

REGISTRATION OF BIRTH & DEATH

SR. NO.	NAME OF SERVICE	REQUIRED DOCUMENTS TO AVAIL THE SERVICES.
1	ISSUE OF BIRTH & DEATH CERTIFICATE	<ol style="list-style-type: none"> 1) Application Form, 2) House Tax Receipt / Rent Receipt, 3) Photo ID Proof of Applicant with self attested.
2	CORRECTION IN BIRTH	<ol style="list-style-type: none"> 1) Application, 2) 3 Affidavit (Self, Father & Mother / 2 Witness), 3) Birth certificate of child with self attested, 4) Birth certificate of father with self attested, 5) Birth certificate with of mother self attested, 6) Father & mother marriage certificate, 7) Copy of passport of child & parents , 8) Affidavit for passport if they are not holding passport (child & parents), 9) Election Card/ Aadhar Card copy of child, parents & witness with self attested.
3	CORRECTION IN DEATH	<ol style="list-style-type: none"> 1) Application, 2) 3 Affidavit (applicant & 2 witness), 3) Birth and Death Certificate of deceased person, 4) Marriage Certificate of deceased person, 5) ID proof of applicant, deceased person & witness with self attested.
4	NON-AVAILABILITY CERTIFICATE FOR BIRTH	<ol style="list-style-type: none"> 1) Application, 2) 1 Affidavit, 3) Leaving Certificate / Bonafied Certificate with self attested, 4) ID proof of applicant & child with attested.
5	NON-AVAILABILITY CERTIFICATE FOR BIRTH	<ol style="list-style-type: none"> 1) Application, 2) 1 Affidavit, 3) Birth Certificate / leaving certificate of deceased person, 4) ID proof of applicant & deceased person with self attested.
6	ISSUE OF PENDING BIRTH CERTIFICATE	<ol style="list-style-type: none"> 1) Application, 2) 1 Affidavit, 3) ID proof of applicant with self attested, 4) Leaving Certificate / Bonafide Certificate with self attested.
7	CHILD NAME ENTRY IN BIRTH CERTIFICATE WITH-IN 20 YEARS	<ol style="list-style-type: none"> 1) Application, 2) 1 Affidavit, 3) Leaving Certificate / Bonafide Certificate of child with attested, 4) ID Proof Of Applicant & Child with self attested.
8	REGISTRATION OF DEATH WITH- IN 30 DAYS, IF DEATH AT HOME	<ol style="list-style-type: none"> 1) Registration Form (Form No - 2), 2) Medical Certificate of cause of death (Form No. 4A), 3) Aadhar card copy of Deceased person/ Affidavit Declaration if not holding aadhar card, 4) Aadhar card copy of father , Mother & Husband/ wife, 5) Aadhar card copy of Informant with self attested.
9	REGISTRATION OF BIRTH BY ORDER	<ol style="list-style-type: none"> 1) Registration Form (From No. 1), 2) Application, 3) Original copy of Birth Order, 4) All documetns mention in Order with Self attested, 5) Aadhar card copy of child / applicant with self attested.
10	REGISTRATION OF DEATH BY ORDER	<ol style="list-style-type: none"> 1) Registration Form (From NO. 2), 2) Application , 3) Original Copy of Death Order, 4) All documents mention in order with attested, 5) Aadhar card copy of deceased person.

RESIDENCE CERTIFICATE & BIRTH DECLARATION CERTIFICATE

SR. NO.	NAME OF SERVICE	REQUIRED DOCUMENTS TO AVAIL THE SERVICES.
1	ISSUE OF RESIDENCE CERTIFICATE	1) Application Form with photo verify by ward councilor , 2) Photo, 3) Birth Certificate with self attested, 4) House Tax Receipt / Rent Receipt, 5) Photo ID Proof of Applicant with self attested.
2	ISSUE OF BIRTH DECLARATION CERTIFICATE	1) Application, 2) Photo, 3) Birth Certificate with self attested, 4) House Tax Receipt / Rent Receipt, 5) Photo ID Proof of applicant with self attested.