

Based on Article 34, paragraph 1 of the Law on Registers of Births, Marriages and Deaths (Official Gazette of the Republic of Macedonia No. 8/95), the Minister of Internal Affairs adopted the following

## **INSTRUCTIONS**

### **ON THE MANNER OF KEEPING, PROTECTION, AND STORAGE OF REGISTERS AND DOCUMENTS, FORMS OF REGISTERS, ISSUANCE OF CERTIFIED COPIES, CERTIFICATES, TRANSCRIPTS AND COPIES BASED ON REGISTERS; CONDUCTING THE PROCEDURE AND PREPARING MINUTES REGARDING A FOUNDLING; ON THE RESTORATION OF DESTROYED, DAMAGED OR MISSING REGISTERS, AND ON RECORDS OF REGISTERS**

6 April 1998

#### **I. GENERAL PROVISIONS**

##### Article 1

These Regulations prescribe the manner of keeping, protection, and storage of Registers and documents, forms of Registers, issuance of certified copies, certificates, transcripts and copies based on Registers; conducting the procedure and preparing minutes regarding a foundling; the restoration of destroyed, damaged or missing Registers, and the Records of Registers.

#### **II. REGISTER KEEPING**

##### **1. Common provisions**

##### Article 2

Registers of Births, Marriages and Deaths shall be hemmed and bound, having numbered pages certified at the Ministry of Internal Affairs prior to making the first entries. The second copy of the Registers of Births may be unbound until kept by the Registrar.

The unnumbered cover page shall contain the following: name of the Register (Register of Births, Register of Marriages, Register of Deaths), name of the populated area for which the Register is kept and the name of the Municipality, dates of first and last entry and marks of their ordinal numbers, seal and signature of the Registrar. In case the name of the populated area, i.e. municipality is changed, the change shall be entered next to the previously recorded names.

The Registry of Births shall be kept on the Form No. 1, the Register of Marriages using Form No. 2 and the Register of Deaths shall be kept using form No. 3.

## **1.1. Making entries in the registers**

### Article 3

Black ink shall be used to enter data in the Registers. Entries should be made in clear and readable writing.

The written text shall not be crossed over, erased or changed. Mistakes made when entering data shall be corrected by entering the correct data in the “Remarks” section i.e. in the “Additional entries and remarks” section.

### Article 4

Births, marriages and deaths shall be entered in the Registers (basic entries) according to ordinal numbers starting with No. 1 going to the end of the calendar year. In case the Register is filled before the end of the calendar year then entries are continued in another book continuing the ordinal numbers from the previous book.

Entries in the Registers are made as a rule following the order in which the applications are received i.e., following the order of receiving written documents based on which entries are made.

When making entries, the dates of the births, marriages or deaths shall be written in the following manner: the day is written using Arabic numerals and with letters in brackets, the months are written with letters and the year with Arabic numerals. Hours shall be counted and written using numbers from 0 to 24, and minutes from 00 to 60.

The data about the child’s parents, spouses or deceased are recorded based on data in Registers or other public documents.

When entering the personal name of persons belonging to minorities, the name shall be first written in the Macedonian language, using the Cyrillic alphabet and then in brackets the name shall be written in the language and alphabet of the concerned minority.

Nationality is designated by entering the full name of the state.

### Article 5

Necessary explanations about the basic entries are entered in the “Remarks” section. This section shall also be used to record that the entry has been read to the person reporting for registering or to the witnesses.

The “Additional entries and remarks” section shall be used to record data which have been reported after the initial entry has been made, by which the initial entry is changed or additioned. This section shall also be used to record the name of the organ the decision of which is recorded additionally, as well as the number and date of the decision, i.e. if the additional entry is made based on other Registers the name of the Register is

recorded (Register of Births, Marriages or Deaths) as well as the place and year for which the concerned Register is kept and the ordinal number.

If the “Remarks” and the “Additional entries and remarks” sections have been entirely filled in and the entry is incomplete or another remark is to be entered i.e. additional entry is to be made a page is added for the above referred to sections. The page shall contain the ordinal number of the initial entry and shall be certified by a seal in a manner that part of the seal mark is left on the added page and part of the seal mark is left on the Register itself.

#### Article 6

Parties shall sign the Registers writing the full name and surname in an orderly fashion.

#### Article 7

When recording data on the personal status of nationals of the Republic of Macedonia abroad (Article 25 and Article 26 of the Law on Registers of Births, Marriages and Deaths) it is necessary that the foreign documents (certificates of the Registers) based on which the entry is to be made is previously certified (legalized).

The decisions of foreign courts regarding marital matters, parents-children matters or adoption matters, as well as other decisions of foreign courts or of other foreign organs regarding the personal status of a national of the Republic of Macedonia shall be recorded in the Registers only if recognized by a decision of the competent court.

#### Article 8

Registers shall be concluded at the end of each calendar year by entering the remark: “Concluded with the ordinal number \_\_\_\_” (the number of entries is written both with numbers and letters.)

In case during the year there have been no entries on births, marriages or deaths the remark: “There were no entries made in this book for the year \_\_\_\_” is written on the Register.

Remarks referred to in paragraphs 1 and 2 of this Article are certified with the seal and signature of the Registrar and the date “31 December \_\_\_\_\_ year” is entered as well.

The first entry in the next calendar year is made on the first next page of the Register, starting with the ordinal number 1.

## **1.2. Corrections in the Registers**

### Article 9

Mistakes noticed prior to the conclusion of the entry in the Register are corrected in the following manner: in the “Remarks” section the remark “Corrected \_\_\_\_\_” (the mistaken words and the correction is stated) is placed.

If the correction is made after the conclusion of the entry the following is recorded in the “Additional entries and remarks” section: “Corrected \_\_\_\_\_ (what is corrected and the correction is written) based on the decision by \_\_\_\_\_ (the name of the organ which adopted the decision is stated and the number and date of the decision).

In case prior to the conclusion of the entry mistaken data has been entered in several sections, so that corrections are impossible to make, the mistaken sections shall be crossed over diagonally and then in the “Remarks” section the following shall be entered: ”Entry annulled. Correct entry made under ordinal number \_\_\_\_\_.”

If in the case referred to in paragraph 3 of this Article a correction is made after the conclusion of the entry, the mistaken parts of the form shall be crossed over diagonally and in the “Additional entries and remarks” section the following shall be entered: “Entry annulled based on decision by \_\_\_\_\_ (the name of the organ which adopted the decision, the number and date of the decision is entered). Correct entry made under ordinal number \_\_\_\_\_.”

Corrections of entries are certified by the Registrar’s signature.

## **1.3. Second copy of the Register of Births**

### Article 10

The second copy of the Register of Births is kept on a form identical to the form envisaged for the first copy of the Register book.

The second copy of the Register of Births is filled in as a rule simultaneously with the original copy. Next to the personal names of persons who have placed their signatures on the original copy of the Register the following is stated: “signed”. At the end of the calendar year the second copy is concluded with the date “31 December \_\_\_\_year” and the same remark as on the original copy is stated (Article 8).

### Article 11

Additional entries and remarks on the second copy of the Register of Births are identical to the text of the appropriate entries, i.e. remarks entered in the original copy. In case the organ that keeps the second copy establishes that the additional entries or remarks are not in accordance with the law or the provisions envisaged in these Regulations, it shall inform the Registrar and shall instruct him/her about the correct action.

#### Article 12

If the original copy of the Register of Births is destroyed or missing, until the copying of the Register, the certified copies and certificates shall be issued by the organ that keeps the second copy.

## **2. Register of Births**

#### Article 13

Births are entered in the Register of Births based on an oral i.e. written application or based on an act by the competent organ. Minutes are prepared when reporting a birth orally.

If the birth of the child has been reported by the health care organization, then the health care organization is entered as the entity reporting the birth.

After the receipt of the report of the health care organization the parent of the child is called to determine the child's personal name and provide other data.

The application for registering the birth or the minutes of the oral application for registering a birth shall contain a comment, stating the evidence based on which the nationality of the person registered in the Registry of Births has been established.

If the birth is registered based on a decision by the Ministry of Internal Affairs (Articles 22, 25 and 26 of the Law on Registers of Births, Marriages and Deaths) the following is entered in the "Remarks" section: "Entry made based on a decision by \_\_\_\_\_ (the organ which adopted the decision and the date and number of the decision are stated).

When registering a birth as referred to in paragraph 5 of this Article the personal name that the person has acquired at birth shall be entered in the appropriate section of the Register of Births, while in the "Remarks" section the eventual change of the personal name and remarks about the personal status are entered (marriage, adoption, guardianship, etc.)

In case the entry in the Register of Births is made based on a birth certificate of a foreign organ in the "Remarks" section the following is entered: "Entry made based on a birth certificate issued by \_\_\_\_\_ (the name of the foreign organ issuing the certificate, its seat and state and the number and date of the certificate are entered.).

#### Article 14

In case when reporting a birth the name and surname or only the name or only the surname have not been reported the following shall be entered in the “Remarks” section: “name (surname i.e. name and surname) have not been reported.” The section on the personal name shall be filled in when the name or surname of the child shall be reported i.e. determined.

In cases when the personal name of the child is determined based on a decision of the Social Work Center, the following is placed in the “Remarks”, i.e. in the “Additional entries and remarks” section: “The personal name has been entered according to the decision of \_\_\_\_\_ (the name of the organ which adopted the decisions is stated, as well as the date and number of the decision.)

#### Article 15

Stillborns are registered in the Register of Births, entering data as envisaged for liveborns, while the personal name is entered only upon request of the parents. The following is entered in the “Remarks” section: “Stillborn.”

#### Article 16

In case when entering the birth in the Register of Births the father of the child is not known, the section envisaged for data about the father is not filled in, while the following is entered in the “Remarks” section: “Data about the father not entered”. In case both parents are not known the following is entered in the “Remarks” section: “Data about parents not entered. Entry of birth made based on decision by \_\_\_\_\_” (the name of the organ which adopted the decision is entered, and the number and date of the decision.)

Data about the parent is entered in the appropriate section based on the decision for establishment of the parenthood i.e. based on the statement on recognition of fatherhood. The following is entered in the “Additional entries and remarks” section: the name of the organ and the date and number of decision on establishment of fatherhood, i.e. that the fatherhood has been recognized.

The statement on recognition of fatherhood given before the Registrar shall be signed by parents, and in case the child is older than 16 years of age his/her consent is also necessary. The statement is certified by the Registrar’s signature and the date is also entered. When the statement on the recognition of fatherhood is given when registering the birth of the child the remark about the given statement is entered in the “Remarks” section.

## Article 17

Based on the decision on the partial adoption the following is entered in the “Additional entries and remarks” section: “By a decision adopted by \_\_\_\_\_ (the name of the organ which adopted the decision, the number and date of the decision are placed) the child is partially adopted by \_\_\_\_\_ (the data on the adoptive parents is entered) and the personal name of the child shall be \_\_\_\_\_ (the name and surname of the child upon adoption is entered.)

In cases when a decision for full adoption is issued, it is necessary to annul the previous entry of the birth of the child and in the “Additional entries and remarks” section the following is entered “Entry annulled in accordance with the decision for full adoption by \_\_\_\_\_ (the name of the organ which adopted the decision and the date and number of the decision is entered). The new entry shall be made in the Register of Births for \_\_\_\_\_ (the name of the place for which the Register is kept, the ordinal number and year are stated.)

Based on a decision on full adoption it is necessary to make a new entry in the Registry of Births.

The new entry contains the data about the child (the name and surname of the child acquired upon adoption) and data on his/her adoptive parents is placed in the parents’ section.

The following is entered in the “Remarks” section:” Entry made based on a decision by \_\_\_\_\_ (the organ, which adopted the decision, the number and date of the decision is entered.)

### **3. Register of Marriages**

## Article 18

The section envisaged for the surname of the spouses in the Register of Marriages shall contain the surnames of the spouses until entering into marriage.

The section envisaged for the surname of the spouses after entering into marriage is filled in accordance with the agreement reached between the spouses.

The spouse who has changed the surname upon entering into marriage shall place his/her signature using the newly acquired surname.

In case the marriage has been concluded via a proxy, the proxy shall place his/her signature in the section envisaged for the signature of the concerned spouse, as follows: “On behalf of the groom (bride), proxy\_\_\_\_\_”. In case an interpreter assisted in concluding the marriage he/she shall place his/her signature bellow the signatures of the witnesses, as follows: “Interpreter \_\_\_\_\_”.

In case after the conclusion of the marriage one or both spouses change their personal names the following is entered in the “Additional entries and remarks section”: “Based on the decision by

\_\_\_\_\_ (the name of the organ which adopted the decision the number and date of the decision is entered and which of the spouses changed the personal name.)

#### Article 19

In case for purposes of concluding the marriage, a license has been issued by the competent court in order to lift marital obstacles or prohibitions for conclusion of marriage the following is entered in the “Remarks” section: “Conclusion of marriage allowed by a decision by \_\_\_\_\_” the name and the seat of the court and the number and date of the decision is entered).

In case the marriage has been concluded outside the official premises envisaged for conclusion of marriages the place where the marriage has been concluded and the reasons as to why the marriage has not been concluded in the official premises are stated in the “Remarks” section.

#### Article 20

The following is entered in the Remarks section regarding a marriage concluded abroad to be registered in the Register of Marriages: “Entry made based on marriage certificate issued by \_\_\_\_\_ “ (the name of the foreign organ which issued the certificate, the seat and country, number and date of the certificate are recorded), while in the “Place of conclusion of marriage” section, in addition to the place the name of the country is also stated.

#### Article 21

Regarding as marriage the existence of which has been established by a court decision, the date of marriage shall be the date designated in the court decision. The following shall be entered in the “Remarks” section: “Marriage registered based on the decision by \_\_\_\_\_ (the name and seat of court, the number and date of the decision are recorded.)

#### Article 22

When entering the cessation of the marriage, due to death of one of the spouses, then due to declaration of one of the spouses as dead, annulment of marriage or divorce, the following is entered in the “Addition entries and remarks section:” Marriage ceased due to \_\_\_\_\_, the reason, i.e. the name and seat of the court, the number and date of the court decision are entered.)

#### **4. Register of Deaths**

##### Article 23

Deaths shall be entered in the Register of Deaths based on an oral i.e. written report or based on an act by the competent organ. Minutes are prepared when orally reporting death.

Sections to be filled with data, which could not be acquired and established, shall remain empty, and the remark that the data has not been entered is placed in the “Remarks” section.

##### Article 24

In case the death is registered in the Register of Deaths based on death certificate issued by the appropriate organ abroad, the following is entered in the “Remarks” section: ”Entry made based on a death certificate issued by \_\_\_\_\_” (the number and date of the certificate, the name of the foreign organ the seat and country are entered). In addition to the place, the country is also entered in the section envisaged for the place of death.

In case the death certificate issued by a foreign organ does not contain all data to be entered in the Register of deaths, it is necessary to acquire and register such data, as well.

##### Article 25

In case the death is registered in the Registry of Deaths based on a decision of the Ministry of Internal Affairs (Article 22 of the Law on Registers of Births, Marriages and Deaths) the following is entered in the “Remarks” section:” Entry made based on a decision by the \_\_\_\_\_” (the name of the organ which adopted the decision, the number and date of the decisions are entered).

##### Article 26

In case the death is registered in the Register of Deaths based on a court decision adopted after a procedure for declaration of death of a missing person or a procedure proving the death of a person, the data contained in the court decision is entered in the Register of Deaths. The following is entered in the “Remarks” section:”Entry made based on a decision by \_\_\_\_\_” (the name and seat of the court, the number and date of the decision are entered.)

In case the court decision does not contain all data necessary for the registering of the death, and there are possibilities to acquire that data from other Registers, it is necessary to do so and register it.

In case the court annuls the decision declaring the death of a missing person, the entry is crossed over with a diagonal line. In the “Additional entries and remarks” section it is stated that the court decision on the declaration of death of a missing person has been annulled, as well as the name and seat of the court, and the number and date of the decision. If the decision for declaration of death of a missing person has been amended in the “Additional entries and remarks” section, it is stated that the court decision for declaration of the death of a missing person has been amended, the name and seat of the court, the number and date of the decision, as well as the changes of the data.

#### Article 27

The death of an unidentified person is entered in the Register of Deaths based on minutes on the finding of the corps. The sections designated for entering personal data are not filled in. The following is entered in the “Remarks” section:” On \_\_\_\_\_ year the corps of an unidentified male (female) person was found, approximately of \_\_\_\_\_ years of age, color of eyes \_\_\_\_\_, height \_\_\_\_\_ cm. The deceased was buried in \_\_\_\_\_. Entry made based on minutes prepared by \_\_\_\_\_.” (The name and seat of the organ, which prepared the minutes, the number, and date of the minutes are entered.)

In case the identity of the person the corps of whom was found is additionally established, the entry of data in the appropriate sections shall be made according to a decision adopted in pursuance with Article 22 of the Law on Registers of Births, Marriages and Deaths. The following is entered in the “Additional entries and remarks” section:” Entry made based on a decision by \_\_\_\_\_ (the name of the organ, which adopted the decision, the number, and date of the decision are entered.)

### **III. PROTECTION AND STORAGE OF REGISTERS OF BIRTHS, MARRIAGES AND DEATHS AND OF DOCUMENTS**

#### Article 28

Registers and documents shall be secured against damage or destruction, as well as against any abuse.

#### Article 29

When inspecting the Registers and documents, it is necessary that the Registrar is present and to secure that only relevant entries, i.e. data are inspected.

## Article 30

Documents used in the procedure for making entries in the Registers (registering applications, minutes, decisions and other documents) are of lasting value.

Separate records and archive shall be kept for documents referred to in paragraph 1 of this Article. According to the type of Registers (of Births, of Marriages or of Deaths) and the year for which entries are made, the documents shall be archived chronologically using ordinal numbers of the entries for each populated area.

### **IV. ISSUANCE OF CERTIFIED COPIES, CERTIFICATES, TRANSCRIPTS AND COPIES BASED ON REGISTERS OF BIRTHS, MARRIAGES AND DEATHS**

#### **1. Issuance of certified copies from Registers**

##### Article 31

A certified copy from the Registers shall be issued using an appropriate form (Forms Nos. 4,5 and 6).

Forms of certified copies from Registers shall be of 21x31 cm dimensions, printed on special paper, protected by a water seal picturing paradise birds.

The form of the certified copy from the Register of Births shall be green on a white background.

The form of the certified copy from the Register of Marriages shall be pink against white background.

The form of the certified copy from the Register of Deaths shall be brown against white background.

Certified copies are filled in on a typewriter.

In case the “Remarks” and the “Additional entries and remarks” sections contain changes related to data in the basic entry the certified copy shall contain the data of the last changes without stating on which grounds the changes have been made unless otherwise envisaged in these Regulations.

When issuing a certified copy from the Register of Births the data on the nationality of the person to whom the certified copy is issued is entered.

In case the Register of Births contains data according to which both parents or one of the parents was a national of the Republic of Macedonia at the time of birth of the child, “Republic of Macedonia” is entered in the “Nationality” section of the certified copy from the Register of Births for the child.

In case the data on the nationality has not been entered in the Register of Births, and the person to whom the certified copy from the Register of Births is issued is a minor or has not attained 23 years of age, based on data (about the person and his/her parents) contained in the Single Registry of Nationals of the Republic of Macedonia and in accordance with provisions of Articles 4 and 5 of the Law on Nationality of the Republic of Macedonia it is necessary to establish the nationality status of the registered person. If it is established that the

person is a national of the Republic of Macedonia in the “Additional entries and remarks” section the following clause is entered: ”Nationality of the Republic of Macedonia established in accordance with Article \_\_\_\_, paragraph\_\_\_\_, of the Law on Nationality of the Republic of Macedonia.”

The “Nationality” section of certified copies from the Register of Births for persons whose nationality of the Republic of Macedonia has ceased is crossed over and the following is entered in the “Remarks” section: ”By a decision of \_\_\_\_\_ (the name of the organ which adopted the decision, the number and date of the decision are entered, as well as the grounds on which the nationality of the Republic of Macedonia has ceased – release, or according to international treaties).

The remark on the additional acquisition of nationality of the Republic of Macedonia is not entered in the certified copy from the Register of Births, and “Republic of Macedonia” is entered in the “Nationality” section.

#### Article 32

Fully adopted persons are issued certified copies from the Register of Births without stating the data on the adoption, and the data on the adoptive parents is entered in the parents’ sections without stating the grounds on which those person have been entered as parents.

Partially adopted persons or persons placed in guardianship shall be issued certified copies of the Register of Births, which in the “Remarks” section shall contain the following: “The child was adopted (is placed in guardianship) of \_\_\_\_\_ (the personal name of the adoptive parent or guardian is entered).

Certified copies from the Register of Births shall not contain any data on the cessation of the partial adoption or guardianship.

A person who at the time of the issuance of certified copy from the Register of Births is married, shall be issued a certified copy which shall contain information about the concluded marriage. In case the marriage ceased, this information is also entered in the certified copy, and if there have been several marriages, only the last entering into marriage or last cessation of marriage is entered.

The certified copy from the Register of Births for a person for whom upon entry in the Register a remark was placed on the death or declaration of death shall also contain that information.

#### Article 33

A certified copy from the Register of Marriages shall be issued according to the personal names spouses had prior to marriage. The appropriate section of the certified copy from the Register of Marriages shall contain the surname which the bride and groom have reached an agreement to carry after entering into marriage.

In case after entering into marriage one or both spouses changed their personal names, the certified copy from the Register of Marriages shall contain the following in the “Remarks” section: “Based on a decision by \_\_\_\_\_ (the organ that adopted the decision, the number and date of the decision and which of the spouses changed the personal name is entered).

If the marriage ceased the certified copy from the Register of Marriages shall be issued containing the remark on the cessation of marriage.

#### Article 34

Certified copy of the Register of Deaths shall be issued according to the entries made in the Register and the appropriate remarks.

## **2. Issuance of certificates, transcripts and copies based on Registers of Births, Marriages and Deaths**

#### Article 35

Upon request by an interested person or an organ in accordance with the law certificates of certain data entered in the Registers of Births, Marriages and Deaths using form No. 7 are issued.

The certificate referred to in paragraph 1 of this Article shall contain the name of the Register, the ordinal number of the entry and the year for which the Register is kept, as well as the name of the place and Municipality.

#### Article 36

Upon request by an interested person or an organ in accordance with the law a transcript or a copy of the page of the Register of Births, Marriages and Deaths shall be issued. In case the entries in the Registers are not related to the person who has submitted the request, the request may be denied if there are reasonable grounds to suspect that the person does not have a legitimate legal interest for the issuance of the transcript or copy.

In cases referred to in paragraph 1 of this Article it is necessary that prior to the issuance the transcript or the copy be certified by the Registrar’s signature and seal.

## **V. PROCEDURE AND PREPARATION OF MINUTES ON A FOUNDLING**

#### Article 37

Minutes shall be prepared about the finding of a child of unknown parents immediately upon finding or the following day at the latest.

The Minutes are prepared in three copies and shall contain the following: name, surname and address of the person who found the child, i.e. reported the finding of the child; name of the place, time and circumstances in which the child was found; the probable age and sex of the child; distinctive marks; description of the clothes and other objects found with the child; name of the institution or data of the person with whom the child has been placed, as well as statements of witnesses which were present when finding the child or have any information about the finding or about the child.

A copy of the Minutes shall be submitted to the Social Work Center for purposes of adopting a decision on the appointment of a guardian and registering the birth of the child in the Register of Births.

## **VI. RESTORATION OF DESTROYED, DAMAGED OR MISSING REGISTERS OF BIRTHS, MARRIAGES AND DEATHS**

### Article 38

In case one of the copies of the Register of Births was destroyed or missing the second copy shall be used to copy the Register. On the first inner page it shall be stated that the Register was copied and the place for which the Register is kept, the copied pages and the ordinal numbers of the entries, and it is certified with the signature of the authorized officer and seal of the Ministry of Internal Affairs.

In case both copies of the Register of Births, Register of Marriages or Register of Deaths are destroyed or missing, restoration of the destroyed or missing Registers is ordered by a decision of the Minister of Internal Affairs, as well as the procedure and the time within which the Registers shall be restored.

The decision referred to in paragraph 2 of this Article is published in the usual manner and as necessary in the daily printed media. The advertisement shall call upon citizens to submit applications for restoration of entries and to give the necessary information and evidence at their disposal within a given period of time.

### Article 39

The official note is placed on the first unnumbered cover page as follows: “The Register of \_\_\_\_\_, for the \_\_\_\_\_ Municipality of \_\_\_\_\_ from, \_\_\_\_\_ year was destroyed /missing. By a decision of the Minister of Internal Affairs \_\_\_\_\_ (number and date of decision) restoration of the Register has been ordered. “

The entry of births, marriages or deaths in the Registers shall be made as a rule according to the order of submitted applications. The “Additional entries and remarks” section of the restored Register shall contain data designated to be recorded in that section.

The restored Register of Births is made in two copies.

A record is made for restored Registers.

After the procedure for restoration of Registers, Registers are certified with the placement of the following note: "Entries from ordinal number 1 to \_\_\_\_\_ were made according a procedure for restoration of the Register, which was conducted from \_\_\_\_\_ to \_\_\_\_\_ year." The note is certified with the signature of the authorized worker and the seal of the Ministry of Internal Affairs.

#### Article 40

In case after the restoration of the Registers it shall be established that a birth, marriage or a death has not been registered, which was in the destroyed i.e. missing Register, upon request of the interested person, and by a decision of the Minister of Internal Affairs, i.e. an officer authorized by him/her, the birth, marriage or death shall be entered in the restored Register. The following is entered in the "Remarks" section: "Entry restored based on a decision of \_\_\_\_\_ (the name of the organ, which adopted the decision, the number, and date of the decision are entered.)"

The first entry according to paragraph 1 of this Article shall be made on the next page of the restored Register under an ordinal number, which follows the number of the last entry.

### **VII. RECORDS OF REGISTERS OF BIRTHS, MARRIAGES, DEATHS**

#### Article 41

Alphabetical records of entries shall be kept of each Register. These records shall be kept using the form No. 8.

The records shall be kept according to the first letter of the surname.

The entry about an unknown corps shall be made under the letter U (N-nepoznat-U-unknown)

In addition to the records a card file may be kept for Registers, which contain a large number of entries.

#### Article 42

The records kept for the Register of Marriages shall contain the surnames of both spouses prior to marriage.

Entries referred to in Articles 22,25 and 26 of the Law on Registers of Births, Marriages and Deaths shall be recorded in the Records for the current year, as well as in the Records for the year in which the birth, marriage or death occurred with a remark that the entry was made in the Register kept for the concerned year.

A certain number of sections of the records for each year are left empty after the last entry, in order to enter data referred to in paragraph 2 of this Article.

### **VIII. TRANSITIONAL AND FINAL PROVISIONS**

#### Article 43

Forms Nos. 1 to 8 referred to in these Regulations, printed and enclosed, make an integral part of these Regulations.

#### Article 44

With the entry into force of these Regulations the Regulations on the Register Keeping (Official Gazette of the Socialist Republic of Macedonia No. 22/73, 14/75, 26/77 and Official Gazette of the Republic of Macedonia No. 24/94) shall cease to apply.

#### Article 45

These Regulations shall enter into force on the eighth day of their publishing in the Official Gazette of the Republic of Macedonia.

No. 191-10700//1  
6 April 1998  
Skopje

Minister  
of Internal Affairs  
Tomislav Cokrevski, Ph.D., signed.

## Register of Births

Page

	Additional entries and remarks	
(Ordinal number)		
(Name, surname and sex of the child)		
(day, month, year and hour of birth)		
(place of birth, address)		
Nationality _____ <div style="display: inline-block; border-bottom: 1px solid black; width: 100px; margin-left: 10px;"></div>	Single register number _____	
<b>DATA ABOUT PARENTS</b>	<b>FATHER</b>	<b>MOTHER</b>
Name		
Surname (for mother maiden name as well)		
Day, month and year of birth		
Place of birth		
Nationality		
Ethnic affiliation, minority or ethnic group		
Domicile and address of abode		
<b>Remarks</b>		
Name and surname of person applying for registering	_____	
Signature	_____	
date of entry		Signature of Registrar



<p style="text-align: center;">Spouses</p> <p>1. _____ 2. _____</p> <p>_____</p> <p>(signature of officer)</p>	<p style="text-align: center;">Witnesses</p> <p>1. _____ 2. _____</p> <p>_____</p> <p>(signature of Registrar)</p>
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### Register of Deaths

(ordinal number)	..... (Name, surname and sex of the deceased)	
	..... (day, month, year and hour of death)	..... (place of death, address)
day, month and year of birth of the deceased		R e m a r k s
place of birth		
Nationality		
Domicile and address of the abode		
Marital status		
Surname before marriage		
Name and surname of the spouse and surname before marriage		Additional entries and remarks:
Name and surname of parents	of the father	
	of the mother	
Person reporting the death for registerign		
Domicile of the person reporting the death for registering		
..... (signature of the person reporting the death for registerign)		
..... (date of entry)	..... (Signature of Registrar)	

**REPUBLIC OF MACEDONIA****CERTIFIED COPY FROM THE REGISTER OF BIRTHS****Municipality** \_\_\_\_\_

In the Register of Births kept for \_\_\_\_\_, under current number \_\_\_\_\_, for the year \_\_\_\_\_, the following birth is registered:

Name		sex
Surname		
Day, month, year and hour of birth		
Place of Birth		
Nationality		
Single Register Number		
Data about parents	Father	Mother
Name		
Surname (for the mother maiden name as well)		
Domicile and address of abode		

Remarks: \_\_\_\_\_

No. \_\_\_\_\_  
\_\_\_\_\_ 19 \_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Registrar

seal

**REPUBLIC OF MACEDONIA**

**CERTIFIED COPY FROM THE REGISTER OF MARRIAGES**

MUNICIPALITY \_\_\_\_\_

In the Register of Marriages kept for \_\_\_\_\_, under ordinal No. \_\_\_\_\_, for the year \_\_\_\_\_, the following marriage is registered:

Day, month and year of conclusion of marriage			
Place of conclusion of marriage			
	groom	bride	
Name			
Surname			
Day, month and year of birth			
Place of birth			
Nationality			
Single Register number			
Domicile and address of abode			
Name and surname of parents	of the father		
	of the mother (maiden name as well)		
After conclusion of marriage spouses shall carry the following surnames		groom	
		bride	
Remarks			

No. \_\_\_\_\_  
\_\_\_\_\_ 19 \_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Registrar

Seal

**REPUBLIC OF MACEDONIA**

**CERTIFIED COPY OF THE REGISTER OF DEATHS**

MUNICIPALITY \_\_\_\_\_

In the register of Deaths kept for \_\_\_\_\_, under ordinal No. \_\_\_\_\_, for the year \_\_\_\_\_ the following death was registered:

Name		sex
Surname		
day, month, year and hour of death		
Place of death		
Day, month, year of birth of the deceased		
Place of Birth		
Nationality		Single register number
Last domicile and address of abode		
Marital; status		
Surname before marriage		
Name and surname of spouse and surname before marriage		
Name and surname of parents	of the father	
	of the mother	

Remarks

\_\_\_\_\_

No. \_\_\_\_\_

\_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Registrar

Seal

REPUBLIC OF MACEDONIA  
 MINISTRY OF INTERNAL AFFAIRS  
 DEPARTMENT  
 NO. \_\_\_\_\_

Upon the application by \_\_\_\_\_  
 (Name, surname and address of the applicant)

And based on Article 28, paragraph 2 of the Law on Registers of Births, Marriages and Deaths (Official Gazette of the Republic of Macedonia No. 8/55) and Article 171 of the Law on General Administrative Procedure (Official Gazette the SFRY No. 47/86) which in accordance with Article 5, paragraph 1 of the Constitutional Law has been taken over a the state's law the following

### CERTIFICATE

Is issued to certify that

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(The data certified with the Certificate is stated)

This Certificate is issued according to the data in the Register of

\_\_\_\_\_  
 (Name of the Register, name of the place and Municipality, ordinal number of entry and year for which the Register is kept is stated)

The fee according to Tariff. No. \_\_\_\_\_ of the Law on Administrative Fees in the amount of \_\_\_\_\_ has been paid and cancelled on the application.

\_\_\_\_\_  
 Signature of Registrar

Form No. 8

Ordinal number	NAME AND SURNAME	year of entry	page	ordinal number of entry	REMARKS