

REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

GUIDELINES FOR BIRTH REGISTRATION ORDER

Eligibility Criteria													
<p>The applicant is entitled for Birth Registration Order if he/she is-</p> <ul style="list-style-type: none"> ✓ An individual who is a citizen of India or an NRI, born within the territorial jurisdiction of NCT of Delhi. ✓ Individual shouldn't have any Birth Certificate issued from any Government agency anywhere in India. ✓ There should be a gap of minimum one year between the date of birth of the individual and the date of making an application for issuance of birth registration order. 													
Documents to be attached with the Application Form													
<p>1. Identity Proof of Parents (in case parents applied on behalf of minor) (Any Oneis mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Aadhaar Card</td> <td style="width: 33%;">• Passport</td> <td style="width: 33%;">• Ration Card with Photo</td> </tr> <tr> <td>• Voter ID Card</td> <td>• PAN Card</td> <td>• Driving License</td> </tr> <tr> <td>• Any Govt. recognized document</td> <td></td> <td></td> </tr> </table>		• Aadhaar Card	• Passport	• Ration Card with Photo	• Voter ID Card	• PAN Card	• Driving License	• Any Govt. recognized document					
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• Any Govt. recognized document													
<p>2. Identity Proof of Beneficiary(Any Oneis mandatory) – Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head) or School ID Card would also be acceptable.</p>													
<p>3. Present Address Proof of Beneficiary/Parents (in case of minor)(Any Oneis mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Aadhaar Card</td> <td style="width: 33%;">• Voter ID Card</td> <td style="width: 33%;">• Driving License</td> </tr> <tr> <td>• Passport</td> <td>• Ration Card</td> <td>• Rent Agreement (Registered)</td> </tr> <tr> <td>• Bank Passbook</td> <td>• Electricity Bill</td> <td>• Water Bill</td> </tr> <tr> <td>• Telephone Bill (<i>Landline or Post-paid</i>)</td> <td>• Gas Bill</td> <td>• Any Govt. recognized document</td> </tr> </table>		• Aadhaar Card	• Voter ID Card	• Driving License	• Passport	• Ration Card	• Rent Agreement (Registered)	• Bank Passbook	• Electricity Bill	• Water Bill	• Telephone Bill (<i>Landline or Post-paid</i>)	• Gas Bill	• Any Govt. recognized document
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<p>4. Permanent Address Proof of Beneficiary/Parents (in case of minor) (Any Oneis mandatory) –Same as the List in Col 3 above.</p>													
<p>5. Date of Birth Proof of Beneficiary(Any Oneis mandatory)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">• Aadhaar Card (Verified DoB)</td> <td style="width: 40%;">• Passport</td> </tr> <tr> <td>• Nursing home/Hospital Report/Vaccination card</td> <td>• Driving License</td> </tr> <tr> <td>• SSC from recognized board by Gol</td> <td>• CMO / Doctor Report</td> </tr> <tr> <td>• Certificate from School signed by Principal on School Letter Head</td> <td></td> </tr> </table>		• Aadhaar Card (Verified DoB)	• Passport	• Nursing home/Hospital Report/Vaccination card	• Driving License	• SSC from recognized board by Gol	• CMO / Doctor Report	• Certificate from School signed by Principal on School Letter Head					
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<p>6. Place of BirthProof -Parents Address proof if birth taken place at home as per the above Col. No 3. If birth taken place at hospital, the Nursing Home/Hospital Report as a proof of place of birth.</p>													
<p>7. Affidavit (It has to be notarized and should be on Rs. 10/- Non-judicial e-stamp paper as per the prescribed format in Annexure I)</p>													
<p>8. One Passport size Coloured Photograph of the Beneficiary (Size 5cm x 4.5cm Or 2"x1.75")</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Should include full face, front view and open eyes</td> <td style="width: 50%;">• should be of full head from top of hair to shoulder</td> </tr> <tr> <td>• should be in a plain white or off-white background</td> <td>• shouldn't be shadows on the face or background</td> </tr> <tr> <td>• should have a natural expression (closed mouth)</td> <td>• should not include sunglasses or hats</td> </tr> </table>		• Should include full face, front view and open eyes	• should be of full head from top of hair to shoulder	• should be in a plain white or off-white background	• shouldn't be shadows on the face or background	• should have a natural expression (closed mouth)	• should not include sunglasses or hats						
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Important Note													
<ul style="list-style-type: none"> ❖ Parents /Legal Guardians can only apply in case of minor ("<i>minor</i>" as per the provisions of the Indian Majority Act, 1875) ❖ In case of minor, parent's Address proof has to be appended. The ID proof and Date of Birth proof has to be that of the beneficiary, whether he/she is minor or otherwise. ❖ Self-attested copy of the original documents to be produced while applying at Citizen Service Centre (CSC) and if applying online then documents are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications. ❖ Scanned copy of original affidavit to be uploaded while applying online and original affidavit to be submitted to the concerned SDM/Tehsildar/CSC by hand or sent by registered / speed post along with Application /Acknowledgement number. ❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph orsubmit his/her photograph. In case of online application, applicant must upload beneficiary photograph (As per above specifications) ❖ Scanned copy of Self- Declaration has to be uploaded while applying online and hard copy of declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application 													

/Acknowledgement number.

Annexure - I

AFFIDAVIT FOR BIRTH REGISTRATION ORDER

I _____ son/daughter/wife of _____ age
_____ years resident of _____ hereby
solemnly affirm and declare as under –

- (i) That the exact and correct date of Birth of {my son/daughter or myself} is
_____ at (birth place) _____.
- (ii) That {I/ my Son/daughter have not obtained any Birth Certificate from any Government
agency/department in India.
- (iii) All supporting documents are genuine and nothing has been concealed.

Deponent

VERIFICATION

I, the above name deponent do hereby verify that the contents of aforesaid affidavit are true and correct to the best of my knowledge and belief. No Part of it is false and nothing material has been concealed therefrom.

Verified at New Delhi on this _____ day of _____ (month and a year).

Deponent