

Document Checklist and Rate Chart

Event	Interval of days	Document Required	Payment Required In Rs.
Institutional Birth / Still Birth / Death Registration	0 - 21 Days	1. Birth/ Still Birth/ Death Report Form 2. ID Proof of Father/Mother	Free
	22 Days - 30 Days	1. Birth/ Still Birth/ Death Report Form 2. Required late payment receipt 3. ID Proof of Father/Mother	2.00
	31 Days - 12 months	1. Affidavit for reason being late 2. Hospital Discharge Certificate 3. CDMO permission Copy 4. Required late payment receipt 5. Birth/ Still Birth/ Death Report Form 6. ID Proof of Father/Mother	5.00
	More than 12 Months	1. NAC 2. Hospital Discharge Certificate 3. Copy of Order by Executive Magistrate /First Class Magistrate / Presidency Magistrate 4. Required late payment 5. Birth/ Still Birth/ Death Report Form 6. ID Proof of Father / Mother	10.00

Domiciliary Birth / Still Birth / Death Registration	0 - 21 Days	1. Proof of Birth (Certificate from concerned Medical Officer/ Corporator) 2. ID Proof of Father / Mother 3. Address Proof 4. Reporting Form	Free
	22 Days - 30 Days	1. Authorisation Certificate of Medical Officer/ Corporate Officer 2. ID Proof of Father / Mother 3. Reporting Form 4. Required Fee	2.00
	31 Days - 12 months	1. Affidavit for reason being late 2. Copy of CDMO permission 3. ID Proof of Father / Mother 4. Reporting Form 5. Required Fees	5.00
	More than 12 Months	1. ID Proof of Father / Mother 2. NAC 3. copy of Order by Executive Magistrate 4. Reporting Form 5. Required Fees	10.00
Issuance of Birth / Death Certificate	< 1 Year	1. ID Proof of Father / Mother 2. Discharge Certificate for Institutional cases if Required	Free for First Certificate under Section 12
	> 1 Year	1. ID Proof of Father / Mother 2. Discharge Certificate for Institutional cases if Required	Rs. 2 (Search Fee per year) Rs. 5(Printing Fee)

Non Availability Certificate(NAC)	More than 1 Year	<ol style="list-style-type: none">1. ID Proof of Father / Mother2. Affidavit regarding Non receipt of Certificate earlier/ else where3. Address Proof4. NAC Form5. Required Fees	7.00
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