



**REĠISTRU PUBBLIKU - TAQSIMA TAN-NOTIFIKA LOKALI U BARRANIN**  
**PUBLIC REGISTRY - LOCAL & FOREIGN NOTIFICATIONS SECTION**

**GUIDELINES REGARDING THE REGISTRATION OF A FOREIGN ACT OF BIRTH**

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In order to register a foreign Act of Birth, one must obtain the following documents:

1. The Certificate of Maltese Citizenship issued from 10th February 2000 onwards or the original letter of dual citizenship. If the latter is not available, the applicant needs to provide the documents listed on the document from Aġenzija Komunità Malta on page 2 of these guidelines.
2. An original Act of Birth or a true copy<sup>1</sup> of the original Act of Birth issued from the Competent authority which in most countries is referred to as the Civil Registry Office. **Original Certificates are retained by the Public Registry.**

The original birth certificate itself would need to be either:

- I. Apostilled<sup>2</sup>; or
  - II. Legalized<sup>3</sup>.
3. On 16<sup>th</sup> February 2019, EU Regulation 2016/1191 came into force and hence any certificate presented that is issued by a European Union competent authority must be accepted without the need of an apostille.

**Please note that:**

- Certificates issued from religious entities will not be accepted.
  - Certified copies endorsed by legal persons will not be accepted.
4. Any document/s that are not issued in the English language or in the multilingual version, must be accompanied by an official translation into English, including certifications or stamps. The translation would need to be executed by an official translator i.e. a translator who is recognized by the Ministry for Foreign Affairs. If done abroad, it has to be apostilled or legalized in order to confirm the translator's signature. Preferably, it is suggested that an international or a multilingual certificate would be obtained where possible, as translations would not be required in such scenario.

<sup>1</sup> A true copy of the Birth certificate is only accepted if it is **signed and stamped as a true copy by the same competent authority** that issues such Acts from that country.

<sup>2</sup> If the country from which the certificate was issued is a contracting state to the Apostille Convention, then the original certificate or the true copy would require an Apostille from the issuing country.

<sup>3</sup> If the country from which the certificate was issued is not party to the Apostille Convention, then legalisation would be required on the original certificate or the true copy. To be legalised, the certificate has to be first endorsed from the Ministry for Foreign Affairs of the issuing country and then, it has to be counter-legalized by duly authorised Maltese representation found in that same country.

5. In order to overcome language barriers, at the request of the EU citizen a multilingual standard form may be issued to accompany the certificate as a translation aid and therefore a full translation may not be required.

A certified translation carried out by a person qualified to do so under the law of a Member State shall be accepted in all Member States. The lists of qualified translators, in accordance with national law, to carry out certified translations can be verified at [https://e-justice.europa.eu/content\\_find\\_a\\_legal\\_translator\\_or\\_an\\_interpreter-116-en.do](https://e-justice.europa.eu/content_find_a_legal_translator_or_an_interpreter-116-en.do)

#### Regulations on how to proceed with birth registrations, once these documents are attained

- The applicant may come in person to the Public Registry – Local and Foreign Notification Section Office in order to register the birth.
- A close friend or family member in possession of the above-mentioned required documents may also come to the Public Registry Unit – Local and Foreign Notification Section Office in the applicant's stead.

A birth registration form will be provided at the Local and Foreign Section Office. The data listed on this form needs to correspond exactly with the data listed on the submitted birth certificate or its relative translation, as per regulations. The applicant/ declarer will be asked to put in his/her name and surname, ID or Passport number and contact number or email, and will also be requested to sign this form accordingly.

- This process can also be done through a Maltese Embassy. Please contact the relevant Embassy to check which documents would be required from their end.

#### Contact Details

Should it be required the applicant may contact the Citizenship Unit, Aġenzija Komunità Malta on [citizenship@gov.mt](mailto:citizenship@gov.mt)

The Citizenship Unit's opening hours are the following:

- Monday, Tuesday, Thursday and Friday from 07:30 until 11:30

The applicant may contact the Public Registry on [publicregistry.identita@gov.mt](mailto:publicregistry.identita@gov.mt)

#### The Public Registry's opening hours are as follows:

- Monday to Friday from 07.30 until 14.00
- Wednesday from 07:30 until 14:00 and 15.00 until 18.00
- Saturday from 07:30 until 11:00

#### Fees of Registration:

- The charge of registering the foreign birth is €2.60.

#### IDENTITÀ

Triq il-Wied, L-Imsida, MSD 9020 MALTA

**T** +356 2590 4000

**W** [www.identita.gov.mt](http://www.identita.gov.mt)

**E** [enquiries.identita@gov.mt](mailto:enquiries.identita@gov.mt)

#### REGĠSTRU PUBBLIKU

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