

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

**A. BIRTHS**

**1. LATE REGISTRATION OF LEGITIMATE BIRTHS (minors – under 18 years) FEE: \$16**

*Decision maker: Sub-registrar*

- Application letter by either parent
- Affidavit in support by parent applying (*Drafted by a lawyer*)  
***Must include the following:***
  - Full name of child, date of birth, place of birth, gender
  - Full name of parents and places of birth
  - Date of marriage of parents
  - How many children/ what number is the child/name and date of birth of child immediately older and younger (if any)
  - What level in school (if still in school)
  - Date of Baptism/Blessing (if any, if not, please state)
  - Reason for failure to register on time
- Original Marriage certificate of parents
- Original Birth certificate of child's immediate older and younger siblings (if any)
- Certificate of Live Birth (original or re-issued)
- Certificate of Baptism (if any – if child has not been baptized, must be stated on affidavit or Church Membership record to be filed instead)
- Search fee receipt from RGO - \$10
- Supporting letter from town officer or reliable source
- Supporting letter from school (if child has started school) or employment (if subject has work)
- Additional information which may be lodged in support such as Immunization record or hospital records

**1) LESISITA TOMUI 'O HA FA'ELE MALI (Fanau iiki 'i lalo hifo he ta'u 18) TOTONGI: \$16**

**FAITU'UTU'UNI: Tokoni Failesisita**

- Tohi kole mei ha taha 'o e ongo matu'a
- Fuakava pou pou (*teuteu'i 'e he loea*)  
***Kuo pau ke fakaha ai eni:***
  - Hingoa kakato 'o e tokotaha ke lesisita, 'aho fa'ele'i, feitu'u'i ne fa'ele'i ai, tangata pe fefine
  - Hingoa kakato 'o e ongo matu'a mo hona feitu'u na'e fa'ele'i ai kinua
  - 'Aho mali 'o e ongomatu'a
  - Fanau 'e toko fiha/ fika fiha 'ae tokotaha ke lesisita/ hingoa moe 'aho fa'ele'i 'o e tokotaha lahihake pe si'ihifo ('okapau 'oku 'iai)
  - Kalasi/Foomu 'oku 'iai (kapau 'oku ako)
  - 'Aho papi/tapuaki (kapau 'oku 'iai, kapau 'ikai pea fakaha)
  - 'UHINGA na'e tomui ai hono lesisita 'o e tokotaha ke lesisita
- Tatau mo'oni (original) 'o e Tohi mali 'o e ongo matu'a

- Tatau mo'oni (original) 'o e Tohi ta'u 'o e tokotaha lahi hake mo si'i hifo 'i he tokotaha ke lesisita (kapau 'oku 'iai)
- Tohi mei falemahaki (original pe koe re-issue)
- Tohi papi
- Tali totongi kumi mei he 'Ofisi 'o e Failesisita Seniale - \$10
- Tohi poupou mei he 'ofisa kolo pe ko ha taha falala'anga
- Tohi poupou mei he 'apiako (kapau 'oku 'osi ako) pe ngaue (kapau 'oku 'osi ngaue 'ae tokotaha ke lesisita)
- Fa'ahinga fakamatala pe 'e lava ke tokoni mo poupou ki he tohi kole hange koe saati etc.

**2. LATE REGISTRATION OF LEGITIMATE BIRTHS (adults – 18 years and over) FEE: \$16**

*Decision maker: Sub-registrar*

- Application letter by subject himself or herself
- Affidavit in support by subject (*drafted by a lawyer*)
  - Must include the following:**
    - Full name of subject, date of birth, place of birth, gender
    - Full name of parents and places of birth
    - Date of marriage of parents
    - How many sibling/ what number is subject/ name and date of birth of child immediately older and younger (if any)
    - Reason for failure to register in time
    - Why application is only being made now
- Original Marriage certificate of parents
- Original Birth certificate of subject's older or younger siblings (if any)
- Certificate of Live Birth (original or re-issued)
- Certificate of Baptism
- Search fee receipt from RGO - \$10
- Two of the following: Supporting letter from town officer, passport, national ID, employment record, marriage certificate etc.

**2) LESISITA TOMUI 'O HA FA'ELE MALI (ta'u 18 ki 'olunga)TOTONGI: \$16**

**FAITU'UTU'UNI: Failesisita Tokoni**

- Tohi kole mei he tokotaha ke lesisita tomui
- Fuakava poupou 'o e tokotaha kole (*teuteu'i 'e he loea*)
  - Kuo pau ke fakaha ai eni:**
    - Hingoa kakato 'o e tokotaha ke lesisita, 'aho fa'ele'i, feitu'u na'e fa'ele'i ai, tangata pe fefine
    - Hingoa kakato 'o e ongo matu'a mo e feitu'u na'e fa'ele'i ai kinaua
    - 'Aho mali 'o e ongo matu'a
    - Tokofiha e fanau, fika fiha ai e tokotaha ke lesisita / hingoa moe 'aho fa'ele'i 'o e tokotaha lahi hake moe si'i hifo ('okapu 'oku 'iai)
    - 'Uhinga ne tomui ai hono tohi 'o e tokotaha ke lesisita
    - 'Uhinga ku toki fai ai e tohi kole he taimi ni
- Tatau mo'oni(original) 'o e Tohi mali 'o e ongo matu'a

- Tatau mo'oni (original) 'o e Tohi ta'u 'o e tokotaha lahi hake mo si'i hifo 'i he tokotaha ke lesisita (kapau 'oku 'iai)
- Tohi mei falemahaki (original pe koe re-issue)
- Tohi papi (kapau 'oku te'eki ai ke papi pea fakaha he fuakava 'oku te'eki ai papi ke lesisita)
- Tali totongi kumi mei he 'Ofisi 'o e Failesisita Seniale - \$10
- Ha ua 'o e ngaahi me'a ni: Tohi poupou mei he 'ofisa kolo, paasipooti, ID fakafonua, tohi mali, lekooti ngaue etc.

### **3. LATE REGISTRATION OF ILLEGITIMATE BIRTHS**

**FEE: \$16**

***Decision maker: Sub-registrar***

- Application letter by mother or if mother has abandoned child or is incommunicable, by care-giver or head of household or owner of premises where birth occurred as stated by law
- Affidavit in support by applicant (*drafted by a lawyer*)
  - Must include the following:***
    - Full name of subject, date of birth, place of birth, gender
    - Full name of mother and place of birth
    - Declare conjugal or marital status of mother when child was born
    - Name of father (if known)
    - Reason for failure to register in time
- Search fee receipt from RGO - \$10
- Certificate of Live Birth (original or re-issued)
- Certificate of Baptism or Church membership record
- Letter from town officer or another reliable source eg. National ID, passport for additional confirmation only

### **3) LESISITA TOMUI 'O HA FA'ELE TA'EMALI**

**TOTONGI: \$16**

**FAITU'UTU'UNI: Failesisita Tokoni**

- Tohi kole mei he fa'e pea kapau kuo li'aki mai 'ehe fa'ee pea 'ikai 'ilo e feitu'u ku 'iai, mei he tokotaha 'oku ne tauhi pe koe 'ulu 'oe 'api 'aia na'e fa'ele'i ai 'o hange koia 'oku ha he Lao
- Fuakava poupou 'a e tokotaha kole (*teuteu'i 'e he Loea*)
  - Kuo pau ke fakaha ai eni:***
    - Hingoa kakato 'o e tokotaha ke lesisita, 'aho fa'ele'i, feitu'u ne fa'ele'i ai, tangata pe fefine
    - Hingoa kakato 'o e fa'ee moe feitu'u ne fa'ele'i ai
    - Fakaha pe na'e mali pe ta'emali 'a e fa'e he taimi na'e fa'ele'i ai e tokotaha ke lesisita
    - Hingoa 'o e tamai (kapau 'oku 'ilo)
    - 'Uhinga ne tomui ai hono lesisita 'o e tokotaha ke lesisita
- Tohi mei falemahaki (original pe koe re-issue)
- Tohi papi (kapau 'oku te'eki ai ke papi pea fakaha he fuakava 'oku te'eki ai papi e tokotaha ke lesisita)
- Tali totongi kumi mei he 'Ofisi 'o e Failesisita Seniale - \$10

- Tohi poupou mei he 'ofisa kolo pe ko ha tokotaha falala'anga pe fakamatala falala'anga eg. ID fakafonua, paasipooti etc.

#### **4. MARRIED WOMAN REGISTERING ILLEGITIMATE CHILD WHERE BIRTH OCCURRED WITHIN NINE MONTHS OF DIVORCE DECREE**

**FEE: \$16**

***Decision maker: Registrar General***

- Letter of application by mother of subject child (biological father may be joined to the application if he intends to register child)
- Affidavit in support by mother (and biological father if joined) – *drafted by a lawyer*  
***Must include the following:***
  - Declaration by mother that there were no access between her and husband
  - Confirm that child is not husband's biological child
  - Name of biological father
- Affidavit from husband denying paternity (if available)
- Certificate of Live Birth from hospital (original or re-issued)
- Certificate of baptism or church membership record (if any)
- Decree Absolute (original)

#### **4. FEFINE MALI KE LESISITA TA'E MALI HA LEKA NA'E FANAU'I 'I LOTO 'I HE MAHINA 'E HIVA 'O E TOHI VETE**

**TOTONGI: \$16**

***Faitu'utu'uni: Failesisita Seniale***

- Tohi kole mei he fa'e 'o e tokotaha ke lesisita (fakakau 'a e tamai kapau 'oku taumu'a ke ne lesisita 'a e tokotaha ke lesisita)
- Fuakava poupou 'o e fa'e (mo e tamai kapau 'oku kau he tohi kole) – *teuteu'i 'e he Loea*  
***Kuo pau ke fakaha ai eni:***
  - Fakamo'oni fakapapau na'e 'ikai toe nonofo 'a e fa'ee mo e husepaniti
  - Fakamo'oni 'oku 'ikai ko e tamai fakanatula 'o e tokotaha ke lesisita 'a e husepaniti
  - Fakaha e hingoa 'o e tamai
- Fuakava mei he husepaniti 'o fakamo'oni ai 'oku 'ikai ko e tamai ia 'o e leka (kapau 'e ma'u)
- Tohi Certificate of Live Birth mei Falemahaki (original or re-issued)
- Tohi papi pe lekooti siasi ('oka ma'u)
- Tohi Vete (tatau mo'oni – original)



## **5. LEGITIMATION**

**FEE: \$16**

***Decision maker: Sub-registrar***

## **5. LILIU MALI**

**TOTONGI: \$16**

***Faitu'utu'uni: Tokoni Failesisita***

### **5.1 LEGITIMATION [Minors – under 21 years old]**

#### ***Legitimacy Act, Section 11 of the Registrar General's Births and Deaths Regulations***

- Joint application by parents
- Affidavit in support by parents (*drafted by a lawyer*)
  - Must include the following:***
    - Details of subject child's birth
    - Details of applicants' marriage
    - where father was domiciled at date of marriage
    - neither parent was married to a third party when subject child was born
    - whether or not surname to be changed upon being re-registered
- Original Birth certificate of child to be legitimated
- Original Marriage certificate of parents
- If either or both parents were divorced; the divorce decrees (original)
- Supporting letters from town officer or church minister
- \$1.50 fee for late legitimation (penalty for late registration if not within three months of date of marriage)

### **5.1 LILIU MALI ['i lalo hifo he ta'u 21]**

#### **Lao ki he Liliu Mali, Kupu 11 'o e Ngaahi Tu'utu'uni 'a e Failesisita Seniale ki he Fa'ele mo e Pekia**

- Tohi kole mei he ongomatu'a (pau pe kena kau fakatoloua)
- Fuakava pou pou 'a e ongomatu'a (*teuteu'i 'e he Loea*)
  - Kuo pau ke fakaha ai eni:***
    - Ngaahi fakaikiiki ki hono fanau'i 'o e tokotaha ke liliu mali
    - Ngaahi fakaikiiki ki he mali 'a e ongomatu'a
    - Feitu'u na'e nofo'anga ma'u ai'a e tamai he 'aho na'a na mali ai
    - Fiema'u ke liliu 'a e fakaiku 'o e tokotaha ke liliu mali he taimi 'a hono toe lesisita
- Tatau mo'oni (original) 'o e tohita'u 'o e tokotaha ke liliu mali
- Tatau mo'oni (original) 'o e tohi mali 'a e ongomatu'a
- Kapau na'e 'uluaki mali 'a e taha 'o e ongomatu'a kimu'a pea toki mali ko eni, 'omai 'a e tatau mo'oni 'o e tohi vete ki he mali koia
- Tohi pou pou mei he 'ofisa kolo pe faifekau
- \$1.50 ke totongi ko e mo'ua ia ki he tomui 'o e liliu mali (kapau 'oku 'ikai fai 'a e liliu mali ko eni ' iloto he mahina 'e 3 mei he mali 'a e ongomatu'a)

## 5.2 LEGITIMATION [Adults – 21 years and over]

### Section 9 of the Legitimacy Act, Section 11 of the *Registrar General's Births and Deaths Regulations*

- Application letter by applicant
- Affidavit in support by applicant (refer to section 9 of Legitimacy Act and section 11 (3) of the Registrar General's Births and Deaths Regulations for details) – *drafted by a lawyer*
- Original Birth certificate of applicant
- Original Marriage certificate of parents
- If either or both parents were divorced; the divorce decrees (original)
- Supporting letters from town officer or church minister
- \$1.50 fee for late legitimization

## 5.2 LILIU MALI [KAKAI LALAHI – ta'u 21 ki 'olunga]

### Kupu 9 'o e Lao ki he Liliu Mali, Kupu 11 'o e Ngaahi Tu'utu'uni 'a e Failesisita Seniale ki he Fa'ele mo e Pekia

- Tohi kole mei he tokotaha ke liliu mali
- Fuakava pou pou 'a e tokotaha ke liliu mali (vakai ki he Kupu 9 'o e Lao ki he Liliu Mali pea mo e kupu 11 (3) 'o e Ngaahi Tu'utu'uni 'ae Failesisita Seniale ki he Fa'ele mo e Pekia ki he ngaahi fakaikiiki) – *teuteu'i 'e he Loea*
- Tatau mo'oni (original) 'oe tohita'u 'o e tokotaha ke liliu mali
- Tatau mo'oni (original) ('o e tohi mali 'o 'ene ongo matu'a
- Kapau na'e 'uluaki mali 'a e taha 'o e ongomatu'a kimu'a pea toki mali ko eni, 'omai 'a e tatau mo'oni 'o e tohi vete ki he mali koia
- Tohi pou pou mei he 'ofisa kolo pe faifekau
- \$1.50 ke totongi ko e mo'ua ia ki he tomui 'o e liliu mali (kapau 'oku 'ikai fai 'a e liliu mali ko eni ' iloto he mahina 'e 3 mei he mali 'a e ongomatu'a)

**6. APPLICATION TO ADD FATHER'S NAME ON TO A BIRTH CERTIFICATE**

**FEE: \$16**

***Decision maker: Registrar General***

- Application by either father or mother or joint
- Affidavit by father (*drafted by a lawyer*)
  - Identifying subject child (just details of birth certificate and mother)
  - Admitting paternity and citing reason for non-attendance at original registration
  - Why application is only made now
- Affidavit by mother (*drafted by a lawyer*)
  - Birth details of subject child
  - Confirming male applicant is indeed the father and her consent that he should be registered accordingly
  - Mother's marital status at time of conception and birth
  - Stating reason why father was not able to attend at time of registration (if known to her)
- Original Birth certificate of subject child
- Original Birth certificate or passport of father (to show his place of birth a requirement for registration)
- Consent of child if over 16

**6. TOHI KOLE KE FAKAHU 'A E HINGOA 'O E TAMAI KI HA TOHITA'U**

**TOTONGI: \$16**

***Faitu'utu'uni: Failesisita Seniale***

- Tohi kole mei ha taha pe 'o e ongo matu'a pe fakatoloua
- Fuakava poupou 'a e tamai (*teuteu'i 'e he Loea*)
  - Fakaha ai e ngaahi fakaikiiki 'o e tohita'u 'oku kole ke fakahu ai e hingoa 'o e tamai
  - Fakamo'oni ko e tamai fakanatula pe ia pea mo e 'uhinga na'e 'ikai ke 'iai ai he lesisita 'o e tokotaha 'oku kole ke fakahu ai e hingoa 'o e tamai
  - Ko e ha 'uhinga ku toki fakahu ai e tohi kole he taimi ni
- Fuakava poupou 'a e fa'e (*teuteu'i 'e he Loea*)
  - Ngaahi fakaikiiki ki hono fanau'i 'o e tokotaha 'oku ha'ana 'ae tohita'u
  - Fakapapau mai koe tamai fakanatula pe ia 'a e tokotaha 'oku ha'ana 'a e tohita'u
  - Na'e mali pe ta'emali 'a e fa'e he taimi ko eni ne fanau'i ai 'a e tokotaha 'oku ha'ana 'a e tohita'u
  - Ko e ha 'uhinga na'e 'ikai kau ai e tamai 'i hono lesisita 'o e tokotaha ko eni 'oku ha'ana 'a e tohita'u (kapau 'oku 'iai ha'ane 'ilo kiai)
- Tatau mo'oni (original) 'o e tokotaha ha'ana 'a e tohita'u
- Tatau mo'oni (original 'o e tohita'u pe paasipooti 'o e tamai ('oku 'asi ai 'a e feitu'u na'e fa'ele'i ai ke lesisita)



## **7. REGISTRATION OF TONGAN BIRTHS OCCURRING BOARD**

**FEE: \$16**

***Nationality Act, section 7 of the Registrar General's Births and Deaths Regulations***

***Decision maker: Sub-registrar***

- Letter of application by either parent in legitimate cases or mother in illegitimate cases (where these people are not in Tonga they may authorize someone in writing in Tonga to act on their behalf)
  - Affidavit of applicant
- Must include the following:***
- Marital status of mother at time of birth
  - Nationality of mother/father at time of birth
  - Relationship to or connection with the person the subject of the registration
  - Whether child is a natural child of the parent/s
  - How many children/what number is the child
  - Believes that the certificate produced to be genuine and its contents true
- Original Tongan passport of mother or father
  - Original Foreign birth certificate of subject child
  - Original Marriage certificate of parents where child was born legitimate
  - Original Certificate of Naturalization where applicable
  - Written consent of child (over 16 age) – *if applicant is child's parent/s*
  - Photocopy of foreign passport bio-data - child (over 18 age)
  - Letter of authorization where applicable (MUST BE NOTARIZED OR WITNESSED BY JP)

## **7. LESISITA 'O E FA'ELE MULI**

***Lao ki he Kakai 'o e Fonua, kupu 7 'o e Ngaahi Tu'utu'uni 'a e Failesisita Seniale ki he Fa'ele mo e Pekia***

**TOTONGI: \$16**

***Faitu'utu'uni: Tokoni Failesisita***

- Tohi kole mei ha taha 'o e ongo matu'a 'okapau ko e leka mali pe ko e fa'e kapau ko e tokotaha ta'e mali ke lesisita (Kapau 'oku 'i muli 'a e ongomatu'a pe fa'e, 'e lava pe ke fakamafai'i mai ha taha 'i Tonga ni ke ne fakahu e tohi kole)
  - Fuakava pou pou 'a e tokotaha kole (*teuteu'i 'e he Loea*)
- Kuo pau ke fakaha ai eni:***
- Na'e mali pe te'eki ai mali 'a e fa'e he taimi 'o hono fa'ele'i 'a e tokotaha ke lesisita
  - Tangata'i fonua 'o e tamai/fa'e he taimi 'o e fanau'i 'o e tokotaha ke lesisita
  - Tu'unga 'oku ne pehe ai ko e Tangata'i fonua Tonga 'a e tokotaha ke lesisita
  - Fekau'aki pe kainga mo e tokotaha ke lesisita

- Ko e tokotaha ke lesisita koe tamasii/ta'ahine totonu 'a e ongomatu'a
- Tokofiha e fanau/fika fiha 'a e tokotaha ke lesisita
- Tui 'oku totonu mo mo'oni 'a e ngaahi tohi fakamo'oni na'e 'omai
- Tatau mo'oni (original) 'o e paasipoti Tonga 'o e tamai pe fa'e
- Tatau mo'oni (original) 'o e tohita'u muli 'o e leka
- Tatau mo'oni (original) 'o e tohi mali 'a e ongomatu'a kapau ko e leka mali
- Tatau mo'oni (original) 'o e tohi liliu kakai (naturalization)
- Tohi 'o e leka 'oku loto ke lesisita ia 'i Tonga ni (kapau ku 'ova hono ta'u motu'a he 16) – *'okapau koe tokotaha kole koe fa'e/tamai ia 'a e tokotaha ke lesisita*
- Tatau (copy) 'o e paasipooti muli 'o e leka (bio-data) – *'okapau kuo hoko hono ta'u 18 pe lahi ange*
- Tohi fakamafai (KUOPAU KE FAKAMO'ONI 'IMU'A 'I HA LOEA, JP PE NOTARY PUBLIC)

**8.APPLICATIONS TO TRANSFER BIRTH REGISTRATION FROM NON-TONGAN TO TONGAN BIRTH REGISTERS**

**FEE: \$16**

***Decision maker: Registrar General***

**Section 13 and 14 of the Registrar General's Births and Deaths Regulations**

- Letter of application by birth certificate holder his/her counsel or authorized agent
- Affidavit of support by birth certificate holder (refer to section 14 of Regulations) – *drafted by a lawyer*
  - place and date of birth of the applicant;
  - place and date of birth of the applicant's mother and father if known;
  - the place or places where the applicant's birth was registered and the reasons why;
  - the reasons why the applicant considers his birth should be registered in the Tongan Register.
- Written consent for agent to lodge application where appropriate (must be notarized/witnessed by JP/Notary Public etc.)
- Birth certificate and Tongan passport of either parent who is Tongan
- Marriage certificate of parents
- Documentary evidence as to naturalization where applicable

**8. TOHI KOLE KE HIKI E LEKOOTI 'O E FA'ELE MEI HE LESISITA 'O E 'IKAI TANGATA'I FONUA TONGA KI HE LESISITA 'O E TANGATA'I FONUA TONGA**

**TOTONGI: \$16**

***Faitu'utu'uni: Failesisita Seniale***

**Kupu 13 mo e 14 'a e Ngaahi Tu'utu'uni 'a e Failesisita Seniale ki he Fa'ele mo e Pekia**

- Tohi kole mei he tokotaha 'oku 'a'ana 'ae tohita'u pe ko e loea pe ko e tokotaha kuo fakamafai'i
- Fuakava poupu 'a e tokotaha kole (vakai ki he kupu 14 'o e Ngaahi Tu'utu'uni) – *teuteu'i 'e he Loea*
  - feitu'u mo e 'aho na'e fa'ele'i ai 'a e tokotaha 'oku 'a'ana e tohita'u
  - feitu'u mo e 'aho na'e fa'ele'i ai 'a e ongomatu'a 'o e tokotaha 'oku 'a'ana 'a e tohita'u
  - feitu'u na'e lesisita ai 'a e fa'ele'i 'o e tokotaha 'oku 'a'ana 'a e tohita'u mo e 'uhinga
  - ngaahi 'uhinga 'oku pehe ai 'e he tokotaha 'oku totonu ke hiki 'a e lesisita fa'ele ki he Lesisita 'oe Tangata'i Fonua Tonga.
- Tohi fakamafai'i 'o e tokotaha ke ne fakahu 'a e tohi kole 'oka fiema'u (kuo pau ke fakamo'oni 'i mu'a 'i ha loea/JP/Notary Public)
- Tatau mo'oni 'o e Tohi ta'u mo e paasipooti Tonga 'o e taha he ongomatu'a 'oku tangata'i fonua Tonga
- Tatau mo'oni 'o e tohi mali 'o e ongo matu'a 'o e tokotaha 'oku 'a'ana 'a e tohita'u

## **9. AMENDMENT OF PARTICULARS ON BIRTH CERTIFICATE**

**FEE: \$16**

***Decision maker: Registrar General***

### ***Section 8 of Registrar General's Births and Deaths Regulations***

- Application letter by counsel or birth/death certificate holder or authorized agent
- Affidavit of birth certificate holder or authorized agent (*drafted by a lawyer*)
  - Grounds for amendment
  - State authority to amend – refer to section 8 (5) of the Regulations 2016 Revised Edition (where there is a clerical error)
- Letter of authorization agent (must be notarized)
- Consent of birth certificate holder if over 16
- Original Birth certificate of subject
- Documentary evidence to prove clerical error made

## **9. FAKATONUTONU KI HE TOHI TA'U**

**TOTONGI: \$16**

***Faitu'utu'uni: Failesisita Seniale***

### ***Kupu 9 'o e Ngaahi Tu'utu'uni 'a e Failesisita Seniale ki he Fa'ele mo e Pekia***

- Tohi kole mei he tokotaha 'o ku ha'ana 'a e tohita'u pe tohi pekia pe ko e tokotaha kuo ne fakamafai'i pe ko 'ene loea
- Fuakava pou pou mei he tokotaha 'oku ha'ana e tohita'u pe tohi pekia pe koe tokotaha kuo fakamafai'i (*teuteu'i 'e he Loea*)
  - Fakaha ai 'a e ngaahi makatu'unga ki he fiema'u ke fakatonutonu
  - Ko fe 'a e mafai ke fai 'aki e fakatonutonu – vakai ki he kupu 8 (5) 'o e Ngaahi Tu'utu'uni 2016 Revised Edition (kapau koe fehalaaki 'a e kalake)
- Tohi fakamafai kapau 'oku fakamafai'i ha taha (kuo pau ke fakamo'oni 'i mu'a 'i ha Notary Public pe JP)
- Tohi mei he tokotaha 'oku 'ai ke fakatonutonu 'ene tohita'u 'oku loto ki he fakatonutonu
- Tatau mo'oni 'o e tohitau 'oku 'ai e fakatonutonu
- Ngaahi fakamo'oni ke pou pou ki ha fehalaaki 'a e kalake

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

**10.1 MISSING PARTICULARS**

**O.H.M.S**

- Application form signed by applicant and registry clerk assisting
- Affidavit in support by applicant (*drafted by RGO staff*)
- 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*

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

**10.1 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 Failesisita Seniale
- Fuakava pou pou 'a e tokotaha kole (*teuteu'i 'e he taha kau ngaue RGO*)
- 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 Failesisita Seniale, 'ikai ha totongi kiai.*

**11. 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 (*drafted by RGO staff*)
- 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

**11. 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 (*teuteu'i 'e he taha kau ngaue RGO*)
- 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