

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



**Urban Development Department  
Government of Himachal Pradesh**

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## Application for Registration of Birth Certificate

### a) Checklist

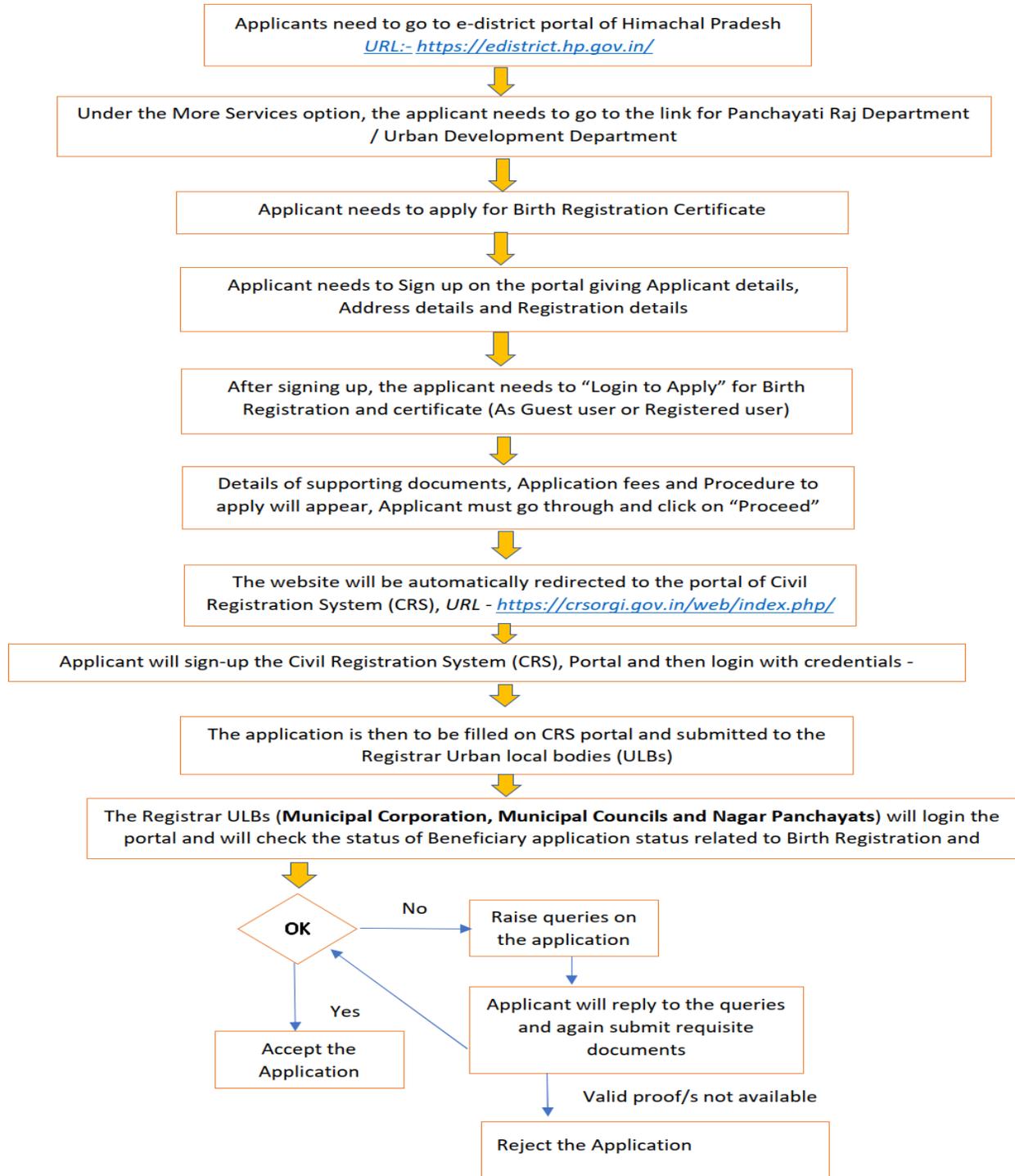
- Letter From HOF/Gram Pradhan/Hospital Discharge Slip
- Other Documents

### 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 /Urban Development 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/>
- Applicant will sign up Civil Registration System (CRS) website and then fill login credentials
- The application is then to be filled on CRS portal and submitted to the concerned Gram Panchayat (GP)
- The Registrar Urban Local Bodies (ULBs) (**Municipal Corporation, Municipal Councils and Nagar Panchayats**) 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 registrar ULBs (**Municipal Corporation, Municipal Councils and Nagar Panchayats**) 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

### Procedure for online registration of Birth Certificate-Urban



#### **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

<http://ud.hp.gov.in/sites/default/files/documents/PSG%20ACT%20SERVICES%20NOTIFICATION%202016.pdf>