

REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

GUIDELINES FOR DEATH REGISTRATION ORDER

Eligibility Criteria					
<p>Death Registration Order shall be issued for the deceased if he/she is-</p> <ul style="list-style-type: none"> ✓ A citizen of India or NRI born in Delhi ✓ Death of individual should have occurred within the territorial jurisdiction of NCT of Delhi ✓ Individual shouldn't have any Death Certificate issued from any Government agency in India ✓ There should be a gap of minimum one year between the date of death of the individual and the date of making an application for issuance of death registration order. 					
Documents to be attached with the Application Form					
<p>1. Identity Proof of Applicant (Any One is mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Any Govt. recognized document </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • PAN Card • Passport </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Ration Card with Photo • Driving License </td> </tr> </table>			<ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Any Govt. recognized document 	<ul style="list-style-type: none"> • PAN Card • Passport 	<ul style="list-style-type: none"> • Ration Card with Photo • Driving License
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<p>2. Residential Address Proof of Applicant(Any One is mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Aadhaar Card • Passport • Bank Passbook • Telephone Bill (<i>Landline or Post-paid</i>) </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Voter ID Card • Ration Card • Electricity Bill • Gas Bill </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Driving License • Rent Agreement (Registered) • Water Bill • Any Govt. recognized document </td> </tr> </table>			<ul style="list-style-type: none"> • Aadhaar Card • Passport • Bank Passbook • Telephone Bill (<i>Landline or Post-paid</i>) 	<ul style="list-style-type: none"> • Voter ID Card • Ration Card • Electricity Bill • Gas Bill 	<ul style="list-style-type: none"> • Driving License • Rent Agreement (Registered) • Water Bill • Any Govt. recognized document
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<p>3. Identity Proof of Deceased (Any One is mandatory) – Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head), School ID Card or birth certificate in case of a minor less than 5 years of age would also be acceptable.</p>					
<p>4. Permanent Address Proof of Deceased (Any One is mandatory) – same as the list mentioned in Col 2 above</p>					
<p>5. Proof of Death of Deceased (Any One is mandatory)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Cremation/Burial Slip • Nursing home/Hospital Report </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Police enquiry Report • Court Order </td> </tr> </table>			<ul style="list-style-type: none"> • Cremation/Burial Slip • Nursing home/Hospital Report 	<ul style="list-style-type: none"> • Police enquiry Report • Court Order 	
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<p>6. 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>					
Important Note					
<ul style="list-style-type: none"> ❖ Applicant's 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 registered / speedpost along with Application / Acknowledgement number. ❖ The applicant has to submit deceased person photograph. In case of online application, applicant must upload deceased person photograph (As per specifications above). ❖ 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 DEATH REGISTRATION ORDER

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

(i) That the Sh./Smt./Ku. _____ Son/daughter/wife _____ of expired on _____ at _____.

(ii) That I am _____ (Relation) of _____ (Name of Deceased person).

2. That no death certificate for Sh./Smt./Ku. _____ son/daughter of _____ has been obtained from any Government agency/department in India.

(i) All supporting documents are genuine and nothing has been concealed.

Deponent

VERIFICATION

I, the above named 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