

SI-1979 No 47

The Statistics Act Cap. 192

**THE STATISTICS (REGISTRATION CENSUS OF
BARBADIAN RESIDENTS) REGULATIONS, 1979**

The Minister in exercise of the powers conferred on him by section 13 of the Statistics Act makes the following regulations –

1. These regulations may be cited as the **Statistics (Registration Census of Barbadian Residents) Regulations, 1979.** Short
title.

2. For the purposes of these regulations – Interpreta-
tion.
 - “census” means the registration census of Barbadian residents directed by the Statistics (Registration Census of Barbadian Residents) Order, 1979 to be taken;
 - “census forms” means the forms approved by the Director pursuant to regulation 12;
 - “census information” means any information necessary for the making of true and accurate entries in a census form;
 - “enumeration district” means any one of the districts into which Barbados is divided under regulation 3;

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"enumerator" means an enumerator appointed under regulation 4;

"official photographer" means an official photographer appointed under regulation 4;

"registration officer" means a registration officer appointed under regulation 4.

Division of Barbados into districts.

3. The Director shall divide Barbados into enumeration districts and shall prepare a detailed description in writing of every enumeration district and its boundaries for the purpose of the census.

Appointment and assignment of registration officers, enumerators and official photographers.

4.(1) The Director may appoint suitable persons to be —

- (a) registration officers to assist in training and controlling enumerators in the performance of their functions;
- (b) enumerators to collect census information; and
- (c) official photographers to take photographs of applicants.

(2) A registration officer may be assigned to an appropriate number of enumeration districts and an enumerator may be assigned to one or more enumeration districts.

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(3) Notice of the appointment of a registration officer shall be published in *the Official Gazette* and a daily newspaper published in Barbados.

5. Where it appears to the Director that any registration officer or enumerator is unfit to perform his functions under the Act or the regulations, the Director may terminate his appointment and may appoint a fit and proper person to perform those functions.

Termination
of appoint-
ment.

6. The functions of a registration officer are —

Functions of
registration
officers.

(a) to give all necessary instructions to enumerators in his enumeration district;

(b) to issue to enumerators all census forms and other articles necessary for the taking of the census;

(c) to examine all entries made in census forms by enumerators and, where it appears upon examination that any census information in a census form is defective or has been omitted, to require the enumerator responsible for filling in the census form to take steps to correct the defective or include the omitted, information;

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- (d) to arrange for the enumeration of all persons in his enumeration district;
- (e) to receive, examine and transmit to the Director within the time prescribed by the Director all completed census forms and other articles delivered to the registration officer by the enumerators under his control;
- (f) to arrange for the carrying out of any checks in the field found necessary by the Director; and
- (g) to carry out generally all instructions issued to him by the Director for the purpose of taking the census.

Functions of
enumerators.

7.

The functions of an enumerator are—

- (a) to visit personally every building in his enumeration district in order to obtain all information necessary for completing the census forms and to complete accurately and faithfully census forms with respect to every building;

- (b) to visit personally every inhabited dwelling in his enumeration district in order to ensure the accuracy of the census information;
- (c) to preserve carefully any written instructions books, forms, documents or any other articles or things issued to him in connection with his duties and to return them in good condition to the registration officer of his enumeration district on the conclusion of the enumeration or when called upon to do so;
- (d) to make further visits to buildings if, on a first visit thereto, the required information cannot be obtained and, on the direction of the registration officer, to revisit a dwelling for the purpose of supplying omissions or correcting or verifying entries in a census form; and
- (e) to carry out generally the instructions of the Director or of the registration officer of his enumeration district that may be issued for the purpose of taking the census.

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House to
house
registration.

8. Notwithstanding anything contained in these regulations, an enumerator when required in pursuance of section 8 of the Act, shall—

- (a) visit every house in the district assigned to him and receive applications for registration; and
- (b) if satisfied that an applicant is qualified to be registered, effect the registration of the applicant.

Persons to
furnish
census
information.

9. An enumerator may, on the taking of the census, require census information to be furnished —

- (a) by a qualified adult with respect to himself and all minors under the age of 16 years for whom he is responsible;
- (b) by the head of each household or any other responsible member of the household with respect to himself and all minors under the age of 16 years;
- (c) by a minor between the ages of 16 years and 18 years with respect to himself and all minors for whom he is responsible; and

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- (d) by the person in charge of every district hospital, house for the aged and infirm, orphanage, hostel and other institutions with respect to all persons who are permanent members of those institutions.
10. A person is qualified to be registered if he is — Qualification for registration.
- (a) a citizen of Barbados who is resident in Barbados; or
 - (b) a citizen of a country other than Barbados who is granted permission by the Chief Immigration Officer to remain in Barbados for a period of not less than 6 months.
11. The particulars to be furnished on the taking of the census are those set out in the First Schedule. Particulars to be furnished. First Schedule.
12. The information and particulars prescribed by regulation 11 are required to be furnished on the forms set out in the Second Schedule. Census forms.
- 13.(1) Where an enumerator is satisfied that an applicant is qualified to be registered, he shall cause to be filled in in accordance with these regulations— Filling in of questionnaire and record card.

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Second
Schedule.

(a) a registration questionnaire as set out in Form 1 of the Second Schedule; and

(b) a registration record card —

(i) in the case of persons of the age of 16 years or over, as set out in Forms 2, 3 and 4 of the Second Schedule, or

(ii) in the case of minors under the age of 16 years, as set out in Form 5 of the Second Schedule.

(2) Forms 2, 3, 4 and 5 are each to be of a different colour.

Identifica-
tion card
insert.

14. An identification card insert shall be —

Second
Schedule.

(a) in the case of persons of the age of 16 years or over, as set out in Form 6 of the Second Schedule; and

(b) in the case of minors under the age of 16 years, as set out in Form 7 of the Second Schedule.

Review of
qualifica-
tion for
registration.

15.(1) Where an enumerator is not satisfied that an applicant is qualified to be registered, he shall —

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(a) fill in in duplicate Form 8 of the Second
Schedule.
Second Schedule;

(b) issue to the applicant the original of
Form 8;

(c) inform the applicant that, if he is
desirous of justifying his
qualification for registration, he
may appear before the Director
when requested by notice in writing
by the Director to do so; and

(d) deliver to the registration officer of
his enumeration district the
duplicate of Form 8,

and the registration officer shall send the duplicate of
Form 8 to the Director.

(2) The Director shall, after giving the
notice referred to in paragraph (1) and hearing any
applicant that appears before him, give his decision on
the applicant's qualification for registration.

(3) Where the Director confirms that an
applicant referred to in paragraph (1) is not qualified
to be registered, he shall —

(a) fill in in duplicate Form 8 of the
Second Schedule;

(b) issue the original of Form 8 to the
applicant; and

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- (c) keep the duplicate of Form 8 together with the other documents relating to the applicant.

(4) Where the Director decides that an applicant referred to in paragraph (1) is qualified to be registered, he shall direct that the applicant be registered by an enumerator.

Record of information in ink and by carbon.

16. An enumerator shall record the information given in accordance with regulation 11 -

(a) in writing in ink on-

(i) the original of the registration questionnaire,

(ii) Form 2 of the Second Schedule, in the case of a person of the age of 16 years or over, and

(iii) Form 5 of the Second Schedule in the case of a minor under the age of 16 years; and

Second Schedule.

(b) by means of carbon on-

(i) a duplicate of the registration questionnaire; and

(ii) Forms 3 and 4 of the Second Schedule, in the case of a

person of the age of 16 years or over.

17.(1) A person shall, at the time of seeking registration in respect of himself or any other person, provide the enumerator with evidence that satisfies the enumerator as to the accuracy of that person's or that other person's date of birth and correct name.

Verification of name and date of birth.

(2) Where a person is unable to produce the evidence referred to in paragraph (1), the enumerator shall—

(a) in the case of a person born in Barbados, complete Form 9 of the Second Schedule; and

Second Schedule.

(b) in the case of a person born outside Barbados, request that person to produce to the Director at a subsequent date an affidavit deposing to the true name, date of birth and place of birth of that person.

18. After the particulars have been entered on the registration questionnaire and registration record card in accordance with these regulations, the enumerator shall sign them and, subject to regulation 17, require the person being registered or the parent or guardian who has supplied information in respect of a minor under the age of 16 years to read the

Reading over and signing of documents.

registration questionnaire and registration record card and to sign them if that person is satisfied that the contents thereof are correct.

Photo-application form and certificate of registration.

19.(1) Where an enumerator has completed the registration questionnaire and registration record card of an applicant, he shall—

Second Schedule.

- (a) issue, in respect of a person of the age of 16 years or over, a photo-application form and a certificate of registration as set out in Forms 10 and 11 of the Second Schedule;
- (b) issue, in respect of a minor under the age of 16 years, a certificate of registration as set out in Form 12 of the Second Schedule;
- (c) record the required particulars and affix his signature on the photo-application form and certificate of registration;
- (d) deliver to a person of the age of 16 years or over the photo-application form and the certificate of registration, of that person; and
- (e) deliver to the person or guardian who has supplied information in

respect of a minor under the age of 16 years the certificate of registration of that minor.

(2) Every photo-application form and certificate of registration issued under paragraph (1) to a person of the age of 16 years or over shall contain a statement directing the person to whom the documents are issued to have his photograph taken by an official photographer.

20.(1) An applicant of the age of 16 years or over to whom any photo-application form and certificate of registration are issued shall deliver the documents to an official photographer who shall cause the applicant to affix his signature or mark in ink on the certificate.

Photograph
and com-
pletion of
registration.

(2) An official photographer referred to in paragraph (1) shall cause an applicant of the age of 16 years or over to affix his signature or mark in ink on the identification card insert referred to in regulation 14.

(3) An official photographer referred to in paragraph (1) shall thereafter take such number of photographs of an applicant of the age of 16 years or over as the Director determines and then affix his signature in ink on both the photo-application form and certificate and shall return the certificate to the applicant.

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(4) Notwithstanding any other regulation, the registration of a person of the age of 16 years or over shall not be completed until there has been compliance with paragraphs (1), (2) and (3).

(5) An official photographer referred to in paragraph (1) shall transmit the photo-application form, the photographs taken by him in accordance with paragraph (3) and the identification card insert referred to in paragraph (2) to the registration officer for the enumeration district.

(6) The background in a photograph shall be of a colour approved by the Director.

Person
unable to
read.

21. Where an applicant is unable to read, the enumerator shall read over to him, in the presence of another person, the contents of the registration questionnaire and registration record card before the applicant's signature or mark is affixed thereto and witnessed by that other person.

Spoilt or
disallowed
questionnaire
and record
card.

22.(1) An enumerator, upon being satisfied that a registration questionnaire or registration record card cannot conveniently be used or that he is unable to use either document, shall cancel it by writing thereon the word "spoilt".

(2) A registration questionnaire or registration record card that has not been completed because of the disallowance of registration shall be cancelled by the enumerator by marking thereon the word, "disallowed".

23. (1) The Director, any registration officer or enumerator may correct a clerical error in a registration questionnaire or registration record card that has been caused by inadvertence.

Correction of minor errors and omissions.

(2) A correction made under this regulation shall be initialled and dated by the person making the correction and, if practicable, by the person to whom the documents relate.

24.(1) On receipt of the documents of an applicant of the age of 16 years or over, the Director shall -

Completion of identification and of record card by Director.

- (a) cause to be entered on the identification card the particulars required to be stated thereon in respect of the applicant, including his name and a registration number;
- (b) cause the photographs of the applicant that were taken pursuant to paragraph (3) of regulation 20 to be attached to the identification card and the registration card of the applicant;
- (c) cause the identification card to be laminated; and
- (d) cause the registration number to be entered on the registration

questionnaire and registration
record card.

(2) On the receipt of the documents of a
minor under the age of 16 years, the Director shall -

(a) cause to be entered on the
identification card the particulars
required to be stated thereon in
respect of the minor, including his
name and a registration number;

(b) cause the identification card to be
laminated; and

(c) cause the registration number to be
entered on the registration
questionnaire and registration
record card.

Identifica-
tion cards
sent by
registered
mail.

25. The Director shall cause the completed
identification cards to be delivered to applicants by
registered mail.

FIRST SCHEDULE

(Regulation 11)

1. In respect of a person of the age of 16 years or
over —
 - (a) name, sex, birth date;
 - (b) permanent address, present address;
 - (c) occupation;
 - (d) country of birth, country of citizenship;
 - (e) years of residence (if not a citizen of Barbados);
 - (f) whether holder of a Barbados Identification Card and if so the number of such card;
 - (g) whether holder of a Barbados National Insurance Card and if so the number of such card.

2. In respect of a minor under the age of 16
years —
 - (a) name, sex, birth date;
 - (b) permanent address, present address;
 - (c) country of birth, country of citizenship;
 - (d) years of residence (if not a citizen of Barbados).

Made by the Minister this 22nd day of March, 1979.

J. M. G. ADAMS
Minister responsible for Statistical Service.

STATUTORY INSTRUMENT

CHANGE OF ADDRESS

Date	Address	Registration Area
.....
.....	P.D.

Date	Address	Registration Area
.....
.....	P.D.

Date	Address	Registration Area
.....
.....	P.D.

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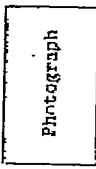
CHANGE OF ADDRESS

Date	Address	Registration Area
.....
.....	P.D.
Date	Address	Registration Area
.....
.....	P.D.
Date	Address	Registration Area
.....
.....	P.D.

(Regulation 13)

FORM 4
NATIONAL INSURANCE RECORD CARD

Surname Registration No.
 Christian (s)
 SEX
 Date of Birth M. P Country of Birth
 Address Barbadian How long Resident
 Commonwealth
 Occupation
 Registrar Area P.D.
 Date of Application
 Old National Insurance No. Old Election No.



Signature of Applicant
 Signature of Enumerator
 Signature of Registration Officer

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CHANGE OF ADDRESS

Date	Address	Registration Area
.....
.....	P.D.

Date	Address	Registration Area
.....
.....	P.D.

Date	Address	Registration Area
.....
.....

STATUTORY INSTRUMENT

CHANGE OF ADDRESS

Date
Address
Registration Area
P.D.

Date
Address
Registration Area
P.D.

Date
Address
Registration Area
P.D.

1980
28

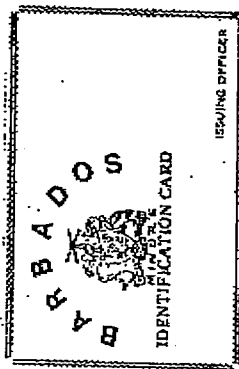
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(Regulation 14)

FORM 7

MINOR'S IDENTIFICATION CARD INSERT

FRONT



BACK

Name	
Sex	
Date of Birth	
Registration Number	
Nationality	
Parent/Guardian	
Reg. No. Parent/Guardian	
Date Issued	

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(Regulation 15)

FORM B

Registration Area Polling District

NOTICE OF REFUSAL OF APPLICATION
FOR REGISTRATION

Take Notice that the application of

.....
(Name)

.....
(Address)

for registration, has this day been refused by me on the grounds
that

.....
.....
.....

Dated this day of 19 ...

Signed
* Director/Enumerator

* As the case may be
Delete if inapplicable

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(Regulation 17)

FORM 9
VERIFICATION OF NAME AND DATE OF BIRTH

(Use block letters wherever possible)

File No. _____

1. NAMES	Christian or other forenames:		Surname:	Maiden Name: (where applicable)	
2. Date of birth given	Day	Month	Year	3. Sex	
4. Place of birth				Male <input type="checkbox"/>	Female <input type="checkbox"/>
5. Name of Father	Christian or other forenames:			5. Baptised at	Church
6. Name of Mother	Christian or other forenames:			Surname:	
7. Were parents married at time of birth?	Christian or other forenames:			(Maiden Name (Where applicable))	
8. Address of Registrant:				No <input type="checkbox"/>	Yes <input type="checkbox"/>
9. Signature of Enumerator:				Date	
FOR OFFICIAL USE ONLY					
Name split as above? <input type="checkbox"/> or? <input type="checkbox"/>					
Date of birth:		Day	Month	Year	

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Please take this to your nearest Photo Centre in
order to be photographed

Form 10

Form 11

File No.

File No.

Photo Application Form

Name

Name

Address

Address

Certificate of Registration

Registration Area P.D.

This is to certify that the registration
of

Name

Date

of

Address

has been allowed by me

Signature of Photographer

Signature of Enumerator

Date

Date photograph taken

Signature of official Photographer

Signature of Registered Person

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STATUTORY INSTRUMENT

(Regulation 19)

FORM 12

MINOR'S CERTIFICATE OF REGISTRATION

Minor's Certificate of Registration

Registration Arga

This is to certify that the registration

of

of

Address

Date

File No.

P.D.

Name

Address

has been allowed by me

Signature of Enumerator