

How to obtain Birth Certificate

- **What is Birth Certificate?**

Birth Certificate is considered as one of the most important identity documents that makes possible for every citizen in possession of it to get enormous benefits from a gamut of services offered by the Government to its citizens. It also contributes to an individual's sense of citizenship and belonging to the civil society. Besides, it is the most authentic document that proofs somebody's birth place.

- **Why is it necessary?**

Birth Certificate is necessary because it serves to establish the date and fact of one's birth for a whole range of purposes, like

1. acquiring the Right to Vote,
2. admission to Schools and to the Government Service,
3. claiming the Right to marry at the legally permissible age,
4. settlement of inheritance and property rights,
5. Obtaining Government-issued identity documents like a driving license or passport etc.

- **Legal Framework**

In India, it is mandatory under the law [as per the Registration of Births & Deaths Act, 1969 (External website that opens in a new window)] to register every birth/still birth with the concerned State/Union Territories of Indian Government within 21 days of its occurrence. Arunachal Pradesh registration of Births & Deaths Rules, 2001 under Births & Deaths Act, 1969 have been framed and published in Arunachal Pradesh Gazette (Part III) dated 2nd March, 2001.

- **Concerned Department**

Department of Planning, Programme Implementation Economics and Statistics,
Government of Arunachal Pradesh

- **Eligibility to get Birth Certificate**

Any person who is born within the State of Arunachal Pradesh is eligible to get the Birth certificate.

- **Procedure to get the Birth Certificate**

- On delivery at Hospital/ Health Centre, Maternity Home or other like Institutions, a person has to report to Birth Registration Officer or Medical Officer In-Charge with enclosing Discharge Slip within 21 days from the birth of the child.
- On delivery at Home, the parent has to report through application on a plain paper within 1 month of birth of the child. Beyond 1 month the registration has to be done on submission of affidavit.
- First the parent or the person who registers the name of the child at the Registration Office has to fill up the prescribed form available with the Register.
- After verification with the actual records of the concerned Hospital the Birth Certificate is issued to the applicant.

Note: In case the birth has not been registered within the specified time of its occurrence, the certificate is issued after due police verification ordered by the revenue authorities.

- **Supportive Documents to be attached**

The supportive documents that are to be attached with the application form are:

1. Application on a plain paper.
2. Date and Place of Birth report.
3. Medical Certificate in case of delivery at Hospital or Nursing Home
4. Affidavit specifying place, date and time of birth of the person.
5. Discharge slip from Hospital.

- **Form**

Birth Certificate is applied in Form No. 7

The Citizens of the State get this form from the nearest Birth Registration Office.

- **Fees for obtaining the Birth Certificate**

- To get the certificate within 1 month: Rs.5
- Beyond 1 month but within 1 year: Rs.10
- Beyond 1 year: Rs.15

- **Period of Delivery**

Within one month from the submission of application form.

- **Sanctioning Authority of the Certificate**

At various levels, different Authority provides the service:

- Additional District Registrar of Birth & Death / District Statistical Officer (DSO) at District level.
- At Circle and Sub Division concerned Administrative Officers (SDO/EAC/CO) acts as Registrar of Birth.

- **Who to register complaint/appeal?**

In case of any problem the applicant can directly go to the Department and can file the complaint.

- **For more Information Contact:**

A person gets the detail information from the Registrar or PIO (Public Information Officer) of the Birth Registration.

- **Official Timing**

10 A. M to 5 P. M in all working days

- **Validity Period**

It is permanent in nature.