

## **Birth and Death Registration**

<b>Sr. No.</b>	<b>Registration</b>	<b>Cost</b>	<b>Procedure</b>
1	Registration of B & D Within three week	Free	Application on prescribed form No.1 & 2
2	After 3 weeks but before 1 Month	Rs. 2	-do-
3	After 1 Month before one year	Rs. 5	Application on prescribed form 1 & 2+ order from Distt. Registrar(CMO Shimla)
4	After One year	Rs. 5	Application on prescribed Form 1 & 2 + order from SDM (u) Shimla

## **Procedure for Procuring Birth & Death Certificate**

1. Submission of Application - All working days up to 1 P.M.
2. Issue of Birth & Death Certificate - Same day on from No. 5 & 6 after 4 P.M

# Application for obtaining Birth & Death Certificate

Specimen

To,

The Registrar,  
Birth & Death MC Shimla  
The Mall Shimla H. P.

Subject: - Application for Birth & Death Certificate.

Sir,

Kindly Supply ..... copies of Birth / Death certificate in case of

Name \_\_\_\_\_ Father/ Husband Name \_\_\_\_\_

Mother's Name \_\_\_\_\_ Place Of Birth/ Death \_\_\_\_\_

Date of Birth/ Death \_\_\_\_\_

Yours Sincerely

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relationship \_\_\_\_\_

**(SPECIMEN FORM FOR THE ADDITION OF NAME)**

To

The Registrar, Birth & Deaths,  
Municipal Corporation, Shimla

Subject: **Request for Registration of the name of Child** \_\_\_\_\_

Sir,

It is certified that male/ female child was born to me/my wife/my

Daughter-in-law Mrs. \_\_\_\_\_ W/o \_\_\_\_\_

R/o \_\_\_\_\_ Place of Birth

\_\_\_\_\_ on dated \_\_\_\_\_.

The said male / female child has finally been named as \_\_\_\_\_ and

will not be changed in the future. I am fully aware of the fact that the name of the

child cannot be changed or altered in any way in future and no request in this regard

will be entertained by the Registration Authority (B&D), Shimla as per the provisions

under Registration of Births and Deaths Act, 1969.

You are requested to register the name of child in the record, please.

Dated :

*(Signature of Applicant)*

Relation with the child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## AFFIDAVIT

### (SPECIMEN FOR LATE REGISTRATION OF BIRTH)

I \_\_\_\_\_ S/O resident of \_\_\_\_\_ do hereby solemnly affirm as under: -

1. That a Male/Female child was born to me/my wife Mrs. \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_. The order of this male/female child is \_\_\_\_\_.
2. That the said male/female child was finally named as \_\_\_\_\_.
3. That the delivery case was conducted by Dr./Dai \_\_\_\_\_ resident of H.No. \_\_\_\_\_.
4. That the name of said male/female child name is real and natural child of Mrs. \_\_\_\_\_ W/o Sh. \_\_\_\_\_
5. That the said event of birth of male/female child has not been registered previously either by the deponent of Doctor or Dai.
6. That the date and place of birth of this male/female child has not been changed/ manipulated.
7. That the deponent prays for the registration of birth of this male/female child.

### DEPONENT

VERIFICATION: -

Verified that the above statement of mine are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Verified at Shimla on.

### DEPONENT

**AFFIDAVIT**  
**(SPECIMEN FOR LATE REGISTRATION OF DEATH)**

I \_\_\_\_\_ S/O resident of \_\_\_\_\_ do hereby solemnly affirm as under: -

1. That my father/mother/wife/Sh./Smt. \_\_\_\_\_ S/o / w/o Sh. \_\_\_\_\_ r/o \_\_\_\_\_ died on \_\_\_\_\_ at \_\_\_\_\_ . Who is my (Relation) \_\_\_\_\_

2. That the event death of Sh./Smt. \_\_\_\_\_ s/o/w/o Sh. \_\_\_\_\_ died on \_\_\_\_\_ could not be reported to the Registrar, Births & Deaths, Shimla due to some unavoidable circumstances.

3. That Sh./Smt. \_\_\_\_\_ s/o/w/o Sh. \_\_\_\_\_ was suffering from \_\_\_\_\_.

4. That body of Sh./Smt. \_\_\_\_\_ S/o/W/o Sh. \_\_\_\_\_ was cremated at cremation Ground Sector \_\_\_\_\_ on \_\_\_\_\_.

5. That is prayed that the death event of Sh./Smt. \_\_\_\_\_ may be registered in the record of death of Shimla.

**DEPONENT**

VERIFICATION: -

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**DEPONENT**

