



## **EMBASSY OF THE REPUBLIC OF KENYA**

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### **ALL KENYANS IN JAPAN**

Dear Fellow Kenyans,

As you may be aware, the Government of the Republic of Kenya has embarked on a National Integrated Identity Management system (NIIMS) exercise, locally referred to as '*Huduma Namba*', which has a purpose of creating a central master population database for all its citizens including those residing abroad. The '*Huduma Namba*' will serve as the primary source of a Kenyan Citizen's identity. The *Huduma Namba* is a unique number generated by NIIMS that that will allow Kenyans to access services from the Government upon being identified.

In this regard, *Huduma Namba* registration in the Diaspora has commenced and the registration exercise will be available at this Embassy from 13<sup>th</sup> May 2019. This exercise continues for the next forty five (45) days, until 3<sup>rd</sup> July 2019. Further to this, we wish to issue guidelines to facilitate the registration of the Diaspora in Japan as follows:

#### **Registration Instructions:**

**Step 1:** Visit the *Huduma Namba* URL: <https://diaspora.hudumanamba.go.ke>. On this portal you will see clear instructions on how to register. Follow the instructions and complete the online registration form as directed.

**Step2:** After successful registration you will receive a message on your email with a reference and document number. These numbers are what will enable your final registration. Kindly note them down and produce them when you visit the Embassy for final registration. For your own convenience, please register all members of your family so that you visit the Embassy at once to avoid making several trips to the Embassy.

Children below the age of six (6) are exempted from biometrics and photos, hence do not need to be present for registration, however, you will still need to bring along their reference and document number and their original registration documents (birth certificate or Passport).

**Step3:** Once you have completed the online registration, carry your original documents, reference and document number to the Embassy for final registration.

**Step 4:** At the Embassy, your biometrics and photo will be taken, further to which you will append your signature upon completion. When you visit the Embassy crosscheck that you have the following:

1. Key documents for registration: ID/Kenyan Passport/Birth Certificate for those over 18yrs and Kenyan Passport/Birth Certificates for those under 18yrs. - **originals;**
2. Reference and document number.
3. If you have extra documents eg. KRA PIN, NSSF No., NHIF no. etc, please bring them along.

**Step 5:** Wait for your *Huduma Namba*. Kindly be informed that this is a registration exercise and that the *Huduma Namba* will not be issued instantly. This will be generated upon completion of the exercise period and subsequent data clean-up by the Secretariat in Nairobi. It is estimated that the *Huduma Namba for all Kenyan Citizens* will be ready from beginning of August 2019.

**Step 6:** The Embassy will be open for the registration exercise **Monday to Saturday from 9:00hrs to 17:00hrs.**

**Please Note:** Photographs to be taken are expected to be a full face with both ears showing, hence earrings and spectacles will be removed.

I welcome you all to register.

**EMBASSY OF THE REPUBLIC OF KENYA  
TOKYO**