



Requisite Documents - Birth

1. What type of documents needs to be submitted in case of birth which takes place at their residence?

- Address Proof of parents- copy of any one of the self attested document (Voter id card, electricity/gas/water/ telephone bill, passport, valid Ration Card, Aadhaar card, running bank account etc.)
- Aadhaar of the Mother and Father if available.
- The informant (Head of the house/household or nearest relative of the head present in the house or in the absence of any such person, the oldest male person present therein during the said period) to approach the jurisdictional Birth and Death Registrar and provide Information in the prescribed reporting form after verifying the details furnished with due signature in Form 1.
- Declaration by the parents
- Any Other supportive documents as required by Birth and Death Registrar concerned.

2. What type of documents needs to be submitted in case of birth taken place at hospital?

- The institutional (hospital) events cannot be reported by the family members. It is duty of the in-charge of the institution to report such events (both in software and in manual Form prescribed) to concerned Birth and Death registrar.
- It is the responsibility of the individual to provide correct and complete information to the hospital authority for reporting the birth by the institution without any mistake.
- The details filled in the reporting form should be shown to the relatives who accompany the mother at the time admission and get their signature to avoid correction.
- The hospital authority will report the birth to the Jurisdictional Birth and Death Registrar in soft copy and manually for registration.

3. What type of documents needs to be submitted in delayed reporting of birth occur in Home & Institutions?

Delayed Days Range [>21 days and up to 30 days]:

- Delayed Fee of Rs.100/-.
- Information in prescribed proforma (i.e. Form 1).

Delayed Days Range (>30 days and < 1 year):

- Information in prescribed proforma (i.e. Form 1).
- Delayed Fee of Rs.200/-
- Affidavit/Declaration by informant
- Permission from the competent authority as prescribed under 9 (2) of Tamil Nadu Registration of Births and Deaths Rules, 2000.

Delayed by more than 1 year:

- Information in prescribed proforma (i.e. Form 1).
- Non Availability Certificate (Form 10)
- Delayed Fee of Rs.500/-
- Order from the Executive Magistrate not below the rank of Revenue Divisional Officer

Requisite Documents – Death

4. What type of documents needs to be submitted in case of death which takes place at their residence?

- Address Proof of the deceased- copy of any one of the self attested document (Voter id card, electricity/gas/water/ telephone bill, passport, valid ration card, Aadhaar card, running bank account etc.)
- Aadhaar of the parents and Spouse if available
- The informant (Head of the house/household or nearest relative of the head present in the house or in the absence of any such person, the oldest male person present therein during the said period) to approach the jurisdictional Birth and Death Registrar and provide Information in the prescribed reporting form after verifying the details furnished with due signature in Form 2.
- Medical Certificate of Cause of Death (Form 4 A) if attended by a Medical Practitioner during last illness.
- Any Other supportive documents as required by Birth and Death Registrar concerned.

5. What type of documents needs to be submitted in case of death taken place at hospital?

- The institutional (hospital) events cannot be reported by the family members. It is duty of the in-charge of the institution to report such events (both in software and in manual Form prescribed) to concerned Birth and Death registrar.
- Medical Certificate of Cause of Death (Form 4) for all institutional deaths.
- It is the responsibility of the individual to provide correct and complete information to the hospital authority for reporting the death by the institution without any mistake.
- The details filled in the reporting form should be shown to the relatives of the deceased and get their signature to avoid correction.
- The hospital authority will report the death to the Jurisdictional Birth and Death Registrar for registration.

6. What type of documents needs to be submitted in delayed reporting of death for both (Home & Institution)?

Delayed Days Range [>21 days and up to 30 days]:

- Delayed Fee of Rs.100/-
- Information in prescribed proforma (i.e. Form 2).

Delayed Days Range (>30 days and < 1 year):

- Information in prescribed proforma (i.e. Form 2).
- Delayed Fee of Rs.200/-
- Affidavit/Declaration by informant
- Permission from the competent authority as prescribed under 9 (2) of Tamil Nadu Registration of Births and Deaths Rules, 2000.

Delayed by more than 1 year:

- Information in prescribed proforma (i.e. Form 2).
- Non Availability Certificate (Form 10)
- Delayed Fee of Rs.500/-
- Order from the Executive Magistrate not below the rank of Revenue Divisional Officer