

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

B. DEATH

1. LATE REGISTRATION OF DEATH

FEE: \$16

Decision maker: Sub-registrar

- Letter of application by next of kin or immediate family member (due authorization from next kin for any other relative or person to act – must be notarized) or by lawyer (acting on behalf of the true applicant where he is personally appointed)
- Affidavit in support by applicant (*drafted by a lawyer*)
Must include the following:
 - Name of deceased, age and place of death
 - Was deceased married? Is widow alive? How many children?
 - Relationship of applicant to deceased
 - Denomination and Minister officiating at burial
 - Confirmation info provided is first hand i.e. applicant attended the funeral (if not, affidavit from someone who attended the funeral is needed)
 - Reason for failure to register on time
- Search fee receipt from RGO
- Original Death Certificate from Hospital (or leave from RG to use photocopy from Hospital Records Office – separate application/separate fee refer to below)
- Letter from Church Minister confirming that s/he had conducted the funeral service for deceased (In the absence or death of Church Minister, an official letter from Church will be acceptable)

1. LESISITA TOMUI 'O HA PEKIA

TOTONGI: \$16

FAITU'UTU'UNI: Failesisita Tokoni

- Tohi kole mei he kainga ofi taha (tohi fakamafai mei he kainga ofi taha ki ha taha 'o e famili pe ha taha pe ke fakahu e tohi kole – kuo pau ke fakamo'oni 'i mu'a 'i ha Justice of Peace pe Notary Public) pe ko e loea ('oku fakamafai' i 'e he kainga ofi taha)
- Fuakava pou pou 'o e tokotaha kole (*teuteu'i 'e he Loea*)
Kuo pau ke fakaha ai eni:
 - Hingoa 'o e pekia, ta'u motu'a, feitu'u na'e malolo ai
 - Na'e mali e pekia? Kei mo'ui e uitou? Tokofiha e fanau?
 - Felave'i 'o e tokotaha kole ki he pekia
 - Siasi moe hingoa e faifekau na'a ne malanga'i e me'a faka'eiki
 - Ngaahi fakamatala fakapapau felave'i mo e me'a faka'eiki i.e. na'e 'iai 'i he me'a faka'eiki (ka 'ikai, pea 'omai ha fuakava ha taha na'e 'iai 'i he me'a faka'eiki
 - 'Uhinga na'e tomui ai hono lesisita 'o e pekia
- Talitotongi kumi mei he 'Ofisi 'o e Failesisita Seniale
- Tatau mo'oni 'o e Tohi pekia mei Falemahaki (original) (kapau ko e certified photocopy kuo pau ke 'uluaki kole ki he Failesisita Seniale ke tali ke ngaue'aki e tohi certified photocopy koia – tohi kole kehe/ totongi kehe vakai ki lalo fika 4.1)

- Tohi mei he Faifekau 'o fakapapau mai na'e 'iai 'i he me'a faka'eiki pea ne fakahoko hono malanga'i 'o e me'a faka'eiki (Kapau kuo malolo 'a e Faifekau, 'e tali pe 'a e tohi mei he 'Ofisi 'oe Siasi)

2. LEAVE FROM REGISTRAR GENERAL TO USE PHOTOCOPY OF DEATH CERTIFICATE

FEE: \$16

Decision maker: Registrar General

- Letter of application from person applying to register death
- Affidavit of application (*drafted by a lawyer*)
- Must include the following:***
- Relationship of applicant to the deceased
 - What happened to the original death certificate and verifying that the particulars on the photocopied document are true and correct
 - Whether deceased ever hold a Certificate of Name Registration
- Letter from hospital records office
- Photocopy of death certificate from hospital
- ID for deceased person i.e. National I.D, Passport etc.
- Certificate of Name Registration (where applicable)
- Authorization letter (if applicant is not the next of kin) – must be witnessed by a Justice of Peace or Notarized
- Search fee receipt (for late registration of death)

2. TOHI KOLE KIHA NGOFUA KE NGAUE'AKI 'A E PHOTOCOPY 'O E TOHI PEKIA KE LESISITA 'AKI HA

PEKIA

TOTONGI: \$16

Faitu'utu'uni: Failesisita Seniale

- Tohi kole mei he tokotaha koia 'oku kole ke lesisita 'a e pekia
- Fuakava poupu (*teuteu'i 'e he Loea*)
- Kuopau ke fakaha ai eni:***
- Felave'i 'a e tokotaha kole ki he pekia
 - Ko e ha e me'a na'e hoko ki he tatau mo'oni (original) 'o e tohi pekia pea fakapapau ko e ngaahi fakamatala kotoa 'oku ha he photocopy 'o e tohi pekia 'oku totonu mo mo'oni
 - Na'e 'iai nai ha Tohi Fakamo'oni Lesisita Liliu Hingoa
- Tohi mei falemahaki
- Photocopy 'o e tohi pekia mei falemahaki
- I.D 'oe tokotaha pekia i.e National I.D, Paasipooti etc.
- Tohi Fakamo'oni Liliu Hingoa (kapau 'oku 'oku 'iai)
- Tohi fakamafai ('okapau koe tokotaha kole 'oku 'ikai koe kainga ofi taha ia 'o e pekia) – kuopau ke fakamo'oni 'i mu'a 'i ha Justice of Peace pe Notary Public)
- Tali totongi kumi mei he 'Ofisi 'oe Failesisita Seniale ('okapau koe lesisita tomui)

3. REGISTRATION OF DEATHS OCCURRING ABROAD

FEE: \$16

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

Decision maker: Sub-registrar

- Application from next kin or family members (in cases where there is none in Tonga those listed may authorize someone in Tonga to act on their behalf)
- Affidavit by applicant (*drafted by a lawyer*)

Must include the following:

- State name of deceased, date of death, place of death and nationality
 - Relationship to or connection with the person the subject of the registration
 - Grounds for believing the person was a Tongan
 - Confirm particulars of death certificate produced are true and correct
 - State the name of Church Minister who conducted funeral service
- Original Foreign death certificate for deceased
 - Original Tongan passport of deceased (or letter verifying nationality from immigration)

3. LESISITA 'I TONGA NI HA PEKIA 'I MULI

TOTONGI: \$16

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

Faitu'utu'uni: Faileisita Tokoni

- Tohi kole mei he kainga ofi taha pe ko ha taha 'o e famili (kapau 'oku 'ikai 'i Tonga ni ha taha 'e malava pe ke fakamafai'i mai ha taha 'i Tonga ni ke ne fakahu 'ene tohi kole)
- Fuakava pou pou 'a e tokotaha 'oku kole (*teuteu'i 'e he Loea*)

Kuo pau ke fakaha ai eni:

- Hingoa kakato 'o e pekia, 'aho ne pekia ai, feitu'u ne pekia ai pea mo hono tangata'i fonua
 - Felave'i 'a e tokotaha kole ki he pekia
 - Ngaahi makatu'unga 'oku pehe ai ko e pekia ko e tangata'i fonua Tonga
 - Fakamo'oni ko e ngaahi fakamatala he tohi pekia muli 'oku totonu mo mo'oni
 - Hingoa 'o e Faifekau na'a ne malanga'i e putu pea mo e Siasi
- Tatau mo'oni (original) 'o e tohi pekia muli 'o e pekia
 - Tatau mo'oni (original) 'o e paasipooti Tonga 'o e pekia (kapau 'ikai ma'u pea 'omai ha tohi mei he Immigration Tonga ke fakaha ai e tangata'i fonua 'o e pekia)

4. AMENDMENT OF PARTICULARS ON DEATH CERTIFICATE

FEE: \$16

Decision maker: Registrar General

Section 9 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 9 of the Regulations
- 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

4. FAKATONUTONU KI HE TOHI PEKIA

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 9 'o e Ngaahi Tu'utu'uni
- 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