

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267, SECTION 29)

REGISTRATION OF
BIRTHS AND DEATHS RULES

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[31st August 2000]

Citation

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

Definition

2. In these Rules, unless the context otherwise requires, “dangerous infectious disease” has the same meaning as in the Infectious Diseases Act (Cap. 137).

BIRTHS**Report of birth**

3. Reports of birth shall be made at the office of the supervising deputy registrar, if any, or of any deputy registrar duly appointed for any registration area.

Identification

4. For the purpose of registering a birth, the supervising deputy registrar or the deputy registrar may require the parents of the child to produce —

- (a) their identity cards or other identification documents, if any;
- (b) their marriage certificate, if any; and
- (c) such other documents as may be issued by the medical practitioner or midwife who delivered the child.

Particulars of birth

5. Particulars of the birth shall be recorded in the register of births in Form A set out in the First Schedule.

Deputies to forward completed registers to registrar

6. The deputy registrar of a registration area shall forward the duly completed registers of births through the supervising deputy registrar, if any, for his registration area, to the office of the registrar.

Subsequent registration of name

7. When the name of a child is not reported at the time of making such report, and the name is subsequently reported under section 11 of the Act, an application and a certificate in Form B, C or D set out in the First Schedule shall be presented to the registrar.

Surname of illegitimate child

8.—(1) An application for the surname of the father of an illegitimate child to be entered in a register of births as having been given to the child under section 10(3) of the Act, shall be made to the registrar having custody of the register.

(2) Where the application is made —

- (a) by a parent or guardian of the child, it shall be in Form E set out in the First Schedule; or
- (b) by the child who has attained 21 years of age, it shall be in Form F set out in the First Schedule.

DEATHS

Report of death

9. In the case of a death where a medical practitioner has not given a certificate of the cause of death, a report of the death shall be made to any police station or neighbourhood police post.

Sudden or unnatural death

10. A police officer shall —

- (a) in all cases of sudden or unnatural death comply with section 273 of the Criminal Procedure Code (Cap. 68); and
- (b) in all other cases immediately report the matter to the inspecting officer authorised by a registrar or a supervising deputy registrar under section 8(2) of the Act.

Duties of inspecting officer

11.—(1) Upon being informed of a death, the inspecting officer authorised by the registrar or the supervising deputy registrar under section 8(2) of the Act shall forthwith proceed to the house or place where the body is, and shall view the body and make such inquiry as he may consider necessary.

(2) In a case where the death appears to be due to an unnatural cause or a dangerous infectious disease, the inspecting officer referred to in sub-paragraph (1) may there and then, if satisfied as to the cause of death, issue his certificate of the cause of death in Form G set out in the First Schedule.

Procedure

12. The person desiring to bury or cremate the body shall take the certificate of the cause of death together with the identity card or other identification documents, if any, of the deceased to the office of the supervising deputy registrar, if any, or of the deputy registrar duly appointed for a registration area who shall record the particulars of the death in the register of deaths in Form H set out in the First Schedule.

Death due to dangerous infectious disease

13. Where the death appears to be due to a dangerous infectious disease, the inspecting officer authorised under section 8(2) of the Act shall comply with section 6 of the Infectious Diseases Act (Cap. 137) and shall require the body to be sent to a hospital mortuary for post-mortem examination.

Procedure when medical practitioner gives certificate of death

14. In every case where a medical practitioner has given a certificate of the cause of death, the person desiring to bury or cremate the body shall take the certificate (which shall be in Form G set out in the First Schedule) together with the identity card or other identification documents, if any, of the deceased to the office of the supervising deputy registrar, if any, or of the deputy registrar duly appointed for a registration area and subject to section 19(3) of the Act, the supervising deputy registrar or the deputy registrar shall register the death in Form H set out in the First Schedule.

When post-mortem examination held

15. In any case where a medical practitioner makes a post-mortem examination of a body, the certificate required by section 20 of the Act shall be in Form G set out in the First Schedule.

Coroner's order for burial

16. A coroner's order for burial under section 274 of the Criminal Procedure Code (Cap. 68) shall be taken to a supervising deputy registrar or a deputy registrar who shall record the particulars of the death in the register of death in Form H set out in the First Schedule.

Coroner's certificate

17. The supervising deputy registrar or a deputy registrar who receives a Coroner's certificate under section 21(1) of the Act shall record the particulars of the death in the register of death in Form H set out in the First Schedule with such modification as he may think necessary.

STILL BIRTHS

Report of still birth

18. Reports of still births shall be made at the office of the supervising deputy registrar, if any, or of any deputy registrar duly appointed for any registration area.

Documents

19. The identity cards or other identification documents, if any, of the parents together with the written certificate issued by the medical practitioner or midwife under section 14(a) of the Act or a declaration made by a person under section 14(b) of the Act have to be produced before registration is effected.

Particulars to be recorded in register of still births

20. Particulars of a still birth shall be recorded in the register of still births in Form I set out in the First Schedule.

Certificate by medical practitioner or midwife

21. The certificate by a medical practitioner or a midwife issued under section 14(a) of the Act, shall be in Form J set out in the First Schedule.

Declaration

22. The declaration required under section 14(b) of the Act shall be in Form K set out in the First Schedule.

GENERAL**Form of late registers**

23. The late registers provided in section 23 of the Act shall be in forms similar to those of the appropriate register endorsed with the words "Late Registration".

Adopted abandoned child

24.—(1) Where an adoption order has been made by a court for the adoption of an abandoned child by any person, the registrar may, at the request of such person and before the issue of the certificate of registration of birth or certified extract from the register of births in respect of that child —

- (a) insert a time representing the hour of birth of the child, wherever such time is not entered therein; and

(b) amend the place or address of birth of the child, wherever the entry appearing in the original register of births is likely to be embarrassing to the child in the future.

(2) The registrar may insert the correct particulars of the birth of such child in the certificate or certified extract if any new evidence relating thereto subsequently comes to light.

Extent of Rules

25. These Rules shall apply to the registration of births, still births and deaths occurring within the territorial waters of Singapore.

Application to search or for extract

26. An application for a search or a certified extract from the register of births or the register of deaths shall be made in such manner and form as the Registrar-General may require.

Fees

27. The fees payable under the Act are set out in the Second Schedule.

Waiver of fees

28. The Registrar-General of Births and Deaths may, in his discretion, waive wholly or in part the fees payable under these Rules.

FIRST SCHEDULE

FORM A

Rule 5

REGISTRATION OF BIRTHS AND DEATHS ACT (CHAPTER 267)

FIRST SCHEDULE — *continued*

FORM B

Rule 7

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

**REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)**

**CERTIFICATE OF NAME GIVEN IN BAPTISM
WITHIN 12 MONTHS AFTER DATE OF BIRTH**

I, _____
of _____
do hereby certify that (according to the Register of Baptism for _____
_____ now in my custody)* the male/female† child
stated to have been born on the _____ day of _____ 20____,
to _____ and _____ was on
the _____ day of _____ 20____ baptised by _____
_____ in the name _____

Witnessed by my hand this _____ day of _____ 20____

Signature _____

Description _____

*To be deleted where the certificate is given by the person who baptised the child.

†Strike out whichever does not apply.

Information submitted within 12 months of birth.	(FOR REGISTRAR'S USE ONLY)		No. _____
	Registrar-General. Information submitted after 12 months and within 7 years of birth. Referred.	Registrar, Approved for registration	Fee paid \$ _____ Vide receipt No. _____ Entry made
	_____ <i>Registrar</i>	_____ <i>Registrar-General</i>	_____ <i>Registrar</i>

FIRST SCHEDULE — *continued*

FORM C

Rule 7

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

CERTIFICATE OF NAME GIVEN NOT IN BAPTISM WITHIN 12 MONTHS AFTER DATE OF BIRTH

I, _____ of _____
 being the _____ of the male* child born to _____
 and _____ female on the ____ day of _____ 20____,
 whose birth was registered on the ____ day of _____ 20____, *vide* Register No. _____ do hereby
 certify that the name of the said child is _____

Witness my hand this ____ day of _____ 20____

Signature _____

*Strike out whichever does not apply.

(FOR REGISTRAR'S USE ONLY)		
Information submitted within 12 months of birth.	Registrar-General. Information submitted after 12 months and within 7 years of birth. Referred.	Registrar, Approved for registration No. _____ Fee paid \$ _____ Vide receipt No. _____ Entry made
_____	_____	_____
<i>Registrar</i>	<i>Registrar-General</i>	<i>Registrar</i>

FIRST SCHEDULE — *continued*

FORM D

Rule 7

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

CERTIFICATE OF ALTERATION OF NAME OF CHILD
WITHIN 12 MONTHS AFTER DATE OF BIRTH

I, _____
of _____
being the _____ of the ^{male} child
born to _____
and _____ on the _____ day of _____ 20__.
whose birth was registered on the _____ day of _____ 20__.
vide Register No. _____ under the name of _____
do hereby certify that the name of the said child has been altered to _____

Dated this _____ day of _____ 20__

Signature _____

*Delete where inapplicable.

(FOR REGISTRAR'S USE ONLY)

Fee Paid \$ _____ No. _____ Alteration made.

vide Receipt No. _____

Registrar

FIRST SCHEDULE — *continued*

FORM E

Rule 8(2)(a)

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APPLICATION BY THE PARENT OR GUARDIAN OF
AN ILLEGITIMATE CHILD FOR HIS SURNAME
TO BE CHANGED TO THAT OF HIS FATHER
UNDER SECTION 10 (3) AND (4)

I, _____ (NRIC No. _____)
of _____
being the _____ of the child born to _____
(Parent/Guardian)
and _____ on the _____ day
of _____ 20____, do hereby apply for the surname of the child
in the register of births to be change to _____
Date of registration of birth _____
Registered surname _____
Birth Certificate Registration No. _____
Date: _____
Signature _____

(FOR REGISTRAR'S USE ONLY)

Fee Paid \$ _____ Application No. _____
Entry made
vide Receipt No. _____

Registrar

FIRST SCHEDULE — *continued*

FORM F

Rule 8(2)(b)

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

APPLICATION BY AN ILLEGITIMATE CHILD
WHO HAS ATTAINED 21 YEARS OF AGE FOR HIS SURNAME
TO BE CHANGED TO THAT OF HIS FATHER
UNDER SECTION 10 (3) AND (4)

I, _____ (NRIC No. _____)
of _____
being born to _____
and _____ on the _____ day
of _____ 20____, do hereby apply for my surname in the
register of births to be changed to _____
Date of registration of birth _____
Registered surname _____
Birth Certificate Registration No. _____

Date: _____
Signature _____

(FOR REGISTRAR'S USE ONLY)

Fee Paid \$ _____ Application No. _____
Entry made _____
vide Receipt No. _____

Registrar _____

FIRST SCHEDULE — *continued*

FORM G

Rules 11, 14 and 15

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

PERINATAL DEATH

MOTHER		CHILD
To be completed additionally by the Certifying Officer for live-born infants dying within 168 hours (1 week) from birth.		
Date of Birth <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No Anti-natal care ** (2 or more visits)	Type of birth ** <input type="checkbox"/> Single <input type="checkbox"/> Plural
Period of gestation <input type="text"/> weeks	<input type="checkbox"/> Normal Spontaneous vertex <input type="checkbox"/> Others (specify) _____	Birth weight <input type="text"/> gms
Number of previous pregnancies Live-births <input type="text"/> Still-births <input type="text"/> Abortions <input type="text"/>	<input type="checkbox"/> Government Medical Officer/Midwife/Private Medical Practitioner/Private Midwife/ Others (to specify) _____	Child delivered by * Government Medical Officer/Midwife/Private Medical Practitioner/Private Midwife/ Others (to specify) _____
		Main maternal disease or condition affecting infant.

** Tick () in the appropriate box.

DEATH REGISTRATION PROCEDURES

The Law requires all deaths occurring in Singapore to be registered within 24 hours from its occurrence.

Deaths can be registered at the following places:

- a Government and Government restructured hospitals if the deceased had died in that hospital;
- b Police Divisional Headquarters or Neighbourhood Police Post or Registry of Births and Deaths if the deceased had died in private hospitals, clinics and homes with doctors in attendance

Documents to be produced for death registration:

- a Singapore NRIC of deceased if he/she is a Singaporean
- b Singapore birth certificate (original as well as a photostated copy) of deceased if he/she is below 15 years old
- c Foreign IC/Passport (original as well as a photostated copy) of deceased if he/she is foreigner
- d Informant's document of identity
- e Certificate of Cause of Death (BD 8 i.e. this form)

The place of burial/cremation of the deceased has to be furnished at the time of death registration. Kindly therefore get this information ready before you proceed to the Death Registration Centre.

The Death Registration Centres at the Police Divisional HQS & NPPS are open 24 hours while those at hospitals and the Registry of Births and Deaths operate during normal office hours.

FIRST SCHEDULE — *continued*

FORM H

Rules 12, 14, 16 and 17

REGISTRATION OF BIRTHS AND DEATHS ACT
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FIRST SCHEDULE — *continued*

FORM I

Rule 20

REGISTRATION OF BIRTHS AND DEATHS ACT
(CHAPTER 267)

FIRST SCHEDULE — *continued*

FIRST SCHEDULE — *continued*

FIRST SCHEDULE — *continued*

FIRST SCHEDULE — *continued*

FIRST SCHEDULE — *continued*

