

NOTICE ON HUDUMA NAMBA REGISTRATION EMBASSY OF THE REPUBLIC OF KENYA, ROME

This is to inform all Kenyans resident in Italy, Greece, Poland, Malta and Cyprus, that the Embassy will now be conducting HUDUMA NAMBA registration.

What is Huduma Namba? It is a harmonized approach in the registration of persons intended to address challenges such as duplication and reduce the costs of registration processes. This will be done through the National Integrated Identity Management System (NIIMS) code named, *Huduma Namba*.

This process is Kenya Government's first integrated biometric database of all Kenyan citizens and will serve as a reference point for service delivery.

How to register

1. Log into the following portal: <https://diaspora.hudumanamba.go.ke>
2. Click on **Register Now**
3. Click on **Create New Account**
4. Input your **first name** and **email address** and click on **create account**
5. You will receive an email with a **User Name** and **Password** that allows you to log into the portal and access the registration form.

To avoid interruption of the registration process, you should have with you the following documents;

- Kenyan ID and OR Passport
 - Birth Certificate – especially for minors
 - You are also encouraged to provide as much information as possible regarding your other identification documents relating to **KRA PIN certificate, Driving Licence, NHIF, NSSF, Birth Certificate** etc. Remember one of the reasons for the exercise is to integrate all these data for effective service delivery.
6. After completing the form and submitting it, you will receive an email confirming your online registration with the following details;
 - a) **Reference No.**
 - b) **Document No.**
 7. Make arrangements to physically present yourself to the **Huduma Namba Registration Officer** at the Embassy or any other location that will be communicated to you with the **Reference Number** and **Document Number** received via email after online registration. You are also required to carry with you the primary document used for registration (**ID, Passport or Birth Certificate**) together with the documents mentioned above, where possible, to the Registration Officer for verification and scanning.
 8. The Registration officer will then take you through a process of taking your photo and biometrics in order to complete the registration process.

Important issues to NOTE

1. **Huduma Namba** registration for Kenyans living abroad begins from **6th May 2019** to **20th June 2019**. Registration at the Kenya Embassy in Rome will take place on **Mondays to Fridays** between **9.30am and 4.30pm** and **Saturdays from 1pm – 5pm**.
2. Everyone is required to register independently and physically present themselves to the Registration Officer to finalize the process.
3. Children will also be registered, however biometrics will not be taken for children under the age of six (6).

For further information and clarification, please contact us on

**Embassy of the Republic of Kenya
Rome**

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