REPUBLIKA Y'U RWANDA

MINISITERI Y'UBUTEGETSI BW'IGIHUGU

IBYANGOMBWA BISABWA USABA UBURENGANZIRA BWO GUHINDURA IZINA HASHINGIWE KU ITEKA RYA MINISITIRI N° 001/07.01 RYO KU WA 17/01/2017 RISHYIRAHO UBURYO N'INZIRA BIKURIKIZWA MU GUHINDURA IZINA

1. **Ibaruwa yandikiwe Minisitiri w'Ubutegetsi bw'Igihugu, isaba uburenganzira bwo guhindura izina, igaragaza:**

- Amazina y'usaba ubwo burenganzira yanditswe mu ndangamuntu/mu nyandiko y'ivuka;
- Izina asaba kwitwa;
- Aho atuye mu Rwanda: Umudugudu, Akagari, Umurenge, Akarere n'Intara cyangwa Umujyi wa Kigali na telefone abonekaho;
- Aho atuye mu mahanga, igihe usaba atuye hanze y'Igihugu/akagaragaza n'aho abarizwa mu Rwanda harimo: Umudugudu, Akagari, Umurenge, Akarere n'Intara cyangwa Umujyi wa Kigali;
- Nimero ya telefone abarizwaho/mu Rwanda n'iyo abonekaho mu mahanga igihe atuye mu mahanga;
- Amazina y'ababyeyi be;
- Itariki ye y'amavuko n'aho yavukiye;
- Mu ibaruwa, usaba asobanura imiterere y'ikibazo cye, akerekana izina asaba kwitwa n'impamvu zimutera guhindura izina;

2. **Ibyangombwa biherekeza ibaruwa isaba uburenganzira bwo guhindura izina:**

- Fotokopi y'indangamuntu;
- Fotokopi y'indangamuntu n'Urwandiko rw'abajya mu mahanga (passport) y'igihugu yaherewe ubwenegihugu, ku usaba utuye mu mahanga wahawe ubwenegihugu bw'aho mu gihe asaba uburenganzira bwo kwemererwa amazina afite muri iyo passport cyangwa mu nyandiko imuha uruhushya rwo kuba mu gihugu avuga ko atuyemo (Residence Permit/Permis de Résidence);
- Fotokopi y'Urubanza rwamwemereye guhindura izina cyangwa indi nyandiko usaba yahawe n'igihugu atuyemo, yemeza ko yemerewe kwitwa amazina asaba;

- Fotokopi y'Uruhushya rwo kuba mu gihugu avuga ko atuyemo (Residence Permit/Permis de Résidence);
- Fotokopi y'Inyandiko y'Ivuka (Acte de naissance/Birth Certificate), itangwa n'Umurenge usaba yafatiyemo Indangamuntu;
- Fotokopi y'Ikarita itangwa na Ambasade cg Consulat y'u Rwanda mu gihugu usaba atuyemo, yerekana ko ambasade/consulat imuzi (Consular Card/Carte Consulaire) cyangwa indi nyandiko yahawe na ambasade/consulat cyangwa sous couvert ya ambasade ku rwandiko rw'Ubusabe kuri Minisiteri y'Ubutegetsi bw'Igihugu;
- Fotokopi y'izindi nyandiko zishimangira impamvu usaba guhindura izina ashingiraho asaba.

Urugero: Fotokopi y'Impamyabumenyi, ikarita y'akazi, icyemezo cy'umutungo n'umushinga/ umushinga, usaba guhindura izina avuga ko afite mu Rwanda, ko usaba atuye mu gihugu cy'amahanga.

3. Igihe ubusabe bwo guhindura izina bushingiye ku ishyingirwa:

- Fotokopi y'indangamuntu;
- Fotokopi y'indangamuntu n'Urwandiko rw'abajya mu mahanga (passport) ku usaba atuye mu mahanga wahawe ubwenegihugu bw'aho, mu gihe asaba uburenganzira bwo kwemererwa amazina afite muri iyo passport cg mu nyandiko imwemerera kuba mu gihugu avuga ko atuyemo (Residence Permit/Permis de Résidence);
- Amazina y'uwo bashyingiranwe;
- Fotokopi y'Indangamuntu nyarwanda y'uwo bashyingiranwe, igihe uwo bashyingiranwe ari umunyarwanda kandi bakaba batuye mu Rwanda;
- Urwandiko rw'Abajya mu mahanga (passport) rw'uwo bashyingiranwe, igihe we ari umunyamahanga;
- Inyandiko y'ishyingirwa (acte de mariage / marriage certificate);

4. Ku bantu bakiri mu ishuri cyangwa basoje icyiciro runaka cy'amashuri basaba kwitwa izina runaka:

- Inyandiko umunyeshuri yuzuza iyo agiye gukora ikizamini cya Leta gisoza amashuri abanza (P6/P7 Registration Form) iriho ifoto ya nyirayo y'icyo gihe, ndetse na kashe (cachet) y'ikigo yigagamo;
- Indangamanota z'ishuri (Bulletin Scolaire/School Report: P1-P5/P6);
- Icyemezo cy'uko yasoje amashuri abanza (Result Slip) cya REB P6 /P7 (UNEB);

- Fotokopi y'inyandiko umunyeshuri yuzuza iyo agiye gukora ikizamini cya Leta gisoza Icyiciro Rusange cy'amashuri yisumbuye (O'Level Registration form) iriho ifoto ya nyirayo y'igihe yigaga uwo mwaka w'ishuri, inateyeho kashe y'ikigo yigagamo;
- Fotokopi z'indangamanota (school reports: S1& S2);
- Fotokopi y'indangamanota isoza icyiciro cya mbere cy'amashuri yisumbuye (O'Level result slip ya REB);
- Fotokopi z'indangamanota (school reports: S4 & S5);
- Fotokopi ya dipolome y'amashuri yisumbuye cg indangamanota ya REB (S6 Certificate/result slip from REB);
- Indangamuntu ya kera y'umubyeyi yanditsemo amazina y'abana be barimo n'usaba guhindura izina, cyangwa ifishi y'ibarura y'umuryango usaba guhindura izina agaragaramo itangwa n'Umurenge uwo muryango wabaruriwemo mu gihe usaba yifuza gusubirana amazina avuga ko ari yo yari yariswe n'ababyeyi be;
- Ikarita ya Batisimu ku muntu wabatijwe akiri munsi y'imyaka itandatu mu rwego rwo gushimangira amazina yiswe n'ababyeyi.

- Ikarita ya Batisimu cyangwa icyemezo cy'uko usaba ari umuyoboke w'idini ya Islam, ku muntu usaba kongera izina ry'idini ku izina asanganywe;

<u>Icyitonderwa</u>:

- Gusaba uburenganzira bwo guhindura izina ku muntu uba mu mahanga binyuzwa kuri ambasade cyangwa kuri *consulat* y'u Rwanda mu gihugu usaba atuyemo;

Icyakora, igihe ari mu Rwanda, ashobora kwandika asaba atagombye kunyuza ubusabe bwe ku rundi rwego urwo ari rwo rwose, apfa kuba yujuje ibiherekeza ibaruwa y'ubusabe bwe nk'uko byavuzwe haruguru.