Civil Status Registration

Category: Justice Services
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Written by redpinar
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The Civil Status Registry is a public institution through which the State guarantees the registration of facts and acts related to the civil status of people. They are subordinated to the Provincial Offices of Justice of local organs of People's Power in their respective territories.

It provides the following services:

To register newborns in maternal hospitals before the mother is discharged; presentation is required:

Identity card of the parents and that the address of the mother corresponds with the province where the birth occurs. If this last condition is not met, the registration will be made later in the Civil Registry of the locality where the mother resides.

Issue certificates based on the entries in any of the registry offices located in the national territory and the refusals resulting from them. They are classified in:

Extract.

Literals (exceptionally issued).

To issue certifications of Legal Capacity of Cubans residing in the national territory to formalize marriage with foreigners. It is a personal procedure.

It is requested in the place where the inscription is made or where the promoter resides.

Files of registry errors or omissions in the place where the registration works or where the promoter resides. The interested parties must present before the Registry

Identity card, Application letter, Certification where the error is stated and Probative documents that justify their claim.

Expedients of change, addition, modification or suppression of names and/or surnames. The promoter will contribute:

Identity card, Application letter, Birth certificate, Marriage certificate, Birth certificates for children, Criminal record certificate, Sworn statement before a notary public and Probative documents.

Notes: In order to authorize the change, addition, modification or suppression of names and/or surnames, it will be required that the person proves to be socially known by the names or surnames requested, or when those that conform to words with characteristics uncommon to the generality of those used socially, or that facts, objects, animals or things are identified with them.

If the change, addition, modification or suppression of names and/or surnames is to a minor, both parents must give their authorization.

Record of late birth registration. The promoter will present:

Identity card, Application letter, Negative certificate of birth, Sworn statement before a notary public,

Probative documents and medical expert's report certifying your approximate age.

Record of registration of marriage out of term. The promoter will

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present:
Identity card, Written application, Authorized copy of the document by which the act was formalized and any other document or proof admitted in right and negative certification of marriage.
Expedient of inscription of death out of term. The promoter will present:
Identity card, application letter, medical certificate of death if it exists, certificate of the place where the body was buried or cremated, statement of two witnesses who have seen or found the body or witnessed the death, negative death certificate and any documentary evidence admitted in law.
Affidavit for registration. It will be requested the presentation of the identity card of the applicant and of the witnesses, according to their case.
Recognition of filiation from parents to children.
It will be presented:
Identity card of the mother and father, Affidavit of both parents before the registrar or notary. In the case of Cubans residing abroad or foreigners, they must accredit the notarized deed of recognition and the document issued by the Directorate of Immigration and Aliens, accrediting the dates of entry and exit of such persons from the country.
Formalization of marriage. The bride and groom will contribute to the registrar:
Identity card, document accrediting marital status, in the case of a certified medical woman if 300 days have not elapsed after the dissolution of the marriage bond, Special Power if it is a proxy, parental authorization in the case of minors, before a Notary or Registrar.

Service hours: Monday to Thursday from 8:00AM to 5:30 PM
Friday from: 8:00 to 4:30 PM
Place of application: Municipal Directions of Justice of each territory
Resolution No 251 of 1 December 2015 of the Minister of Justice
Establishes the following terms for the operation and provision of the services of the Civil Status Registries:
1. Registration:
a) Birth to 2 days
b) marriage and death 1 day
c) marginal notes up to 3 days
2. Notifications to registries and courts:
a) Resolutions issued up to 3 days
b) Marginal notes completed up to 5 days
3. Files of:
a) Correction of error, omission or addition up to 5 days
b) Change, modification, deletion of names or surnames has up to 5

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days
c) Late registration up to 5 days
d) Registration of religious marriage up to 5 days
(e) Reconstruction or re-registration of seats for up to 5 days
4. Formalization of marriage: up to 5 days or according to agreement of the parties.
5. Other events:
(a) Refusal of recognition of filiation for up to 2 days
(b) Refusal of the name on the model registration application for up to 2 days
c) Refusal of registration requests for up to 2 days
d) Take statements up to 2 days
6. Issuance of Civil Status Registry certifications:
a) If the entry is from the registry itself and is in the SIREC up to 2 days
(b) If the entry is from the register itself for up to 5 days
c) If the seat is from another registry of the province or outside this and has connection up to 7 days If the seat is from another registry of the province or outside this and has no connection up to 15 days If the seat is from another registry of the province or outside this and has no connection up to 15 days
The terms set forth herein are counted in days