

Online Registration of Birth and Death through centralized CRS portal:

- How to report an event online to the concerned registrar for registration of births and deaths?
 - The births and deaths are registered at the place of occurrence of the event and by the concerned registrar under whom jurisdiction the event has taken place.
 - The institutional events can not be reported by the family members, it is duty of the in-charge of the institution to report such events to concerned registrar.
 - Through this portal, general public may report only domiciliary (house/home) events within 21 days of the occurrence of the event. If the event has crossed the limit of 21 days, one must approach the office of the concerned Registrar (B&D).
 - To report a domiciliary events (within normal reporting period i.e. 21 days), fill up the mandatory information to register yourself for reporting of an event through the following link. This login id will work for a single birth/death event and if there is case of twins/multiple, you have to create users accordingly.
<http://crsorgi.gov.in/web/index.php/auth/signUp>
 - At the time of sign-up, users will be able to register for the functional registration units only i.e. the registration units where this centralized application is being used for registration of births and deaths and in the drop down list of registration unit at sign-up page, only these RUs will get listed because it has not been implemented in all the RUs of the country.
 - After successful login, users need to fill the complete birth/death reporting form (both legal as well as statistical portion) to the best of their knowledge and belief.
 - Get the print out of the application and forward to the concerned Registrar **BY HAND** at the given address (address will appear on the bottom of the print out of application) along with the requisite documents (the details of the documents required are given in subsequent para).

- After successful submission of the application, users will get a confirmation mail on the provided e-mail id.
- The users will be informed about the status of the application through e-mail immediately after receipt of the application by the concerned registrar.
- The details of registered event will be informed through e-mail or it can be checked anytime from home page of the portal by quoting the Application Reference Number.

Supporting documents for date and place of occurrence of a domiciliary birth/death and reported within 21 days of occurrence of the event:

- Declaration by parent(s) in prescribed proforma
- Address Proof- 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.)

Birth case

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

Ans: The documents need to be uploaded in case of birth which takes place at their residence:

- Declaration by parent(s) in prescribed proforma
- Address Proof- 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.)

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

Ans: The institutional (hospital) events cannot be reported by the family members/CSC, it is duty of the in-charge of the institution to report such events to concerned registrar.

3. Is there any specific time limit to register new born cases on line?

Ans: Yes, the events must be reported within 21 days of its occurrence. If the event has crossed the limit of 21 days, parents must approach the office of the concerned Registrar (B&D) for registration of births.

4 What type of documents needs to be uploaded in delayed cases?

Ans: The facilities of reporting of delayed events are presently not available. Delayed cases can be registered only at registration unit because for registering delayed events. The documents required for delayed events are:

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

- Delayed Fee
- Information in prescribed proforma (i.e. Form 1).

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

- Information in prescribed proforma (i.e. Form 1).
- Non Availability Certificate (Form 10)
- Delayed Fees
- Affidavit/Declaration by informant
- Permission from the competent authority

Delayed by more than 1 year:

- Information in prescribed proforma (i.e. Form 1).
- Non Availability Certificate (Form 10)
- Delayed Fees
- Affidavit/Declaration by informant
- Order from first class magistrate

Death Case

1. What type of documents needs to be uploaded in case of death and funeral procession takes place at any village?

Ans: Under system of registration of births and deaths, the events can only be registered with the respective registrar of the area of place of the occurrence of the event. The supporting documents required for a domiciliary death reported within 21 days of occurrence of the event:

- Declaration by close relative/family member in prescribed proforma.
- Information in prescribed proforma (i.e. Form 2).
- Address Proof of dece
- ased- 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.)

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

Ans: The institutional (hospital) events cannot be reported by the family members/CSC, it is duty of the in-charge of the institution to report such events to

concerned registrar.

3. Is there any specific time limit to register death cases online?

Ans: Yes, the events must be reported within 21 days of its occurrence. If the event has crossed the limit of 21 days, one must approach the office of the concerned Registrar (B&D) for registration of death.

4. What type of documents needs to be uploaded in delayed cases?

Ans: Delayed cases can be registered only at registration unit and online facility is not available to report delayed cases. The documents required for delayed events are:

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

- Delayed Fee
- Information in prescribed proforma (i.e. Form 2).

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

- Information in prescribed proforma (i.e. Form 2).
- Non Availability Certificate (Form 10)
- Delayed Fees
- Affidavit/Declaration by informant
- Permission from the competent authority

Delayed by more than 1 year:

- Information in prescribed proforma (i.e. Form 2).
- Non Availability Certificate (Form 10)
- Delayed Fees
- Affidavit/Declaration by informant
- Order from first class magistrate

DECLARATION BY PARENTS FOR OBTAINING BIRTH CERTIFICATE (To be reported within 21 days of occurrence of the event)

I/We S/o,D/o, W/o R/o (complete address) do hereby solemnly affirm and declare as under:

1. That the exact and correct date of Birth of my son/daughter Sex (Male/Female/Transgender) is who born at (complete address).....
2. That the name of Father of my above said son/daughter is.....
3. That the mother of my above said son/daughter is Smt.....

The above information is true & correct to the best of my knowledge and belief and nothing has been concealed therein. In case of fraud event, action may be initiated against me/us as per the provisions laid down under Registration of Births and Deaths Act, 1969.

Signature of Mother
with her name
Mob. No. -
e-mail id(if any):

Signature of Father
with his name
Mob. No. -
e-mail id(if any):

(Note: Information of only mother will be required in case of single mother)

**DECLARATION BY CLOSE RELATIVE/FAMILY MEMBER FOR OBTAINING
DEATH CERTIFICATE
(To be reported within 21 days of occurrence of the event)**

I/We S/o,D/o,Spouse/o R/o (complete address) do hereby solemnly affirm and declare as under:

1. That the exact and correct date of Death of Shri/Ms./Smt....., Sex (Male/Female/Transgender) son/daughter/spouse of who died at (complete address).....
2. That the name of Father of the above deceased is.....
3. That the name of mother of the above deceased is.....
4. That the name of spouse of the above deceased is.....

The above information is true & correct to the best of my knowledge and belief and nothing has been concealed therein. In case of fraud event, action may be initiated against me/us as per the provisions laid down under Registration of Births and Deaths Act, 1969.

Signature of Relative (i.e. informant)
with full name
Relation with deceased:
Mob. No.-
e-mail id(if any):
