

# APPLICATION FORM FOR BIRTH CERTIFICATE VERIFICATION

50/- 5

To

The District Collector,  
East District, Gangtok.

Sir,

On the basis of the following documents & information enclosed I may be granted Birth Certificate verification as per details are under ;

1. Name of Informant ; .....
2. Name of Child; .....
3. Name of Father; .....
4. Name of Mother ; .....
5. Date of Birth; .....
6. Place of Birth ; .....
7. Address; .....
8. Gram Panchayat Unit ; .....
9. Nationality ; ...../ N.A (Yes/ No)
10. Documents enclosed in original/attested form.
  - a) Birth report form (Original)
  - b) B. R. No. .... HR-0070/LR
  - c) SSC/COI/Citizenship Certificate/Any other.
  - d) Electoral Card.
  - e) Panchayat report.
  - f) School Certificate.
  - g) Immunization Card or hospital Discharge Certificate (Attested)
  - h) Passport No. .... (For Foreign Nationals Only).

Strike out which ever not applicable.

Date ; ..... Place ; .....

(Signature & Name of applicant/ Informant)

## PROCESS SHEET FOR BIRTH CERTIFICATE

- A. The following attested/certified documents have been submitted by the applicant.
1. SSC/COI/Citizenship
  2. Panchayat Recommendation
  3. Electoral Card No. of father .....
  4. Certificate of the Head Master of the School (For School going Children).
  5. Immunisation Card or Hospital Discharged Card.
  6. Bank Receipt No. .... Date .....
- Submitted for approval and signature.

**Dealing Assistant**

- B. Remarks, if any;

**Office Superintendent.**

- C. Others;

**District Collector, East.**

- D. Follow Up Action;

- a) Entries in Issue register made vide No. .... date .....
- b) Issue No. entered in certificate (Yes/No).
- c) Certificate issued after taking proper receipt (Yes/No).

**Dealing Assistant**