

Annexure A

SN	Service Name	Documents Required	Type	
1	Birth/Death Registration	Primary Information Report (Form 1) – Birth Registration	Mandatory	
		Primary Information Report (Form 2) – Death Registration	Mandatory	
		Any Other Attachment	Optional	
2	Issuance of Copy of Birth/Death/Non Availability Certificate	ID cum Residence proof – Voter Card / Aadhar / Passport / Driving License (Applicant)	Mandatory	
		Copy of Birth/Death Certificate (Only In case previously issued certificate is available)	Mandatory	
		ID proof where Name and DOB is mentioned (Child whose certificate is required)	Optional	
		ID proof where Name and address is mentioned (Deceased)	Optional	
3	Addition of Name of Child in Birth certificates	Application form cum Self-Declaration from Parent or Guardian	Mandatory	
		Birth Certificate in original/ photocopy	Mandatory	
		School certificate or passport or driving license or any other document on which date of birth and name is mentioned (Self Attested copy) or self-declaration for child less than 5 year	Mandatory	
		ID cum Residence proof – Voter Card / Aadhar / Passport / Driving License (Applicant)	Mandatory	
4	Correction in Birth/ Death certificate	Application form cum Self Declaration (Describe the reason of correction) under state rule 11	Birth & Death	Mandatory
		Witnesses of two credible persons like Sarpanch/ Panch/ Municipal Councilor/ MLA/ MP or Gazetted Officer under state rule 11	Birth & Death	Mandatory
		Birth/Death Certificate in original/photocopy	Birth & Death	Mandatory
		ID cum Residence proof – Voter Card / Aadhar / Passport / Driving License (Applicant)	Birth & Death	Mandatory
		Report of hospital/Nursing home (only in case of institutional delivery)	Birth	Mandatory
		Copy of School certificate or passport or driving license or Aadhar or Voter Card of Child/Father/Mother in case of correction in their name.	Birth	Mandatory
		Proof of Residence and Relationship -Copy of Voter Card / Passport / Aadhar / Driving License / Bank Passbook	Birth	Mandatory

SN	Service Name	Documents Required		Type
		Copy of School certificate or passport or driving license or Aadhar or Voter Card or Property papers or insurance policy or passbook of deceased	Death	Mandatory
		Copy of post mortem report and FIR only in accidental/ suicide/ murder cases	Death	Mandatory
		Copy of report of cremation ground or immersion of ashes or Bhog da card or antim ardas	Death	Mandatory
5	Delayed Registration of Birth / Death			
5.1	Within one year of occurrence of Birth/Death event	Application form	Birth & Death	Mandatory
		Affidavit attested by Magistrate or Notary Public	Birth & Death	Mandatory
		Non Availability Certificate pertaining to the year of occurrence of event	Birth & Death	Mandatory
		ID cum Residence proof – Voter Card / Aadhar / Passport / Driving License (Applicant)	Birth & Death	Mandatory
		Information form No. 1	Birth	Mandatory
		Proof of birth like hospital/ nursing home report or immunization card etc (Mandatory if Date of Birth Within one year)	Birth	Mandatory
		Information form No. 2	Death	Mandatory
		Proof of death like hospital/ nursing home report or immersion of ashes or post mortem along with FIR or cremation ground report or Antim Ardas / Bhog da Card	Death	Mandatory
5.2	After one year of occurrence of Birth/Death Event	Self-declaration (As per Prescribed format)	Birth & Death	Mandatory
		Witnesses of two credible persons like Sarpanch/ Panch/ Municipal Councilor/ MLA/ MP or Gazetted Officer under state rule 11 (Mandatory if Date of Death after one year)	Birth & Death	Mandatory
		Non Availability Certificate of 3 years search pertaining to the year of occurrence of event, prior to year of occurrence and after the year of occurrence (In case the event occurred in current year as of date of application, then in spite of after the year of occurrence, the record to be searched for prior to prior year of occurrence of event)	Birth & Death	Mandatory
		ID cum Residence proof – Voter Card / Aadhar / Passport / Driving License (Applicant)	Birth & Death	Mandatory
		Information form No. 1	Birth	Mandatory

SN	Service Name	Documents Required		Type
		Proof of birth like hospital/ nursing home report in case of institutional births; Copy of school certificate or passport or immunization card or driving license or aadhar card or voter card in case of domiciliary birth or any other proof which shows date and place of birth.	Birth	Mandatory
		Copy of birth or school certificate or passport or voter card or driving license or aadhar card of brothers/sisters of child where D.O.B and Father name of siblings is mentioned (In case of siblings)	Birth	Mandatory
		Information form No. 2	Death	Mandatory
		Proof of death like hospital/ nursing home report in case of institutional death; Copy of postmortem and FIR report in case of accidental/ suicide/ murder cases; Report of immersion of ashes or cremation ground report or Antim Ardas/ Bhog da Card in other cases or any other proof which shows place of death, date of death and name of deceased.	Death	Mandatory
		Voter card or Aadhar card or Passport or Driving License or Water bill or electricity bill or Arms License or Caste Certificate or Residence Certificate in name of deceased for proof of ID and Residence	Death	Mandatory
6.	Birth Certificate of Adopted child (Updation of details)	Adoption through Family /Relatives/Acquaintance.	Adoption of Orphan Child through some Institution.	
		ID cum Residence proof – Voter Card / Aadhar / Passport / Driving License (Applicant)		Mandatory
		Adoption Deed	Judicial Court Orders for adoption	Mandatory
		Joint Self declaration of both parties	Self-Declaration from Institution & Adopting parents	Mandatory
		ID proofs of both parties (Both Parents) (Photo ID cum residence proof)	ID proofs of adopting parents (Photo ID cum residence proof)	Mandatory
		Original Birth Certificate (Preferred) or Photo Copy.	Original Birth Certificate (Preferred) or Photo Copy.	Mandatory
			ID proof of Head of Institution	Mandatory