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EMBASSY OF THE REPUBLIC
OF KENYA
Rheinbabenallee 49
14199 Berlin

CHECKLIST FOR REGISTRATION OF BIRTH OF A KENYAN OCCURRING ABROAD

IMPORTANT: *Print out this checklist separately from the application forms below. You must submit it 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: All photocopies must be notarised by a Notary Public in your country of residence before being submitted to the Embassy. **Processing time:** 3 months or more.

Requirements:

1. **Two (2) original** Application Forms (BDA) duly filled.
2. **Two (2) Notarised** photocopies of both parents' passports. The copies of the Kenyan parent's passport must be the **last 4 pages** of the manual passport (including the photo page) **OR** the **last 2 pages** (address and photo page) of the ePassport.
3. **Two (2) Notarised** photocopies of Kenyan parents' ID card (front and back).
4. **Two (2) Notarised** photocopies of the child's International Birth certificate issued by the civil authorities. Ensure that the birth certificate is issued the English 3-language option.
5. **Two (2) Notarised** copies of parents' (international) marriage certificate, if legally married.
6. 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.
7. **For sending your confirmation letter (only for Germany):** A self-addressed, A4-size envelope with stamps and **Einschreiben – Einwurf** pre-registration.
8. **For sending your certificate (only for Germany):** A self-addressed, A4-size envelope with stamps and **Einschreiben – Rückschein** pre-registration.
9. **For applicants from outside Germany:** You will be notified via email to purchase a DHL international shipping transport label when your certificate is received from Kenya.

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



REPUBLIC OF KENYA

THE REGISTRATION OF BIRTHS AND DEATHS ACT

(Cap. 149)

APPLICATION FOR REGISTRATION OF BIRTH OF A CITIZEN OF KENYA OCCURRING ABROAD

The following information concerning the birth must be supplied:-

1.	FULL NAME OF CHILD	Baptismal or given name(s):	Middle or tribal name	Surname or Tribal Name of Father of Child
2.	DATE OF BIRTH	Date of Month:	Month:	Year:
				3. SEX OF CHILD
				Male <input type="checkbox"/>
				Female <input type="checkbox"/>
3.	FULL NAME FATHER OF CHILD	Baptismal or given name(s):	Middle or tribal name	Surname or Tribal Name of his Father
				Son of
4.	FULL NAME MOTHER OF CHILD	Baptismal or given name(s):	Middle or tribal name	Surname or Tribal Name of her Father
				Daughter of
5.	EXACT PLACE AND COUNTRY OF BIRTH			
6.	NORMAL RESIDENCE IN KENYA OF MOTHER			

7. 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:

.....

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

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