REPUBULIKA Y'U RWANDA

MINISITERI Y'UBUTABERA

B.P. 160 KIGALI

AMABWIRIZA AGENEWE IYAKIRWA RY'INYANDIKO ZIREBA SERIVISI ISHINZWE KUGEZA UBUTABERA KU BATURAGE

Kugira ngo dosiye y'usaba kurenganurwa, guhindura amazina no gukorerwa Iteka ndetse no gusaba kuba Umuhesha w'Inkiko w'Umwuga yakirwe mu buryo bufasha kuyisuzuma neza no kubonerwa igisubizo mu gihe gikwiye, Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta ashyizeho amabwiriza akurikira:

I. IBARUWA ISABA KURENGANURWA IGOMBA KUBA YUJUJE IBIIBIKURIKIRA :

1. Ibaruwa isaba kurenganurwa yandikiwe Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta isobanura neza imiterere y'ikibazo umuntu afite, aho giherereye n'icyo yifuza ko Minisiteri igikoraho.

2. Iyo baruwa igomba kuba igaragaza amazina yombi, Telefone, Umudugudu, Akagari, Umurenge n'Akarere by'aho abarizwa cyangwa yaboneka.

3. Ibaruwa igomba kuba iherekejwe ku mugereka na:

   a) Raporo y'abakozi ba Minisiteri y'Ubutabera (MAJ) bakorera mu Karere k'aho ikibazo giherereye cyangwa aho ufite ikibazo atuye. Raporo ya MAJ igomba kuba ikubiyemo uburyo ikibazo cyakemuwe cyangwa se inama yagiriwe umuturage ariko ikibazo cye kikaba kitarakemutse burundu cyangwa ntiyemere inama yagiriwe.

b) Inyandiko yose igaragaza ukuri kw'ibivugwa mu ibaruwa, inzego zindi ashobora kuba yarakigejejeho n'icyo zagiye zigikoraho (Amabaruwa zashubije).

c) Mu gihe hari imanza zaburanywe, kopi z'imanza zose, zigomba kugaragara muri dosiye.

d) Dosiye yagaruwe gukosorwa cyangwa ifite comments ihabwa uwayikoze yamara kuyikosora akayohererezaa umuyobozi wa serivisi ishinzwe kugeza Ubutabera ku baturage (HAJD) ikabona gukomeza.

II. IBARUWA ISABA GUHINDURA AMAZINA IGOMBA KUBA YUJUJE IBIKURIKIRA:

A. Ku bantu batuye mu Gihugu:

1. Ibaruwa isaba guhindura amazina yandikiwe Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta bikozwe na nyirubwite igaragaza impamvu nyakuri usaba ashingiraho kandi ikagaragaza amazina yifuza kwitwa;
2. Ibaruwa igomba kugaragaza umwirondoro wuzuye w'usaba, ikubiyemo:
   a) Amazina ye yanditse mu nyandiko y`ivuka (nk'uko yayiswe akivuka);
   b) Aho atuye mu Rwanda (Telefoni, Umudugudu, Akagari, Umurenge, Akarere);
   c) Iyo baruwa kandi igomba kuba iherekejwe na fotokopi y'Indangamuntu n'inyandiko y'ivuka (Acte de naissance)
   d) Ibimenyetso bishimangira ibyo avuga mu ibaruwa ye (urugero: ibyemezo avuga afite biriho amazina atandukanye);

B. Ku bantu batuye mu mahanga:

Ku bantu batuye mu mahanga, mu bisabwa byavuzwe haruguru hiyongeramo:

1. Aderesi ye y'aho abarizwa mu Gihugu atuyemo (N^0 ya Telefoni abarizwaho agasanduku k`Iposita na aderesi ye yose yaho atuye).
2. Aho abarizwa mu Rwanda (N^0 ya Telefoni, Umudugudu, Akagari, Umurenge, Akarere n'Intara).
3. Fotokopi y'Urwandiko rw'Abajya mu Mahanga (passport) na (carte consulaire cyangwa titre de séjour…).
4. Icyemezo cy'abashakanye (ku muntu utuye mu mahanga usaba kongera mu mazina asanganywe izina ry'umugabo we cyangwa izina ry'umuryango yashatsemo).

5. Ibimenyetso bishimangira ibisobanuro yatanze mu ibaruwa (urugero: Ibyemezo afite biriho amazina atandukanya).

III. IBISABWA KUGIRA NGO UMUNTU AKORERWE ITEKA RYO GUHINDURA IZINA/AMAZINA

1. Ibaruwa yandikiwe Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta isaba gukorerwa Iteka rimuha uburenganzira bwo guhindura amazina.
2. Fotokopi y'ibaruwa igeretseho ingingo z'ingenzi, Minisitiri w'Ubutabera yandikiye Minisitiri Ushinzwe Imirimo y'Inama y'Abaminisititiri akagenera kopi uwasabye guhindura amazina, amusaba gutangaza ingingo z'ingenzi.
3. Fotokopi y'Igazeti ya Leta igaragaramo ingingo z'ingenzi uwasabye yashingiyeho asaba guhindura amazina.
4. Inyemezabwishyu (fagitire) zigaragaza ko yishyuye amatangazo kuri radiyo no mu kinyamakuru.
5. Fotokopi y'ingingo z'ingenzi yatangaje kuri Radiyo incuro ebyiri (2), na fotokopi y'ikinyamakuru kimwe (1) bigaragaramo ingingo z'ingenzi.
6. Inyemezabwishyu y'ibihumbi makumyabiri (20.000 Rwf) yo guhindura amazina yishyuwe mu Kigo cy'Igihugu Gishinzwe Imisoro n'Amahoro.

IV. IBARUWA ISABA KURENGANURWA IYO AKARENGANE KAKOZWE N'UMUHESHA W'INKIKO W'UMWUGA IGOMBA KUBA IHEREKEJWE N'IBI BIKURIKIRA:

1. Umwanzuro wafashwe n'Urugaga rw'Abahesha b'Inkiko b'umwuga ku bijyanye n'irangizwa ry'imanza mu gihe umuturage arega Umuhesha w'Inkiko w'umwuga cyangwa kopi y'ibaruwa yandikiye Urugaga ntahabwe igisubizo hakaba hashize iminsi cumi n'itanu (15) atarasubizwa.
2. Mu gihe urubanza rwarangijwe, hagomba kugaragara inyandikomvugo y'uko rwarangijwe cyangwa akagaragaza ko atahawe inyandikomvugo y'irangizarubanza.

Toll Free: 3936 Website: www.minijust.gov.rw E-mail: mjust@minijust.gov.rw : @Rwanda_Justice : Minijust Rwanda

V. IBISABWA KUGIRA NGO UMUNTU ABE UMUHESHA W'INKIKO W'UMWUGA

1. Ibaruwa isaba kuba Umuhesha w'Inkiko w'Umwuga yandikiwe Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta akagenera kopi Perezida w'Urukiko Rukuru na Perezida w'Urugaga rw'Abahesha.
2. Iyo baruwa igomba kuba igaragaza amazina yombi, Telefone, Umudugudu, Akagari, Umurenge n'Akarere by'aho abarizwa ndetse na e- mail.
3. Ibaruwa igomba kuba iherekejwe ku mugereka na:

a) Indangamuntu, Passeport cyangwa icyemezo cy'amavuko (Attestation de naissance) bigaragaza ko usaba yujuje nibura imyaka makumyabiri n'umwe (21) y'amavuko

b) Impamyabumenyi ihanitse mu by'amategeko cyangwa indi bingana na 'Equivelence' yayo iyo yigiye mu mahanga;

d) Icyemezo cy'uko atakatiwe igifungo kingana cyangwa kirengeje amezi atandatu (6).

VI. KOHEREZA, GUTANDUKANYA AMADOSIYE NO KUYOHEREZA KUBO BIREBA

1. Umuyobozi w'Ishami ry'ubufasha mu by'amategeko (DPLASU) agomba kugaragariza abayobozi bamukuriye (DM na HAJD) amadosiye yinjiye muri iyo serivisi na numero zayo n'uburyo yayahaye abakozi mu cyumweru kugira ngo akorwe vuba.

2. Umuyobozi wa ICT agomba kugena uburyo bwo kumenya gutandukanya dosiye zinjira (incomming) n'izisohotse(autgoing) zikagira amabara azitandukanya.

3. Ubunyamabanga rusange ntibukwiye kujya bunyuza muri DTWMS ibaruwa isaba umubonano (audience), ahubwo ayohereza muri serivisi bireba igasuzuma ikibazo uwanditse afite cyangwa impamvu asaba (audience) byaba ngomwa agahabwa itariki.

4. Amabaruwa asaba kwitabira inama ndetse n'imyanzuro y'inama zigomba gushyirwa mu bikorwa n'ibindi Ubunyamabanga rusange bubona bifite ubwihutirwe ntizigomba guca muri DTWMS.

5. Ubunyamabanga rusange ntibunyuza muri DTWMS ibaruwa zimenyesha (C.I). « Hard copy » buyohererereza umuyobozi wa serivisi ishinzwe kugeza Ubutabera ku baturage (HAJD).

VII. DOSIYE YUZUYE CYANGWA IGOMBA KUZUZWA

1. Ubunyamabanga rusange bugomba kugaragaza muri DTWMS inyandiko zose ziherekeje ibaruwa y'umuturage.

2. Ushinzwe kwakira amadosiye agomba gukora (scan) ya dosiye y'inyongera akayohereza uwayisabye mu gihe zitaziye rimwe n'izindi kugira ngo bifashe buri wese dosiye inyuraho gusuzuma dosiye yose. Icyakora, mu gihe dosiye ari nini ku buryo itaba (scaned) yakwakirwa ikoherezwa ari (physique) muri (Access to Justice).

VIII. IGIHE NTARENGWA DOSIYE IGOMBA KUMARA

1. Kuva aya mabwiriza atangiye gushyirwa mu bikorwa, nta dosiye igomba kurenza iminsi makumyabiri (20) y'akazi itarasubizwa.

2. Nta mukozi ugomba kumarana dosiye iminsi itanu (5) y'akazi atarayikora uretse mu gihe hari impamvu zumvikana, zivugwa/zimenyekana mbere.

3. Ukuriye umukozi dosiye yatinzeho niwe ufite ububasha bwo gusuzuma ko impamvu zatumye dosiye itinda zumvikana.

Aya mabwiriza atangira gukurikizwa kuva ashyizweho umukono.

Bikorewe i Kigali ku wa02./.06../2016

MINISTRY OF JUSTICE

KALIHANGABO Isabelle
Umunyamabanga Uhoraho/Intumwa Nkuru ya Leta Yungirije

Toll Free: 3936 Website: www.minijust.gov.rw E-mail: mjust@minijust.gov.rw : @Rwanda_Justice : Minijust Rwanda