

Document Name	Search and Certification User Manual
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Approved By	
Signature	

SEARCH AND CERTIFICATION e-TOOL

The search and certification tool is an extension of functionality of the electronic document management system (EDMS) generically known as OnBase. The primary objective of this tool is to automate the existing functionality of search and certification of documents within the directorate of Civil Registrations. This e-tool functions in two modules to provide for;

- i. Front Office Operations that receive application requests from clients.
- ii. Back Office operations that process received requests submitted by clients.

FRONT OFFICE OPERATIONS

The applicant browses to the URSB website www.ursb.go.ug and proceeds to locate the e-services page. A drop menu appears below the selected and depending on the service required i.e. search or certification, the client will select the preferred link. Below are illustrations of the various links to the above-mentioned services.

Search: <https://ursb.go.ug/dynamic-pages/request-search-on-civil-registry>

Request For Search Application Form

Application Information

Applicant's Details

Applicant Name*

Email*

Date of Application

(0)

Identification of Applicant*

Search Purpose

Purpose of search*

Category of Search*

Branch to handle Request

Payment Details

Payment Reference Number (PRN)*

Payment Amount

Certification: <https://ursb.go.ug/dynamic-pages/certify-civil-documents>

1. Generate payment assessment through the URA portal and make payments using any method of your choice i.e. through the bank, mobile money etc.
2. Fill the application form. All fields mark with an asterisk(*) are mandatory
3. Upon completion, click the submit button to submit request for document certification. An email will be sent to your email with a ticket number that you can use for following up on the request

NOTE: If the email entered is wrong or empty, the email field will turn to red. In case of a wrong email, click on the clear email button before entering a new one.

Request For Document Certification

Application Information

Applicant's Details

Applicant Name * Email *

Date of Application Document(s) to be certified *

Purpose for certification request

Branch to handle Request

Id of Person Submitting Request (Scanned copy) (0)

Identification of Applicant *

Payment Details

Payment Referanca Number(PRN)Search *

Payment Referanca Number(PRN)Certification *

Please follow the steps below to complete your application

- The applicant shall fill out the mandatory fields marked with an asterisk (*) on the available forms in the illustrations, accessible through the respective links provided above.
- The applicant is also advised to take note of the file attachment features to allow for upload of proof of identification i.e. National ID
- After complying with the above, the client can now proceed to **submit** the application request on satisfactory completion of the web form.
- Please wait for feedback from your respective URSB officer through the email provided in the form.