

# GEOROLE

## GEOROLE'S FREE CHECKLIST FOR COMMUNITY LAND REGISTRATION IN KENYA

*Simplify the process and avoid costly mistakes with this step-by-step guide.*

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### Pre-Registration Phase

#### 1. Confirm Land Availability

- Check the Registrar's online portal or visit county offices to verify the land is unregistered and not earmarked for public use.

*Georole Tip:* Use our Land Status Search Tool for instant results.

#### 2. Mobilize the Community

- Hold a public meeting to pass a resolution (min. 15 adult signatures required).
- Ensure participation of women, youth, and marginalized groups (mandatory for compliance).

#### 3. Prepare Required Documents

- Draft a **Community Constitution** (include governance rules and CLMC election criteria).
  - Compile a **Register of Members** (names, ages, signatures).
  - Create boundary maps (use free GIS tools like QGIS or hire a surveyor).
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### Registration Phase

#### 4. Submit Initial Notification

- Complete **Form CLA 3** (Application for Community Registration) signed by 15+ members.
- Pay prescribed fees at the Registrar's office.

#### 5. Organize Public Meetings

- Ensure the Registrar publishes notices in 1+ national newspaper/radio station.
- Display notices in local offices, chief's camps, and strategic community spaces.

#### 6. Elect the CLMC

- Conduct a secret ballot to elect 7–15 CLMC members.

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- Ensure 1/3 of members are women (constitutional requirement).
- Submit **Form CLA 2** for any post-election committee changes.

### 7. Adjudication & Demarcation

- Collaborate with the adjudication team to survey boundaries.
- Resolve disputes using local elders or ad hoc committees.
- Submit **Form CLA 8** (Adjudication Request) with maps and land use descriptions.

### 8. Finalize Registration

- Submit **Form CLA 1** (Land Claim Application) with:
  - Community constitution.
  - Member register.
  - Certified meeting minutes.
- Await **Form CLA 4** (Certificate of Registration) from the Registrar.

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## Post-Registration Phase

### 9. Manage Community Land

- Develop a land-use plan (allocate zones for grazing, farming, conservation).
- Update member registers annually.
- Report transactions (leases, investments) to the Registrar within 30 days.

### 10. Compliance & Renewals

- Hold CLMC elections every 3 years (retire 2/3 of members each term).
- Submit annual returns to the Registrar to maintain active status.

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## Avoid Common Pitfalls

⚠ **Missing Deadlines:** Track key dates (e.g., 28 days to notify Registrar of CLMC changes).

⚠ **Incomplete Forms:** Double-check CLA forms for signatures and attachments.

⚠ **Exclusion Risks:** Ensure women/youth participation in all meetings to avoid registration denial.