



MASS REGISTRATION OF PUPILS AND STUDENTS

In March 2014, the Government of Uganda launched the National Security Information System (NSIS) Project to register all citizens of Uganda and issue them with National Identification Numbers and National Identity Cards. The first phase of this project was implemented through a mass enrollment strategy to register citizens aged 16+ years between March 2014 and August 2014 where over 16 million citizens were registered and approximately 14.8 million cards issued to date. The second phase of this strategy was to register citizens aged 0 – 16 Years.

Following the closure of the NSIS Project and the enactment of the Registration of Persons Act 2013, NIRA was established to register all Citizens and aliens in Uganda.

NIRA's Mandate:

The National Identification and Registration Authority (NIRA) was established by the Registration of Persons Act, 2015 and mandated to among other things:

- Create, manage, maintain and operate the National Identification Register
- Register all Citizens of Uganda
- Register all non-citizens of Uganda who are lawfully residents in Uganda
- Register Births, Deaths and Adoption Orders
- Assign a unique National Identification Number to every person registered in the Register and
- Issue National Identification Cards and Aliens Identification Cards.

In fulfillment of its mandate, The National Identification Authority (NIRA) in collaboration with the Ministry of Education and Sports and other stakeholder institutions (Electoral Commission, Ministry of Internal Affairs, Ministry of Finance, Planning and Economic Development, Ministry of Local Government, Ministry of ICT, Uganda Police Force, Uganda People's Defense Forces, Directorate of Immigration and Citizenship Control and Internal Security Organization) are going to undertake a registration exercise of all school going children in all primary, post-primary and secondary schools/institutions in Uganda starting **29th May 2017 to 25th August 2017(School Term II).**

In order to ensure an orderly and efficient exercise, Children will be availed with registration forms with guidelines for registration as they break off for Term I holiday. The children will be expected to return with these forms completed and required documents at the beginning of Term II.

A. THE ROADMAP

SN	ACTIVITY	TIMELINE	PERSONS RESPONSIBLE
1.	Delivery of registration forms to districts	27 th April – 15 th May 2017	NIRA Ministry of Local Government Ministry of Education and Sports
2.	Collection of registration forms from respective districts by heads of schools/ institutions	28 th April – 17 th May, 2017	Ministry of Local Government District Education Officers
3.	Issuance of forms to pupils, students, parents/guardians	2 nd - 19 th May, 2017	Head Teachers Principals Teachers
4.	Completion of forms and requirements	2 nd May - 28 th May, 2017	Pupils/students Parents/guardians Teachers
5.	Commencement of registration	29 th May, 2017	NIRA Pupils/students Teachers
6.	Completion of registration exercise	25 th August, 2017	NIRA Pupils/students Parents/guardians Teachers
7.	Issuance of NINs and NIDs	January 2018	NIRA

In light of this development, all stakeholders including parents, guardians, district leaders and other stakeholders are required to undertake the necessary preparations to facilitate the exercise.

B. REQUIREMENTS FOR REGISTRATION

Parents/guardians:

To enable the registration of their children, parents and guardians shall be required to provide the following:

1. A dully completed registration **Form III**.
2. A copy of the parents' national ID for Ugandan citizens
3. A copy of the parents'/guardian's passport for foreign pupils/students
4. A refugee passport or card for refugee pupils/students

School Management Teams:

School management teams are required to provide a conducive environment for the registration exercise. They shall ensure the following:

1. Registration forms are available at the schools and issued to the children or parents/guardians at the end of the term
2. Registration forms are received from children and parents/guardians at the beginning of the term and filed in an orderly manner
3. That the exercise is conducted in a manner that is well coordinated with the routine teaching and learning programmes of the school
4. Parents / guardians must be registered prior to registration of their children. (Parents / Guardians that are not yet registered should be advised to do so at any of the NIRA offices in all districts in Uganda as at July 2015. Those in Kampala can register at the NIRA offices located at the five KCCA Division offices.

C. REGISTRATION FOR BIRTH CERTIFICATES

Parents and guardians are also hereby informed that the same **Form III** caters for registration of births. For those who wish to obtain birth certificates for their children the following are the requirements:

1. A dully filled notification form of the birth
2. A births notification Record from medical facility or from sub county chief/town clerk.
3. National Identification card (copy)
4. Payment receipt of UGX 5,000