

Supporting Documents

The applicant needs to provide original copy of the following documents to the Suwidha center/Authorised GSK and needs to submit attested copy of the same. .

Addition of name of Child in Birth Certificate

1. Addition of name in Birth Certificate

I. Mandatory Documents

- i. Application cum self-declaration from parent or guardian
- ii. Birth Certificate in original/ photocopy
- iii. School certificate or passport or driving license or any other document on which date of birth and name is mentioned (Attested copy) or self-declaration for child less than 5 year
- iv. Fees: Less than one year = Free and More than one year = Rs 10

2. Corrections in Birth Certificate

I. Mandatory Documents

- i. Application
- ii. Self Declaration (Describe the reason of correction) under state rule 11
- iii. Witnesses of two credible persons like Sarpanch/ Panch/ Municipal Councilor/ MLA/ MP or Gazetted Officer under state rule 11.
- iv. Birth Certificate in original/photocopy.
- v. Report of hospital/Nursing home in case of institutional delivery.
- vi. School certificate of child/Father/Mother in case of correction in their name.

- vii. Voter Card or Ration Card for proof of residence and relationship.

II. Optional Documents

- i. Copy of Bank Passbook
- ii. Copy of Passport
- iii. Copy of Driving License
- iv. Birth/School Certificate of other children (If any)

3. Corrections in Death Certificate –

I. Mandatory Documents

- i. Application
- ii. Death Certificate in original/photocopy
- iii. Self-Declaration (Describe the reason of correction)
- iv. Witnesses of two credible persons like Sarpanch/ Panch/ Municipal Councilor/ MLA/ MP or Gazetted Officer under state rule 11.
- v. School certificate of deceased.
- vi. Voter Card or Ration Card for proof of residence and relationship.
- vii. Copy of post mortem report and FIR in accidental/ suicide/ murder cases.

II. Optional Documents

- i. Copy of report of cremation ground or immersion of ashes or Bhog da card or antim ardas
- ii. Copy of Property papers or insurance policy.
- iii. Copy of Passport or Bank passbook.

4. Late Registration of Birth / death events – Within one year

I. Mandatory Documents

- i. Application
- ii. Affidavit attested by Magistrate or Notary Public.
- iii. Information form (in duplicate) No. 1 for Birth and No. 2 for death.
- iv. Proof of birth like hospital/ nursing home report or immunization card etc (In Case of Birth).
- v. Proof of death like hospital/ nursing home report or immersion of ashes or post mortem and FIR or cremation ground report or Antim Ardas/ Bhog da Card (In Case of Death).
- vi. Report of Registrar that Birth/Death event is not registered.

5. Late Registration of Birth / death events – After one year

I. Mandatory Documents

- i. Application
- ii. Self-declaration (As per Prescribed format).
- iii. Information form (in duplicate) No. 1 for Birth and No. 2 for death
- iv. In case of birth - proof of birth like hospital/ nursing home report in case of institutional births and copy of school certificate or passport or immunization card or driving license in case of domiciliary birth or any other proof which shows date and place of birth.
- v. Witnesses of two credible persons like Sarpanch/ Panch/ Municipal Councilor/ MLA/ MP or Gazetted Officer under state rule 11.
- vi. In case of death – proof of death like hospital/ nursing home report in case of institutional death and copy of postmortem and FIR report in case of accidental/ suicide/ murder cases and 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.
- vii. Voter card or Ration card for proof of residence
- viii. Non – availability certificate pertaining to the year of occurrence of event.

II. Optional Documents

- i. Copy of birth/school certificate of brothers/sisters of child.
- ii. In case of doubt, non-availability certificate prior to year of occurrence and after the year of occurrence can be obtained from concerned registrar.