(2) of the Act in a form approved by the Cabinet Secretary.
- (2) A registration officer who has been issued with a certificate of appointment shall, when on duty, keep it on his person.
  - (3) It shall be lawful for any person or authority to demand to see the certificate of appointment of any person who may be exercising the powers conferred upon registration officers under section 17 of the Act.
  - (4) A registration officer whose services in the Public Service are for any reason terminated shall, within twenty-four hours of the termination deliver his certificate of appointment to the nearest District Registrar or the Principal Registrar; and a District Registrar shall deliver the certificate delivered to him under this subrule to the Principal Registrar.

[L.N. 12/1989, r. 2.]

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FIRST SCHEDULE

[r. 3]

FORM OF IDENTITY CARD

[L.N. 29/1981, r. 8, L.N. 348/1995, r. 7, L.N. 154/2011, r. 2.]

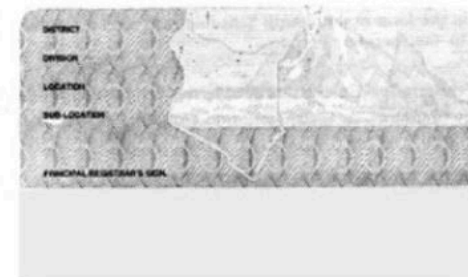
Registration of Persons

[Subsidiary]

FORM A



FORM B





## SECOND SCHEDULE

[r. 4]

[L.N. 29/1981, r. 9, L.N. 348/1995, r. 7.]

Reg. 136 A



REG. 136 C SERIAL NUMBER

2

SERIAL NO. ....

FINGERPRINT CLASSIFICATION

PHOTOGRAPH

**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. Majina Kamili .....  
(Full Names)
2. Tarehe ya Kuzaliwa .....  
(Date of Birth)
3. Mume/Mke .....  
(Male/Female)
4. Majina ya Baba.....  
(Father's Names)
5. Majina ya Mama .....  
(Mother's Names)
6. Marital status .....
7. Majina ya Mume .....  
(Husband's Full Names)
8. Nambari ya Kitambulisho ya Mume .....  
(Husband's ID/No.)
9. Wilaya ya kuzaliwa .....  
(District of Birth)
10. Kabila .....  
(Tribe)
11. Ukoo .....  
(Clan)
12. Mlango .....  
(Family)

Registration of Persons

[Subsidiary]


- 13. Wilaya ya Makao .....  
(Home District)
- 14. Tarafa.....  
(Division)
- 15. Eneo La Mbunge.....  
(Constituency)
- 16. Mtaa.....  
(Location)
- 17. Mtaa Mdogo.....  
(Sub-location)
- 18. Kijiji.....  
(Village/Estate)
- 19. Anwani.....  
(Home Address)
- 20. Kazi.....  
(Occupation)
- 21. 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.


22. Nathibitisha kuwa maelezo yote niliyoyatoa ni ya kweli. (I certify that all te information I have given is correct).

Sahihi \_\_\_\_\_ Tarehe \_\_\_\_\_  
(Signature) (Date)

RIGHT HAND THUMBPRINT



LEFT HAND THUMBPRINT



23. Nathibitisha kwamba namjuia muombaji na yale yote yaliyotolewa ni ya kweli. (I certify that I know the applicant and the particulars given are correct).

Registration of Persons

[Subsidiary]

(a) Assistant Chief (Name) ..... OFFICIAL STAMP  
 Signature .....Date .....

(b) Chief (Name) ..... OFFICIAL STAMP  
 Signature.....Date.....

(c) District Officer (Name)..... OFFICIAL STAMP  
 Signature .....Date .....

(d) District Commissioner (Name) ..... OFFICIAL STAMP  
 Signature .....Date.....

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

Name of Registration Officer..... OFFICIAL STAMP  
 (Signature and Date)  
 Office of Issue .....  
 District .....

*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

[r. 5]

FINGERPRINT RECORD

[L.N. 29/1981, r. 10, L.N. 348/1995, r. 7.]

Reg. 136C  
Serial Number  
2 .....

Reg. 101 (Revised  
1995)  
Identity Card  
No. ....  
F.P.  
Class .....

Names in Full .....

**ROLLED IMPRESSIONS - RIGHT HAND**

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

**ROLLED IMPRESSIONS—LEFT HAND**

Registration of Persons

[Subsidiary]

6. LEFT THUMB	7. LEFT FORE FINGER	8. LEFT MIDDLE FINGER	9. LEFT RING FINGER	10. LEFT LITTLE FINGER
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FOLD

PLAIN IMPRESSIONS TAKEN SIMULTANEOUSLY

LEFT HAND    RIGHT HAND

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 Birth ..... Home District ..... 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	Fingerprint taken by.....	Desg.....	Date.....	RIGHT THUMBPRINT
	F.P. Classified by.....	Desg.....	Date.....	
	F.P. Tested by.....	Desg.....	Date.....	
	F.P. Filed by .....	Desg.....	Date.....	
	F.P. Class keyed by .....	Desg.....	Date.....	

FOURTH SCHEDULE

[rr. 5(2), 8(2) & 9(5)]

APPLICATION FOR REGISTRATION CERTIFICATE

[L.N. 29/1981, r. 10, L.N. 348/1995, r. 7.]

REG. 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.)

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Name (in full)	Office at which the application is made	Registration office where new identity card to be	Fee paid (in figures) KSh.	Name of application

Registration of Persons

[Subsidiary]

Postal address	Date of issue of this certificate	obtained	Amount in words	Rolled left thumb impression of the holder
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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 the Registration Officer

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

FIFTH SCHEDULE

[r. 9(1)]

[L.N. 29/1981, r. 10, L.N. 348/1995, r. 7.]

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. ....

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

<i>From</i>		<i>To</i>
(a) Name .....		.....
(b) Date of Birth .....		.....
(c) District .....		.....
(d) Division .....		.....
(e) Location .....		.....
(f) Sub-location .....		.....
(g) Residential Address .....		.....

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

Registration of Persons

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

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

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....
- (v) .....

Yours faithfully,

(Rolled left thumb 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):

.....  
.....

Signed .....

Name .....

District Registrar of Persons

Date .....

5. PRINCIPAL REGISTRAR OF PERSONS' COMMENTS

Changes approved/not approved for the following reasons:

.....

Distribution Signed .....

Original and Duplicate to Name .....

the Principal Registrar.

Principal Registrar of  
Persons

Triplicate to the applicant.

Quadruplicate to District Registrar. Date .....

Registrar.

\_\_\_\_\_

**THE REGISTRATION OF PERSONS (NATIONAL  
INTEGRATED IDENTITY MANAGEMENT SYSTEM) RULES**

ARRANGEMENT OF RULES

PART I – PRELIMINARY

*Rule*

1. Citation
2. Interpretation
3. Objects of the Rules

PART II – STRUCTURE AND COMPONENT OF NIIMS

4. NIIMS Component
5. NIIMS Database
6. Functions of NIIMS databse
7. Huduma Namba
8. Huduma Card
9. Proof of Identity
10. Primary source of foundational data

PART III – ENROLMENT INTO NIIMS

11. Enrolment of adults
12. Enrolment of minors
13. Assigning Huduma Namba
14. Issuance of Huduma card
15. Update of particulars
16. Production of Identity documents
17. Application of the Data Protection Act (Cap. 411C)
18. NIIMS Linkages

SCHEDULES

FORMS

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## THE REGISTRATION OF PERSONS (NATIONAL INTEGRATED IDENTITY MANAGEMENT SYSTEM) RULES

[Legal Notice 195 of 2020]

### PART I – PRELIMINARY

#### 1. Citation

These Rules may be cited as the Registration of Persons (National Integrated Identity Management System) Rules.

#### 2. Interpretation

In these Rules, unless the context otherwise requires—

"Act" means the Registration of Persons Act (Cap. 107);

"enrolment" means the process of collecting specified particulars from a resident individual for the purpose of assigning Huduma Namba;

"Huduma card" means a digital multipurpose identity card issued to a resident individual;

"Huduma Namba" means a unique identification number assigned to a resident individual who has enrolled into the NIIMS;

"foundational data" means the basic personal data of a resident individual for attesting the individual's identity and includes biometric data and biographical data;

"functional data" means the data of a resident individual created in response to a demand of a particular service or transaction;

"NIIMS" means the National Integrated Identity Management System established under section 9A (1) of the Act; and

"resident individual" means—

- (a) a citizen of Kenya;
- (b) a foreign national who has been granted lawful residency in Kenya; or
- (c) a refugee registered in accordance with the Refugees Act (Cap. 173).

#### 3. Objects of the Rules

The objects of these Rules are to—

- (a) give effect to section 9A of the Act;
- (b) provide mechanisms for operation of the NIIMS; and
- (c) facilitate the assigning of Huduma Namba and issuance of Huduma card to a resident individual.

### PART II – STRUCTURE AND COMPONENT OF NIIMS

#### 4. NIIMS Component

The National Integrated Identity Management Systems shall consist of the—

- (a) NIIMS database;
- (b) Huduma Namba; and
- (c) Huduma Card.

#### 5. NIIMS Database

The NIIMS database—

- (a) is an integrated digital population register of resident individuals enrolled under the Act;

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[Subsidiary]

- (b) shall operate as the primary source of foundational data for every enrolled resident individual; and
- (c) shall contain—
  - (i) foundational data specified under section 5(1) of the Act; and
  - (ii) functional data generated and linked by any agency responsible for a function requiring the use of the Huduma Namba.

## **6. Functions of NIIMS database**

Pursuant to section 9A(2) of the Act, the NIIMS database shall—

- (a) enable use of biometric data to identify an enrolled resident individual;
- (b) facilitate use of data under the NIIMS database to—
  - (i) assign the Huduma Namba;
  - (ii) issue the Huduma card;
  - (iii) issue a passport; and
  - (iv) support access and issuance of electronically generated copies of identity documents.

## **7. Huduma Namba**

The Huduma Namba is a unique and permanent personal identification number randomly assigned to a resident individual enrolled into the NIIMS.

## **8. Huduma Card**

- (1) The Huduma card shall on its face contain the Huduma Namba and particulars provided for under section 9(2) of the Act.
- (2) The types of Huduma card that may be issued under these Rules include the—
  - (a) minors' Huduma card, issued to a child who has attained the age of six years;
  - (b) adults' Huduma card, issued to a citizen who has attained the age of eighteen years;
  - (c) foreign national's Huduma card, issued to a foreign national; or
  - (d) Refugees' Huduma card, issued to a refugee.

## **9. Proof of Identity**

For the purpose of establishing proof of identity, the presentation of the Huduma card or the Huduma Namba authenticated by biometrics constitutes sufficient proof.

## **10. Primary source of foundational data**

Any Government agency requiring personal particulars of an individual shall, at the first instance, rely on the NIIMS database to authenticate the foundational data of an enrolled resident individual.

### **PART III – ENROLMENT INTO NIIMS**

## **11. Enrolment of adults**

An adult resident individual seeking to enrol into the NIIMS shall—

- (a) appear in person before a designated registration officer;
- (b) provide particulars specified under section 5(1) of the Act by filling in the data capture Form HN 1 set out in the Schedule; and
- (c) avail any other documentary proof as may be required.

## **12. Enrolment of minors**

(1) A child may be enrolled into the NIIMS by appearing before a designated registration officer accompanied by a parent or a guardian.

(2) For the purposes of updating particulars, a parent or a guardian of a child shall cause the child to appear before a designated registration officer and shall —

- (a) present documents in support of the age and citizenship of the child; and
- (b) consent to the taking of the required particulars by embossing a thumb print or a signature on the enrolment form.

(3) A child shall be enrolled into the NIIMS immediately after the registration of a birth.

### 13. Assigning Huduma Namba

(1) The Principal Secretary shall, upon examining the information provided by the applicant—

- (a) assign a Huduma Namba to the individual within thirty days of application; and
- (b) notify the individual of the successful enrolment.

(2) Where an application for enrolment is declined, the Principal Secretary shall within seven days of that decision being made, communicate in writing to the applicant and provide —

- (a) the reasons for such decision; and
- (b) right of review available to the applicant.

### 14. Issuance of Huduma card

(1) The Huduma card shall be issued to an individual who has been assigned a Huduma Namba within thirty days from the date of such assignment.

(2) Despite paragraph (1), a child is only eligible to be issued with a Huduma card upon—

- (a) attaining the age of six years; and
- (b) updating the required biometric data and other particulars specified under rule 15.

(3) The initial issue of the Huduma card to a citizen is free of charge.

(4) An individual whose Huduma card is lost, worn out, or tampered with shall apply for a replacement upon payment of such fees, as may be specified by the Cabinet Secretary in the *Gazette*.

(5) A replacement envisaged under paragraph (4) shall be issued within fourteen days from the date of application specified under paragraph (4).

### 15. Update of particulars

(1) An enrolled resident individual may update their particulars under NIIMS by notifying a designated registration officer, by filling in the Change of Particulars Form HN 2 set out in the Schedule.

(2) Upon the receipt of a notification of change of particulars under paragraph (1), the designated registration officer shall verify the information provided and update the NIIMS database without delay.

(3) The particulars of a child captured after registration of a birth shall, on application by the parent or guardian, be updated under the NIIMS upon the child attaining the age of six years.

(4) Where a request to update particulars is declined, a designated registration officer shall within seven days of such decision—

- (a) inform the applicant in writing, setting out reasons for the decision; and
- (b) inform the applicant of the right of review or appeal.

### 16. Production of Identity documents

Any government entity involved in the production of any document outlined under section 9A(2)(d) of the Act shall rely on foundational data under the NIIMS database.

[Subsidiary]

**17. Application of the Data Protection Act (Cap. 411C)**

The provisions of the Data Protection Act (Cap. 411C) shall apply to the processing of personal data under the Act and these Rules.

**18. NIIMS Linkages**

A government agency that relies on foundational data of resident individuals to deliver a public service may be linked to the NIIMS database in a manner that enables the agency to—

- (a) authenticate personal data in their possession with NIIMS database; and
  - (b) transmit, access or retrieve foundational data necessary for proper discharge of the agency's functions.
-

SCHEDULE

[r. 11(b)]

FORMS

FORM HN 1 - DATA CAPTURE FORM



DATE          
D D M M Y Y Y Y



REPUBLIC OF KENYA DIGITAL DATA CAPTURE FORM



Huduma NAMBA Kwa Huduma Bora

CONFIDENTIAL

FORM: HN001



Serial Number:

(if a child's Age < 6 yrs fill the Bio Data Information, Birth Certificate/Notification Entry No, Parent's Details and Exit)

Section 1

Bio Data information					
Name: First Name		Middle Name		Surname	
Other Names		Date of Birth:			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		D D M M Y Y Y Y			
Place of Birth Details					
Country:	Country:	Sub-County:	Division:	Location:	Sub-Location:
Disability					
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, specify: _____		Disability Registration Number	

Section 2

Citizenship Information					
Citizen			Non-Citizen		
ID/No.	Birth Certificate Entry No.		Nationality:		Country of Origin:
NHIF No	Driver's Licence No.		Passport No.		Alien ID. No./ Refugee No.
NSSF No.	KRA PIN No.		(Expiry date) D D M M Y Y Y Y		(Expiry date)
Passport No.	(Expiry date) D D M M Y Y Y Y		Status:		
			<input type="checkbox"/> Work Permit <input type="checkbox"/> Special Pass <input type="checkbox"/> Dependant Pass <input type="checkbox"/> Pupil Pass <input type="checkbox"/> Intern <input type="checkbox"/> Refugee <input type="checkbox"/> Asylum <input type="checkbox"/> Stateless <input type="checkbox"/> Other		
Marital Status		Spouse Details			ID/Paseport No.
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Spouse Name	First Name	Middle Name	Surname
		1.			
		2.			
		3.			
		4.			
		5.			
Parents/Guardian Details					
Father's Name:	First Name	Middle Name	Surname	<input type="checkbox"/> Deceased <input type="checkbox"/> Alive	ID./No / Passport No.
Mother's Name:	First Name	Middle Name	Surname	<input type="checkbox"/> Deceased <input type="checkbox"/> Alive	ID./No / Passport No.
Guardian Individual Name:	First Name	Middle Name	Surname	<input type="checkbox"/> Deceased <input type="checkbox"/> Alive	ID./No / Passport No.
Guardian Institution Name:	Name			Registration No.	



FORM HN 2

(r.15(1))



HN2

REPUBLIC OF KENYA  
REGISTRATION OF PERSONS ACT  
REGISTRATION OF PERSONS (NATIONAL INTEGRATED IDENTITY  
MANAGEMENT SYSTEM) RULES, 2020  
CHANGE OF PARTICULARS FORM

*Note:*

- 1. Affidavits or other documentary evidence as applicable in support of the request may be attached.*
- 2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
- 3. Where a person other than the data subject makes a request for rectification, the person making the request must attach proof of authority to act on behalf of the data subject.*
- 4. On receipt of a duly filled form, you will receive a response within three working days.*

Registration of Persons

[Subsidiary]

Fill as appropriate

SECTION 1: DETAILS OF RECORD OWNER

Full Name:     
 (First Name) (Other Name) (Father's (surname or last Name))

Birth Certificate/ Notification No.

Identity Card/ Passport No

Postal Address:

Mobile No.

Email address

SECTION 2: PERSON INITIATING THIS REQUEST

Full Name:     
 (First Name) (Other Name) (Father's (surname or last Name))

Identity Card/ Passport No.

Mobile No.

Email address:

SECTION 3: PROPOSED CHANGE (S)

<i>Personal Information currently on file to be corrected e.g. name, residential status, and mobile number, email address.</i>	<i>The proposed change</i>	<i>Reason for the proposed change</i>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



Registration of Persons

[Subsidiary]

SECTION 4: DECLARATION

Please note that any attempt to gain access to personal information through misrepresentation may result in prosecution.

I confirm that I have read and understood the terms of this request form and certify that the information given in this application is true.

Signature .....

Date .....

DOCUMENT CHECKLIST:

*I have provided:*

- (a) A duly completed request form.*
- (b) Attached document(s), including proof of authorization (if applicable).*
- (c) Signed and dated the request form.*

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