



ACCESS TO VITAL RECORDS

*Birth, Marriage, Divorce, and Death Certificates
& Police Records*

CHAD

About this document

Introduction

Established in 2018, the Vance Center's Keep Families Together (KFT) initiative connects pro bono lawyers abroad with legal service providers and immigration attorneys in the U.S. representing migrant individuals and families. Through this program, volunteer counsel assists in obtaining vital records, police and medical records, and other official documentation from migrants' countries of origin or transit to support the legal and administrative processes that lead to family reunification and long-term immigration relief.

Today, the KFT initiative collaborates with more than 150 law firms, pro bono clearinghouses, non-profit organizations, bar associations, and university legal clinics across five continents. Together, we have supported the legal representation of more than 500 individuals and families, contributing to numerous reunifications and durable forms of immigration relief.

As the immigration policy landscape in the U.S. continues to shift, legal service providers must adapt to address their clients' needs, and tools that can support overburdened and under-resourced service providers are more important than ever.

In 2025 alone, KFT received more than 186 requests for assistance. Looking ahead, we anticipate sustained demand for these services. As cases have increased, our team has noted that immigration attorneys frequently encounter some of the same questions and procedural barriers, many of them related to the essential vital records their clients need for their cases. These questions include: **how to obtain birth, marriage, and divorce certificates; how to secure death certificates; and how to access police records.**

The relevant information about how to access these documents is often fragmented, difficult to navigate, or not immediately accessible to practitioners, who have limited time to devote to these proceedings. This information gap has critical consequences – we know that delays or uncertainty in obtaining such documentation can materially affect the pace and outcome of immigration proceedings.

In response to this gap, the Vance Center has developed this practical reference tool covering an initial group of 31 jurisdictions for which we frequently receive requests. The guide includes countries in Africa, Asia, Europe, Latin America, and the Caribbean. The chapters for three countries (Brazil, India, and Mexico) include sub-sections with state-level information for a selection of states. This guide complements the Vance Center's previously published resource, [*Accessing Vital and Official Records in Latin America: A Guide for Immigration Practitioners*](#), published in March 2026. While that guide focused on 14 jurisdictions in Latin America and covered a broader range of procedures related to obtaining and correcting official records, this new version expands the geographic scope significantly and narrows the focus to the official documents most frequently requested in immigration matters.



The Guide covers:

- **Procedures to request and obtain birth, marriage, divorce, and death certificates**
- **Locating and obtaining criminal, police, or arrest records**

Each country chapter includes information about the appropriate authorities or agencies responsible for these records, the processes to request them, timing and associated costs, and other relevant information. When applicable, it also includes information about available digital or remote procedures that can enable practitioners to more efficiently assist migrant clients.

Access to these documents is often essential to ensure immigration processes can move forward. By providing more clarity around cross-border procedures, services, associated costs, and digital options, we hope this Guide will support immigration service providers to offer more timely, informed, and effective legal representation to their clients.

Note

This Guide is based on information compiled in early 2026. This information is for general reference only and is not legal advice. Requirements, fees, and procedures may change over time and may vary within regions of each country. Whenever available, we have included references to official sources so that attorneys may verify and obtain the most up-to-date information directly. Accordingly, this Guide should be used as a general reference tool, with the understanding that local regulations and administrative practices may evolve at any time.

This chapter covers Chad.

The full Guide with information on all 31 countries is available [here](#).

Acknowledgments

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Birth certificate

What is the government authority or agency responsible for issuing this document?	Official authorities in charge of registering births and issuing birth certificates: • The Minister of Territorial Administration and Local Governance (MATGL). • Director of Political Affairs and Civil Registration (DAPEC). • Municipal mayors of the communes and of the borough. • Presidents of rural councils. Officers of the army. • Ambassadors and consuls in diplomatic representations in Chad and abroad. • Deputies and alternates designated by the holders in writing. • Source: https://data.unicef.org/crvs/chad/
Can the document be obtained online?	No
Please provide the link.	Unclear from available sources.
Please provide a brief description of the process.	• Depending on the place of birth, citizens (father, mother, an ascendant or any person who attended the birth) must go to one of the municipalities, district, or chief places of the rural communities or diplomatic representations. • The certificate is done manually (on paper). • All vital events are directly recorded on non-standardized forms, their fill fields are free, and they are filled manually in cursive writing, which prohibits their subsequent exploitation by optical character recognition. • However, some civil registration centers in the capital that have computers enter the information under software designed for this purpose. • Source: https://data.unicef.org/crvs/chad/
Must the application be done in person?	Yes

Can a third party apply on behalf of the person?	Yes. The father, mother, an ascendant or any person who attended the birth.
Must the third party be a lawyer or have a notarized power of attorney (POA)?	Unclear from available sources.
What are the typical documents or information required to request this certificate?	• Verbal declaration from the father, mother, an ascendant or any person attending the birth. • Identity document, passport or birth certificate of the father, mother and declarant. • Marriage certificate, if possible. • Birth certificates for births in health facilities. • After three months, obtaining a birth certificate requires a supplementary Judgment of Birth from the High Court (Tribunal de Grande Instance) in the child's area of birth. (Law 008/PR/2013, article 25)
Is there a fee to obtain the certificate?	No fee for the certificate itself, but there are other official fees involved in the birth registration process, such as costs for a copy of the certificate.
How much are the fees?	Approximately XAF 150 – 600 for each copy.
What is the average time it takes to receive the document?	Unclear from available sources. Certificate seems to be issued immediately as it is filled in manually, but there is no specific information on this.
Is the certificate provided digitally, by mail or must it be picked up in person?	In person
Is the issuance centralized at the national level or is it handled locally (e.g., by municipality or state)?	Local
Please describe how to identify the appropriate local office.	Depending on the place of birth, either in the country or abroad. Unclear regarding specifics of each situation.
Are there any known challenges to accessing this document (e.g., bureaucratic delays, corruption, limited online access)?	Unknown regarding the fees/processing time/limited online access. Location in the municipality would be needed to determine what the actual document process is.

Please list any methods for contacting the relevant agencies and organizations (e.g., WhatsApp, email, online contact form, telephone numbers, postal address, etc.).	Unclear from available sources. Although respective authorities acting as registering officers seem to only be reachable at their respective addresses.
Please share any additional information that may be helpful.	Very limited access to information online/through official government websites.

Marriage certificate

What is the government authority or agency responsible for issuing this document?	Official authorities in charge of registering births and issuing certificates: • The Minister of Territorial Administration and Local Governance (MATGL). • Director of Political Affairs and Civil Registration (DAPEC). • Municipal mayors of the communes and of the borough. • Presidents of rural councils. Officers of the army. • Ambassadors and consuls in diplomatic representations in Chad and abroad. • Deputies and alternates designated by the holders in writing. • Source: https://data.unicef.org/crvs/chad/
Can the document be obtained online?	No
Please provide the link.	Unclear from available sources.
Please provide a brief description of the process.	• The certificate is done manually (on paper). • All vital events are directly recorded on non-standardized forms, their fill fields are free, and they are filled manually in cursive writing, which prohibits their subsequent exploitation by optical character recognition. • However, some civil registration centers in the capital that have computers enter the information under a software designed for this purpose. • Source: https://data.unicef.org/crvs/chad/

Must the application be done in person?	Yes
Can a third party apply on behalf of the person?	No
Must the third party be a lawyer or have a notarized power of attorney (POA)?	Unclear from available sources.
What are the typical documents or information required to request this certificate?	• Birth certificate. • Any waivers. • Identity documents of each of the prospective spouses and their respective witnesses. • Statement of the amount of agreed dowry or the dowry non-payment agreement. • Medical prenuptial certificate attesting that the future spouses were examined for consent to marriage. • Marriage contract defining the chosen property regime. (Law 008/PR/2013, article 30)
Is there a fee to obtain the certificate?	500 CFA francs
How much is the fee?	Filing fee will vary by civil registration center and the day of celebration of the marriage. Source: https://data.unicef.org/crvs/chad/
What is the average time it takes to receive the document?	Unclear from available sources. Certificate seems to be issued immediately as it is filled in manually, but there is no specific information on this.
Is the certificate provided digitally, by mail or must it be picked up in person?	In person
Is the issuance centralized at the national level or is it handled locally (e.g., by municipality or state)?	Local
Please describe how to identify the appropriate local office.	Unclear from available sources.
Are there any known challenges to accessing this document (e.g.,	Unclear from available sources. Location in the municipality would likely be needed to determine what the actual document process is.

bureaucratic delays, corruption, limited online access)?	
Please list any methods for contacting the relevant agencies and organizations (e.g., WhatsApp, email, online contact form, telephone numbers, postal address, etc.).	Unclear from available sources. However, the respective authorities acting as registering officers seem to only be reachable at their respective addresses.
Please share any additional information that may be helpful.	Very limited access to information online/through official government websites.

Divorce certificate

What is the government authority or agency responsible for issuing this document?	Mayor/High Court. <i>Source:</i> https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/Chad.html#:~:text=Procedure%20for%20Obtaining:%20The%20couple,There%20are%20no%20alternate%20documents
Can the document be obtained online?	No
Please provide the link.	Unclear from available sources.
Please provide a brief description of the process.	• One of the spouses must file for divorce at the High Court. • The divorce certificate can only be issued after a judicial decision has been made and acted upon. • The High Court issues the divorce decree. • <i>Source:</i> https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/Chad.html#:~:text=Procedure%20for%20Obtaining:%20The%20couple,There%20are%20no%20alternate%20documents
Must the application be done in person?	Yes
Can a third party apply on behalf of the person?	No

Must the third party be a lawyer or have a notarized power of attorney (POA)?	Unclear from available sources.
What are the typical documents or information required to request this certificate?	• One of the spouses must file for divorce at the High Court. • The divorce certificate can only be issued after a judicial decision has been made and acted upon. • The High Court issues the divorce decree. • Source: https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/Chad.html#:~:text=Procedure%20for%20Obtaining:%20The%20couple,There%20are%20no%20alternate%20documents
Is there a fee to obtain the certificate?	Yes
How much is the fee?	Unclear from available sources.
What is the average time it takes to receive the document?	Unclear from available sources.
Is the certificate provided digitally, by mail or must it be picked up in person?	In person
Is the issuance centralized at the national level or is it handled locally (e.g., by municipality or state)?	Local
Please describe how to identify the appropriate local office.	Unclear from available sources.
Are there any known challenges to accessing this document (e.g., bureaucratic delays, corruption, limited online access)?	Limited online access
Please list any methods for contacting the relevant agencies and organisations (e.g., WhatsApp, email, online contact form, telephone numbers, postal address, etc.).	Unclear from available sources.

Please share any additional information that may be helpful.	Very limited access to information online/though official government websites.
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Death certificate

What is the government authority or agency responsible for issuing this document?	Official authorities in charge of registering births and issuing certificates: • The Minister of Territorial Administration and Local Governance (MATGL). • Director of Political Affairs and Civil Registration (DAPEC). • Municipal mayors of the communes and of the borough. • Presidents of rural councils. Officers of the army. • Ambassadors and consuls in diplomatic representations in Chad and abroad. • Deputies and alternates designated by the holders in writing. • Source: https://data.unicef.org/crvs/chad/
Can the document be obtained online?	No
Please provide the link.	Unclear from available sources.
Please provide a brief description of the process.	• The certificate is done manually (on paper). • All vital events are directly recorded on non-standardized forms, their fill fields are free, and they are filled manually in cursive writing, which prohibits their subsequent exploitation by optical character recognition. • However, some civil registration centers in the capital that have computers enter the information under software designed for this purpose. • Source: https://data.unicef.org/crvs/chad/
Must the application be done in person?	Yes
Can a third party apply on behalf of the person?	Yes. The surviving spouse; ascendants or descendants; close relatives of the deceased; or any person holding the precise information on the civil status of the deceased.

Must the third party be a lawyer or have a notarized power of attorney (POA)?	No
What are the typical documents or information required to request this certificate?	• Medical death certificate. • Identification card. • Birth certificate. • Source: https://data.unicef.org/crvs/chad/
Is there a fee to obtain the certificate?	Yes
How much is the fee	Approximately XAF 150 – 600 for each copy. Other costs involved, including the fee for the certificate itself and administrative fees are unclear from available sources.
What is the average time it takes to receive the document?	Unclear from available sources. Certificate seems to be issued immediately as it is filled in manually, but there is no specific information on this.
Is the certificate provided digitally, by mail or must it be picked up in person?	In person
Is the issuance centralized at the national level or is it handled locally (e.g., by municipality or state)?	Local
Please describe how to identify the appropriate local office.	Depending on the place the marriage took place. Unclear regarding specifics of each situation.
Are there any known challenges to accessing this document (e.g., bureaucratic delays, corruption, limited online access)?	Unclear from available sources. Location in the municipality would likely be needed to determine what the actual document process is.
Please list any methods for contacting the relevant agencies and organisations (e.g., WhatsApp, email, online contact form, telephone numbers, postal address, etc.).	Unclear from available sources; however respective authorities acting as registering officers seem to only be reachable at their respective addresses.
Please share any additional information that may be helpful.	Very limited access to information online/through official government websites.

Police record

What is the government authority or agency responsible for issuing this document?	- The Ministry of Justice/Court of First Instance/High Court. - The nearest embassy or consulate (if residing abroad). - Source: https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/Chad.html#:~:text=Procedure%20for%20Obtaining:%20The%20couple,There%20are%20no%20alternate%20documents
Can the document be obtained online?	No.
Please provide the link.	Unclear from available sources.
Please provide a brief description of the process.	- Submit an application letter explaining why a police clearance certificate is being requested. - Provide a birth certificate or a national ID, along with a XAF 500 service fee. - Sources: https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/Chad.html#:~:text=Procedure%20for%20Obtaining:%20The%20couple,There%20are%20no%20alternate%20documents; https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how/chad.html
Must the application be done in person?	No, it can also be done by mail.
Can a third party apply on behalf of the person?	Yes
Must the third party be a lawyer or have a notarized power of attorney (POA)?	Yes
What are the typical documents or information required to request this certificate?	Fully completed prescribed application form signed by the applicant.

	• Attested photocopy of passport (all pages) either by authorized agency or notary public of the current passport and passport used in Chad. • Two passport-size photos (3×3, 5 cm, from one and the same negative). • Certified copy of work permit/appointment letter/dependent pass, etc. • Fingerprint impressions of both hands duly attested by authorized agency on a prescribed fingerprint form. • A detailed self-explanatory letter stating the period of stay in Chad and need for the said certificate. • Description form (personal particular) attested by authorized agency. • Copy of Chad identity card, (if any).
Is there a fee to obtain the certificate?	Yes
How much is the fee?	Unclear from available sources.
What is the average time it takes to receive the document?	The certificate is usually available within 24 hours. Source: https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/Chad.html#:~:text=Procedure%20for%20Obtaining:%20The%20couple,There%20are%20no%20alternate%20documents
Is the certificate provided digitally, by mail or must it be picked up in person?	By mail or in person.
Is the issuance centralized at the national level or is it handled locally (e.g., by municipality or state)?	National
Please describe how to identify the appropriate local office.	Unclear from available sources.
Are there any known challenges to accessing this document (e.g., bureaucratic delays, corruption, limited online access)?	• Corruption. • Bureaucratic delays. • Limited online access.

Please list any methods for contacting the relevant agencies and organizations (e.g., WhatsApp, email, online contact form, telephone numbers, postal address, etc.).	Judiciare Commissaire and Ministry of Justice • Address: PO Box 426 N'Djamena • Phone number: +235 522172 / 522139, Fax: +235 525885, Email: cs.tchad@intnet.td
Please share any additional information that may be helpful.	Unclear from available sources.