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THE REGISTRATION OF PERSONS ACT

(Cap. 107)

THE REGISTRATION OF PERSONS (NATIONAL INTEGRATED IDENTITY
MANAGEMENT SYSTEM) RULES, 2020

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SCHEDULE

THE REGISTRATION OF PERSONS ACT

(Cap. 107)

IN EXERCISE of the powers conferred by section 16 of the Registration of Persons Act, the Cabinet Secretary for Interior and Co-ordination of National Government makes the following Rules—

THE REGISTRATION OF PERSONS (NATIONAL INTEGRATED IDENTITY MANAGEMENT SYSTEM) RULES, 2020

PART I – PRELIMINARY

1. These Rules may be cited as the Registration of Persons (National Integrated Identity Management System) Rules, 2020.

Citation.

2. In these Rules, unless the context otherwise requires—

Interpretation.

“Act” means the Registration of Persons Act;

Cap 107.

“enrolment” means the process of collecting specified particulars from a resident individual for the purpose of assigning Huduma Namba;

“Huduma card” means a digital multipurpose identity card issued to a resident individual;

“Huduma Namba” means a unique identification number assigned to a resident individual who has enrolled into the NIIMS;

“foundational data” means the basic personal data of a resident individual for attesting the individual’s identity and includes biometric data and biographical data;

“functional data” means the data of a resident individual created in response to a demand of a particular service or transaction;

“NIIMS” means the National Integrated Identity Management System established under section 9A (1) of the Act; and

No. 13 of 2006.

“resident individual” means —

- (a) a citizen of Kenya;
- (b) a foreign national who has been granted lawful residency in Kenya; or
- (c) a refugee registered in accordance with the Refugees Act, 2006.

3. The objects of these Rules is to—

Objects of the Rules.

- (a) give effect to section 9A of the Act;
- (b) provide mechanisms for operation of the NIIMS; and
- (c) facilitate the assigning of Huduma Namba and issuance of Huduma card to a resident individual.

PART II—STRUCTURE AND COMPONENT OF NIIMS

4. The National Integrated Identity Management Systems shall consist of the—

NIIMS Component.

- (a) NIIMS database;
- (b) Huduma Namba; and
- (c) Huduma Card.

5. The NIIMS database—

NIIMS Database.

- (a) is an integrated digital population register of resident individuals enrolled under the Act;
- (b) shall operate as the primary source of foundational data for every enrolled resident individual; and
- (c) shall contain—
 - (i) foundational data specified under section 5 (1) of the Act; and
 - (ii) functional data generated and linked by any agency responsible for a function requiring the use of the Huduma Namba.

6. Pursuant to section 9A (2) of the Act, the NIIMS database shall—

Functions of NIIMS database.

- (a) enable use of biometric data to identify an enrolled resident individual;
- (b) facilitate use of data under the NIIMS database to—
 - (i) assign the Huduma Namba;
 - (ii) issue the Huduma card;
 - (iii) issue a passport; and
 - (iv) support access and issuance of electronically generated copies of identity documents.

7. The Huduma Namba is a unique and permanent personal identification number randomly assigned to a resident individual enrolled into the NIIMS.

Huduma Namba .

8. (1) The Huduma card shall on its face contain the Huduma Namba and particulars provided for under section 9(2) of the Act.

Huduma Card.

(2) The types of Huduma card that may be issued under these Rules include the—

- (a) minors' Huduma card, issued to a child who has attained the age of six years;
- (b) adults' Huduma card, issued to a citizen who has attained the age of eighteen years;
- (c) foreign national's Huduma card, issued to a foreign national; or
- (d) Refugees' Huduma card, issued to a refugee.

9. For the purpose of establishing proof of identity, the presentation of the Huduma card or the Huduma Namba authenticated by biometrics constitutes sufficient proof.

Proof of Identity.

10. Any Government agency requiring personal particulars of an individual shall, at the first instance, rely on the NIIMS database to authenticate the foundational data of an enrolled resident individual.

Primary source of foundational data.

PART III—ENROLMENT INTO NIIMS

11. An adult resident individual seeking to enrol into the NIIMS shall—

Enrolment of adults.

- (a) appear in person before a designated registration officer;
- (b) provide particulars specified under section 5 (1) of the Act by filling in the data capture Form HN 1 set out in the schedule; and
- (c) avail any other documentary proof as may be required.

12. (1) A child may be enrolled into the NIIMS by appearing before a designated registration officer accompanied by a parent or a guardian.

Enrolment of minors.

(2) For the purposes of updating particulars, a parent or a guardian of a child shall cause the child to appear before a designated registration officer and shall —

- (a) present documents in support of the age and citizenship of the child; and
- (b) consent to the taking of the required particulars by embossing a thumb print or a signature on the enrolment form.

(3) A child shall be enrolled into the NIIMS immediately after the registration of a birth.

13. (1) The Principal Secretary shall, upon examining the information provided by the applicant, —

Assigning Huduma Namba.

- (a) assign a Huduma Namba to the individual within thirty days of application; and
- (b) notify the individual of the successful enrolment.

(2) Where an application for enrolment is declined, the Principal Secretary shall within seven days of that decision being made, communicate in writing to the applicant and provide—

- (a) the reasons for such decision; and
- (b) right of review available to the applicant.

14. (1) The Huduma card shall be issued to an individual who has been assigned a Huduma Namba within thirty days from the date of such assignment.

Issuance of Huduma card.

(2) Despite paragraph (1), a child is only eligible to be issued with a Huduma card upon—

- (a) attaining the age of six years; and
- (b) updating the required biometric data and other particulars specified under rule 15.

(3) The initial issue of the Huduma card to a citizen is free of charge.

(4) An individual whose Huduma card is lost, worn out, or tampered with shall apply for a replacement upon payment of such fees, as may be specified by the Cabinet Secretary in the *Gazette*.

(5) A replacement envisaged under paragraph (4) shall be issued within fourteen days from the date of application specified under paragraph (4).

15. (1) An enrolled resident individual may update their particulars under NIIMS by notifying a designated registration officer, by filling in the Change of Particulars Form HN 2 set out in the Schedule.

Update of
particulars.

(2) Upon the receipt of a notification of change of particulars under paragraph (1), the designated registration officer shall verify the information provided and update the NIIMS database without delay.

(3) The particulars of a child captured after registration of a birth shall, on application by the parent or guardian, be updated under the NIIMS upon the child attaining the age of six years.

(4) Where a request to update particulars is declined, a designated registration officer shall within seven days of such decision—

(a) inform the applicant in writing, setting out reasons for the decision; and

(b) inform the applicant of the right of review or appeal.

16. Any government entity involved in the production of any document outlined under section 9A (2)(d) of the Act shall rely on foundational data under the NIIMS database.

Production of
Identity documents.

17. The provisions of the Data Protection Act, 2019 shall apply to the processing of personal data under the Act and these Rules.

Application of the
Data Protection Act,
2019.
No. 24 of 2019.
NIIMS Linkages.

18. A government agency that relies on foundational data of resident individuals to deliver a public service may be linked to the NIIMS database in a manner that enables the agency to—

(a) authenticate personal data in their possession with NIIMS database; and

(b) transmit, access or retrieve foundational data necessary for proper discharge of the agency's functions.

SCHEDULE

(r.11(b))

FORM HN 1- DATA CAPTURE FORM

DATE
DD MM YYYY

REPUBLIC OF KENYA



CONFIDENTIAL

Huduma
NAMB
Kenya Huduma Bora

FORM: HN001

Digital
photo

DIGITAL DATA CAPTURE FORM

Serial Number: _____

(If a child's Age < 5yrs fill the Bio Data Information, Birth Certificate /Notification Entry No, Parent's Details and Exit)

Section 1

Bio Data Information					
Name:		Middle Name		Surname	
Gender:		Date of Birth:			
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		DD MM YYYY	
Place of Birth Details					
Country:	County:	Sub-County:	Division:	Location:	Sub-Location:
Disability					
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, specify: _____		Disability Registration Number	
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Citizenship Information					
Citizen			Non-Citizen		
ID/No.	Birth Certificate Entry No.		Nationality:	Country of Origin:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
NHIF No.	Driver's Licence No.		Passport No.	Alien ID. No./Refugee No.	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
NSSF No.	KRA PIN No.		(Expiry date)	(Expiry date)	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		DD MM YYYY	DD MM YYYY	
Passport No.			Status:		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<input type="checkbox"/> Work Permit <input type="checkbox"/> Special Pass <input type="checkbox"/> Dependant Pass <input type="checkbox"/> Pupil Pass <input type="checkbox"/> Intern <input type="checkbox"/> Refugee <input type="checkbox"/> Asylum <input type="checkbox"/> Stateless <input type="checkbox"/> Other		
(Expiry date)					
DD MM YYYY					
Marital Status		Spouse Details		ID/Passport No.	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Spouse Name First Name Middle Name Surname 1. _____ 2. _____ 3. _____ 4. _____ 5. _____		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Parents/Guardian Details					
Father's Name:		Middle Name		ID/No./Passport No.	
First Name		Surname		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Mother's Name:		Middle Name		ID/No./Passport No.	
First Name		Surname		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Guardian Individual Name:		Middle Name		ID/No./Passport No.	
First Name		Surname		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Guardian Institution Name:		Name		Registration No.	
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Section 2

Should the space provided on this form be insufficient, fill the additional information on a white A4 sheet of paper and attach to this form. Write the Registration Number of this form at the top of any additional sheets.

FORM HN 2

(r.15(1))



HN2

REPUBLIC OF KENYA

REGISTRATION OF PERSONS ACT

REGISTRATION OF PERSONS (NATIONAL INTEGRATED IDENTITY
MANAGEMENT SYSEM) RULES, 2020CHANGE OF PARTICULARS FORM*Note:*

- 1. Affidavits or other documentary evidence as applicable in support of the request may be attached.*
- 2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
- 3. Where a person other than the data subject makes a request for rectification, the person making the request must attach proof of authority to act on behalf of the data subject.*
- 4. On receipt of a duly filled form, you will receive a response within three working days*

Fill as appropriate

SECTION 1: DETAILS OF RECORD OWNER

Full Name:
(First Name) (Other Name) (Father's (surname or last Name))

Birth Certificate/ Notification No.

Identity Card/ Passport No

Postal Address:

Mobile No.

--	--	--	--	--	--	--	--	--	--

Email address

--	--	--	--	--	--	--	--	--	--

Full Name:

(First Name) (Other Name) (Father's (surname or last) Name)

Identity Card/ Passport No.

[illegible]

Email address:

	<i>Personal Information currently on file to be corrected e.g. name, residential status, and mobile number, email address.</i>	<i>The proposed change</i>	<i>Reason for the proposed change</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Please note that any attempt to gain access to personal information through misrepresentation may result in prosecution.

☐ I confirm that I have read and understood the terms of this request form and certify that the information given in this application is true.

Signature

--

Date

I have provided:

(a) *A duly completed request form.*

- (b) Attached document(s), including proof of authorization (if applicable).*
- (c) Signed and dated the request form.*

FRED MATIANG'I,
*Cabinet Secretary, Ministry of Interior
and Co-ordination of National Government.*