

## CHAPTER 126

### THE NATIONAL REGISTRATION ACT

# ARRANGEMENT OF SECTIONS

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## CHAPTER 126

#### NATIONAL REGISTRATION

An Act to provide for the registration of persons; and to provide for matters incidental thereto.

19 of 1964

38 of 1965

44 of 1966

13 of 1994

*Government*

[3rd July, 1964] *Notice*

497 of 1964

1. This Act may be cited as the National Registration Act.

Short title

2. In this Act, unless the context otherwise requires-

Interpretation

"Chief Registrar" means the person appointed as such in pursuance of the provisions of section *four*;

"registered person" means a person registered under the provisions of section *six*;

"specified area" means an area declared as such by the Chief Registrar in accordance with the provisions of section *six*.

3. This Act shall apply to all persons who at the commencement have attained, or thereafter attain, the age of sixteen years, or who at such commencement or thereafter are of an apparent age of sixteen years or more and who are within a specified area:

Application

Provided that this Act shall not apply to-

- (i) serving members of the armed forces of any friendly power;
- (ii) persons duly accredited to Zambia by or under the authority of the Government of any sovereign state; or
- (iii) such persons or class of persons being *bona fide* passengers in transit through Zambia or such \*temporary visitors to or such residents in Zambia as may be prescribed by Gazette notice.

\* Visitors to Zambia for periods not in excess of three months prescribed by G.N. No. 939 of 1966.

(As amended by No. 44 of 1966)

4. There shall be a Chief Registrar and such registrars and other public officers as may be necessary for the carrying out of the provisions of this Act.

Appointment of  
Chief Registrar  
and staff

5. (1) The Chief Registrar shall cause to be kept and maintained a register of all persons in Zambia to whom this Act applies in which there shall be recorded, in so far as they can be ascertained, the following particulars in respect of each such person:

Register

- (a) registration number;

- (b) name in full;
- (c) sex;
- (d) race and declared national status;
- (e) date or apparent year of birth and place of birth; and
- (f) such other particulars as may be prescribed.

(2) The Chief Registrar, or any person authorised by him, may provide extracts from the register-

- (a) to any public officer acting in the exercise of his official duties;
- (b) to a person authorised by the Minister in writing on payment of such fee as may be prescribed.

*(As amended by No. 38 of 1965)*

**6.** (1) The Chief Registrar may, by Gazette notice and in such other Registration manner as he may consider best fitted to bring the contents thereof to the notice of the persons affected thereby, declare any area of Zambia to be a specified area and require all persons within such specified area to whom this Act applies to attend before a registrar at such place and between such dates as he may specify in such notice.

(2) Every person so required shall attend before the registrar and shall register himself by providing the particulars described in section *five* and shall permit his photograph to be taken in such manner as may be prescribed.

(3) Every unregistered person who-

- (a) being a person to whom this Act applies, enters any specified area; or
- (b) being within any specified area becomes a person to whom this Act applies;

shall, within fourteen days, attend before the nearest registrar and register himself in the manner prescribed in subsection (2).

7. A registrar may require any person giving any information in pursuance of this Act to furnish such documentary or other evidence of the truth of such information as is within the power of such person to furnish. Power to require proof of information

8. (1) Upon the registration of a person under this Act, the registrar shall issue to such person a national registration card in the prescribed form. Issue of national registration cards

(2) Every person to whom a national registration card has been issued shall keep such card in safe custody.

(3) Any person who finds or unlawfully comes into possession of a national registration card which was not issued to him shall, without undue delay, return it to the person to whom it was issued or forward it to the nearest registrar.

9. (1) In any case where a national registration card is lost, destroyed or materially damaged, the person to whom it was issued shall, without undue delay, report such loss, destruction or damage to the nearest registrar who, on payment of any fee and subject to any conditions which may be prescribed, shall issue to such person a new national registration card: Replacement of national registration cards

Provided that if the registrar is satisfied that the loss or destruction of or damage to a national registration card occurred through no fault or neglect of the person to whom the card was issued, no fee shall be payable for the issue of a new national registration card.

(2) In any case where a national registration card issued to a registered person ceases in any material particular to accurately represent his identity, such person shall, without undue delay, produce his national registration card and give such particulars as shall be necessary for the issue of a new national registration card to a registrar who, on payment of any fee and subject to any conditions which may be prescribed, shall issue to such person a new national registration card.

**10.** (1) Any authority specified by the \*Minister, by statutory notice, to which a person applies for the grant of any licence, permit or other document may, in its discretion, request any person to produce his national registration card for inspection. Production and inspection of national registration cards

\* All municipal councils, township councils and rural councils specified by S.I. No. 175 of 1967.

(2) When any person requested under subsection (1) to produce his national registration card fails to do so or to satisfy the authority by other proof that he is a registered person, the authority may, notwithstanding any other written law for the time being in force, in its discretion defer consideration of any such application until such person produces either his national registration card or such other proof.

(3) The Chief Registrar and any registrar may, in the lawful exercise of his duties or functions under this Act, request any person to produce his national registration card for inspection and, if such person fails to produce his national registration card when requested to do so, may require him to produce it within such time, to such person and at such place as he may in writing reasonably specify.

(4) The \*Minister may specify an authority for the purpose of subsection (1) by specifying the class to which the authority belongs.

\* All municipal councils, township councils and rural councils specified by S.I. No. 175 of 1967.

**11.** Where any person claims that this Act does not apply to him, the burden of proving the same shall lie upon such person. Proof of exemption

**12.** Any document purporting to be a certificate signed by the Chief Evidence Registrar, or any officer authorised by him in writing, certifying a copy or extract of any record kept by the Chief Registrar under this Act shall, in any proceedings for an offence under this Act, be *prima facie* evidence of the facts stated therein, and, if stated to be signed by an officer authorised by the Chief Registrar shall, unless the contrary be proved, be deemed to be signed by the officer so authorised without production or proof of such authorisation.

**13.** (1) Notwithstanding the provisions of section *three*, any person who- Offences and penalties

(a) when required in accordance with the provisions of section *six* to register himself, fails to do so;

(b) wilfully obstructs the Chief Registrar or a registrar in the due execution of his duties;

(c) in giving any information for the purposes of this Act, knowingly or recklessly makes any statement which is false in any material particular;

(d) falsely denies that he has previously registered or by any false representation or any act or omission attempts to deceive or deceives a registrar as to any circumstance concerning such previous registration or particulars given on such previous registration;

(e) wilfully destroys or mutilates any national registration card;

(f) unlawfully issues any national registration card or makes any entry, alteration or erasure on any national registration card;

(g) unlawfully deprives any person of a national registration card issued to him under this Act;

(h) is in unlawful possession of or makes use of a national registration card issued to any other person under this Act;

(i) is knowingly in possession of a national registration card on which any unlawful entry, alteration or erasure has been made or of a document so closely resembling a national registration card as to be calculated to deceive;

(j) is in possession of more than one national registration card purporting to show his identity; or

(k) hands over the national registration card issued to him under this Act to any other person to be used by such other person;

shall be guilty of an offence and be liable to a fine not exceeding three thousand penalty units or to imprisonment for a term not exceeding six

months, or to both.

(2) If any person contravenes any of the provisions of this Act or any regulations made thereunder, or, without lawful cause, fails to comply with any lawful demand or requirement made under this Act or such regulations, he shall be guilty of an offence and, where no other penalty is specified, liable to a fine not exceeding seven hundred and fifty penalty units or to imprisonment for a term not exceeding three months, or to both.

*(As amended by Act No. 13 of 1994)*

**14.** The Minister may, by statutory instrument, make regulations- Regulations

- (a) prescribing anything to be prescribed or which may be prescribed under this Act;
- (b) prescribing the form or different forms of national registration card which may be issued and the persons or classes of persons to whom such form or different forms of national registration card shall be issued;
- (c) providing for the insertion in, or removal from, the register of particulars to be recorded or recorded therein;
- (d) providing for returns to be made by registrars to the Chief Registrar of particulars recorded by such registrars;
- (e) providing for the reissue, replacement, surrender, cancellation or amendment of national registration cards and the procedure to be followed on the issue of such cards and such reissue, replacement, surrender, cancellation or amendment;
- (f) providing for the procedure to be followed where the particulars recorded in relation to any registered person suffer change and where any such person leaves Zambia, or dies;
- (g) prescribing the fees which may be charged for the reissue or replacement of national registration cards, including different fees in different circumstances, and the circumstances in which such fees may be charged;
- (h) prescribing the fees which may be charged for extracts from the register;
- (i) generally for the better carrying out of the provisions of this Act.

## **SUBSIDIARY LEGISLATION**

# **NATIONAL REGISTRATION**

**CAP. 126**

## **THE NATIONAL REGISTRATION REGULATIONS**

### ARRANGEMENT OF REGULATIONS

#### Regulation

1. Title and commencement
2. Prescribed forms
3. National registration cards for Zambians, Commonwealth citizens, etc.
4. National registration cards for aliens
5. Procedure on registration
6. Index letters and serial numbers
7. Cards to be signed
8. Registered person to use name appearing on his card
9. Change of name or names
10. Change of national status
11. Procedure on change of residence of aliens
12. Procedure in case of loss, etc., of national registration card
13. Surrender of national registration card
14. Surrender of national registration card on leaving the country
15. Death of registered person
16. Alteration to register
17. Prescribed fees
18. Extra particulars of aliens to be registered

FIRST SCHEDULE-Prescribed forms of national registration cards

SECOND SCHEDULE-Prescribed forms

THIRD SCHEDULE-Prescribed fees

**SECTION 14-THE NATIONAL REGISTRATION  
REGULATIONS**  
*Regulations by the Minister*

*Statutory  
Instruments  
257 of 1965*



**346 of 1966**  
**6 of 1982**  
**181 of 1987**  
**2 of 1990**  
**65 of 1994**  
**99 of 1996**  
**Act No.**  
**13 of 1994**

1. These Regulations may be cited as the National Registration Regulations and shall be deemed to have come into operation on the 14th March, 1965. Title and commencement

2. The forms set out in the First and Second Schedules shall be used Prescribed forms in all cases to which they are respectively applicable.

3. (1) This regulation applies to national registration cards issued to- National registration cards for Zambians, Commonwealth citizens, etc.

(a) citizens of Zambia; and

(b) Commonwealth citizens or citizens of the Republic of Ireland orCap. 1 citizens of such African countries as are declared by the Minister in accordance with the Constitution to be countries which permit citizens of Zambia to become citizens of those countries by registration.

(2) Every national registration card to which this regulation applies shall be in the Form 1 set out in the First Schedule and-

(a) when issued to a citizen of Zambia, shall be green in colour; and

(b) when issued to a person described in paragraph (b) of sub-regulation (1), shall be pink in colour.

(No. 346 of 1966)

4. (1) This regulation applies to national registration cards issued to all persons to whom the Act applies other than persons described in sub-regulation (1) of regulation 3. National registration cards for aliens

(2) Every national registration card to which this regulation applies shall be in the Form 2 set out in the First Schedule and shall be blue in colour.

(No. 346 of 1966)

5. (1) Every person who attends before a registrar for the purpose of being registered shall- Procedure on registration

(a) permit his photograph to be taken by the registrar and such photograph shall show the full face and both ears of such person without headgear:

Provided that the registrar may in his discretion take such photograph showing such person wearing headgear if he is satisfied that such person habitually wears headgear in accordance with his religious or racial custom and such headgear does not obscure his features;

(b) complete Form 1 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 1 on his behalf, and he shall make and sign the declaration thereon, but if he is unable to write or is able only to print his name, he shall affix his right thumbprint.

(2) The registrar shall forward the said Form 1 duly completed to the Chief Registrar.

6. The Chief Registrar may allot such index letters and serial numbers to be inserted on a national registration card as he may think fit. Index letters and serial numbers

7. Every person to whom a national registration card is issued shall sign his name in the space provided thereon, but if he is unable to write or is able only to print his name, he shall affix his right thumbprint. Cards to be signed

8. Subject to the provisions of regulation 9, no registered person may use or adopt a surname other than the surname appearing on his national registration card. Registered person to use name appearing on his card

9. (1) When any registered person changes his name or names, he shall forthwith inform the registrar and shall at the same time- Change of name or names

(a) deliver to the registrar a statutory declaration made before a Commissioner for Oaths stating that he absolutely renounces the use of his former name or names and assumes a new name or names, details of which shall be included in such statutory declaration, and the registrar shall retain such statutory declaration;

(b) surrender to the registrar his national registration card;

(c) complete Form 4 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 4 on his behalf in the new name or names, and he shall make and sign the declaration thereon, but if he is unable to write or is able only to print his name, he shall affix his right thumbprint.

(2) The registrar shall forward the said Form 4 duly completed, together with the statutory declaration and the national registration card, to the Chief Registrar.

(3) On receipt of the said Form 4, the Chief Registrar shall amend the register in such manner as he may deem fit.

(4) The Chief Registrar shall cancel the national registration card forwarded to him by the registrar as aforesaid and shall cause the registered person to be issued with a new national registration card upon payment of the appropriate fee.

(5) The Chief Registrar shall cause to be kept and maintained a separate register of all registered persons who change their names and there shall be recorded in such separate register such particulars as the Chief Registrar may deem fit.

**10.** (1) When any registered person changes his national status, he shall forthwith attend before a registrar and shall- Change of national status

(a) surrender to the registrar his national registration card;

(b) complete Form 2 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 2 on his behalf.

(2) The registrar shall forward the said Form 2 duly completed, together with the national registration card, to the Chief Registrar.

(3) On receipt of the said Form 2, the Chief Registrar shall amend the register in such manner as he may deem fit.

(4) The Chief Registrar shall cancel the national registration card forwarded to him by the registrar as aforesaid and shall cause the registered person to be issued with a new national registration card upon payment of the appropriate fee.

**11.** (1) If the holder of a blue national registration card issued under regulation 4 ceases to be resident at the address set out on that national registration card, he shall forthwith attend before a registrar and shall- Procedure on change of residence of aliens

(a) surrender to the registrar his national registration card; and

(b) complete Form 4 set out in the Second Schedule or give the registrar such information as the registrar may require to complete the said Form 4 on his behalf

(2) The registrar shall forward the said Form 4 duly completed, together with the national registration card, to the Chief Registrar who shall cause to be made such amendments to the register as may be required.

(3) The Chief Registrar shall cancel the national registration card forwarded to him by the registrar as aforesaid and shall cause the

registered person to be issued with a new national registration card.

(No. 346 of 1966)

**12.** (1) When any registered person reports the loss or destruction of Procedure in case or damage to his national registration card, he shall complete Form 4 of loss, etc., of set out in the Second Schedule or give the registrar such information as national the registrar may require to complete the said Form 4 on his behalf. registration card

(2) The registrar shall forward the said Form 4 duly completed to the Chief Registrar who shall cause the particulars contained therein to be verified in the register and shall inform the registrar of their accuracy or of any inconsistency therein.

(3) If any registered person who had reported the loss of his national registration card, subsequently recovers it, he shall immediately notify the registrar of such recovery and-

(a) if a new national registration card has not already been issued to him, he shall retain it;

(b) if a new national registration card has already been issued to him, he shall surrender the national registration card so recovered to the registrar who shall cause it to be cancelled.

**13.** (1) Any registered person to whom the provisions of the Act Surrender of cease to apply shall surrender his national registration card to a registrarnational who shall issue him with a receipt therefor in Form 3 set out in the registration card Second Schedule.

(2) The registrar shall forward the national registration card to the Chief Registrar who shall cause it to be cancelled.

**14.** Any registered person intending to leave the country Surrender of permanently shall, at the place of his departure therefrom, surrender his national national registration card to a registrar, immigration officer, police registration card officer or customs officer. on leaving the country

**15.** Within thirty days of the death of a registered person, his national registration card shall be delivered by the person in possession thereof to a registrar who shall forward it to the Chief Registrar. Death of registered person

**16.** (1) No person may insert, delete, alter or cause to be altered any material particular in the register relating to any registered person unless authorised in writing to do so by the Chief Registrar. Alteration to register

(2) Any person duly authorised by the Chief Registrar to insert, delete or alter any particular in the register shall notify the Chief Registrar in writing when such insertion, deletion or alteration has been completed.

**17.** The fees specified in the Third Schedule shall be charged in respect of the matters set out therein and shall be payable to the Chief Registrar. Prescribed fees

**18.** The residential and postal addresses of every person to whom the Act applies, other than persons described in sub-regulation (1) of regulation 3, are prescribed in accordance with the provisions of section *five* of the Act for inclusion in the register maintained by the Chief Registrar under that section. Extra particulars of aliens to be registered

(No. 346 of 1966)

FIRST SCHEDULE

PRESCRIBED FORMS OF NATIONAL REGISTRATION CARDS

**Form 1**  
**(Regulation 3)**

Form of Green and Pink-Registration Cards

[Front]

PHOTO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">REGISTRATION NUMBER</div>
REPUBLIC OF ZAMBIA	
	RIGHT THUMB PRINT
SIGNATURE OF REGISTRATION OFFICER	
SIGNATURE OF HOLDER	

[Reverse]

REPUBLIC OF ZAMBIA	CARD NO.	
FULL NAME		
DATE OF BIRTH	PLACE OF BIRTH	SEX
VILLAGE		
CHIEF		DISTRICT
SPECIAL MARKS		REGISTRATION DATE
IF THIS CARD IS FOUND, PLEASE RETURN TO NEAREST REGISTRATION OFFICE OR POLICE STATION		





Form 2  
**(Regulation 4)**

Form of Blue Registration Card

PHOTO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">REGISTRATION NUMBER</div>
REPUBLIC OF ZAMBIA	
	RIGHT THUMB PRINT
SIGNATURE OF REGISTRATION OFFICER	
SIGNATURE OF HOLDER	

[Reverse]

REPUBLIC OF ZAMBIA	CARD NO.	
FULL NAME		
DATE OF BIRTH	PLACE OF BIRTH	SEX
VILLAGE		
CHIEF		DISTRICT
SPECIAL MARKS		REGISTRATION DATE
IF THIS CARD IS FOUND, PLEASE RETURN TO NEAREST REGISTRATION OFFICE OR POLICE STATION		

*(As amended by S.I. No. 181 of 1987)*

SECOND SCHEDULE

PRESCRIBED FORMS

FORM 1

*(Regulation 5)*

**REPUBLIC OF ZAMBIA**

**APPLICATION FOR NATIONAL REGISTRATION**

National Registration

1. Name in full: Surname  
Given names

2. Sex (*tick box*)

Male	Female
1	2

3. Date of Birth ..... Day ..... Month .....  
Year.

4. Country of birth (*tick box*)

Zambia	Commonwealth and Ireland	Other
1	2	3

5. Education (*tick highest standard reached*)

Never been to school	Primary	Secondary	Post Secondary
1	2	3	4

6. Race (*tick box*)

African	Asian	European	Other
1	2	3	4

7. Place of birth. If Zambian born enter: village, chief and district or town and district.

If born outside Zambia enter town and country

8. National Status

9. Residential Address

10. Postal Address

11. DECLARATION: The above information has been read to me in a language which I understand and I do solemnly and sincerely affirm that to the best of my knowledge and belief the said information is true and correct.

*(Signature of registered person)*

Registration Stamp

Registrar's Signature

**FORM 2**

**(Regulation 10)**

**NOTIFICATION OF CHANGE OF NATIONAL STATUS**

**PART I:**

I, the undersigned .....  
..... (Name in BLOCK CAPITALS)  
holder of a National Registration Card No. ....

..... issued to me on  
.....

..... at ..... do hereby state  
that I have changed my declared National Status from ..... to .....

..... and do hereby  
attach my \*Certificate of Naturalisation/Passport in proof thereof, and I do hereby  
surrender my National Registration Card and make application for a new National  
Registration Card in the appropriate form.

Dated this .....

..... day of ..... 19.....

*\*Delete whichever is inapplicable.*

.....  
.....  
*(Signature)*

**PART II: (For official use only)**

1. Number of Certificate of Naturalisation
2. Date and place of issue
3. Number of Passport
4. Date and place of issue .....
5. New National Registration number
6. Previous National Registration number

.....  
*(Signature of  
Registrar)*

National Registration Office .....

..... Date .....



FORM 3

*(Regulation 13)*

**RECEIPT FOR SURRENDERED NATIONAL REGISTRATION CARD**

National Registration Card No. .... surrendered by .....

..... *(full name)* of .....

.....

*(last residential and postal address)* on ....., 19.....

DATE STAMP
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Signature of Registrar, Customs/Immigration/Police  
Officer

Office of Issue

**REPUBLIC OF ZAMBIA**

**APPLICATION FOR A REPLACEMENT NATIONAL REGISTRATION CARD**

**PART I:**

I, the undermentioned holder of National Registration Card No. ....  
 ...../ ...../..... do hereby apply for a replacement National Registration Card  
 for the following reason:

Original Card lost/destroyed/damaged; Change of name(s); Change of material  
 particulars.

1. Name in full: Surname  
 Given names

2. Sex (*tick box*)

Male	Female
1	2

3. Date of Birth ..... Day .....  
 Month ..... Year.

4. Country of birth (*tick box*)

Zambia	Commonwealth and Ireland	Other
1	2	3

5. Education (*tick highest standard reached*)

Never been to school	Primary	Secondary	Post Secondary
1	2	3	4

6. Race (*tick box*)

African	Asian	European	Other
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7. Place of birth. If Zambian born enter: village, chief and district or town and district.

If born outside Zambia enter town and country

8. National Status

9. Residential Address

10. Postal Address

11. DECLARATION: The above information has been read to me in a language which I understand and I do solemnly and sincerely affirm that to the best of my knowledge and belief the said information is true and correct.

*(Signature of registered person)*

Registrar's Signature

Registration Stamp

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PART II:

1. Other names by which the Applicant may be known to the Department of National Registration:  
Surnames

Given Names

2. To be completed at time of application: Fee Paid K  
General Receipt No. ....

..... *Signature of Registrar* .....

3. The issue of a replacement card No. .... / ..... / ..... is hereby authorised.

*Chief Registrar*

### THIRD SCHEDULE

(Regulation 17)

#### PRESCRIBED FEES

	<i>Fee units</i>	
First registration for national registration card . . . . .	.. ..	17
Replacement of lost card . . . . .	.. ..	12
Replacement of damaged card . . . . .	.. ..	12
Replacement of destroyed card . . . . .	.. ..	12
Change of name. . . . .	56	
Change of national status . . . . .	.. ..	112
Change of an old card to a new one . . . . .	.. ..	6
Non-Zambians obtaining first registration for a national registration card . . . . .	.. ..	..

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(As amended by S.I. No. 99 of 1996)