

## **Registration and Issue of Birth and Death Certificates**

1. You are legally required to register births and deaths that take place in your family under Registration of Births & Deaths Act 1969 and Jammu Registration of Births & Deaths Rules 1975. The Health Department of Municipal Corporation of Jammu has been authorized to register these events and issue certificates to you **for events that take place in the jurisdiction of MCJ**. You would need these certificates for getting your children admitted in schools and for the purpose of inheriting the assets of the person who has passed away.

### **Procedure for registering births and deaths in your family**

1. Births and Deaths can take place anywhere. However they normally occur either in hospitals or in your home. When these events happen in any institution such as hospital, jail, hostel, lodging, or in a public transport or in any home for women, these events are called institutional. When these events take place in your home or in a building that cannot be called an institution, then these events are called non-institutional.

2. The procedure for registering institutional and non-institutional events is different. In case of institutional events it is the primary responsibility of the head of the institution to inform MCJ about the event that has taken place in it. He does that in a form that has been prescribed under the law. These forms are freely available in all hospitals and are supplied free of cost by MCJ. Alternatively the form can also be collected from any zonal office free of cost. The form has two sections. One portion of the form deals with legal information. The other portion is about statistical information. Both the portions of the form have to be filled in completely before the certificates can be issued to you.

3. You would have to provide the information necessary to fill in both these portions to the head of the institution so that the information is correctly filled in by him. For reporting non-institutional events, the law authorizes the head of the family or the nearest relative to inform the event to the municipal office. You would need to fill in the form and submit it to the nearest registration centre. MCJ has set up a number of registration centres – including cremations grounds/ grave yards within jurisdiction of MCJ - in the whole of Jammu. For information about the location of registration centre that is closest to your home you may contact the office of Deputy Health Officer of your zone.

### **Entry of Child's name in the birth record kept by MCJ**

If you have registered a birth without the child's name, you are entitled to a birth certificate – which in actual practice is a true copy of the original record kept by MCJ.

### **Applying for correction of mistakes in certificates**

1. Law permits correction of spelling mistakes in the names mentioned in the certificates issued to you. However no changes in the names recorded earlier are permitted.

2. You can apply for correction of spelling of names to the Registrar posted at the MCJ.

3. For institutional births and deaths where these events were first registered, you would have to contact the head of the institution and get an authority letter from him stating that the corrections have been made in the original record kept at the institution.

4. Stepwise procedure for applying for correction is as follows:-

a. Fill in the application form and attach the authority letter from the institution in original if the event is institutional.

b. For non-institutional events you would need to submit an affidavit (Format attached at Annexure) and two of the following authentic documents in support of your claim for correction:-

- i. Affidavit
- ii. Photocopy of Ration Card
- iii. Photocopy of Pass Port
- iv. Photocopy of Education Certificate (Mother / Father)
- v. Photocopy of Marriage Certificate.
- vi. Photocopy election Identity Card
- vii. Photocopy of Service Identity Card / CGHS Card etc.
- viii. Photocopy Land Paper
- ix. Photocopy Bank Documents ( pass book/ FD etc )
- x. Original certified letter from two credible person
- xi. Permanent Resident Certificate.

### **Fees for issue of certificates**

1. For Birth certificate

a. Without Correction Rs. 25 /- per certificate.

- b. With Correction or Name Entry Rs. 35/- per certificate
- 2. For Death Certificate
  - a. Without Correction Rs. 15 /- per certificate
  - b. With correction Rs. 35/- per certificate

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**Attested by Notary in case of Correction and Entry of Child Name in Birth Certificate**

**Attested by Magistrate in case Correction in Death Records**

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 Affidavit

I, ----- ( S/O, W/O, D/O) -----R/O----- do hereby solemnly affirm and declare as under:-

1. That the exact spelling of the name of my ( father / mother / child ) is -----
2. That at the time of Registration ( Birth / Death ) the ( name / date /sex ) was entered as -----
3. That I hereby declare that the correct name / father name / mother name/ deceased/ date / time/ sex) is -----
4. That I further declare that the place of occurrence ( birth / death ) is as follows-----

That this is my true statement

Deponent

Verification

Verified at Delhi on this -----day of-----month-----year that the content of this affidavit are true to b best of my knowledge and nothing has been concealed thereform.

Deponent