



ROBERTSONPET CMC

INSTRUCTIONS FOR BIRTH CERTIFICATE FORM UDD-HE-E-F-JUL05-110

Birth records have been maintained by the Statistics and Registration section upto 19xx. The only records of earlier birth events are delayed birth certificates and court order delayed birth certificates as provided by law.

A. Use a separate application for each different birth record for which you are requesting a certificate

B. Complete the APPLICANT section using instructions below

(Numbers below correspond to box numbers on your form)

1. Enter full name of applicant (student) in (F, M, L) format.

First name - your most significant name, your given name, or the name by which people call you formally. Do not use this space for initials.

Last name - Your family name, surname, spouse's name, parent/father's name, or any other significant name you associate with yourself other than the given name.

Middle name/ Initials - Any other name that completes your full name. Use this space for all your initials.

Name Examples	First	Middle/Initials	Last
K K Latha Prasad	Latha	K K	Prasad
Lalgudi Shivaraman	Shivaraman		Lalgudi
R Srinivasan	Srinivasan	R	
P V R Subbu	Subbu	V R	Palanivel
Jaikishan Sharma	Jaikishan		Sharma

2. Your full address. In the first box, write only the street, flat/plot/house/number and floor, and locality. Fill up the rest of the address in the succeeding boxes. Fill up district/taluk only for village.

3. Telephone number at the permanent address, with STD code prefixed.

Example: If applicant currently lives in Bangalore, write 080-<local number>

4. Purpose that the certificate will be used for.

5. Your relationship with the subject (person whose birth certificate is needed)

6. If someone else is going to present the acknowledgement to receive the certificate, write that person's full name as normally written. Do not write nickname or used names.

7. Number of copies of certificate requested.

8. Look up the fees in section 4, calculate your amount and write it in the form.

C. Complete the **CERTIFICATE section** as per instructions below. Information provided is used to locate the birth record. If you furnish inaccurate or incomplete information, it may be impossible to locate the record.



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9. Name of father in (F, M, L) format

10. Name of mother in (F,M, L) format

11. Write date of birth in (dd-date,mm-month,yy-year) format in the spaces provided.

Example: Today is 13 June, 2000. Fill up as 13/06/2000.

12. Tick the appropriate box for sex of the applicant.

13. Write address of the place of birth.

14. Write the place of birth – village, town or city, and taluk/district in the corresponding boxes

15. Write name of hospital

16. Write the date that the birth registered in the state, if you know. (this is usually there on the birth report, filed during the registration of birth).

17. Write the registration number, if you know

D. Complete the DECLARATION section

18,19 Fill in today's date and sign/thumbprint the application in the respective boxes on this section

20-23. Office use only, do not fill up.

E. For issuing birth certificate on the name of person whose birth is being certified, you need to present a photocopy or original of valid identification. Only parents are allowed to apply for birth certificate for minor children. Valid identifications are passport, voter identity card, driving license, PAN card, school-leaving certificate, letter from school authorities for students.

F. A fee-paid acknowledgment will be issued with a due date. The fee-paid token must be produced at the time of picking up the certificate.