

# Directive 3

## **ELIMINATION OF REQUIREMENT TO PRODUCE CIVIL STATUS CERTIFICATES**

Issued on 15 March 2010 by the Principal Permanent Secretary in terms of the Public Administration Act and amended on 16 April 2010.

### **1. APPLICATION OF THIS DIRECTIVE**

1.1. This directive is intended to realise the full value of past investments in ICT systems, specifically the Common Database (CDB), by phasing out the requirement for clients to produce civil status certificates where such requirements are still in force.

1.2. This directive applies to all ministries, departments, agencies and other entities falling under the Public Administration Act (herein referred to as "government organisations"), and to all their employees.

### **2. REQUIREMENT TO PRODUCE CIVIL STATUS CERTIFICATES TO BE PHASED OUT**

2.1. With effect from 16 April 2010, government organisations may no longer require people to produce birth, marriage or death certificates in order to apply for a service. Instead, government organisations are to assume responsibility for obtaining the necessary information directly through the Common Database (CDB) or other means.

2.2. The above applies also where public employees are required to submit civil status certificates to their employer (e.g. to apply for maternity leave).

2.3. This directive applies only where the relevant data is held by the Government of Malta.

### **3. ACCESS TO THE COMMON DATABASE**

3.1. Government organisations which require access to the CDB in order to implement this directive should seek it as a matter of priority through the Director (Passport and Civil Registration).

3.2. Information obtained through the CDB should be accessed and used on a strict need-to-know basis and handled in accordance with the Data Protection Act.

3.3. In the event that inaccurate or inconsistent data is encountered in the CDB, the unit responsible for the CDB should be alerted using the e-mail feedback functionality that is available within the CDB software. This will permit the necessary investigations and corrections to take place.

### **4. PROCUREMENT OF CERTIFICATES WHERE ACCESS TO THE CDB IS NOT AN OPTION**

4.1. Government organisations which are unable to meet their requirements through the CDB, either because specific data is not available or because there is a legal requirement to use hard copies of civil status certificates, are to obtain such hard copies themselves on behalf of their clients. Government organisations are to absorb the costs involved.

4.2. Hard copies of civil status certificates can be requested by e-mail through the address [pubreg.civilstatus@gov.mt](mailto:pubreg.civilstatus@gov.mt), which has been assigned for this purpose.

4.3. Payments to the Public Registry should be effected using the transfer voucher method, but due to the relatively small amounts involved per transaction the Public Registry will batch up transactions in a single payment request per month. Further information may be obtained from the Public Registry on 22 209 236 / 237 / 239 / 232 (Mr Saviour Vella or Ms Sharon Bugeja).

### **5. IMPLEMENTATION**

5.1. Compliance with this directive will be monitored by the Management Efficiency Unit, Office of the Prime Minister, which may undertake random checks for this purpose.

5.2. Failure to abide by the provisions of this directive may be regarded as grounds for disciplinary proceedings.

5.3. This directive applies indefinitely unless revoked.

#### **Principal Permanent Secretary**

Dr. G. Grima