



**BRUHAT BENGALURU MAHANAGARA PALIKE
TO OBTAIN BIRTH AND DEATH CERTIFICATES OF ALL THE EVENTS OCCURED IN THE
JURISDICTION OF BBMP LIMITS**

ANSWERS TO FREQUENTLY ASKED QUESTIONS (FAQ's)

QUESTION	ANSWER														
1 What is the procedure to obtain Birth/Death Certificate ?	i) Birth/Death Occured at Hospital or House has to be registered before 21 days at the nearest Medical Health Offices of BBMP and Certificate can be obtained. ii) After 21 days upto 30th day Birth/Death can be registered with a penalty of Rs. 25/- (Rupees Twenty Five only) iii) From 31st day to 365 days Birth /Death can be regisetered by producing affidavit with a penalty of Rs. 50/- (Rupees Fifty only) . Mahajar procedure will be followed before registering the event. iv) For more than 365 days Court Order is required for registration. v) In the normal circumstances one copy of Birth/Death Certificate will be issued at the time of discharge by the Hospital Authorities at Free-of-cost.														
2 What is the procedure for Name Inclusion in Birth Certificate ?	<table border="1"> <tr> <td data-bbox="508 730 764 919">a) Below 6 years</td> <td data-bbox="764 730 1282 919"> 1) Birth Application & Name inclusion Form (Available Free-of-cost at BBMP Office) to be signed by Parents only 2) Hospital Discharge Copy OR Birth Certificate, if previously obtained 3) Photo ID of Applicant </td> </tr> <tr> <td data-bbox="508 919 764 1119">b) Above 6 years</td> <td data-bbox="764 919 1282 1119"> Study Certificate from School which contains Child's name, Father's name & Mother's name and Date of Birth OR Any educational document which contains Child's name, Parents' Name and Date of Birth 2) Hospital Discharge Copy /previously obtained Birth Certificate </td> </tr> </table>	a) Below 6 years	1) Birth Application & Name inclusion Form (Available Free-of-cost at BBMP Office) to be signed by Parents only 2) Hospital Discharge Copy OR Birth Certificate, if previously obtained 3) Photo ID of Applicant	b) Above 6 years	Study Certificate from School which contains Child's name, Father's name & Mother's name and Date of Birth OR Any educational document which contains Child's name, Parents' Name and Date of Birth 2) Hospital Discharge Copy /previously obtained Birth Certificate										
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e) Hospital Name	1) Request Letter 2) A Letter from Hospital/Discharge Certificate Copy 3) Photo ID of applicant														
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4	What is the procedure for CORRECTION in Death Certificate ?	a) In the name of the Deceased or Father/Husband/Wife of the Deceased (Minor Corrections, such as spelling mistakes, surname inclusion, initials inclusion)	1) Request Letter (Blood Related applicant) 2) Photo Id Card of Applicant 3) ID Card of the Deceased and Other documents related to the Deceased. (after receiving the Verification Report the Indemnity Bond has to be produced.
		b) Correction in residential Address	1) Request Letter (Blood Related applicant) 2) Photo Id Card of Applicant 3) Residential proof of the Deceased. 4) ID Card of the Deceased and Other documents related to the Deceased. (after receiving the Verification Report the Indemnity Bond has to be produced.)
		c) Total name correction of the Deceased or the Husband /Father/wife of the Deceased which alters the main name totally	Order from the Court only
		2nd Time	can be done by Court Order only
		NAC (Non Availability of Certificate) will be issued in case of	
5	What is the procedure if the event of Birth and Death is not registered ?	a) BIRTH	1) Request Letter 2) Joint Photo Affidavit of Parents 3) Study Certificate 4) Photo ID of Applicant 5) If the Child is BORN at residence affidavit from Parents, in case of Hospital Birth, Certificate from Hospital.
		b) DEATH	1) Request Letter from Blood relation of the deceased with ID Proof 2) Affidavit cum Indemnity Bond 3) Burial Certificate/ Cemetery Report or Medical Certificate issued by the Govt. Doctor or Registered Medical Practitioner. 4) Photo ID of Applicant 5) Family Tree 6) In Police Cases, FIR and Post Mortem Report. 7) If a person is missing for more than 7 years, Death Certificate can be obtained by Court Order only.

6	Can Birth/Death Certificate be obtained ONLINE ?	ON LINE Certificate can be obtained through Bangalore One centers OR BBMP Citizen Service Centers (for the available event only) (Corrections at these places are not allowed)
7	What is the prescribed FEE to obtain Birth/Death Certificate ?	1st Copy - Rs. 50.00 Additional Copy - Rs.10.00 each (Birth or Death Certificate) Maximum of 5 copies at a time
8	From which year Birth/Death Certificate can be obtained ?	In Central Office upto 31-12-2009 (under BBMP limit jurisdiction only) Eight BBMP Zonal Offices from 01-01-2010 to 31st December of Previous year Current Year from 01 January to 31st December. Hospital wise area Sub health Offices of BBMP
9	Can a Certificate of Birth/Death be obtained from BBMP if the event has taken place other than BBMP limits	NO. The Certificate has to be obtained from the place of event.
10	If death has taken place other than BBMP limits and burial has done in BBMP limits, can a certificate be obtained from BBMP	NO. The Death Certificate has to be obtained from the place of event.
11	What is the procedure to get Birth Certificate in case of adopted children ?	Birth Certificate can be issued by obtaining Adoption Deed (i) if adoption is from Registered Institution or from relatives or private persons, if the event is (ii) In case event is not registered Adoption Deed and Adoption Order is required.

NOTE : For any clarification kindly refer "Registration of Births and Deaths Act, 1969 and Karnataka Registration of Births and Death Rules 1999"

