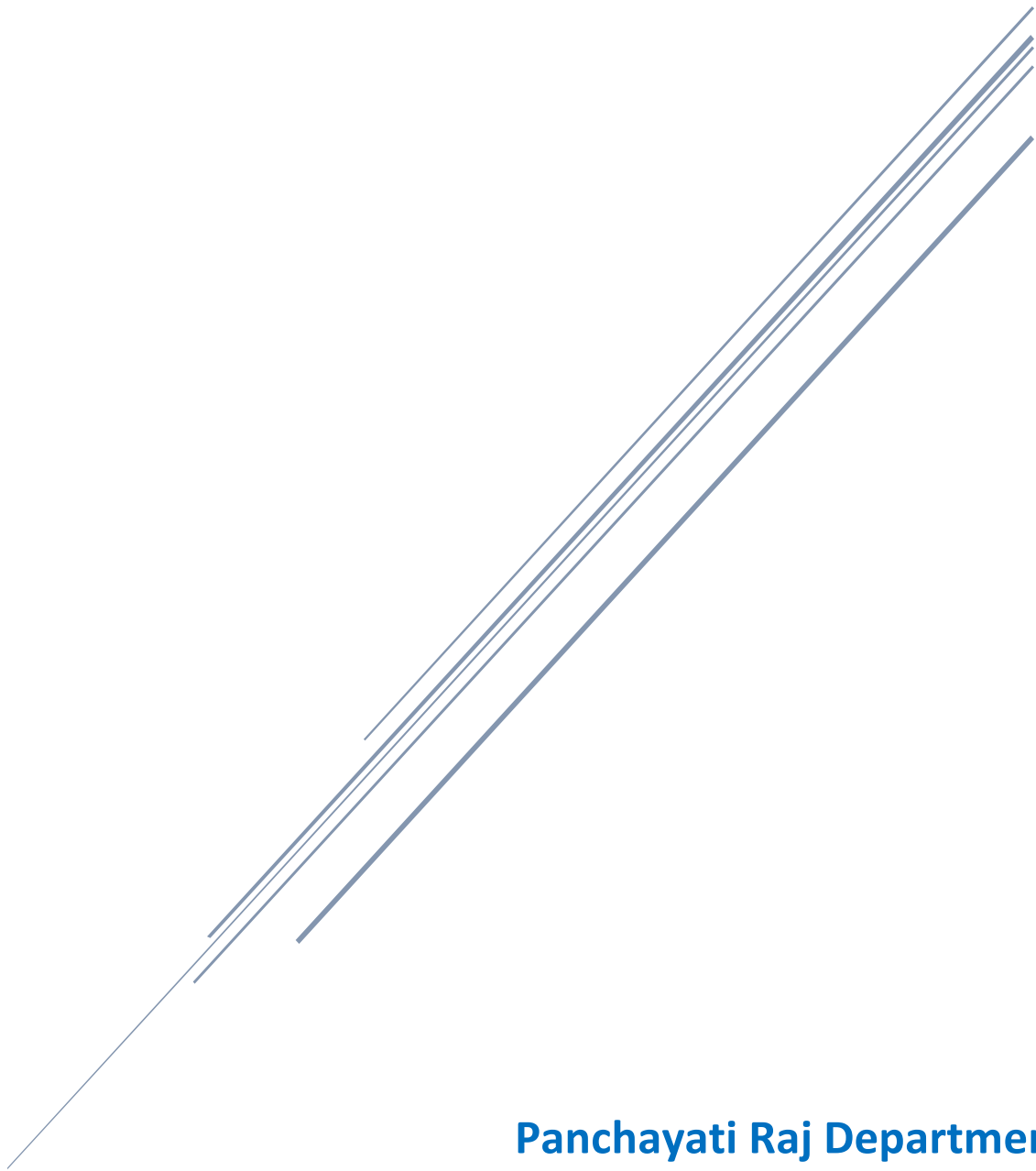


# **Procedure and Checklist for Registration of Birth certificate**



**Panchayati Raj Department  
Government of Himachal Pradesh**

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## Application Registration of Birth Certificate

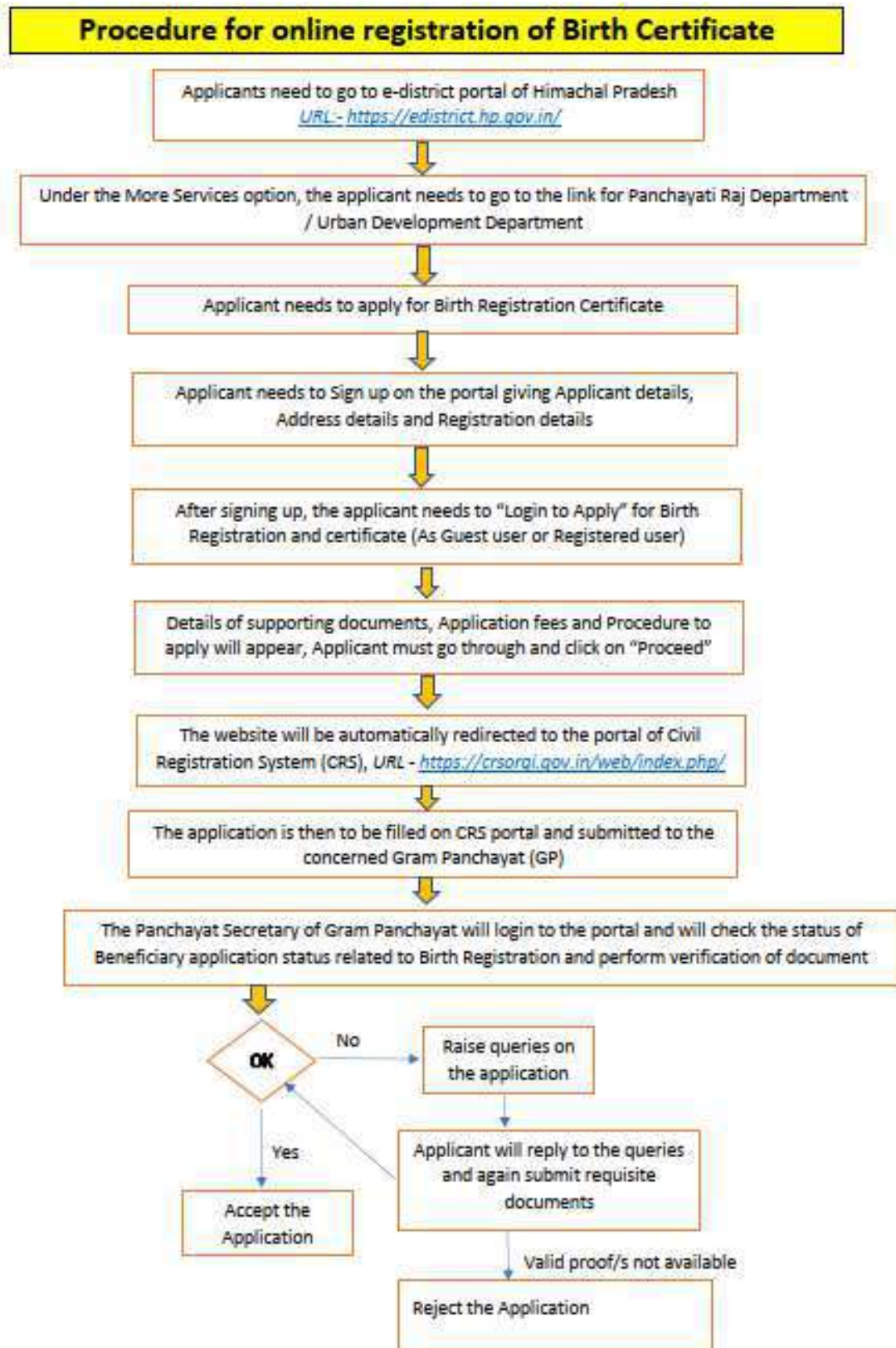
### a) Checklist

- Letter From HOF/Gram Pradhan/Hospital Discharge Slip
- Other Documents

### b) Procedure/ Service Delivery Process

- Go to URL: <https://edistrict.hp.gov.in/> (Homepage HP-e-District citizen portal) click on “**more services**” and then click on the “**Panchayati Raj department**” to apply for “**Birth Certificate**”
- Under the More Services option, the applicant needs to go to the link for Panchayati Raj Department / Urban Development Department
- Click on “**Sign Up**” for new registration, supporting documents lists are also mentioned in the below image
- After filling below mentioned details, user will register, and user will get “**login credentials**” in his/her registered mobile. Applicant needs to Sign up on the portal giving Applicant details, Address details and Registration details
- Details of supporting documents, Application fees and Procedure to apply will appear, Applicant must go through and click on “**Proceed**”
- The website will be automatically redirected to the portal of Civil Registration System (CRS), URL - <https://crsorgi.gov.in/web/index.php/>
- The application is then to be filled on CRS portal and submitted to the concerned Gram Panchayat (GP)
- The Panchayat Secretary of Gram Panchayat will login to the portal and will check the status of Beneficiary application status related to Birth Registration and perform verification of document
- In case the documents and other relevant information found in order and correct, application has been accepted at GP level and applicant can download the birth certificate Through Online mode
- If it has been rejected, then applicant will reply to the queries and again submit requisite documents for final submission and approval
- Once the application is approved from the department, user can download the final signed copy from online portal.

### c) Service Delivery Process



#### **d) Applicable Fees**

- If applied Within 21 Days of Birth, Government Fees -: Nil
- If applied After 21 Days and within 30 Days of Birth, Government Fees -: Rs 2.00
- If applied After 30 Days and within 1 year of Birth, Government Fees -: Rs 5.00
- If applied after 1 year of Birth, Government Fees-: Rs 10.00

#### **e) Timelines:**

- Timeline for service delivery are mandated under the HPPSG Act: 2011
- [https://himachal.nic.in/WriteReadData/1892s/25\\_1892s/2-26469809.pdf](https://himachal.nic.in/WriteReadData/1892s/25_1892s/2-26469809.pdf)