

The Civil Status Registry is a public institution through which the State guarantees the registration of facts and acts related to the civil status of individuals. They are administratively subordinate to the Provincial Directorates of Justice of the local Bodies of People's Power in their respective territories. They provide the following services:

- **Registration of newborns in maternity hospitals before the mother is discharged; the presentation is required:**  
Identification card of the parents and that the address of the mother corresponds to the province where the birth occurs. If this last condition is not met, the registration will be made later in the Civil Registry of the town where the mother resides.
- **To issue certifications based on the entries made in any of the registry offices located in the national territory and the refusals that result from them.**

**They are classified as:** Abstract and Literals (issued exceptionally)

**Notes:** From September 1, 2020, Resolution 325 of the Minister of Justice entered into force, which modifies Article 141 of Resolution 249 "Regulation of the Civil Status Registry Law" of the Minister of Justice of December 1, 2015, which is worded as follows:

“Article 141.1. The Civil Status Registrars issue certifications to natural persons in the following cases:

1. a) To take effect outside the national territory;
  2. b) to prove marital status in judicial or administrative proceedings before the Courts of Justice, the Prosecutor's Office, the competent bodies of the Ministry of the Interior, the Ministry of Agriculture, the Housing, Labor, Assistance and Social Security directorates;
  3. c) Proceedings before notaries only when their headquarters do not coincide with that of the Civil Status Registry; and
  4. d) In succession processes of declaration of heirs and transmissions by bequeath inheritance.
  5. e) The Minister of Justice authorizes, exceptionally, the issuance of birth and death certificates, for administrative procedures.”
- To issue certifications of Legal Capacity of Cubans residing in the national territory to formalize marriage with foreigners. It is a personal procedure and is requested in the place where the inscription is made or where the petitioner resides.
  - Files of corrections of registration errors or omissions in the

place where the registration is made or the petitioner resides. Interested parties must submit to the Registrar: Identity card, Request letter, Certification stating the error and supporting documents that justify their claim.

- Records of change, addition, modification or deletion of names and/or surnames.

**For this, you must provide:**

Identity card, Application Document, Birth Certificate, Marriage Certificate, Child Birth Certificates, Criminal Record Certificate, Affidavit before a Notary Public and Proof Documents.

**Notes:** To authorize the change, addition, modification or deletion of names and/or surnames, it will be required that the person proves to be socially known by the names or surnames that he/she requests, or when those that he/she has conform words with unusual characteristics to the generality of those used socially, or that facts, objects, animals or things are identified with them. If the change, addition, modification or deletion of names and/or surnames is for a minor, both parents must give their authorization.

- **Acknowledgment of affiliation from parents to children. The following will be presented:**

Identity card of the mother and father, Sworn Declaration of both parents before the registrar or notary. In the cases of Cubans residing abroad or foreigners, they must accredit the acknowledgment deed authorized by a notary public and the document issued by the Directorate of Immigration and Aliens, accrediting the dates of entry and exit of the country of said persons.

- **Formalization of marriage. The contracting parties will provide the registrar:**

Identity card, document proving marital status, in the case of women, medical certificate if 300 days have not elapsed after the dissolution of the marriage bond, Special Power of Attorney if it is a proxy, parental authorization in the case of minors of age, before a Notary or Registrar.