

INYANDIKO NGENDERWAHO MU MITANGIRE YA SERIVISI KU RWEGO RW'UMURENGE

GASHYANTARE 2013

## ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza, ku baturage ku rwego rw'Umurenge . Umurenge ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda<sup>1</sup>. Inshingano z'Umurenge zigenwa n' Iteka rya Perezida N°28/01 ryo ku wa 6 Nyakanga 2009 rihindura kandi ryuzuzwa iteka rya Perezida N° 57/01 ryo kuwa 15/10/2006 rigena inshingano, imiterere n'imikorere by'Umudugudu, iby'Akagari n'iby'Umurenge.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitangire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akagari, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayihereye cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe,...

Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Umurenge ugomba kubahiriza ibikubiye muri iyi nyandiko, guhora ushishikajwe n'uko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

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<sup>1</sup> Iteka rya Perezida N°28/01 ryo ku wa 6 Nyakanga 2009 rihindura kandi ryuzuzwa iteka rya Perezida N° 57/01 ryo kuwa 15/10/2006 rigena inshingano, imiterere n'imikorere by'Umudugudu, iby'Akagari n'iby'Umurenge.

**SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'UMURENGE**

<b>NO</b>	<b>SERIVISI</b>	<b>IBISABWA KUGIRA NGO ITANGWE</b>	<b>IGIHE NTARENGWA</b>	<b>UBISHINZWE</b>	<b>UBURYO AMENYESHA KO ATISHIMIYE SERIVISI</b>
1	Inama ku bijyanye n'imishinga y'ubuhinzi n'ubworozi	<ul style="list-style-type: none"> <li>- Ibaruwa isaba yandikiwe Umunyamabanga Nshingwabikorwa</li> <li>- Inyandiko igaragaza umushinga n'aho yifuza kuwukorera</li> </ul>	Iyi serivisi itangwa bitarenze iminsi irindwi (7) iyo yujuje ibisabwa	Ushinzwe ubuhinzi mu Murenge Ushinzwe ubworozi mu Murenge	Gusaba kubonana n'umunyamabanga Nshingwabikorwa w'umurenge
2	Gusaba serivisi zo gukora ikimasa	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge usaba serivisi;</li> <li>• Kugaragaza umubare w'ibimasa n'aho biherereye;</li> <li>• Kugaragaza inyemezabwishyu ijyanye n'iyi serivisi</li> </ul>	Iyi serivisi itangwa bitarenze iminsi itatu (3) iyo yujuje ibisabwa	Ushinzwe ubworozi mu Murenge	Gusaba kubonana n'umunyamabanga Nshingwabikorwa w'umurenge
3	Gupima no kugurisha nyama	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;</li> <li>• -Kugaragaza ko itungo ryabazwe ari iryawe;</li> <li>• Kugaragaza inyemezabwishyu</li> <li>• Ababikeneye bose bakoresha amabagiro yabigenewe mu Tugari.</li> </ul>	Buri muni	Ushinzwe ubworozi mu Murenge	Gusaba kubonana n'umunyamabanga Nshingwabikorwa w'umurenge
4	Gusaba gutererwa intanga amatungo	<ul style="list-style-type: none"> <li>• Kubisaba ubuyobozi bw'umurenge ugaragaza aho amatungo aherereye;</li> <li>• Kugaragaza inyemezabwishyu</li> </ul>	Umunsi umwe	Ushinzwe ubworozi mu Murenge	Gusaba kubonana n'umunyamabanga Nshingwabikorwa w'Umurenge

5	Kwambika amatungo ku matwi ibimenyetso biyaranga (Amaherena	<ul style="list-style-type: none"> <li>• Kwandikira ubuyobozi bw'Umurenge usaba iyi serivisi ugaragaza umubare w'amatungo naho aherereye;</li> <li>• Kugaragaza inyemezabwishyu y'iyi serivisi;</li> </ul>	Bitarenze iminsi 7	Ushinzwe ubworozi mu Murenge	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
6	Gutanga ubuvuzi bw'amatungo	<ul style="list-style-type: none"> <li>• Gusaba ubuyobozi bw'umurenge kuvurirwa itungo/amatungo;</li> <li>• Kugura umuti ukenewe;</li> <li>• Kugaragaza inyemezabwishyu y'iyi serivisi</li> </ul>	Buri muni	Ushinzwe ubworozi mu Murenge	Gusaba kubona n'Umunyamabanga Nshingwabikorwa w'Umurenge
7	Gusaba icyemezo cyo kwimura amatungo	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;</li> <li>• Kugaragaza inyemezabwishyu;</li> <li>• Kugaragaza ibyangombwa by'amatungo;</li> <li>• Kugaragaza ko amatungo ugiye kwimura ari mazima.</li> </ul>	Iyi serivisi itangwa bitarenze iminsi itatu (3)	Ushinzwe ubworozi mu Murenge	Gusaba kubona n'Umunyamabanga Nshingwabikorwa w'Umurenge
8	Gukingiza amatungo	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge ubisaba gukingirwa amatungo;</li> <li>• Kugaragaza inyemezabwishyu yaguzwe urukingo;</li> </ul>	Iyi serivisi itangwa bitarenze iminsi itatu (3)	Ushinzwe ubworozi mu Murenge	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
9	Gusaba ingemwe z'ibiti zo gutera	<ul style="list-style-type: none"> <li>• Urwandiko rwandikiwe Ubuyobozi bw'Umurenge;</li> </ul>	Igihe cyo gutera ibiti kigeze	Ushinzwe ubuhinzi mu murenge	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge

		<ul style="list-style-type: none"> <li>• Kuba ufite ubutaka bwemejwe guterwaho ibiti n’ushinzwe ubuhinzi mu murenge;</li> <li>• Ku biti bitateganyijwe guhabwa Abaturage ku buntu, kugaragaza inyemezabwishyu</li> </ul>			
10	Gusaba imbuto z’indobanure	<ul style="list-style-type: none"> <li>• Kwandikira Ubuyobozi bw’Umurenge;</li> <li>• Kuba afite ubutaka bwemejwe guhingwaho iyo mbuto kandi ari mu gihe cy’ihinga kijyanye n’iyo mbuto;</li> <li>• Kuba akoresha inyongeramusaruro;</li> <li>• Kugaragaza inyemezabwishyu</li> </ul>	Bitarenze iminsi irindwi	Ushinzwe ubuhinzi mu murenge	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge
11	Gusaba imiti y’ibihingwa n’inyongeramusaruro	<ul style="list-style-type: none"> <li>• Kwandikira Ubuyobozi bw’Umurenge;</li> <li>• Kuba ushaka iyi serivisi yarateguye ubutaka;</li> <li>• Kugaragaza inyemezabwishyu agahabwa serivisi;</li> </ul>	Bitarenze iminsi itatu	Ushinzwe ubuhinzi mu murenge	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge
12	Inama yo guhinga kijyambere no gukurikirana ishyirwa mubikorwa ryabyo	<ul style="list-style-type: none"> <li>• Kuba afite ubutaka buhingwaho;</li> <li>• Kuba afite imbuto y’indobanure;</li> <li>• Kuba afite inyongeramusaruro;</li> </ul>	Bitarenze iminsi itatu	Ushinzwe ubuhinzi mu murenge	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge
13	Uruhushya rwo gutwara ibikomoka ku biti.	<ul style="list-style-type: none"> <li>• Kwandikira Ubuyobozi bw’Umurenge;</li> <li>• Kugaragaza aho abivana n’aho abijyana n’impamvu;</li> <li>• Kugaragaza inyemezabwishyu;</li> <li>• Kugaragaza icyemezo cy’ubugure/cyangwa ko ibiti ari ibye</li> </ul>	Bitarenze iminsi itatu	Ushinzwe Amashyamba/ Ushinzwe ubuhinzi mu murenge	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge

14	Kwishyurira amafaranga y'ishuri imfubayi n'abandi bana bafite ibibazo byihariye	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;</li> <li>• Kugaragaza icyemezo cy'Ubuyobozi bw'Akagari kigaragaza ko ari imfubayi cyangwa ko afite ibibazo byihariye bisaba ubufasha bw'Umurenge</li> </ul>	Bitarenze iminsi itatu	Ushinzwe ubuzima n'Imibereho myiza	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
15	Ubufasha ku batishoboye	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;</li> <li>• Raporo y'Akagari igaragaza icyiciro cy'ubukene arimo n'ubufasha akeneye</li> </ul>	Bitarenze iminsi itatu	Ushinzwe ubuzima n'imibereho myiza	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
16	Gusaba uburenganzira bwo gufungura ubucuruzi	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge agaragaza ubucuruzi yifuza gukora naho azabukorera;</li> <li>• Kwishyura ipatante ;</li> <li>• Kubahiriza ibisabwa bitewe n'ubwoko bw'ubucuruzi ugiye gukora.</li> </ul>	Bitarenze iminsi itatu	Ufite ubucuruzi mu nshingano ze/Umwakirizi w'imisoro	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
17	Icyemezo cyo kunganirwa mu nkiko	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge;</li> <li>• Kugaragaza raporo ivuye mu kagari igaragaza icyiciro arimo ;</li> <li>• Kopi y'indangamuntu.</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
18	Kwishyura umusoro ku butaka	<ul style="list-style-type: none"> <li>• icyemezo cy'ubutaka cyatanze n'ikigo cy'igihugu gishinzwe ubutaka;</li> <li>• Kugaragaza inyemezabwishyu yatangiweho amafaranga y'ubukode bw'ubutaka agaragara ku cyemezo.</li> <li>• Kopi y'indangamuntu</li> </ul>	Bitarenze umunsi umwe	Umwakirizi w'imisoro	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge

19	Kwishyura umusoro ku bukode bw'inzu	<ul style="list-style-type: none"> <li>• Kopi y'amasezerano y'ubukode agaragaza agaciro kishyurwaho umusoro;</li> <li>• Kuzuza Declaration;</li> <li>• Inyemezabwishyu;</li> </ul>	Bitarenze umunsi umwe	Umwakirizi w'imisoro	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
20	Kwishyura umusoro k'umutungo utimukanwa	<ul style="list-style-type: none"> <li>• icyemezo cy'umutungo;</li> <li>• Kopi ya raporo y'uwakoze isuzumariy'imiterere y'umutungo;</li> <li>• Inyemezabwishyu;</li> <li>• Kopi y'Indangamuntu.</li> </ul>	Bitarenze umunsi umwe	Umwakirizi w'imisoro n'amahoro	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
21	Gusaba uruhushya rwo gucuruza	<ul style="list-style-type: none"> <li>• Kugaragaza icyemezo cy'uko ubucuruza bwandikishijwe mu mategeko;</li> <li>• Kugaragaza inyemezabwishyu</li> </ul>	Bitarenze umunsi umwe	Umwakirizi w'imisoro n'amahoro	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
22	Gusaba icyemezo cy'amavuko	<ul style="list-style-type: none"> <li>• Kugaragaza icyemezo cya muganga cyerekana ko umwana yavutse cyangwa ikarita y'ikingira y'umwana ;</li> <li>• Kuzana abahamya 3 ;</li> <li>• Kwitwaza indangamauntu ;</li> <li>• Kugaragaza inyemezabwishyu ;</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
23	Gusaba icyemezo cy'uko uri ingaragu	<ul style="list-style-type: none"> <li>• Kopi y'irangamuntu y'usaba (irangamuntu cyangwa urupapuro rw'abajya mu mahanga),</li> <li>• icyemezo cy'aho atuye gitangwa n'ubuyobozi bw'akagari,</li> <li>• Kugaragaza inyemezabwishyu.</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge

24	Gusaba icyemezo cy'umwirondoro	<ul style="list-style-type: none"> <li>• Kugaragaza inyemezabwishyu ;</li> <li>• Kwitwaza indangamuntu cyangwa Uruhushya rwo kujya mu mahanga ;</li> <li>• Amafoto abiri y'ubisaba(2);</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
25	Gusaba icyemezo cyerekana ko umuntu akiriho	<ul style="list-style-type: none"> <li>• Kuba uri imbere y'ushinzwe irangamimerere;</li> <li>• Kwitwaza Indangamuntu ;</li> <li>• Nta nyemezabwishyu kuko gitangirwa ubuntu hakurikijwe amabwiriza y'isanduku y'ubwiteganyirize bw'abakozi</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
26	Gusaba icyemezo cy'ubupfakazi	<ul style="list-style-type: none"> <li>• Icyemezo cy'uko bari barashakanye mu buryo bwemewe n'amategeko;</li> <li>• Icyemezo kigaragaza ko uwo bashakanye yitabye Imana;</li> <li>• Inyemezabwishyu</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
27	Gusaba icyemezo cyerekana ko wazezeranye	<ul style="list-style-type: none"> <li>• Kugaragaza Inyemezabwishyu</li> <li>• Icyemezo cyerekana ko washatse (Extrait d'acte de marriage/Livret de marriage) ;</li> <li>• Kopi y'indangamuntu</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
28	Gusaba icyemezo cy'uko uri impfubyi	<ul style="list-style-type: none"> <li>• Kugaragaza inyemezabwishyu</li> <li>• Kugaragaza icyemezo cy'uko ababyeyi be batakiraho</li> <li>• Icyemezo kigaragaza ko umuntu ari impfubyi gitangwa n'akagari ;</li> <li>• Ifoto ebyiri ngufi;</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge



		<ul style="list-style-type: none"> <li>• Kopi y'indangamuntu cyangwa urupapuro ruhabwa abajya mu mahanga</li> </ul>			
29	Gusaba icyemezo cy'ingwate	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge ibaruwa ibisaba;</li> <li>• Kugaragaza inyemezabwishyu;</li> <li>• Komeka ku ibaruwa isaba icyemezo cy'uko umutungo ari uwawe (icyemezo cy'ubugure, inyandiko y'irage, inyandiko zerekana ko umutungo wawuhawe n'ibindi);</li> <li>• Icyemezo cy'iherekanya mutungo iyo utari nyiri umutungo wa mbere ;</li> <li>• Raporo y'Akagari yerekana imiterere y'umutungo usabirwa icyemezo;</li> </ul>	Bitarenze iminsi irindwi	Ushinzwe imiturire/Ushinzwe ubuhinzi	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
30	Kwandukuza umuntu wapfuye	<ul style="list-style-type: none"> <li>• Kwandukuza uwapfuye ni Ubuntu.</li> <li>• Icyemezo cyo kwa muganga ko umuntu yapfuye;</li> <li>• Iyo yaguye mu rugo kwandukuza yitwaza Abantu batatu bemeza ko umuntu yapfuye</li> <li>• Iyo iminsi cumi n'itanu yarenze, uwaje kwandukuza yitwaza inyandiko y'urukiko isimbura itarakorewe igihe ; Ushaka icyemezo cy'uko umuntu atakiriho yitwaza inyemezabwishyu</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
31	Kwandika abana bavutse mu murenge	<ul style="list-style-type: none"> <li>• Iyi serivisi ntiyishyuzwa;</li> <li>• Icyemezo cy'amavuko gitangwa na muganga, cyangwa ifishi y'ikingira;</li> <li>• Kwitwaza indangamuntu</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge

32	Abashaka gushyingirwa byemewe n'amategeko	<ul style="list-style-type: none"> <li>• icyemezo cy'amavuko,</li> <li>• icyemezo cy'uko uri ingaragu/umupfakazi/watandukanye n'uwo mwari mwarashakanye;</li> <li>• Kurangwa kw'abazashyingirwa bikorwa hagati y'iminsi 21 n'amezi atatu;</li> <li>• Kopi y'indangamuntu;</li> <li>• Kugaragaza inyemezabwishyu;</li> <li>• Kumvukina umunsi wo gushyingirwa n'umwanditsi w'irangamimerere;</li> <li>• Abahamya 3 bazabihamya kuri buri ruhanda;</li> </ul>	Bitarenze umunsi umwe	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
33	Icyemezo cyo gutura	<p>Kugana ubuyobozi bw'Umurenge witwaje ibi bikurikira:</p> <ul style="list-style-type: none"> <li>• Kuzana kopi y'indangamuntu;</li> <li>• icyemezo cy'akagari cyigaragaza aho atuye( Rue, Umudugudu);</li> <li>• Kugaragaza inyemezabwishyu</li> </ul>	Bitarenze iminsi ibiri	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
34	Gukemurirwa ikibazo	<ul style="list-style-type: none"> <li>• Gukemurirwa ikibazo ni ubuntu;</li> <li>• Kwandikira ubuyobozi bw'Umurenge hagaragazwa imiterere y'Ikibazo;</li> <li>• Ikayi y'ibibazo yerekana uko Akagari cyangwa umudugudu wagikemuye.</li> </ul>		Ushinzwe imiyoborere myiza/irangamimerere na notariya mu Murenge	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge/kwandikira Umuyobozi w'Akarere
35	Kwemeza impapuro mpamo	<ul style="list-style-type: none"> <li>• Inyandiko y' umwimerere;</li> <li>• Umubare wa kopi ashaka;</li> <li>• Inyemezabwishyu ingana n'umubare wa kopi ashaka.</li> </ul>	Bitarenze iminsi ibiri	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
36	Kurangirizwa urubanza	<ul style="list-style-type: none"> <li>• Kurangirizwa urubanza ni Ubuntu;</li> </ul>	Bitarenze amezi atatu	Umuhesha w'inkiko utari uw'umwuga ku	Kwandikira Umuyobozi

		<ul style="list-style-type: none"> <li>• Kwandikira Umuhesha w'inkiko utari uw'umwuga ku Murenge umusaba kukurangiriza urubanza;</li> <li>• Gushyikiriza Umuhesha w'inkiko utari uw'umwuga ku Murenge icyemezo cy'urukiko cy'umwimerere cyangwa n'izindi nyandiko ziriho kashi mpuruza</li> </ul>		Murenge (Umunyamabanga Nshingwabikorwa w'Umurenge)	w'Akarere umusaba kurangirizwa urubanza
37	Gusaba uburenganzira bwo kubaka mu mudugudu	<ul style="list-style-type: none"> <li>• Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge usaba uruhushya rwo kubaka;</li> <li>• Kubahiriza amabwiriza ajyanye no kubaka mu mudugudu;</li> <li>• Kugaragaza inyemezabwishyu ;</li> <li>• Ifishi igaragaza Bornes z'ikibanza;</li> </ul>	Bitarenze iminsi cumi n'itanu	Ushinzwe Ubutaka, Ibikorwa remezo n'imiturire	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge/kwandikira Umuyobozi w'Akarere
38	Gusaba uburenganzira bwo gusana, kuvugurura inyubako	<ul style="list-style-type: none"> <li>• Kwandikira gitifu umusaba uruhushya rwo gusana cyangwa kuvugurura;</li> <li>• Kugaragaza inyemezabwishyu</li> <li>• Icyemezo cy'umutungo;</li> <li>• Amasezerano y'ubugure iyo waguze;</li> <li>• Amafoto agaragaza inyubako ikeneye gusanwa mu mpande zose Inyandiko isaba gusana inyubako</li> </ul>	Bitarenze iminsi cumi n'itanu	Ushinzwe Ubutaka, Ibikorwa remezo n'imiturire	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge/kwandikira Umuyobozi w'Akarere
39	Icyemezo cyo kuba umubyeyi w'umwana utabyaye	<ul style="list-style-type: none"> <li>• Kuzana ibyemezo by'amavuko by'ushaka kuba umubyeyi w'umwana atabyaye</li> <li>• Kuzana icyemezo cy'amavuko y'umwana ;</li> <li>• Kugaraza inyandiko y'uwo mwashakanye ko abyemera ;</li> <li>• Kuba ushaka kurera umwana atabyaye afite imyaka itari munsi ya 35 ;</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge

		<ul style="list-style-type: none"> <li>• Kuba ushaka kuba umubyeyi w’uwo atabyaye amurusha imyaka 15 ;</li> <li>• Kubashakanye, kuba mumaranye imyaka 5 kandi mukiri kumwe ;</li> <li>• Mu gihe utujuje ibisabwa byavuzwe haruguru, uzana icyemezo cya Minisitiri w’Ubutabera ;</li> <li>• Kopi y’indangamuntu ; Inyemezabwishyu</li> </ul>			
40	Icyemezo cyo kwemera umwana ( Reconnaissance)	<ul style="list-style-type: none"> <li>• Kopi y’indangamuntu ;</li> <li>• Kuba umubyeyi w’umwana ugiye kwemerwa ahari ;</li> <li>• Mu gihe cyo kwandika mu bitabo byabugenewe, Umugabo n’umugore bagomba kuba bose bahari ;</li> <li>• Kugaragaza icyemezo cy’amavuko y’umwana ugiye kwemerwa ;</li> <li>• Inyemezabwishyu ; Mu gihe umwana atigeze yandikwa mu bitabo by’irangamimerere, kuzana icyemezo cy’urukiko</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge
41	Icyemezo cy’ubwenegihugu/Nationalite	<p>Kugana ubuyobozi bw’umurenge ugaragaza ibi bikurikira :</p> <ul style="list-style-type: none"> <li>• Kwitwaza indangamuntu ;</li> <li>• Inyemezabwishyu</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge
42	Inyandiko y’Urupfu	<p>Kugana ubuyobozi bw’umurenge ugaragaza ibi bikurikira :</p> <ul style="list-style-type: none"> <li>• icyemezo cy’amavuko ;</li> <li>• icyemezo cy’urupfu cyo kwa muganga/certificat de deces</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n’Umunyamabanga Nshingwabikorwa w’Umurenge

		<ul style="list-style-type: none"> <li>• Kuba yaramwandukuje mu gitabo cy'abaturage ;</li> <li>• Kwitwaza indangamuntu y'uwapfuye ;</li> <li>• Kugaragaza inyemezabwishyu</li> </ul>			
43	Icyemezo cyo kuzungura/succession	<p>Kugana ubuyobozi bw'umurenge ugaragaza ibi bikurikira :</p> <ul style="list-style-type: none"> <li>• Icyemezo cy'amavuko ;</li> <li>• Icyemezo cy'urupfu rw'Ababyeyi ;</li> <li>• Icyemezo cy'Urukiko cyigaragaza ko ari mu bazungura ba nyakwigendera ;</li> <li>• Kugaragaza inyemezabwishyu ;</li> <li>• Kuzana indangamuntu</li> </ul>	Bitarenze iminsi itat	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
44	Gusaba inyandiko y'Ubushyingirwe	<ul style="list-style-type: none"> <li>• Icyemezo cyerekana ko wasezeranye imbere y'amategeko (Extrait d'acte de marriage/Livret de marriage cyangwa Attestation de mariage) cyangwa se Icyemezo cy'Urukiko gihamya ko yashyingiwe</li> <li>• Inyemezabwishyu.</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge
45	Gusaba icyemezo cyo kuba umubyeyi w'umwana utabyaye	<ul style="list-style-type: none"> <li>• Kugana Ubuyobozi bw'Umurenge ;</li> <li>• Kwitwaza icyemezo by'uwifuzza kuba umubyeyi w'umwana atabyaye n'icy'emezo cy'amavuko y'umwana ;</li> <li>• Kugaragaza inyandiko y'uwo mwashakanye yemeza ko abyemera ;</li> <li>• Kuba ushaka kuba umubyeyi w'umwana atabyaye amurusha imyaka cumi n'itanu (15);</li> <li>• Kuba ushaka kuba umubyeyi w'umwana atabyaye afite imyaka itari muni ya 35;</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge

		<ul style="list-style-type: none"> <li>• Kubashakanye, kuba bamaranye imyaka 5 kandi batarigeze batandukana;</li> <li>• Utujuje ibisabwa haruguru, kuzana icyemezo cya Minisitiri w'Ubutabera ;</li> <li>• Inyemezabwishyu;</li> <li>• Indangamuntu ;</li> <li>• Icyemezo cyerekana ko wasezeranye imbere y'amategeko (Extrait d'acte de marriage/Livret de marriage cyangwa Attestation de mariage) cyangwa se icyemezo cy'Urukiko gihamya ko yashyingiwe</li> </ul>			
46	Gusaba icyemezo cyo kwandukaza	<ul style="list-style-type: none"> <li>• Kwandukaza uwapfuye ni ubuntu;</li> <li>• Icyemezo cyo kwa muganga ko umuntu yapfuye;</li> <li>• Iyo umuntu yapfiriye mu rugo, uwifuzaga iyi serivisi yitwaza abahamya batatu bemeza ko umuntu yapfuye;</li> <li>• Iyo iminsi cumi n'itanu yarenze, yitwaza inyandiko y'Urukiko isimbura itarakorewe igihe.</li> <li>• Ushaka icyemezo cy'uko umuntu atakiriho, yitwaza inyemezabwishyu</li> </ul>	Bitarenze iminsi itatu	Ushinzwe irangamimerere na Notariya	Gusaba kubonana n'Umunyamabanga Nshingwabikorwa w'Umurenge



