

**Unofficial translation**



**Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity**

**Ministry of Home Affairs**

**No. 770/MoHA  
Vientiane Capital, 31 October 2012**

**DECISION**

*on*

**the Use of Documents regarding Family Registration**

- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009;
- Pursuant to the Prime Minister's Decree on the Organization and Operation of the Ministry of Home Affairs No. 253/MoHA, dated 19 August 2011;
- Pursuant to the Request Letter of the Citizen Management Department No 04/CMD, dated 22 October 2012;

**The Minister of Home Affairs hereby issues a Decision.**

**CHAPTER 1  
General Provisions**

**Article 1. Objective**

This Decision defines principles, forms, methods, and measures relating to the use of documents regarding family registration as a reference for mutual implementation and with the aim of maintaining peace and social order.

**Article 2. Scope of Application**

This Decision applies to the use of four documents: a birth certificate, a marriage registration certificate, a divorce certificate, and a death certificate for Lao citizens and aliens countrywide.

**Article 3. Principles of Management on the Use of Documents**

- 3.1 To ensure uniformity and compliance with laws and regulations;
- 3.2 To ensure justice, humanity, and moral ethics;
- 3.3 To ensure peace, social order, and stability of life;
- 3.4 To ensure convenient, transparent, and speedy services.

**CHAPTER II  
Names, Forms, Submission, and Certification of Documents**

#### **Article 4. Names of Documents**

- 4.1 A birth certificate;
- 4.2 A marriage registration certificate;
- 4.3 A divorce certificate;
- 4.4 A death certificate.

#### **Article 5. Forms**

- 5.1 A birth certificate is attached herewith in annex 1;
- 5.2 A marriage registration certificate is attached herewith in annex 2;
- 5.3 A divorce certificate is attached herewith in annex 3;
- 5.4 A death certificate is attached herewith in annex 4.

The above forms are set out and published only by the Ministry of Home Affairs.

#### **Article 6. Submission and Certification of Documents**

6.1 Submission of documents and certification of birth must comply with the following:

- Submission of documents for a birth certificate

When a child is born in a family, a clinic, or a hospital, the family's head or representative must declare this, in writing or verbally, to the chief of village where he/she is residing by submitting documents relating to the childbirth issued by a clinic or a hospital as evidence for the birth declaration;

For a baby who is born in other places, a father, a mother, or a family representative must declare the birth to the chief of village in which the baby is born.

- Certification of birth
  - A village chief shall issue a birth certificate within 5 working days after receiving a declaration of a newly born baby, and an applicant must submit such birth certificate for registration with a District Office of Home Affairs;
  - A District Office of Home Affairs shall register the birth within 30 working days from the date of receiving a birth certificate;
  - A District Office of Home Affairs shall forward this to a District Office of Public Security for family registration.

6.2 Submission of documents and certification of marriage must comply with the following:

- Submission of documents for a marriage

A couple seeking to get married must submit an application, curriculum vitae, a certificate of single status for each applicant, a minute of engagement, residence certificates for the couple, a medical certificate, and in the case of an applicant being divorced or widowed, the appropriate certification.

- Certification of documents for marriage
  - An application from a couple with the signature and stamp of a chief of village where the man or woman is residing must be submitted to a District Office of Home Affairs;

- The District Office of Home Affairs must consider the application for marriage within 3 working days from the date of receiving the application;
- If it is considered that the couple meets all conditions, the District Office of Home Affairs shall call the couple to conduct a marriage registration in the presence of three witnesses provided by the couple;
- For marriage between a Lao and a foreign citizen, Decree No. 198/PM, dated 19 December 1994, must be complied with. A marriage between a Lao and a foreign citizen taking place outside the territory of the Lao PDR shall comply with Notice No. 1144, dated 16 July 2012, of the Foreigner Management Department, Ministry of Public Security.

### 6.3 Submission of documents and certification of divorce must comply with the following:

- Submission of documents for divorce
  - An application for divorce of a husband and wife;
  - A minute of divorce issued by a village chief (in case of voluntary divorce) or a final decision by a competent court.

- Certification of documents for divorce

A District Office of Home Affairs must register and issue a divorce certificate to each of the couple within 3 working days from the date of receiving the application.

### 6.4 Submission of documents and certification of death must comply with the following:

- Submission of documents

If a member of a family passes away, a family representative must notify a village chief in writing;

If any person is found death, it must be notified in writing or verbally to a village chief or a police officer where the corpse was found.

- Certification of death

After receiving a declaration from a villager, a village chief must issue a death certificate within 5 working days as evidence of death;

The District Office of Home Affairs must notify the death to a District Office of Public Security to delete the name from family registration in accordance with regulations;

In the case of receiving a declaration that a corpse has been found, a village chief must report this to the relevant officers in a timely manner.

**CHAPTER III**  
**Prohibitions, Awards for Good Performance,**  
**and Measures against Violators**

**Article 7. Prohibitions**

- 7.1 Any act of abusing one's positions to hold back, delay, or falsify documents is prohibited;
- 7.2 Any act of accepting or demanding bribes from individuals or families is prohibited;
- 7.3 Any act of collecting official fees exceeding the amount as stipulated in laws is prohibited;
- 7.4 Any act of providing false and incorrect information is prohibited.

**Article 8. Awards for Good Performance**

Staff or individuals with outstanding performance in implementing this Decision will receive awards and other policies as appropriate.

**Article 9. Measures against Violators**

Staff or individuals who violate this Decision will be warned, fined, or punished in accordance with laws and regulations.

**CHAPTER IV**  
**Final Provisions**

**Article 10. Implementation**

- 10.1 The Ministry of Home Affairs supervises, monitors, and encourages the strict implementation of this Decision;
- 10.2 The Provincial Divisions of Home Affairs, District Offices of Home Affairs, village administrative authorities, and other parties shall acknowledge and strictly implement this Decision;
- 10.3 All authorities involved in the issuance and use of family registration documents shall coordinate and cooperate with each other in implementing this Decision successfully.

**Article 11. Effectiveness**

This Decision is effective from the date of signature.

**Minister of Home Affairs**

*[Signature and seal]*

**Khampan PHILAVONG**

