

REPUBLIKA Y'U RWANDA



MINISITERI Y'UBUTEGETSI BW'IGIHUGU



INYANDIKO NGENDERWAHO MU MITANGIRE YA SERIVISI FATIZO *KU KAGARI K'ICYARO*



Supported by



Ijambo ry'Ibanze

Gutanga serivisi zinoze mu Nzego z'Ibanze ni ingenzi mu gushimangira imiyoborere myiza no gushyira mu bikorwa ingamba zikubiye muri gahunda y'imaturabukungu (EDPRSII). Ibyo bizatuma kandi tugera ku bikubiye mu icyerekezo 2020 u Rwanda rwihaye.

Ndashimira ubushake n'umuhate byaranze abayobozi b'Inzego z'Ibanze mu itegurwa ry'iyi nyandiko ngenderwaho mu mitangire ya serivisi fatizo mu nzego bayobora, kandi ndabashishikariza kuzabyubahiriza nk'uko ari bo babyishyiriyeho.

Nshimishijwe rero no kubagezaho iyi nyandiko igaragaza serivisi fatizo zitangwa n'inzego z'Ibanze mu Rwanda. Ikoze mu buryo bworoshye twizera ko buzafasha koroshya imitangire ya serivisi mu Nzego z'Ibanze.

Leta y'u Rwanda ishishikajwe n'iterambere ndetse n'imitangire ya serivisi zinoze kandi zijyanye n'umwihariko wa buri rwego na buri hantu. Iyi nyandiko irareba by'umwihariko Inzego z'Imitegekere y'Igihugu zegerejwe abaturage zirimo Akarere, Umurenge n'Akagari. Izi nzego ni zo zigira uruhare rw'Ibanze mu gutanga serivisi zinogeye abaturage no mu gushyira mu bikorwa gahunda za Leta uko zakabaye.

Gushyira ku mugaragaro iyi nyandiko ifite imbonerahamwe ya serivisi fatizo ni intambwe ikomeye mu byerekeye kugaragariza abaturage ibakorerwa mu Nzego z'Ibanze. Twizeye ko iyi mbonerahamwe izafasha iza nzego gutanga serivisi zihuse, zinoze kandi, zubahirije igihe giteganywa.

Muri urwo rwego, iyi mbonerahamwe ikubiyemo amakuru yose ajyanye na serivisi zitangwa n'Inzego z'Ibanze. Kuri buri serivisi, igaragaza umukozi uyishinzwe, ibisabwa, ikiguzi, ndetse n'igihe ntarengwa cyo kuba igisubizo cyabonetse. Bityo rero, iki ni igikoresho kiyobora abashinzwe gutanga serivisi mu Nzego z'Ibanze ndetse n'abazisaba.

Twizeye ko kubahiriza ibikubiye muri iyi nyandiko bizarushaho gutuma Inzego z'Ibanze zibasha gutanga serivisi nziza zinogeye abaturage ndetse zikarushaho kubagaragariza ibyo bakorerwa.

Turashishikariza inzego bireba gukurikirana uburyo ibikubiye muri iyi nyandiko byubahirizwa kandi turabasaba gukora ibishoboka byose kugira ngo abaturage babisobanurirwe neza. Ubufatanye hagati y'abayobozi n'abaturage ni bwo buzatugeza ku miyoborere myiza n'iterambere twifuza.

KABONEKA Francis
Minisitiri w'Ubutegesi bw'Igihugu





Ubunyamabanga Nshingwabikorwa

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	GUSABA ICYEMEZO CY'ABASABA URUHUSHYA RWO KUJYA MU MAHANGA	<p>Ku bantu bakuru</p> <ul style="list-style-type: none"> • kuzana inyemeza bwishyu y'amafaranga asabwa • Ifoto imwe y'amabara ifite inyuma h'umweru • Kwerekana Irangamuntu cyangwa icyemezo gitangwa n'Umurenge cy'uko yabuze <p>Ku bana bari muni y'imyaka 16</p> <ul style="list-style-type: none"> • Icyemezo cy'amavuko • Icyemezo cy'uko ababyeyi bashakanye • Kopi y'indangamuntu z'ababyeyi 	1.200 Frw	Uwo muni
2.	KWAKIRA NO GUKEMURIRWA IKIBAZO	<ul style="list-style-type: none"> • Ikayi y'umuturage yanditswemo n'ubuyobozi bw'Umudugudu 	Ntayo	Biterwa n'uko ikibazo giteye, ariko iyo bishoboka gikemurwa uwo muni

Ubunyamabanga Nshingwabikorwa

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
3.	GUTANGA ICYEMEZO GISABA GUTERERWA KASHE MPURUZA KU MANZA ZA GACACA	Inyandiko mvugo y'urubanza	Ntayo	Bisaba gushakisha amakuru
4.	KURANGIRIZWA URUBANZA N'IZINDI MPAPURO ZIRIHO KASHE MPURUZA	Impapuro z'imyanzuro y'urubanza ziriho kashe mpuruza	Ntayo	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru, igashyirwa mu bikorwa n'Umunyabanga Nshingwabikorwa w'Akagari mu gihe kitarenze iminsi cumi n'itanu (15) kuva ku igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).
5.	ICYEMEZO CY'ABASHAKA KWIYANDIKISHA GUSABA INDANGAMUNTU BWA MBERE	Icyemezo cy'amavuko	Ntayo	Uwo muni

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
6.	GUSABA ICYEMEZO GIHESHA UMUNTU KUBONA ICYEMEZO CY'UKO ARI INGARAGU	Abagabo batatu babihamya mu nyandiko imbere y' Umunyamabanga Nshingwabikorwa w'Akagari	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
7.	GUSHYIRWA KU RUTONDE RW'ABATISHOBOYE	Kuba uri mu cyiciro cya mbere cy'Ubudehe. Ku badafite icyiciro, cyangwa bashyizwe mu cyiciro kitari cyo	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
8.	GUSABA ICYEMEZO CY'UKO UMUNTU YAPFUYE	Icyemezo cya muganga kibihamya	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
9.	GUFASHA ABATISHOBOYE MU BURYO BUTANDUKANYE	<ul style="list-style-type: none"> •Kuba uri mu cyiciro cya mbere cy'ubudehe •Kuba ubufasha buhari 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
10.	ICYEMEZO CYO KUBAKA NO GUSANA	Icyemezo cy'ubutaka	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe

Ubunyamabanga Nshingwabikorwa

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
11.	ICYEMEZO CY'UKO UMUNTU YABUZE IBYANGOMBWA N'IZINDI MPAPURO	Ikayi y'umuturage	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
12.	KUMENYESHA UWABURANYE ADAHARI IMYANZURO Y'URUKIKO	Impapuro z'imyanzuro y'urubanza	Ntayo	Mu muni 10
13.	GUSINYISHA INZANDIKO Z'ABAHAMAGAJWE N'INKIKO	Impapuro zitumira kwitaba urukiko	Ntayo	Iminsi 8 mbere yo kwitaba mu rukiko
14.	ICYEMEZO GIHESHA ICYANGOMBWA CY'AMAVUKO	<ul style="list-style-type: none"> • Ikayi y'umuturage yanditswemo n'ubuyobozi umudugudu • Irangamuntu 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
15.	ICYEMEZO GIHESHA ICYANGOMBWA CY'UMUTUNGO	<ul style="list-style-type: none"> • Ikayi y'umuturage yanditswemo n'ubuyobozi bw'Umudugudu • Irangamuntu 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe

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16.	ICYEMEZO CY'UWAROKOTSE JENOSIDE	<ul style="list-style-type: none"> •Icyemezo cya komite y'abarokotse jenocide mu kagari •Indangamuntu 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
17.	ICYEMEZO CY'IRANGAMIMERERE NYUMA YO GUTANDUKANA N'UWO BASHAKANYE	<ul style="list-style-type: none"> •Kopi y'Icyangombwa kimuranga (Indangamuntu cyangwa Pasiporo) •Kopi y'imyanzuro y'urukiko irebana n'ubutane iriho kashe mpuruza •Abantu batatu (3) bahamya mu nyandiko imbere y'Umunyamabanga Nshingwabikorwa ko yongeye cyangwa atongeye gushaka 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
18.	ICYEMEZO CY'UBUPFAKAZI	<ul style="list-style-type: none"> •Indangamuntu •Ikayi y'umuturage yanditsemo amakuru yatanze n'ubuyobozi bw'Umudugudu •Icyemezo cy'urupfu rw'uwo bari barashakanye •Abantu batatu (3) babihamya mu nyandiko imbere y'Umunyamabanga Nshingwabikorwa 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
19.	ICYEMEZO CY'UKO UTUYE MU KAGARI	<ul style="list-style-type: none"> •Ikayi y'umuturage yanditsemu n'ubuyobozi umudugudu •Indangamuntu 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe
20.	ICYEMEZO CY'UMWIRONORO (ATTESTATION D'IDENTITE COMPLETE)	<ul style="list-style-type: none"> •Indangamuntu •Ku bafite imyaka 16 batarabona irangamuntu hashingirwa ku ikayi y'umuturage yanditsemo amakuru yatanze n'ubuyobozi bw'Umudugudu 	Ntayo	Uwo muni iyo ibisabwa byose byubahirijwe

Ubunyamabanga Nshingwabikorwa

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
21.	ICYEMEZO CY'USABA UBURENGANZIRA BWO KUBAKA MU MUDUGUDU	<ul style="list-style-type: none"> Icyangombwa cy'Ubutaka Kuba aho ushaka kubaka haragenewe umudugudu 	Ntayo	Uwo muni
22.	ICYEMEZO CY'UKO UTAFASHE IBYANGOMBWA BY'UBUTAKA BYA BURUNDU	<ul style="list-style-type: none"> Icyemezo cy'agateganyo gihabwa uwabaruriwe ubutaka 	Ntayo	Uwo muni

Icapiro

Byakozwe na

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GIZ/Claudia Wiens

Imbonerahamwe zihinye za serivisi zateguwe na Minisiteri y'Ubutegetsi bw'Igihugu ku nkunga ya gahunda y'ikigo cy'Ubudajye gitsura amajyambere igamije gushyigikira politiki yo kwegera ubuyobozi abaturage n'imiyoborere myiza (GIZ/Decentralisation and Good Governance Program).