

MINIMUM REQUIREMENTS FOR RGO APPLICATIONS
NGAAHI FIEMA'U KI HE NGAAHI KOLE KI HE 'OFISI 'O E FAILEISISITA SENIALE

1. APPLICATION ARISING OUT OF DAMAGED RECORDS OR PERMANENTLY LOST RECORD FROM THE VITAL STATISTICS OFFICE

12.1 MISSING PARTICULARS

O.H.M.S

- Application form signed by applicant and registry clerk assisting
- Affidavit in support by applicant
- Incomplete birth or death certificate
- Supporting evidence in the form of a passport, marriage certificate, national ID, old affidavit sworn by parents as to birth particulars of holder or other official document

NB: Applicant is to be assisted by staff of RGO, free of charge

1. NGAAHI TOHI KOLE KO E 'UHI KO E MAUMAU PE PULI 'A E NGAAHI LEKOOTI MEI HE 'OFISI 'O E FAILEISISITA SENIALE

1.1 PULI 'A E NGAAHI FAKAMATALA

O.H.M.S

- Tohi kole 'a e tokotaha kole pe ko e ongo matu'a kapau 'oku 'i lalo he ta'u 16 pea tokoni kiai 'a e kau kalake 'o e 'Ofisi Faileisisita Seniale
- Fuakava pou pou 'a e tokotaha kole
- Tatau 'o e tohita'u/pekia/mali 'oku 'ikai kakato
- Ngaahi fakamatala fakamo'oni kehe hange ko e paasipooti, tohi mali, ID fakafonua, fuakava motu'a 'a e ongomatu'a 'o e tokotaha 'oku 'a'ana 'a e tohi ta'u/pekia/mali pea ngaahi pou pou kehe pe.

Fakatokanga'i ange ko e ngaahi tohi kole ni 'e tokoni kiai 'a e kau ngaue 'o e 'Ofisi 'o e Faileisisita Seniale, 'ikai ha totongi kiai.

2. RECORDS LOST DUE TO NATURAL DISASTER (Tsunami – NTT 2009 or Volcanic Eruption – NF 1946) OR ACCIDENT (Office Fire – Niua 1980s)

O.H.M.S

- Application form by certificate holder or parents (in cases of minors)
- Affidavit in support
- Letter from town officer
- Any hospital record/ passport/ police record/ land holding record/ church records/ national Id. Etc which survived or had been transferred to Tongatapu prior to disaster
- Marriage Certificate or children's birth certificates if available

Nb: Appropriateness of fees apply depends on period when birth/death/marriage occurred and applicant is to be assisted by staff of RGO, free of charge

2. NGAAHI LEKOOTI KUO MAUMAU'I 'E HE NGAAHI FAKATAMAKI FAKAENATULA (Peau Kula – NTT 2009, Puna e Mo'unga Afi – NF 1946) PE VELA (Vela – Niua 1980)

O.H.M.S

- Tohi kole pe mei he ongomatu'a 'o e tokotaha 'oku 'a'ana 'a e tohi ta'u/pekia/mali pe ko e tokotaha pe 'oku 'a'ana 'a e tohi ta'u/pekia/mali
- Fuakava pou pou
- Tohi mei he 'ofisa kolo
- Ngaahi fakamatala pou pou 'o hange ko e lekooti fakafalemahaki/ paasipooti/ polisi lekooti/ lekooti siasi/ ID fakafonua etc. pe ko ha ngaahi lekooti kuo 'osi 'omai ki Tongatapu ni kimu'a pea hoko 'a e fakatamaki fakaenatula
- Tohi mali pe tohita'u 'a e fanau kapau 'oku 'iai

3. APPLICATION TO WAIVE REQUIREMENT TO PRODUCE ORIGINAL DOCUMENT

FEE: \$16

Decision maker: Registrar General

(Where the original documents required cannot be produced in any RGO applications or in an application to obtain a license to marry)

- Application letter
- Affidavit in support
 - Why original document cannot be produced
 - Undertake to produce original document in six weeks' time and to pay bond of TOP\$150
 - Understand that failure to produce original would result in forfeiture of bond paid to RGO
 - Confirm that the photocopy is a true and correct copy of the original
- Copy of document where available
- Original Passport in lieu of birth certificate
- Pay TOP\$150 as bond

3. TOHI KOLE KE FAKATATAFE 'A E NGAHI FIEMA'U KIHE TATAU MO'ONI (ORIGINAL) KAE NGAUE'AKI PE 'A E TATAU (COPY)

TOTONGI: \$16

Faitu'utu'uni: Failesisita Seniale

(‘Oku ngaue’aki eni ki he taimi koia ‘oku ‘ikai ma’u ai ‘a e tatau mo’oni (original) ki ha fa’ahinga tohi kole pe ki he ‘Ofisi ‘o e Failesisita pe ko e kole ke ma’u ‘a e laiseni ke fai ‘a e mali)

- Tohi kole
- Fuakava poupou
 - ‘Uhinga ‘oku ‘ikai ma’u ai ‘a e tatau mo’oni (original)
 - Fakapapau ke ma’u mai ‘a e tatau mo’oni ‘i loto he uike ‘e 6 pea totongi mo e malu’i TOP\$150
 - Mahino’i ka ‘ikai ma’u mai ‘a e original ‘i loto he uike ‘e 6 ‘oku mole leva e totonu ke fakafoki atu ‘a e malu’i pea mole leva kihe ‘Ofisi ‘o e Failesisita Seniale ‘a e pa’anga koia
 - Fakapapau ko e tatau (copy) koe tatau mo’oni pe ia mo totonu ‘o e tatau mo’oni (original)
- Tatau (copy) ‘o e pepa pe tohi fakamo’oni
- Tatau mo’oni ‘o e paasipooti kapau ‘oku ‘ikai ma’u ‘a e tatau mo’oni ‘o e tohita’u
- Totongi mo e malu’i TOP\$150