# Birth & Death Registration Portal

### **Introduction:**

#### **Current Birth Application:**

Citizen can apply for birth application of new born. Citizen has to register themselves with their mobile number after OTP authentication. After registration the applicant is allowed to fill up birth application form. After submission of the birth application form, the application will be sent to higher authorities for approval and the applicant will be alerted with SMS after completion of each process. The applicant can track their application status. After approval of the application, the applicant will receive a SMS and from the SMS link they can download & print the birth certificate.

#### **Delayed Birth Registration:**

Citizen can apply for birth application of a baby whose birth date is either 21 days or more from the current date. Citizen has to register themselves with their mobile number after OTP authentication. After registration the applicant is allowed to fill up birth application form. After submission of the delayed birth application form, the application will be sent to higher authorities for approval and the applicant will be alerted with SMS after completion of each process. The applicant can track their application status. After approval of the application, the applicant will receive a SMS and from the SMS link they can download & print the birth certificate.

#### **Birth Certificate Correction:**

Citizen can apply for birth certificate correction. For that they have to provide any of the following either certificate number or acknowledgement number or mobile number. After OTP authentication the modification screen will open. Except baby name citizen can change any details of the baby.

#### **Child Name Registration:**

If a hospital DEO enters an application without the child's name, then the citizen can apply for the name inclusion through the menu "Child Name Registration". Citizen will provide the acknowledgement number and the details will be visible. Citizen will provide the baby name and submit the application.

#### **Current Death Application:**

Citizen can apply for death application of a deceased person. Citizen has to register themselves with their mobile number after OTP authentication. After registration the applicant is allowed to fill up death application form. After submission of the death application form, the application will be sent to higher authorities for approval and the applicant will be alerted with SMS after completion of each process. The applicant can track their application status. After approval of the application, the applicant will receive a SMS and from the SMS link they can download & print the death certificate.

#### **Delayed Death Registration:**

Citizen can apply for death application of a deceased person whose death date is either 21 days or more from the current date. Citizen has to register themselves with their mobile number after OTP authentication. After registration the applicant is allowed to fill up death application form. After submission of the delayed death application form, the application will be sent to higher authorities for approval and the applicant will be alerted with SMS after completion of each process. The applicant can track their application status. After approval of the application, the applicant will receive a SMS and from the SMS link they can download & print the death certificate.

#### **Death Certificate Correction:**

Citizen can apply for death certificate correction. For that they have to provide any of the following either certificate number or acknowledgement number or mobile number. After OTP authentication the modification screen will open. Except deceased person name citizen can change any details of the deceased person.

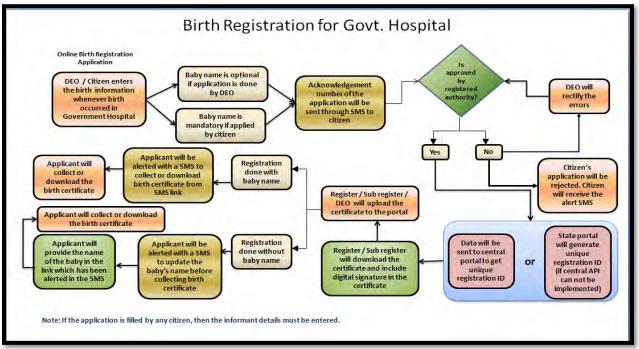
# **Description:**

- This application generates the Birth information of any new child after providing valid document for the same and the application also generates death certificate of a deceased person after providing valid document for the same
- DEO / Citizen enters the birth information whenever birth occurred in Government Hospital or by Private Hospital /Local Body
- Baby name is optional if application is done by DEO, but Baby name is mandatory if applied by citizen
- > Acknowledgement number of the application will be sent through SMS
- Approved by registered authority
- > Data will be sent to central portal to GET unique registration ID
- > Applicant will be alerted with a SMS to collect birth certificate after registration is completed
- > Applicant can get the birth certificate
- > DEO / Citizen enters the death information whenever death occurred in facility
- > Acknowledgement number of the application will be sent through SMS
- Approved by registered authority
- > Data will be sent to central portal for unique registration ID
- > Applicant will be alerted with a SMS to collect death certificate
- > Applicant will collect death certificate.

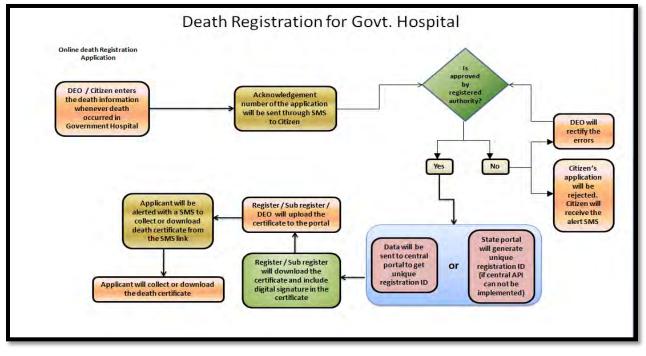
# **Some Important Information Regarding Birth & Death Application:**

- For generating death certificate for an unknown person (Beggar/Orphan etc) requires Id proof of the person (informant) who took that unknown person to the hospital.
- Before applying for the new birth certificate application the DEO must verify that the application for the same child has not already been applied by the citizen to avoid duplication.
- For generating birth certificate DEO/ Citizen must provide some ID proof of child's father, mother or informant.
- If the birth occurred in private hospital, and the hospital staff send the birth data to the urban local bodies then the informant details are not required for the same child's birth application. But if the hospital staff did not provide the data then the Informant details (Asha workers) must be captured in the portal.
- > Entire application can be used in 2 languages (English / Bengali).

# **Work Flow for Birth Registration**



# Work Flow for Death Registration



**Step 1:** User will open the Birth & Death Registration Portal from www.wbhealth.gov.in website. User will be redirected to the login page of Birth & Death Registration Portal.

BIRTH & DEATH		guage English 💙 ortant Links 🗸
User loginia		
LOGIN ( *: Forgot Password?		
What's New   It is the duty of every responsible citize	en to ensure registration of every birth and death    প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত	করা প্রত্যেক দায়িত্ব্য

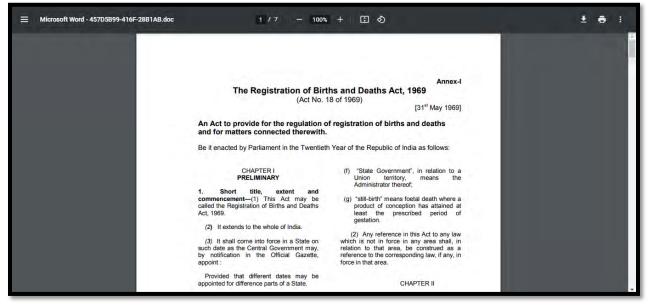
**Step 2:** User can click on Regulatory Framework which open the submenu with the following "The Registration Of Births & Deaths Act, 1969", "West Bengal Registration Of Births & Deaths - State Rule 2000" and "West Bengal State Rule Amendment – 2006".

Department of Health & Family Welfare	Change Language English V Regulatory Framework A Citizen Services V Important Links V
BIRTH & DEATH	The Registration Of Births & Deaths Act, 1969
Registration Portal	West Bengal Registration Of Births & Deaths - State Rule 2000.
	West Bengal State Rule Amendment – 2006

**Step 2.1.1:** User will click on the "The Registration of Births & Deaths Act, 1969" from "Regulatory Framework" main menu.



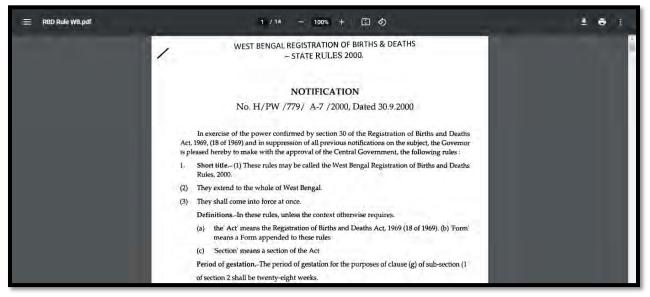
**Step 2.1.2:** User will be redirected to the next page where "The Registration of Births & Deaths Act, 1969" information will open.



**Step 2.2.1:** User will click on the "West Bengal Registration of Births & Deaths - State Rule 2000" from "Regulatory Framework" main menu.

Department of Health & Family Welfare     Greenced of Vice Regul	Change Language English v Regulatory Framework A Citizen Services V Important Links V
BIRTH & DEATH	The Registration Of Births & Deaths Act, 1969
Registration Portal	West Bengal Registration Of Births & Deaths - State Rule 2000.
	West Bengal State Rule Amendment - 2006

**Step 2.2.2:** User will be redirected to the next page where "West Bengal Registration of Births & Deaths - State Rule 2000" information will open.



**Step 2.3.1:** User will click on the "West Bengal State Rule Amendment – 2006" from "Regulatory Framework" main menu.



**Step 2.3.2:** User will be redirected to the next page where "West Bengal State Rule Amendment – 2006" information will open.

E RBD Rule WB.pdf		1/6 - 100% + 🗄 🔊		± e :
	To issue com	AMENDMEN1     pulsory Medical Certification of Cause of I	Death.	i
	Registered No. WB/SC-247	No. WB/DTP/F	Pt.I/CPS/2006/6076	
		The		
		स्वामेन अपने		
	Kol	Kata Gazette		
		Extraordinary Published by Authority		
	CHAITRA 13]	MONDAY, APRIL 3, 2006	[ SAKA 1928	
		MONDAY, APRIL 3, 2006 the Governor of West Bengal, the High Court, Govern		

**Step 3:** User can click on Citizen Services which open the submenu with the following "Birth" and "Death". They can apply for birth or death certificate.



**Step 3.1:** User will next select Birth submenu from "Citizen Services" which will open another dropdown with the following "How To Apply (User Guide)", "Apply For New Registration", "Track Application", "Download Certificate", "Child Name Registration", "Delayed Birth Registration" and "Birth Certificate Correction".

Begartment of Health & Family Welfare	Regulatory Framework 🗸	Immunization Status 🗸	Citizen Services 🔺	Important Links 🗸
		How To Apply (User Guide)	Birth <	
BIRTH & DEATH		Apply For New Registration	Death >	
Registration Portal		Track Application		
		Download Certificate		
ADMINISTRATIVE LOGIN		Child Name Registration		
		Delayed Birth Registration		
User legin norme		Birth Certificate Correction		

**Step 3.1.1.1:** User will click on "How To Apply (User Guide)" from Birth sub menu of Citizen Services main menu.

Department of Health & Family Welfare     Generet of Weilings	Regulatory Framework 🗸	Immunization Status 🗸	Citizen Services 🔺	Important Links 🗸
		How To Apply (User Guide)	Birth <	
BIRTH & DEATH		Apply For New Registration	Death >	

**Step 3.1.1.2:** User will be redirected to the User manual of citizen. User can download or view the application procedure for their better understanding about the application.



**Step 3.1.2.1:** User will click on "Apply For New Registration" from Birth sub menu of Citizen Services main menu. Citizen will apply here if they did not receive any birth certificate.

Compartment of Health & Family Welfare     Comment of Westings	Regulatory Framework 🗸	İmmunization Status 🗸	Citizen Services 🔺	Important Links 🗸
		How To Apply (User Guide)	Birth <	
BIRTH & DEATH		Apply For New Registration	Death >	
Registration Portal		Track Application		

**Step 3.1.2.2:** A popup will open where citizen have to register themselves with mobile number.

Bopartment of Health & Family Wellare	X	Citizen Services 🛩	Important Links 🗸
BIRTH & DEATH	Enter Mobile No Get OTP		

**Step 3.1.2.3:** Citizen will enter their mobile number for required birth registration.

Compartment of Health & Family Welfare Compart of Hint lenge		Citizen Services 🛩	Important Links 🛩
BIRTH & DEATH	Enter Mobile No 8697615111 Get OTP		

**Step 3.1.2.4:** After verifying the mobile number an OTP will be send to the same mobile number.

Department of Health & Family Welfare			×	Done. OTP sent to your mobile number
BIRTH & DEATH Registration Portal	Enter Mobile No 8697615111 Enter OTP	Resend OTP Submit OTP		

**Step 3.1.2.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.

Bopartment of Health & Family Welfare				X	Citizen Services 🛩	Important Links 🗸
BIRTH & DEATH	Enter Mobile No Enter OTP	8697615 <sub>111</sub> 1254	Resend OTP Submit OTP			

**Step 3.1.2.6:** After successful OTP submission birth Registration form will be appeared.

eporting Date / প্ৰতিবেদমেৰ ভাৱিখণ		Mobile # for future Con	munication /Care	ইল নম্বর » ভবিষ্যতের যো	গাখোগের জন্য -				
26/08/2021		8697615111							
			l	EGAL INFORMATIO	DN / আইনগত তঃ	<del>1</del>			
nformation of the Child / শিশুর তথ্য									-
Date Of Birth / জন্মের তারিখ		Gender / লিক্স Select		~	First Name / 의학	ম নাম *		Middle Name / নামের মধ্যাংশ	
Last Name / নামের শেষাংশ									
lace of Birth / জন্মের স্থান *									
Place Of Birth / জন্মের স্থান *	~	State / যান্তত * Select	~	District / एक्षमा Select	~	Urban/Rural * Select	~	Block/Municipality *	~

**Step 3.1.2.7:** Citizen will first enter information of child which includes baby's date of birth, gender and name. After that they will enter place of birth (Hospital, home or other than hospital or home).

Department of Health & Family Welfare Sirth Registration								
Reporting Date / প্রতিবেদদেব দ্বারিখ' 26/08/2021	Mobile # for future Communic 8697615111	cation /মোবাইন	ল মন্বর # ভবিষ্যান্ডের যোগ	গাযোগের জন্য "				
		LEG	GAL INFORMATIO	DN / আইনগত তং	7			
Information of the Child / শিশুর তথ্য								1
Date Of Birth / জন্মের ভারিম° 25/08/2021	Gender / নিঙ্গ Male		~~	First Name / প্রথম BabyofRuma	राघ	~	Middle Name / নামের মধ্যাংশ	
Last Name / মামের শেষাংশ	_							
Place of Birth / ডান্মের স্থান *								
Place Of Birth / জন্মের স্থান * Select	State / बाह्य * Select	*	District / एक्रमा" Select	~	Urban/Rural * Select	~	Block/Municipality * Select	~
Select Hospital Home	Village/Town প্রায় / শহর* Select		~	Pin /পিন নং*				
Others								

**Step 3.1.2.8:** After selecting appropriate place of birth, Citizen will select State, District and Urban or Rural.

			LEG	GAL INFORMATIC	)N / আইনগত তথ্য				
Information of the Child / শিশুর তথ্য									
Date Of Birth / জন্মের তারিখ* 25/08/2021		Gender / লিঙ্গ* Male		<ul> <li>✓</li> </ul>	First Name / প্রথম না BabyofRuma	ম*	~	Middle Name / নামের মধ্যাংশ	
Last Name / নামের শেষাংশ									
Place of Birth / জন্মের স্থান *									
Place Of Birth / জন্মের স্থান * Hospital	<ul> <li>✓</li> </ul>	State / রাজ্য * West Bengal	<ul> <li>✓</li> </ul>	District / জেলা* Birbhum	<b>~</b> ~	Urban/Rural * Select	~	Block/Municipality * Select	~
Panchayat * Select	~	Hospital Type * Select	~	Hospital Name / ব্য Select	গপাতাল / প্রতিষ্ঠানের নাম '	Block Municipality			
						Borough	_		

**Step 3.1.2.9:** After selecting Urban or Rural they will select Block or Municipality, Panchayat and hospital type (Governemnt or Private) where the baby birth occured.

Place of Birth / জন্মের স্থান *									
Place Of Birth / জন্মেৰ স্থান * Hospital	<b>√</b> ∨	State / নাজ্য * West Bengal	<ul> <li>✓</li> </ul>	District / एहला* Birbhum	<ul> <li>✓</li> </ul>	Urban/Rural * Block	<ul> <li>✓</li> </ul>	Block/Municipality * BOLPUR SRINIKETAN	<ul> <li>✓ ~</li> </ul>
Panchayat * KANKALITALA	<b>~</b> ~	Hospital Type * Select	~	Hospital Name / যসপাত Select	াল / প্ৰতিষ্ঠানের নাম *	,	~		
Father's Information / পিতার তথ্য		Select Government Private							

**Step 3.1.2.10:** After choosing hospital type user will enter hospital name. Next they will enter father's information such as name, email id, mobile number and select the required ID proof of father among (AAdhar, EPIC or Khadya Sathi).

Place of Birth / জন্মের স্থান *									
Place Of Birth / জন্মের স্থান * Hospital	<b>√</b> √	State / বাজ্য * West Bengal	<ul> <li>✓ ~</li> </ul>	District / एकला* Birbhum	<ul> <li>✓</li> </ul>	Urban/Rural * Block	<ul> <li>✓</li> </ul>	Block/Municipality * BOLPUR SRINIKETAN	<ul> <li>✓ </li> </ul>
Panchayat * KANKALITALA	<ul> <li>✓ </li> </ul>	Hospital Type * Private	<ul><li>✓ </li></ul>	Hospital Name / হ Bolpur Nursing H	সপাতাল / প্রতিষ্ঠানের নাম łome	*	<ul> <li>✓</li> </ul>		
Father's Information / পিতার তথ্য									
First Name / প্রথম নাম Vinay	~	Middle Name / <sup>1</sup> Kumar	মামের মধ্যাংশ	~	Last Name / নামের ( Sarkar	শেষাংশ		Email Id / ইমেইল vks@test.com	~
Mobile No. / মোৰাইল 9874561230	Type of ID Proof Select	~	ID Proof Number			ould not exceed 50kb) No file chosen		·	
Mother's Information / মাতার তথ্য	Select Aadhaar EPIC								
	Khadya Sathi								

**Step 3.1.2.11:** After selecting ID proof of baby's father they will enter the number of the ID proof and upload the scan copy of the same. Note that scan copy size must be fewer than 50 KB. Next citizen will enter mothers information same as fathers information along with Matri Maa ID if available.

First Name / প্রথম নাম /inay		~	Middle Name / না Kumar	মের মধ্যাংশ	Last Name / নাযের শেষাংশ Sarkar		Email Id / ইমেইল Vks@test.com	
Mobile No. / মোৰাইল 9874561230	~	Type of ID Proof Aadhaar	~~	ID Proof Number 768975484521	Upload ID Proof (should not excer Choose File demo.pdf	d SDieb)	~	
First Name / প্রথম নাম* Ruma		~	Middle Name /	মামের মধ্যাংশ	Last Name / নামের শেষাংশ Sarkar		Email Id / ইমেইল rs@test.com	
Aobile No. / মোৰাইল 894561230	~	Type of ID Proof * Aadhaar	~ ~	ID Proof Number * 748485454101	Upload IE Choose P	Proof * (should not exceed 50kb) demoform1.pdf		~
Matri Maa ID								

**Step 3.1.2.12:** Next they will enter present address of mother, if the permanent address of mother is same as present address citizen will click on the check box.

child's birth / শিশুর	জন্মের সময় মাভার বি	ঠিকানা						
~	House No. / গৃৎ শং 15		12, Test Road	૭//લન માર્ચ		PO	e / অঞ্চল / শোগ্য আঞ্চস	
State / বাজ্যে * West Bengal		District / एक्षमा * Birbhum		<ul> <li>✓</li> </ul>	Urban/Rural * Block	<ul> <li></li> </ul>	Block/Municipality * BOLPUR SRINIKETAN	<ul> <li>✓ </li> </ul>
<ul> <li>✓ </li> </ul>	Village/Town /গ্রাম BENGUTIA	/ শহর *	~					
ঠিকানা								
	tress. / স্থায়ী ঠিকানা i	উপরের ঠিকামার সাথে .	একই কিনা অনুগ্ৰহ	করে মিলিয়ে নিম এবং (	চেক বস্কে ক্লিক করুন			
-	House No. / গৃহ	নং	Street/Lane /	রাস্তা/লেশ নাম		Locality/Post Of	ffice / অঞ্চল / পোস্ট অফিস	
State / বাজ্যে * Select	~	District / एकला * Select		~	Urban/Rural * Select	~	Block/Municipality * Select	~
~		·						
f	्र State / मण्ड * West Bengal दिवगन Banन State / मण्ड * Select	House No. / গৃহ ম 15     State / বান্তা * West Bengal     Village/Town / গ্রাম     BENGUTIA     BENGUTIA     Bengal     Bengal     House No. / গৃহ      State / ব্যান্তা *    Select	IS State / বাজ্য * West Bengal Village/Town/আম / শহর * BENGUTIA State / বাজ্য * BENGUTIA State / বাজ্য * Bengal House No. / গৃহ নং State / বাজ্য * - Select	House No. / গৃহ মং     15     Street/Lane / বা     12, Test Road     State / বাজ্য *     West Bengal     Wilage/Town / আম / শহর *     BIYDhum     Wilage/Town / আম / শহর *     BENGUTIA     State / বাজ্য *     State / বাজ *	House No. / গৃহ মং     15     Street/Lane / ব্যন্তা/দেন নাম     12, Test Road     State / ব্যন্তা *     Utilage/Town / মাম / শমর *     BENGUTIA     Village/Town / মাম / শমর *     BENGUTIA     State / ব্যন্তা *     District / ব্যেলা *     State / ব্যন্তা / দেন নাম     State / ব্যন্তা *      District / ব্যেলা *      State / ব্যন্তা *	House No. / গৃহ নং     15     Street/Lane / যাজা/লেম মাহ     12, Test Road     Urban/fural*     Birbhum     Urban/fural*     Birbhum     Urban/fural*     Birbhum     Street/Lane / যাজা/লেম মাহ     Urban/fural*     Birbhum     Street/Lane / যাজা/লেম মাহ     Urban/fural*     Bengal     House No. / গৃহ নং     Street/Lane / রাজা/লেম মাম     Street/Lane / রাজা/লেম মাম     Street/Lane / রাজা/লেম মাম     Urban/fural*     Urban/fural*     Urban/fural*     Urban/fural*     Street/Lane / রাজা/লেম মাম	House No. / গৃহ মং     15     Street/Lane / অভ্য/সেদ মায     12, Test Road     Locality/Post Offic     PO     State / মান্তা *     Urbar/Rural *     Birchum     Village/Town / আম / শহর *     BENGUTIA     Village/Town / আম / শহর *     BENGUTIA     Street/Lane / আজ্য/সেদ মাম     Locality/Post Offic     v     Village/Town / আম / শহর *     BENGUTIA     v     v     Village/Town / আম / শহর *     BENGUTIA     v     v     Village/Town / আম / শহর *     ENGUTIA     v     v     Village/Town / আম / শহর *     District / আল     v     v     v     v     Village/Town / আম     Locality/Post Offic     v	House No. / গৃহ মং     15     Street/Lane / আন্ত/দেন নাম     12, Test Road     Locality/Post Office / অৱজ / পেস্ট অজিস     PO     Biod/Municipality*     Birchum     West Bengal     Wilage/Town / আন / শহর *     BENGUTIA     Street/Lane / ব্যাজ্য/দেন নাম     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     PO     Biod/Municipality*     Biod/Municipality*     Biod/Municipality*     Biod/Municipality*     Bengal     House No. / গৃহ নং     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য*     Uthan/Rural *     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস     Street/Lane / ব্যাজ্য/দেন নাম     Locality/Post Office / অৱজ / পেস্ট অজিস

**Step 3.1.2.13:** Clicking on checkbox present address details are auto populated in permanent address details. But if the address is not same they have to enter permanent address separately.

Present Address of mother at the time of the	A Statistical state of a state of the state								
• In West Bengal									
Bidg.No & Name / বাড়ীর নাম্বার ও নাম		House No. / গৃহ ন		Street/Lane / बाखा/(न	101 2011		Locality/Dect Offic	:e / আঞ্চল / পোস্ট অফিস	
34 Tara Bhaban	~	15		12. Test Road	in the		PO PO	er andriff a life strate	
54 Idia bridgan		0		12, Test Kubu			PO		
Pin / শিম নং	State / बाखा *		District / एसना *			Urban/Rural *	- C >	Block/Municipality*	
731101	West Bengal		Birbhum		< <	Block	× ×	BOLPUR SRINIKETAN	× ×
	-					-			
Panchayat *	~~	Village/Town / 313	/ শহর *	~~					
KANKALITALA	v •	BENGUTIA		V V					
ermanent Address of mother / মাতার স্থায়ী	মী ঠিকানা								
	s is same as above ad		উপরের ঠিকানার সাথে	একই কিনা অনুগ্রহ করে	য় মিলিয়ে নিম এবং।	চেক বস্কে ক্লিক করুন			
ermanent Address of mother / মাতার স্থাই Please check if permanent address In West BengalOutside We Bidg No & Name / বার্তীর নাযার ও নায	s is same as above ad			একই কিনা অনুগ্রহ করে Street/Lane / বান্তা/ল		চেক বস্কে ক্লিক করুন	Locality/Post Offi	:e / অঞ্চল / শোসই অফিস	
<ul> <li>Please check if permanent address</li> <li>In West Bengal Outside We</li> </ul>	s is same as above ad	ldress, / স্থায়ী ঠিকান্য				চেক ৰস্কে ক্লিক করুন	Locality/Post Offic PO	.e / অঞ্চল / পোস্ট অভিস	
ত Please check if permanent address In West Bengal O Dutside We Bldg No & Name / বার্তীয় নাজার ও সায	s is same as above ad	Idress. / হুয়ী ঠিকাশা House No. / গৃহ দ 15		Street/Lane / যান্তা/কে	ান নাম	চেক বস্কে ক্লিক করুন Urban/Rural *	PO	.e / হাঞ্চল / শোসই হাজিস Block/Municipality *	
<ul> <li>Please check if permanent address</li> <li>In West Bengal Outside We Bldg.No &amp; Name / বার্ত্তীয় নাজ্যর ও নাম 34 Tara Bhaban</li> </ul>	s is same as above ad est Bengal	ldress. / হৃায়ী ঠিকাশা House No. / গৃহ শ		Street/Lane / যান্তা/কে					~.
Please check if permanent address In West Bengal Outside We Bidg.No & Name / যান্ত্ৰীয় দাখাৱ ও দাম 34 Tara Bhabari Pin শিল মং	s is same as above ad est Bengal State / बाख्र *	Idress. / হুয়ী ঠিকাশা House No. / গৃহ দ 15	District / 대편 * Birbhum	Street/Lane / যান্তা/কে	ান নাম	Urban/Rural *	PO	Block/Municipality	~

**Step 3.1.2.14:** Citizen will next enter statistical information for father and mother. They will first select religion and choose fathers education details.

	Statistical Information / পরিসংখ্যানগত তথ্য	
Father's and Mother's Information / পিডা ও মাডার ভধ্য		
Religion / ধর্ম * Hindu 🗸 🗸 V	Fathers Level Of Education / শিতার শিক্ষাগত মান" Select	Fathers Occupation / শিতন শেশা* Select প
Mothers Level Of Education / মাতার শিক্ষাগত মান" Select	Select Illiterate Literate without formal education	
Other Information / অন্যান্য তথ্য	Literate with formal education Below primary Primary	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বি	Middle Secondary/Matric Class - X Hr. secondary/Sr. Secondary/Pre-University/Class XII Non-technical Diploma or certificate not equivalent to degree	Type of attention at delivery / গ্রসবকাদীন শহিচ্যা Select 🗸
Age of the mother (in completed years) at the time of this birth /প্রথম বিবাহের	Technical Diploma or Certificate not equal to Degree Graduate /B. Tech /BBA /MBBS /Equivalent Post Graduate /M. Tech /MBA /MD /Equivalent or Higher Not Known	Delivery Method / হাসবের পদ্ধতি Select

**Step 3.1.2.15:** After choosing fathers education details citizen will select father's occupation, mother's education details, mother's occupation, age of mother during marriage and choose type of attention at delivery.

	Statistical Information / পরিসংখ্যানগত জ	চথ্য				
Father's and Mother's Information / পিতা ও মাভার তথ্য						
Religion / গর্ম• Hindu	Fathers Level Of Education / শিতাৰ শিক্ষাগত মান* Technical Diploma or Certificate not equal to Degree	<ul> <li>✓</li> </ul>	Fathers Occupation / শিলাৰ পেশা* Plant and Machine Operator and Assemblers	<b>√</b> ∨		
Mothers Level Of Education / মাতাৰ শিক্ষাগত মান" Hr. secondary/Sr. Secondary/Pre-University/Class XII	Mother's Occupation / মাতান পেশা* Housewife/Househusband	<ul><li>✓ </li></ul>				
Other Information / অন্যান্য ভথ্য						
Age of the mother (in completed years) at The Time Of First Marriage / প্ৰথম বিবাহেৰ সা 32	Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাদের সময় মান্ডার বয়স ( শুর্ণ বহুরে ) 32					
Age of the mother (in completed years) at the time of this birth /প্রথম বিবা	হের সময় মাতার বয়স ( পূর্ণ বছরে )		Select Institutional - Government Institutional - Private or Non-Government Non Institutional			

**Step 3.1.2.16:** After choosing type of attention at delivery, citizen enters age of mother during delivery and chooses delivery method (Normal, forceps / vacuum or caesarian).

		_
	Type of attention at delivery / অসবকালীন পরিচর্থা Institutional - Private or Non-Government	× ~
*	Delivery Method / গ্রসবের পদ্ধন্তি Select	~
	Select Normal Caesarean Forceps/Vacuum	
	*	Institutional - Private or Non-Government  Pelivery Method / সেমৰে গন্ধান্তিSelectSelect Normal

**Step 3.1.2.17:** After choosing delivery method (Normal, forceps / vacuum or caesarian) citizen enters total babies count of mother, weight of the baby, pregnancy duration of mother and upload discharge certificate. Next they will press submit button.

e of the mother (in completed years) at The Time Of First Marriage / প্ৰথম বিৰাহেৰ সময় যাত	রে বয়স। পুগ বহুরে।	Type of attention at delivery / প্রসবকালীন পরিচর্যা Institutional - Private or Non-Government
e of the mother (in completed years) at the time of this birth /ইথম বিষয়েষ সময় মাতাৰ বয়স	( শুগবহুৰে)	Delivery Method / চেসবেৰ পছতি Caesarean 🗸 🗸
mber of child born slive to the mother so far including this child / এই সন্থান সহ যাতাৰ জীবি	ত হেসুত সন্তান সংখ্যা	Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন্ম (কি. জ.) " 3.1
ation Of Pregnancy (In weeks.) / গর্ভের স্থিতিকাল (সন্থ্যযে)	Remarks Tiest	
Documents		
aad Discharge Certificate * (should not exceed 50kb) pose File demo.pdf		

**Step 3.1.2.18:** Clicking on submit button a popup arises to confirm the submission.



**Step 3.1.2.19:** The baby's birth information will be submitted successfully.

Birth Registration	SuccessfulL. Acknowledgement no is : ACK/8/2021/000229
Your application has been submitted successfully!	
Acknowledgement no is : ACK/B/2021/000229	

**Step 3.1.2.20:** An acknowledgement number generated for the same and SMS sent to registered mobile number. They will press back button.

(	Birth Registration
	Your application has been submitted successfully!
	Acknowledgement no is : ACK/B/2021/000229

Step 3.1.2.21: Clicking on back button page will be redirected to the birth & death login page.



**Step 3.1.3.1:** User will click on "Track Application" from Birth sub menu of Citizen Services main menu.



**Step 3.1.3.2:** A popup will open where citizen have to enter the acknowledgement number.



**Step 3.1.3.3:** Citizen will enter the acknowledgement number and press submit button.

Dopartment of Health & Family Welfare	X	Citizen Services 🗸	Important Links 🛩
IRTH & DEATH	Enter Acknowledgement No ACK/B/2021/000229 Submit		

**Step 3.1.3.4:** Clicking on the submit button the current status of the application will be visible for citizen.

Department of Health & Family Welfare		×	Citizen Services 🗸	important Links 🗸
IRTH & DEATH	Enter Acknowledgement No ACK/B/2021/000229 Submit			

**Step 3.1.4.1:** User will click on "Download Certificate" from Birth sub menu of Citizen Services main menu for downloading certificate.

Department of Health & Family Welfare Comment of Weil Regil	Regulatory Framework 🗸	Immunization Status 🗸	Citizen Services 🔺	İmportant Links 🗸
		How To Apply (User Guide)	Birth <	
<b>BIRTH &amp; DEATH</b>		Apply For New Registration	Death >	
Registration Portal		Track Application		
		Download Certificate		
ADMINISTRATIVE LOGIN		Child Name Registration		

**Step 3.1.4.2:** A popup will open where citizen have to enter the acknowledgement number.

Department of Health & Family Welfare Generated & Frishings	X	Citizen Services 🛩 Important Links 🛩
BIRTH & DEATH	Enter Acknowledgement No	

Step 3.1.4.3: Citizen will enter the acknowledgement number and press submit button.

Compartment of Health & Family Welfare	x .	Citizen Services 🗸	Important Links 🗸
BIRTH & DEATH	Enter Acknowledgement No ACK/B/2021/000186 Submit		

**Step 3.1.4.4:** Download link will appear for downloading the required birth certificate.

Department of Health & Family Wolfare Connect of Vict Joyd		X	Citizen Services 🗸	Important Links 🛩
BIRTH & DEATH Registration Portal	Enter Acknowledgement No ACK/B/2021/000186 Submit			

egistration Pc	ADD.	gement No ACK/B/2021/000186	Submit	X	Citizen Services 🛩 Important Link
ADMINISTRATIVE LOG	IN	Current Status : Approved			
			1		
		â			
	GOVERNMEN	T OF WEST BENGAL			
		ALTH AND FAMILY WELFARE			
	SIRTH	CERTFICATE			
(ASULTO LINDER SECTION 12/11 OF TH	E REDISTRATION OF HIRDREAD	MARKACT INFAMPRILE POOPT	HE WEST BINGAL RECENTRATION OF		
AURTHS & DUATHS RULES (2001)			12 D. 11 D. 15		
THEN IS TO CERTIFY THAT THE POLLS FOR GRAMA PANCHAYAT KANKALD INDIA.	SWING INFORMATION SLASS BEED CALA OF BLOCK/MUNICIPALITY	TAKEN FROM THE DESCENAL RECOR ROLFL'R SERVICETAN OF DISTRICT RE	D OF BRITH WHICH IS THE RECS TH. LERENI OF STATE WEST BENGAL.		
NAME	Budys Ridena	GENDGE.	1		
DATE OF BIRTH	2468,0021	PLACE OF SIRES	BOLPUR SRIMKETAN BREAM		
	1	100	RANKALITALA, BENGUTIA, West Bangal - 721112		
NAME OF MOTINES	Rupe Ram	NAME OF PATHER	Тарын Көшті		
MOTHERS INENTRY BLOCS	Anthone-478048795854	EATHERS INVESTIGY PROOF	Australian 784845785447		
PRESENT ADDRESS OF MOTHER AT THE VIME HERTH OF THE CHLO	7A. Kaspada Dutte Road Houseftor - 2 Street Lane- 7A. Kalpada Dutte Read Locality - PO BOLPUS SRANGETAN Block Dar- Biohum, West Bergel-731211	REMARKENT ADDRESS OF MOTHER	7A, Kalgada Duta Road Houwike- 2. Street Law: 7A, Najgada Duta Rand Locally -PO BOLPUR BRIMKETAN Block Dist- Bistrium Weet Beingui-731211		
REGISTRATION NO	B-9621-800877	DATE OF REGISTRATION	2508/2525		
s (BED)	-10007336057943	MEMANIKS (27 ART)			
DATE OF BRUE	bonelope:	INSUNO AUTRICEITY			
	10.000	110			
LIPDATED ON	2021-00-25/00-44-41		SUB-REGISTRAR (SIRTH & DEATH)		
E1:27:00:21E1			GRAMA PANCHAVAT KANNALITALA		
	THEIR COMPANY	GENERATED CREDINCATE."			
LEINWART-I'L THE BAS APPROV	GOVT. OF INDIA VEIE CIRCULA ED THIS CERTIFICATE AS A VAL	R NO. 1712/2014/MSC25), DATED 23-322 ID LEGAL DOCCMENT FOR ALL OFFICE	Y-2605 LAL PURPOSES		
	TENSUES REGISTRATICS	OF FVERY BIETH AND DEATH *			

**Step 3.1.4.5:** User will click on download link and download the certificate accordingly.

**Step 3.1.5.1:** Urban Local body DEO or Hospital DEO User can enter a birth registration without mentioning baby name because baby's parent cannot give baby name to them on that moment. For this scenario baby's parent can put their child name later on from Child name registration. For that User will click on "Child Name Registration" from Birth sub menu of Citizen Services main menu.

Compartment of Health & Family Welfare	Regulatory Framework 🗸	Immunization Status 🗸	Citizen Services 🔺	Important Links 🗸
		How To Apply (User Guide)	Birth <	
BIRTH & DEATH		Apply For New Registration	Death >	
Registration Portal		Track Application		
		Download Certificate		
ADMINISTRATIVE LOGIN		Child Name Registration		
		Delayed Birth Registration		
User login name	1	Birth Certificate Correction		

**Step 3.1.5.2:** A popup will open where citizen have to enter the acknowledgement number of that registration where child name is omitted.

Enter Acknowledgement No Submit	Bepartment of Health & Family Welfare		×	ution Status 🛩	Citizen Services 🛩	important Links 🛩
		Enter Acknowledgement No				

Step 3.1.5.3: Citizen will enter the acknowledgement number and press submit button.

Department of Health & Family Welfare		x	ntion Status ~	Citizen Services +	Important Links 🛩
	Enter Acknowledgement No ACK/B/2021/000235 Submit				

**Step 3.1.5.4:** The page will be redirected to the child name registration page where citizen has to authenticate them by their registered mobile number.

Department of Health & Family Welfare Character of the family Child Name Registra	tion		
Enter OTP Resent OTP	Submit CTP		

**Step 3.1.5.5:** They will enter the received OTP and press submit OTP button. If the OTP is not received by citizen they can sent again by clicking resend OTP.

Department of Health	& Family Welfare		
CI.I.I.N.	De alistuat	ion	
Child Na	ne Redistrat	1011	
	me Registrat		

**Step 3.1.5.6:** If the OTP validation is successful a section will be populated where citizen has to enter the child name which was missing during their first registration.

Acknowledgement No	ACK/8/2021/00	0235	Date of Birth	28/08/2021
Gender	Male		Mother Name	Tiyasha Biswas
		Enter Child Name Det	ails	
First Name *	Middle Name	Last Kame	Submit	

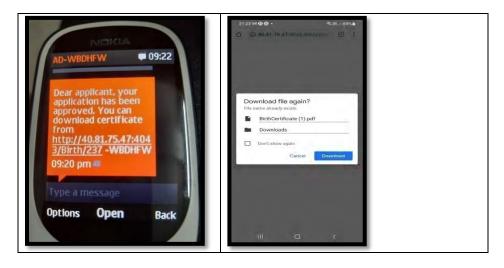
Step 3.1.5.7: Citizen enters the child name and press submit button.

Asknowledgement No	ACK/B/2021/000235		Date of Birth	28/08/2021
Gendes	Male		Mother Name	Tiyasha Biswas
		Enter Child Name Details		
(init Name"	Aiddlic Name	Last Name"	-	

Step 3.1.5.8: Child name correction will be completed successfully.



**Step 3.1.5.9:** Citizen will receive an SMS where they can download the updated birth certificate from the provided link.



**Step 3.1.6.1:** User will click on "Delayed Birth Registration" from Birth sub menu of Citizen Services main menu.

Bogortment of Health & Family Welfare Commend Techniget	Regulatory Framework 🛩	Immunization Status 🗸 Citizen Services 🔺 Important Links 🗸
		How To Apply (User Guide) Birth <
BIRTH & DEATH		Apply For New Registration Death >
Registration Portal		Track Application
		Download Certificate
ADMINISTRATIVE LOGIN		Child Name Registration
		Delayed Birth Registration
Lizer login name		Birth Certificate Correction

**Step 3.1.6.2:** A popup will open where citizen have to register themselves with mobile number for delayed birth registration.

Bopartment of Health & Family Weifare	X	Citizen Services 🗸	Important Links 🛩
BIRTH & DEATH	Enter Mobile No		

**Step 3.1.6.3:** Citizen will enter their mobile number for required delayed birth registration.

Bepartment of Health & Family Welfare Connect of Health	x	Citizen Services 🗸	Important Links 🛩
BIRTH & DEATH	Enter Mobile No 8697615111 Get OTP		

**Step 3.1.6.4:** After verifying the mobile number an OTP will be send to the registered mobile number.

Department of Health & Family Welfare			× ° .	Done. OTP sent to your mobile number
BIRTH & DEATH Registration Portal	Enter Mobile No 8697615111 Enter OTP	Resend OTP Submit OTP		

**Step 3.1.6.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.

Bopartment of Health & Family Welfare				x	Citizen Services 🗸	Important Links 🗸
BIRTH & DEATH	Enter Mobile No Enter OTP	8697615 <sub>111</sub> 1254	Resend OTP Submit OTP			

**Step 3.1.6.6:** After successful OTP submission delayed birth Registration form will be appeared. Citizen will first enter information of child by entering name, date of birth and gender of the child.

Birth Registration					
Reporting Date / প্রতিবেদ্ধের ডারিক। 28/08/2021	Mobile # for future Communication 8697615902	n / মোৰাইল নম্বৰ কৰিয়াতের যোগ	গায়েপের জন্য		
Information of the Child / শিশ্যন তথ্য		LEGAL INFORMATIO	DN / আইনগত তথ্য		
Date Of Birth / ยาบรูร หะได้ระ 28/08/2021 Last Name / ทบรร Onter, ค	Gendee / मिछ- Male	<b>~</b> ~	First Name / প্ৰথম নাম - Tarun	~	Middle Name / নামের মধ্যাংশ
Yadav					

**Step 3.1.6.7:** After that they will enter baby's father and mother's basic information.

Place of Birth / জন্মের স্থান *									
Place Of Birth / জম্মের স্থান * Hospital	✓	State / রাজ্য * West Bengal	<b>√</b> ~	District / ডেলা* Birbhum	<b>√</b> ~	Urban/Rural * Municipality	<b>v</b> v	Block/Municipality * MUNICIPALITY SURI	<b>~</b> ~
Hospital Type * 🗸 🗸 V Private	Hospital Name / Birbhum Nursin	যসপাতাল / প্রতিষ্ঠানের g Home	নোম*	<ul> <li></li> </ul>					
Father's Information / পিতার তথ্য									
First Name / প্রথম নাম ram		Middle Name /	নামের মধ্যাংশ		Last Name / নাল yadav	মর শেষাংশ	~	Email Id / ইমেইল	
Mobile No. / মোবাইল	Type of ID Proof EPIC	<ul> <li></li> </ul>	ID Proof Number 12345678		Upload ID Proof Choose File	(should not exceed 50) No file chosen	kb)		
Mother's Information / মাতার তথ্য									
First Name / প্রথম নাম* Sabita		Middle Name /	নামের মধ্যাংশ		Last Name / নায়ে yadav	মর শেষাংশ	~	Email Id / ইমেইল	
Mobile No. / মোবাইল*	Type of ID Proof EPIC	<ul><li>✓ </li></ul>	ID Proof Number 12345678	*		Upload ID Proof * Choose File	(should not exceed 369px-Chinnasa		
Matri Maa ID								Activiste	Mindows

**Step 3.1.6.8:** Next they will enter present and permanent address of mother. If the present and permanent address of the mother is same then they can enter present address and click on the declaration that their present and permanent address are same which populates the entire present address details in permanent address.

ne of the child's birth	/ শিশুর জন্মের	সময় মাতার ঠিকানা					
র ও নাম	House No. /	গৃহ নং	Street/Lane / রাস্তা/লেন নাম		Locality/Post	: Office / অঞ্চল / পোস্ট অফিস	
State / রাজ্য * West Bengal	<ul> <li></li> </ul>	District / ডেলা * Birbhum	<ul> <li>✓ ~</li> </ul>	Urban/Rural * Municipality	<ul> <li></li> </ul>	Block/Municipality * MUNICIPALITY SURI	<ul> <li></li> </ul>
<ul><li>✓ </li></ul>							
ার স্থায়ী ঠিকানা							
ddress is same as ab	ove address. / 3	স্থায়ী ঠিকানা উপরের বি	টকানার সাথে একই কিনা অনুগ্রহ ক	র মিলিয়ে নিন এবং	চেক বস্কে ক্লিক ব	হরন	
de West Bengal							
র ও নাম	House No. /	গৃহ নং	Street/Lane / রাস্তা/লেন নাম		Locality/Post	: Office / অঞ্চল / পোস্ট অফিস	
State / রাজ্য * West Bengal	~	District / एएला * Birbhum	~	Urban/Rural * Municipality	~	Block/Municipality * MUNICIPALITY SURI	~
~							
	র ও নাম State / রাজ্য * West Bengal ✓ ✓ Iর স্থায়ী ঠিকানা ddress is same as ab de West Bengal র ও নাম State / রাজ্য * West Bengal	র ও নাম House No. / West Bengal ddress is same as above address. / ' de West Bengal ddress is same as above address. / ' House No. / State / রাজ্য *	State / য়াভয় * Pistrict / জেলা * West Bengal * * Birbhum is স্থায়ী ঠিকানা ddress is same as above address. / স্থায়ী ঠিকানা উপরের ঠি de West Bengal is ও নাম House No. / গৃহ নং State / য়াভয় * District / জেলা * West Bengal * Birbhum	র ও নাম House No. / গৃহ নং Street/Lane / রান্তা/লেন নাম	র ও নাম House No. / গৃহ নং Street/Lane / রান্ডা/লেন নাম 	র ও নাম House No. / গৃহ নং Street/Lane / রান্তা/নেন নাম Locality/Post West Bengal এবress is same as above address. / স্থায়ী ঠিকানা উপরের ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বচ্চে ক্লিক ব de West Bengal State / সাত্য * Locality/Post de West Bengal State / সাত্য * Locality/Post Birbhum * Urban/Rural * Locality/Post	ব ও নাম       House No. / গৃহ নং       Street/Lane / রাজ্য/লেন নাম       Locality/Post Office / অঞ্চল / পোন্ট অফিস         State / प्रायहा* <ul> <li></li></ul>

### **Step 3.1.6.9:** After that citizen will enter religion, and choose fathers highest qualification.

Father's and Mother's Information / পিতা ও মাতার তথ্য		
Religion / হর্ম* Hindu 🗸 🗸 🗸	Fathers Level Of Education / পিতার শিক্ষাগত মান* Graduate /B. Tech /BBA /MBBS /Equivalent	Fathers Occupation / শিত্যার পেশা* Select
Mothers Level Of Education / মাডার শিক্ষাগত মান <sup>+</sup> Select	Select Illiterate Literate without formal education Literate with formal education	
Other Information / অন্যান্য তথ্য	Below primary Primary	
Age of the mother (in completed years) at The Time Of First Marria	Non-technical Diploma or certificate not equivalent to degree	Type of attention at delivery / প্রসবকালীন পরিচর্ষা Select
Age of the mother (in completed years) at the time of this birth /গ্ৰ	Technical Diploma or Certificate not equal to Degree Graduate /B. Tech /BBA /MBBS /Equivalent Post Graduate /M. Tech /MBA /MD /Equivalent or Higher Not Known	Delivery Method / প্রসবের পদ্ধতি Select
Number of child born alive to the mother so far including this child	Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) *	
Duration Of Pregnancy (In weeks.) / গর্ডের স্থিতিকাল (সন্ত্রাযে)	Remarks	

**Step 3.1.6.10:** After selecting fathers highest qualification citizen will choose fathers occupation. After choosing father's occupation citizen will select mother's highest qualification and her occupation.

Father's and Mother's Information / পিতা ও মাতার তথ্য							
Religion / ধর্ম * Hindu		f Education / পিতার শিক্ষাগত মান* Fech /BBA /MBBS /Equivalent	<b>~</b> ~	Fathers Occupation / পিঁচান্ত পেশা* Technicians and Associate Professional			
Mothers Level Of Education / মাতার শিক্ষাগত মান* Graduate /B. Tech /BBA /MBBS /Equivalent							
Other Information / অন্যান্য তথ্য				Elementary occupation Housewife/Househusband Legislators, Senior official and Manager Non worker			
Age of the mother (in completed years) at The Time O	Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাত্যের বয়স ( পূর্ণ বছরে )						
Age of the mother (in completed years) at the time of	i this birth /প্রথম বিবাহের সময়	মাতার বয়স ( পূর্ণ বছরে )		Service worker and shops market sale workers Skilled agriculatural and fishery workers Technicians and Associate Professional Workers not classified elsewhere			
Number of child born alive to the mother so far includ		Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) *					
Duration Of Pregnancy (In weeks.) / গর্ডের স্থিতিকাল (সপ্তাহে) Remarks							
Upload Documents							

**Step 3.1.6.11:** After that citizen will select age of mother during marriage and choose type of attention at delivery.

Other Information / অন্যান্য তথ্য		
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিধায়ের সময় মাতার বয়স ( পুর্ণ বছরে ) 23	~	Type of attention at delivery / প্রসবকালীন পরিচর্যা Institutional - Private or Non-Government
Age of the mother (in completed years) at the time of this birth /প্রথম বিবাহের সময় মাতার বয়স ( পুর্ণ বছরে ) 27	~	Select Institutional - Government Institutional - Private or Non-Government Non Institutional
Number of child born alive to the mother so far including this child / এই সন্তান সহ যাতার জীবিত প্রসূত সন্তান সংখ্যা 1	~	roominisationial Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) * 1.5
Duration Of Pregnancy (In weeks.) / গার্চের ছিতিকান (সংয়াযে) 34		
Upload Documents		

**Step 3.1.6.12:** After choosing type of attention at delivery, citizen enters age of mother during delivery and chooses delivery method (Normal, forceps / vacuum or caesarian).

Other Information / অন্যান্য তথ্য		
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাত্যর বয়স ( পুর্ণ বছরে ) 23	~	Type of attention at delivery / প্রসবকালীন পরিচর্যা Institutional - Private or Non-Government
Age of the mother (in completed years) at the time of this birth /প্রথম বিবাবের সময় মাতার বয়স ( পূর্ণ বছরে ) 27	~	Delivery Method / প্রসবের পদ্ধতি Select
Number of child born alive to the mother so far including this child / এই সন্তান সহ যাতায় জীবিত প্রসূত সন্তান সংখ্যা 1	~	Select Normal Caesarean Forceps/Vacuum
Duration Of Pregnancy (In weeks.) / গর্জের স্থিতিকাল (সংগ্রাহে) 34		rorceps/vacuum

**Step 3.1.6.13:** After choosing delivery method (Normal, forceps / vacuum or caesarian) citizen enters total babies count of mother, weight of the baby, pregnancy duration of mother and upload discharge certificate & Payment of Challan. Next they will press submit button.

Upload Documents	
Upload Discharge Certificate <sup>®</sup> (should not exceed 50kb) Choose File 369px-Chinnasamy.jpg	
Upload "Payment of Challan" "(should not exceed 50kb) Choose File 369px-Chinnasamy.jpg	
Submit	Activate Windows Cate 2 settings to adva

### **Step 3.1.6.14:** Clicking on submit button a popup arises to confirm the submission.

Mothers Level Of Education / মাতার শিক্ষাগত মান" Graduate /B. Tech /BBA /MBBS /Equivalent	40.81.75.47:4043 says Are you sure you want to submit?		
Other Information / অন্যান্য তথ্য	ок	Cano	el
Age of the mother (in completed years) at The Time Of First Marriage 23	/ প্রথম বিবাহের সময় মাতার বয়স ( পূর্ণ বছরে )	~	Type of attention at delivery / প্রসবকাদীন পরিচর্যা Institutional - Private or Non-Government
Age of the mother (in completed years) at the time of this birth /প্রথম 27	বিবাধের সময় মাতার বয়স ( পূর্ণ বছরে )	~	Delivery Method / প্রসবের পদ্ধতি Caesarean 🗸 🗸
Number of child born alive to the mother so far including this child / 1	এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	~	Birth Weight (In Kgs.) / জয়ের সময় শিশুর ওজন (কি. গ্রা.) * 1.5
Duration Of Pregnancy (In weeks.) / গর্ভের ব্রিতিকাল (সংয়যে) 34	✓ Remarks		
Upload Documents			
Upload Discharge Certificate <sup>*</sup> (should not exceed 50kb) Choose File 369px-Chinnasamy.jpg	×		
Upload "Payment of Challan" *(should not exceed 50kb) Choose File 369px-Chinnasamy.jpg	~		
	Submit		Activate Windows Go to PC settings to activa

**Step 3.1.6.15:** The baby's delayed birth information will be submitted successfully and SMS sent to the registered mobile number.

Department of Health & Family Welfare Gerement of West Regar Birth Registration	Successfull Acknowledgement no is : ACK/B/2021/000234
Your application has been submitted successfully!	
Acknowledgement no is : ACK/B/2021/000234 Go Back	

**Step 3.1.6.16:** An acknowledgement number generated for the same. They will press back button.

(	Birth Registration
	Your application has been submitted successfully!
	Acknowledgement no is : ACK/B/2021/000229

Step 3.1.6.17: Clicking on back button page will be redirected to the birth & death login page.



**Step 3.1.7.1:** User will click on "Birth Certificate Correction" from Birth sub menu of Citizen Services main menu for modifying the birth certificate.



**Step 3.1.7.2:** A popup will open where citizen have to enter either the acknowledgement number or mobile number or certificate number.

Department of Health & Family Welfare Commer of Hist Impl	Birth Certificate Correction	Citizen Services 🔺 Important Links 🛩
BIRTH & DEATH Registration Portal	Enter any one of the following Enter Mobile No Enter Acknowledgement No	
Registration Portal	Enter Certificate No.	
ADMINISTRATIVE LOGIN		

**Step 3.1.7.3:** Citizen will enter either the acknowledgement number or mobile number or certificate number or all and press "Get OTP" button.

Department of Health & Family Wolfare Generated Workings	Birth Certificate C	orrection	Citizen Servicés 🛧	Important Links 🗸			
BIRTH & DEATH	Enter any one of the fa	llowing 8697615902	Enter Acknowledgement No	ACK/B/2021/000186			
Registration Portal	Enter Certificate No	B/2021/000063		et OTP			
ADMINISTRATIVE LOGIN							

**Step 3.1.7.4:** OTP will be sent to registered mobile number of citizen.

Copariment of Health & Family Welfare	Birth Certificate C	orrection			x c	Done. OTP Sent To Your Register Mobile
	Enter any one of the fo	bllowing				Number.
BIRTH & DEATH	Enter Mobile No	8697615902	Enter Acknowledgement No	ACK/B/2021/000186	1	
Registration Portal	Enter Certificate No	B/2021/000063	Res	lend OTP		
ADMINISTRATIVE LOGIN	Enter OTP		Submit 0	DTP Cancel		

**Step 3.1.7.5:** Citizen will enter the OTP and press submit OTP button.

Department of Health & Family Welfore	Birth Certificate C	orrection	x	Citizen Services 🔺 Important Links 🗸			
	Enter any one of the fo	llowing					
BIRTH & DEATH	Enter Mobile No	8697615902	Enter Acknowledgement No	ACK/B/2021/000186			
Registration Portal	Enter Certificate No	B/2021/000063	Res	end OTP		-	
ADMINISTRATIVE LOGIN	Enter OTP	7781	Submit C	DTP Cancel			
				-			
0				-	-		

**Step 3.1.7.6:** Existing birth certificate details will be populated.

Department of Health & Family Welfare	Birth Certificate Correction						Citizen Services 🛩 Important Links 🛩
BIRTH & DEATH	Enter any one of the fo	allowing	Enter Acknowled	dgement No	ACK/B/2021/0001	11	
Registration Portal	Enter Certificate No			Rese	nd OTP		
ADMINISTRATIVE LOGIN	Enter OTP	8035		Submit OT	Cancel		
	Child Name	Child D.O.B	Acknowledgement	Certificat	e.		2 1
	BabyofTara	14/08/2021	ACK/B/2021/000111	B/2021/0	00046 A	pply	

Step 3.1.7.7: Citizen will click on apply button for modifying the existing certificate details.

Bepartment of Health & Family Welfare Generated Viol Ferge	Birth Certificate C	orrection				x	Citizen Services 👻 Important Links 🛩
BIRTH & DEATH	Enter any one of the fo	llowing	Enter Acknowledg	ement No	ACK/B/2021/000111		
Registration Portal	Enter Certificate No			Rose	and OTP		1. A. A.
ADMINISTRATIVE LOGIN	Enter OTP	8035		Submit O	TP Cancel		
	Child Name	Child D.O.B	Acknowledgement	Certifica	to		
	BabyofTara	14/08/2021	ACK/B/2021/000111	B/2021/0	Apply	]	

**Step 3.1.7.8:** Existing birth certificate application will open for modification but only name of the baby cannot be changed.

rth Certificate	Correction				
Child Name BabyofTara	Gender / লিঙ্গ" Male	~	Date Of Birth (dd/mm/yyyy) <sup>1</sup> 14/08/2021		
Nother's Information					
First Name * Tara	Middle Name	Last Name Das	Type of ID Proof * Aadhaar	~	ID Proof Number * 478948795664
Upload ID Proof * (should not exceed 50kb) Choose File No file chosen	View				
ather's information					
First Name Sankar	Middle Name	Last Name Das	Type of ID Proof Aadhaar	~	ID Proof Number 879874105648
Upload ID Proof (should not exceed 50kb) Choose File No file chosen	View				

**Step 3.1.7.9:** After modification citizen will press submit button.

Child Name BabyafTara			Gender / লিঙ্গ Male		~	Date Of Birth (dd/r 14/08/2021	типууууу,				
Mother's Information											
First Name * Tara		_	Middle Name	9	Last Name Das		Type of ID Proof Aadhaar	~	ID Proof Number * 478948795664	S	
Upload ID Proof * (should no Choose File No file choo		2]		View							
Father's Information											
First Name Sankar			Middle Name		Last Name Das		Type of ID Proof Aadhaar	~	ID Proof Number 879874105648		
Upload ID Proof (should not Choose File No file chos	exceed 50kb) en			View							
Address of parents at the ti	ime of Birth o	of the Child									
Bidg.No & Name 18. Test Test Road	1	House No.		Street/Lane 18, Test Test Road		Locality/Post Office PO		Pin 700107		State* West Bengal	~
District North 24 Parganas		Irban/Rural Junicipality	*	Block/Municipality BIDHAN NAGAR	- MUNICIPAL COR	ORATION	Village/Town * BIDHANNAGAR	~			
Permanent Address of Pare	ints										
Please check if permanent	address is sa	me as above ad	fress			🔾 In India 🛛 🔿	Dutside India				
Bidg.No & Name 18. Test Test Road	1	House No.		Street/Lane 18. Test Test Road		Locality/Post Office PO		Pin 700107		State - West Bengal	~
District -		Irban/Rurai		Block/Municipality	+ MUNICIPAL COR	~	Village/Town	~			

**Step 3.1.7.10:** Clicking on submit button, a pop will arise for confirming the submission. Citizen will click on ok button. Birth certificate modification will be successful.

Child Name Babyoffara		Gender / লিঙ্গ* Male		**	Date Of Birth (dd/ 14/08/2021	(mm/yyyy)*	*			
Mother's Information										
First Name * Tara	~	Middle Name	4	Last Name Das	¥	Type of ID Proof " Aadhaar	~~	ID Proof Number 478948795664		~
Upload ID Proof* (should not e Choose File No file chosen	wood 50kb)		<u>View</u>							
ather's Information										
First Name Sankar	~	Middle Name	Successfu	Last Name		Type of ID Proof	~	ID Proof Number 879874105648	~	
Uplead ID Proof (snould not exc Choose File No file chosen	eed S0kb)		Data saved su					-		
Address of parents at the time	of Birth of the Child					ок				
Bidg.No & Name	House No.		Street/Lane		Locality/Post Offic	te	Pin	1	State *	~

**Step 3.1.7.10:** Clicking on ok button page will be redirected to the login page of Birth & Death registration.

BIRTH & DEATH Registration Portal	
ADMINISTRATIVE LOGIN	
lae logn hame	
Fateword	
LOOM	
What's New	Audio Video Liser Manual Birth registration

**Step 3:** User can click on Citizen Services which open the submenu with the following "Birth" and "Death".

Department of Health & Family Welfare Generat Vinctequ	Regulatory Framework 🗸	Immunization Status 🗸	Citizen Services 🔺	Important Links 🗸
			Birth >	1
BIRTH & DEATH			Death >	1994.74

**Step 3.2.1:** User will next select Death submenu from "Citizen Services" which will open another dropdown with the following "How To Apply (User Guide)", "Apply For New Registration", "Track Application", "Download Certificate", "Delayed Death Registration" and "Death Certificate Correction".



**Step 3.2.1.1:** User will click on "How To Apply (User Guide)" from Death sub menu of Citizen Services main menu.

Department of Health & Family Welfare Gemeent of Westings	Regulatory Framework 🗸	Immunization Status 🗸	Citizen Services 🔺	Important Links 🗸
			Birth >	
BIRTH & DEATH		How To Apply (User Guide)	Death <	1.00
Registration Portal		Apply For New Registration		1. A.
		Track Application		

**Step 3.2.1.2:** User will be redirected to the User manual of citizen. User can download or view the application procedure for their better understanding about the application.

Birth & Death Registration Portal	ov.in website.
<b>Sep 1:</b> User will open the Birth & Death Registration Portal from www.wbhealth.gov.in websit II be redirected to the login page of Birth & Death Registration Portal.	ov.in website.
II be redirected to the login page of Birth & Death Registration Portal.	ov.in website.
II be redirected to the login page of Birth & Death Registration Portal.	ov.in website.
Begucosy Promission - Disen Services - Insorton	Services - Important Line
BIRTH & DEATH	
Registration Portal	
ADMINISTRATIVE LOGIN	
	1.9
6	0
	1

**Step 3.2.2.1:** User will click on "Apply For New Registration" from Death sub menu of Citizen Services main menu.



Step 3.2.2.2: A popup will open where citizen have to register themselves with mobile number.

Department of Health & Family Welfa Commune of West Biogu	x x	n Services 🛩	Important Links 🛩
BIRTH & DEA	Enter Mobile No Get OTP		

**Step 3.2.2.3:** Citizen will enter their mobile number for required death registration.

Department of Health & Family Wells Coversit of Well Plags	n Services 🛩 Important Links 🗸
BIRTH & DEA	

**Step 3.2.2.4:** After verifying the mobile number an OTP will be send to the same mobile number.

Department of Health & Family Wella Comment of Wellings		Done. OTP sent to your mobile number
BIRTH & DEA Registration Por	Enter Mobile No 8697615902 Reserved OTP Enter OTP Submit OTP	

**Step 3.2.2.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.



Step 3.2.2.6: After successful OTP submission death Registration form will be appeared.

Date /প্রতিবেদদের তারিখ * Mobile # for futt 21 8697615902	ure Communication /মোৰাইল নম্বর # ত				
Relationship with Deceased / মৃত ব্যক্তির সাথে আবেদনকারীর সম্পর্ক	· · ·				
the deceased / মৃতের তথ্য					
the deceased / মৃতের তথ্য Death / মৃত্যুর তারিয *		Age (Year/Month_) *	v	Age / ব্যুস *	

**Step 3.2.2.7:** Applicant will first select their relation with the deceased person.

Department of Health & Pamily Welfare Death Registratic	on	
Reporting Date /প্রতিবেশমের জারিম * 29/08/2021	Mobile * for future Communication /মেলাইল পদার ন অনিযাগের স 8697615902	movement of
Applicant's Relationship with Deceased / যুক্ত ব্যক্তির সাথে আবে Select	দেৰকাইর সম্পর্ক '	
Skédt Ir Father Mother Spouse Others		Age (Rev/Marth.) *

**Step 3.2.2.8:** After selecting relationship with the deceased person, they will enter the information of the deceased person. They will select date of death, gender and choose age in hours, days, month or year.

		(m. 1997)	
Date Of Death / মৃত্যুর জারিখ * 28/08/2021	Gender / त्रिष्ट * Male	Age (Year/Month.) * Vears	Age / वंग्रम "
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাশে	Select Hours Days Months	Type of ID Proof - Select-
ID Proof Number	Upload ID Proof (should not exceed 50kh) Choose File No file chosen	Wears	

**Step 3.2.2.9:** After choosing age of deceased, they will enter name and type of ID proof (Adhar, EPIC, Khadya Sathi).

ate Of Death / মৃত্যুর তারিখ - 3/08/2021		Gender / Rtw * Male	~~	Age (Year/Month_) * Years	~~	Age / 3591 * 45	1
rst Name / প্রথম মান্দ্র <sup>চ</sup> Ishant	~	Middle Name / মানের মধ্যাংশ Singh	1	Last Name / मारचा देगवा(भ Rajput	~	Type of ID Proof A Aadhaar	v
Proof Number*		Upload ID Proof * (should not except 50kg Choose File No file chosen	a)			Select Aadhaar	

**Step 3.2.2.10:** After selecting type of ID proof, they will enter ID number and scan copy of the ID proof which must be between 50 KB size. Next they will select place of death.

Date Of Death / মৃত্যুর জরিৎ * 28/08/2021		Gender / সিয়া * Male	<b>*</b> *	Age (Year/Month) * Years	* *	Age / वड्स.* 45	~
First Name / প্ৰথম লাম * Sushanț	~	Middle Name / নামের মধ্যাংশ Singh	~	Last Name / मारपत श्रम्पाल Rajput	~	Type of ID Proof* Aadhaar	<b>*</b> *
ID Proof Number* 745125874965		Upload ID Proof,* (should not exceed 50kt Choose File	9	4			
ce of Death / মৃত্যুবরণ এর স্থান							
Place of death / মৃত্যুৰরণ এর দ্বাম - -Select	*	State / Rret) * Select	*	District / David *	*	Urban/Rural / 또한 이야지 : Select	~
Sidect Hospital Home		Gram Panchayat /গ্রাম পক্ষায়েন্ড * • Select •	Ŷ				

**Step 3.2.2.11:** After selecting place of death they will enter other information of the place.

Place of Death / মৃত্যুবরণ এর স্থান							
Place of death / মৃত্যুবরণ এর স্থান * Home	~	Gram Panchayat /গ্রাম পঞ্চান্থেত * KANKALITALA	~	Village/Town /গ্রাম/শহর ÅDITYAPUR	~	Pin /পিন নং * 732303	

**Step 3.2.2.12:** After selecting place of death, they will enter mother, father and spouce details of the deceased person.

First Name / প্রথম নাম Camiala	~	Middle Name / সামের মধ্যাংশ Singh	1	Last Name / HICHB (*NRIC*) Rajput	~	Email Id / ইমেনস kri@test.com	~
Mobile No. / মোৰটল 9874125630	~	Type of ID Proof / জ্বাইন্টি প্ৰথমতা ধ্যান Aadhaar	~ ~	ID Proof Number / আইডি প্রুফ নম্বর 478948795664		_	
uprove ID Proof / Remarking ranges grav (ar Choose File demoform1.pdf	noula not exceed 50405	~					
er's Information / পিতার তথ্য							
First Name / প্রথম নাম lapas	4	Middle Name / সামের মধ্যালে Singh	1	Last Name / নামের পোযালে Rajput	~	Email Id / টয়েইল tr@test.com	~
Mobile No / (1188) 7894561203	~	Type of ID Proof / আইটি গ্রেমেন্ট ধরন Aadhaar	~~	ID Proof Number / মাইটি প্রেক নম্বর 879874105648		Upload ID Proof / আগলেন্ড আইউ প্রথম Choose File demo.pdf	1
se Information / দাম্পত্যের তথ্য							
First Name / माम Nidhi	~	Middle Name / HICKIS RADIES	~	Last Name / मार्ट्यात (भगारभा Rajput	~	Email Id / ইয়েইল ns©itest.com	~
Mobile No / (मनारेज) 8745120369	~	Type of ID Proof / আইতি প্রেয়ের ধরমা Aadhaar	<b>v</b> v	ID Proof Number / আইডি প্রেফ মন্দর' 741587496532			

**Step 3.2.2.13:** Next applicant will enter the address of the deceased person at the time of death. If the permanent address is same at the time of death they will click on check box.

dg.No & Name / বাড়ীর নাম্বার ও নাম 2 Number		House No / গৃহ নং 2	Street/Lane / डाखा 12. Test Road	(চেগ্য ন্যায়	Locality/Post Diffice / জাঞ্চল / পোসী আছিল PO	
ate / डाया * lest Bengal	District / (करन * Birbhum	× ~	Urban/Rural / 21회 Block	শ পদ্ধার 🔨 🗸 🗸	Block/Municipality / ব্লক/পৌরসতা * BOLPUR SRINIKETAN	~
ram Panchayat / গ্রাম পার্টায়েন্ড - ANKALITALA	~~	Village/Town / গ্রাম / শামর - BENGUTIA	~~	ріп /Ячя ят 731211		
nent Address of the deceased / মৃ Please check if Permanent addr (dg.No & Name / বাড়ীর নাম্বার ও	ess is same as above ade	hess. / চেক করন্দ শ্বায়ী ঠিকানা উপরের House No / গৃহ নং	ঠিকানার মত কিন্দা। Street/Lane / সা		Locality/Post Office / জঞ্চল / পেচেষ্ট আফিল	

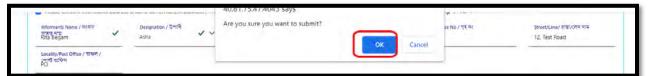
**Step 3.2.2.14:** Clicking on check box permanent address details are auto populated accordingly. If the informant address details are also same then they will again click on the check box which populates the address details of informant. Applicant will enter the name, designation and employee ID of the informant.

Bidg.No & Name / বাড়ীর নাম্ব 12 Number		is same as above addr	House No / গৃহ নং		Street/Lane / রাস্তা/ 12. Test Road	লেম মাম	a second s	: / অঞ্চল / পোস্ট অফিস	
state / রাজা * West Bengal	~	District / C양편] * Birbhum	2		Urban/Rural / গ্রামী Block	শি শহরে -	PO Block/Municipality BOLPUR SRINIKE		
Gram Panchayat / প্রাম পঞ্চায়ে KANKALITALA	ड *	~	Village/Town / গ্রায BENGUTIA	ম / শহর *	~	Pin / भिम मर 731211	BOLPOR SKINIKE	TAIN	
Please check if Informa	its address	is same as Permanent Designation / উপাধি	address. / সংবাদ ৷	Employee Id / কর্মাচ		রকই কিন্যা অনুগ্রহ করে মিলিয়ে নিন এবং। Bidg.No & Name / বাড়ীর নাম্বার ৪ মায়	চেক বস্কে ক্লিক করুন House No / গৃহ নং		Street/Lane/ রাজ্ঞা/লেম মাম
জাৰ শাম ita Begam ocality/Post Office / আজল /	~	Asha		121211		12"Number	2		12, Test Road

**Step 3.2.2.15:** Next they will enter religion and occupation of the deceased and upload the death & burial certificate.

formation of the Deceased / भूएए						
Religion / ধর্ম * Hindu	* *	Occupation / Corett * Clerk		~ ~		
marks						
Remarks COVID death					~	
pload Documents						
Upload Death Certificate issued b Choose File demo.pdf	y attending doctor * ( 50kb only	)	~			
Upload Cremation / Burial Certifie Choose File demo.pdf	tate * (should not exceed 50%b)		~			

**Step 3.2.2.16:** Clicking on submit button a popup arises to confirm the submission. Applicant will press ok button.



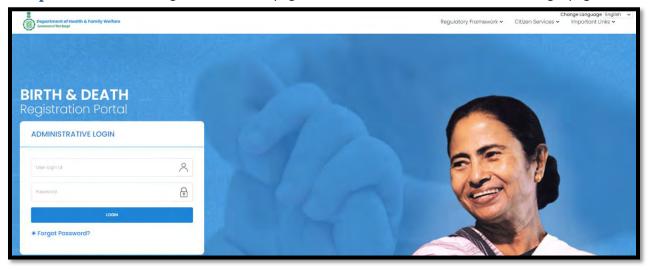
**Step 3.2.2.17:** The death information of the deceased person will be submitted successfully.

To a constraint of the constraints is a family wettere Death Registration	Acknowledgement no is sACI/0/2021/000136.
Your application has been submitted successfully!	
Acknowledgement no is :ACK/D/2021/000136	

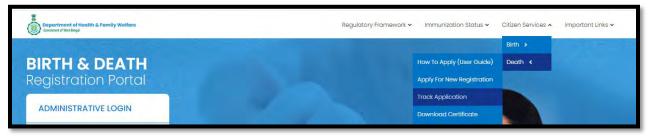
**Step 3.2.2.18:** An acknowledgement number generated for the same. They will press back button.

Bepartment of Headth & Frankly Wettere Death Registration	Done. Acknowledgement na is aCK/D/2021/060136
Your application has been submitted successfully!	
Acknowledgement no is :ACK/D/2021/000136	

**Step 3.2.2.19:** Clicking on back button page will be redirected to the birth & death login page.



**Step 3.2.3.1:** User will click on "Track Application" from Death sub menu of Citizen Services main menu.



**Step 3.2.3.2:** A popup will open where citizen have to enter the acknowledgement number.

Copartment of Health & Formily Welfare		X	Framework 🗸	Ch Citizen Services 🛩	ange Language English 👻 🗌 Important Links 🛩
	Enter Acknowledgement No	Submit			

**Step 3.2.3.3:** Citizen will enter the acknowledgement number and press submit button.

Department of Nealth & Family Welfare			From	c nework 🛩 Citizen Services 🛩	Change Language English 🗢 Important Links 🛩
	Enter Acknowledgement No	ACK/D/2021/000136	Submit		
	_		-		

**Step 3.2.3.4:** Clicking on the submit button the current status of the application will be visible for citizen.

Department of Health & Family Wolfare Generat if the legal			X	Framework ~	Change Language English
	Enter Acknowledgement No	ACK/D/2021/000136	Submit		
and the second second second second second second second second second second second second second second second	Current Status : (upploader Submittee)				
DIDTUC DEATH					

**Step 3.2.4.1:** User will click on "Download Certificate" from Death sub menu of Citizen Services main menu for downloading certificate.

Bepartment of Health & Family Welfare Comment of Net Ingel	Regulatory Framework 🛩	Immunization Status 🗸	Citizen Services 🔺	Important Links 🗸
			Birth >	
BIRTH & DEATH		How To Apply (User Guide)	Death <	
Registration Portal		Apply For New Registration		
		Track Application		
ADMINISTRATIVE LOGIN		Download Certificate		
		Delayed Death Registration		

**Step 3.2.4.2:** A popup will open where citizen have to enter the acknowledgement number.

Copartment of Hoalth & Family Wallars Constant of Wollbage	X	Framework +	Ch Citizen Services 🗸	ange Language English Important Links 🗸	1
	Enter Acknowledgement No Submit				

**Step 3.2.4.3:** Citizen will enter the acknowledgement number and press submit button.

Department of Hoalth & Family Welfare			×	Framework ~	nange Language English 👻 Important Links 👻
	Enter Acknowledgement No	ACK/D/2021/000081	Submit		
	-				

**Step 3.2.4.4:** Download link will appear for downloading the required birth certificate.

Department of Health & Family Welfare			X	Framework ~	Citizen Services 🗸	Change Longuage English Important Links ~	4
	Enter Acknowledgement No	ACK/D/2021/000081	Submit				
	Current Status : (Arrows)	Download 🕹					
<b>BIRTH &amp; DEATH</b>							

Step 3.2.4.5: User will click on download link and download the certificate accordingly.

Bepartment of Health & Family Comment of Viet Engl	y Wellare				x	Framework 🛩	Citizen Services ~	Change Language English Important Links 🛩
BIRTH & DE	АТН	Enter Acknowledgement No	A.C.K/D/2021/000081		Submit			
		*						
	GOVERNM DEPARTMENT OF H GRAMA PAN	ENT OF WEST BENGAL IEALTH AND FAMILY WELFARE ICHAYAT KANKALITALA						
	DEA	TH CERTIFICATE						
(ISSUED UNDER SECTION 12/17 OF BIRTHS & DEATHS RULES 2000.)	THE REGISTRATION OF BIRTHS &	DEATHS ACT, 1969 AND RULE 8/13 C	OF THE WEST BENGAL REGISTRATION OF					
THIS IS TO CERTIFY THAT THE FOU DRAMA PANCHAYAT KANKALITALA	LOWING INFORMATION HAS BEEN OF BLOCKMUNICIPALITY BOLPUP	TAKEN FROM THE ORIGINAL RECOR BRINKETAN OF DISTRICT BIRBHUN	RD OF DEATH WHICH IS THE REGISTER FOR I OF STATE WEST BENGAL INDIA.					
NAME OF DECEASED	Puntpita Des Pal	SEX :	Female					
DATE OF DEATH	28/07/2021	PLACE OF DEATH	BOLPUR SRINKETAN, Birbhum, KANKALITALA, ADITYAPUR, West Bengal					
AGE OF DECEASED	55 YEARS	NAME OF SPOLIGE	- 732923					
SPOUSE IDENTITY PROOF.	0		N					
NAME OF MOTHER	Rana Mondai	NAME OF FATHER	Gioundo Monaul					
MOTHER'S IDENTITY PROOF.	EPIC-DVD 2345	FATHER'S IDENTITY PROOF.	EPIC-87565434563					
ADDRESS OF THE DECEASED AT THE TIME OF DEATH	Ghadore HouseNo.HO 123.Streettane -Latipor Local ey- Listopar LABPURRitors Dia - Bittiszn,West Bengel -731303	PERMANENT ADDRESS OF DECEASED :	Dhartone, Houwi No: HO 123, Breat Cane Lateur, Jocenty, Lateur, LABPUR Risck, Dei - Bertham, West Bengal-731303	I .				
REGISTRATION NO	012021/000014	DATE OF REGISTRATION	1/06/2021					
REMARKS (# ANV)	10. 5.	15						
DATE OF IBSUE	17/08/2021	IBSUING AUTHORITY						
UPDATED ON	2021-06-17 23:10.56	LUB REGISTRAL BRITHS DEAT GRANA PROCHAVAT KANKALT	PO LA					
		TER GENERATED CERTPICATE * AR NO. 11/2201-190CRB) DATED 27 AUD LEGAL DOULMENT FOR ALL ON	NUKY 3015 PYCAL INVERSE					
	"ENBURE REGISTRAT	KON OF EVERY BIRTH AND DEATH *		•				

**Step 3.2.5:** User will click on "Delayed Death Registration" from Death sub menu of Citizen Services main menu.

Bepartment of Health & Family Welfare Generated Westingd	Regulatory Framework 🗸 Immunization Status 🗸 Citizen Services 🔺 Important Links 🗸
	Birth >
<b>BIRTH &amp; DEATH</b>	How To Apply (User Guide) Death
Registration Portal	Apply For New Registration
	Track Application
ADMINISTRATIVE LOGIN	Download Certificate
	Delayed Death Registration
User login namo	Death Certificate Correction

**Step 3.2.5.2:** A popup will open where citizen have to register themselves with mobile number for delayed death registration.

Copartment of Health & Family Welfare	X	• Citizen Services •	Important Links 🛩
BIRTH & DEATH	Enter Mobile No	1.000	
BIKTH & DEATH			

**Step 3.2.5.3:** Citizen will enter their mobile number for required delayed death registration.

Compartment of Health & Family Welfare	X	Citizen Services 🛩	Important Links ~
BIRTH & DEATH	Enter Mobile No 8697615111 Get.07P		

**Step 3.2.5.4:** After verifying the mobile number an OTP will be send to the registered mobile number.

Beportment of Health & Family Welfare Consumer of Vint land	X	C Done. OTP sent to your mobile number
BIRTH & DEATH Registration Portal	Enter Mobile No 8697615111 Resend OTP Enter OTP Submit OTP	

**Step 3.2.5.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.

Bopartment of Health & Family Welfare			X	Citizen Services 🛩 Important Links 🛩
BIRTH & DEATH	Enter Mobile No 8697615111 Enter OTP 1254	Resend OTP Submit OTP		

**Step 3.2.5.6:** After successful OTP submission delayed death registration form will be appeared. Citizen will first select applicant's relationship with deceased person.

Reporting Date /প্রতিবেদন্দের তারিখ * 27/08/2021	Mobile # for future Co 8013624013	mmunication /মোবাইল মন্বর # ভণি	বঁষ্যতের যোগাযোগের জন্য *	4		
Applicant's Relationship with Deceased / মৃত ব Others	্ক্তির সাথে আবেদনকারীর সম্পর্ক *	×	Name of Applicant / আবেদনকা	রীর নাম*		
ype of ID Proof / আইতি পুরুষ্কের ধরন' VID Number Of Applicant / আ -Select			বদনকারীর আইডি নম্বর*	Upload ID Proof, <sup>*</sup> (Not exceed 50kb) Choose File No file chosen		
rmation of the deceased / মৃতের তথ্য						
Date Of Death / মৃত্যুর তারিখ * 03/08/2021	Gender / লিঙ্গ " Select	~	Age (Year/Month) * Select	~	Age / বয়স *	
	Number State	NA NRUON	Last Name / নামের শেষাংশ		Type of ID Proof	
First Name / প্রথম নাম *	Middle Name / না	48 490(1	and the second second second		Select	

**Step 3.2.5.7:** After filling the applicant's information, they will enter deceased person information.

	Applicant's Relationship with Deceased / মৃত Others	5 ব্যক্তির সাথে অ	বেদনকারীর সম্পর্ক '	*	<ul> <li></li> </ul>	Name of Applicant / আবেদনকারীর ন Ram	I¥*	
	Type of ID Proof / জাইডি পৃৰুক্ষের ধরন* EPIC		<ul> <li></li> </ul>	ID Number Of Applica 12345678	ant / আবেদন	কারীর আইভি নম্বর*	~	Upload ID Proof.* (Not exceed 50kb) Choose File 369px-Chinnasamy.jpg
In	formation of the deceased / মৃতের তথ্য							
	Date Of Death / মৃত্যুর তারিখ * 03/08/2021		Gender / লিঙ্গ * Male		<ul> <li></li> </ul>	Age (Year/Month) * Years	<ul> <li>✓</li> </ul>	Age / বয়স * 54
	First Name / প্রথম নাম * Rajib	~	Middle Name /	/ নামের মধ্যাংশ		Last Name / নামের শেষাংশ Das	~	Type of ID Proof *
	ID Proof Number * 65498712	~	Upload ID Proof Choose File	* (should not exceed 50kl 369px-Chinnasamy.j				
Pla	ace of Death / মৃত্যুবরণ এর স্থান							

**Step 3.2.5.8:** After selecting deceased person information they will enter the place of death of the deceased person.

Place of Death / মৃত্যুবরণ এর স্থান					
Place of death / মৃত্যুবরণ এর স্থান * Home	Gram Panchayat /গ্রাম পঞ্চায়েত * KANKALITALA	~	Village/Town /গ্রাম/শহর ÅDITYAPUR	~	Pin /ਸਿਸ ਜਵ * 732303

**Step 3.2.5.9:** After selecting place of death, they will enter mother, father and spouce details of the deceased person.

Mother's Information / মাতার তথ্য			
First Name / প্রথম নাম 🗸	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ 🗸 🗸	Email Id / ইমেইল
Mobile No. / মোবাইল	Type of ID Proof / আইডি পৃকক্ষের ধরন Select	ID Proof Number / আইডি পৃরুফ নম্বর	
Upload ID Proof /জাপনোড জাইডি পৃৰুষ্ণ (should not excee Choose File No file chosen	cd S0kb)		
Father's Information / পিতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Mobile No / মোবাইল	Type of ID Proof / আইডি পৃকক্ষের ধরন Select	ID Proof Number / আইডি পুরুফ নম্বর	Upload ID Proof / আপলোড আইডি পৃরুষ্ণ Choose File No file chosen
Spouse Information / দাম্পত্যের তথ্য			
First Name / মান Sima	Middle Name / নামের মধ্যাংশ	Last Name / নামের শোষাংশ Das	Email Id / ইমেইল
Mobile No / মোবাইল	Type of ID Proof / আইডি পুরুফের ধরন Select	ID Proof Number / আইডি প্রুফ নম্বর	
Upload ID Proof / আপলোড আইডি পুরুফ (should not exce Choose File No file chosen	ed 50kb)		Activate Windows Go to PC settings to active

**Step 3.2.5.10:** Next applicant will enter the address of the deceased person at the time of death. If the permanent address is same at the time of death they will click on check box. Clicking on check box permanent address details are auto populated accordingly.

Address of deceased at the time of de	ath / মৃত্যুর সময় মৃদ	তর ঠিকান্য		
Bldg.No & Name / বাড়ীর নাম্বার	ও নাম	House No / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office / অঞ্চল / পোস্ট অফিস
State / রাজ্য * West Bengal 🗸 🗸	District / ডেলো * Birbhum	✓	Urban/Rural /গ্রামীণ শহুরে* Municipality	Block/Municipality / ব্লক/পৌরসভা * MUNICIPALITY SURI
Village/Town / গ্রাম / শহর * SURI	<ul><li>✓ </li></ul>	Pin /পিম নং 123456		
Permanent Address of the deceased /	মৃতের স্থায়ী ঠিকানা			
Please check if Permanent add	dress is same as ab	ove address. / চেক করুন স্থায়ী ঠিব	চানা উপরের ঠিকানার মত কিনা।	
Bldg.No & Name / বাড়ীর নাম্বার	ও নাম	House No / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office / অঞ্চল / পোস্ট অফিস
State / রাজ্য * West Bengal	District / জেলা * Birbhum	~	Urban/Rural / গ্রামীণ শহ্রাে * Municipality	Block/Municipality / ব্লক/গৌরসভা * MUNICIPALITY SURI
Village/Town / গ্রাম / শহর * SURI	~	Pin / পিন নং 123456		

**Step 3.2.5.11:** If the informant address details are also same then they will again click on the check box which populates the address details of informant. Applicant will enter the name, designation and employee ID of the informant. Next they will enter religion and occupation of the deceased person.

Informant Information (Applicable of Please check if Informants ad				া ঠিকানা স্থা	ায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ ব	চরে মিলিয়ে নিন ,	এবং চেক বস্কে ক্লিক কং	গন
Informants Name / সংবাদ দাতার নাম	Designation / উপা Select	बि ~	Employee Id / কর্মচ আইডি	ারী	Bldg.No & Name / বাড়ীর নাম্বার ও নাম	House No / 5		Street/Lane/ রাস্তা/লেন নাম
Locality/Post Office / অঞ্চল / পোস্ট অফিস State / য়াজ্য West Bengal Pin / পিদ মং	District / জেলা Birbhum	*	Urban/Rural / গ্রামীণ শहরে Municipality	~	Block/Municipality / রক/গৌরসভা MUNICIPALITY SURI	~	Village/Town / গ্রাম / ইটিরী	~
123456 Statistical Information								
Information of the Deceased / মৃতের	তথ্য							
Religion / ধর্ম * Hindu	• •	Occupation /	tell		~			

**Step 3.2.5.12:** Next they will upload the death certificate, burial certificate & payment of challan. Next they will click on submit button.

Upload "Payment of Challan" "(should not exceed 50kb) Choose File 369px-Chinnasamy.jpg · · · · · · · · · · · · · · · · · · ·	Upload Death Certificate issued by attending doctor * ( 50kb only)		
Choose File 369px-Chinnasamy.jpg		~	
Upload "Payment of Challan" "(should not exceed 50kb) Choose File 369px-Chinnasamy/jpg		~	
Choose File 369px-Chinnasamy.jpg	Choose Hie Sospx-chinnasamy.jpg		
Choose File 369px-Chinnasamy.jpg			

**Step 3.2.5.13:** Clicking on submit button a popup arises to confirm the submission. Applicant will press ok button.

Pin / শিল মং 123456			40.81.75.47:4043 says Are you sure you want to submit?				
Statistical Information				Ok	c	Cancel	
Information of the Deceased / মৃতের তথ্য							
Religion / ধর্ম * Hindu	<ul><li>✓ ~</li></ul>	Occupa Clerk	tion / (???!!) *	✓ ~			

**Step 3.2.5.14:** The delayed death information of the deceased person will be submitted successfully. An acknowledgement number generated for the same. They will press back button.

Department of Health & Family Wolfare Comment of Health & Family Wolfare Death Registration	Done. Acknowledgement no is -ACK/D/2021/000135
Your application has been submitted successfully!	
Acknowledgement no is :ACK/D/2021/000135 Go Back	

**Step 3.2.5.15:** Clicking on back button page will be redirected to the birth & death login page.



**Step 3.2.6.1:** User will click on "Death Certificate Correction" from Death sub menu of Citizen Services main menu.

Department of Health & Family Welfare Genement of West Begal	Regulatory Fran	amework 🗸 Immunization Status 🗸 Citizen Services 🔺 Important Links 🗸
		Birth >
<b>BIRTH &amp; DEATH</b>		How To Apply (User Guide) Death <
Registration Portal		Apply For New Registration
		Track Application
ADMINISTRATIVE LOGIN		Download Certificate
		Delayed Death Registration
User login name		Death Certificate Correction

**Step 3.2.6.2:** A popup will open where citizen have to enter either the acknowledgement number or mobile number or certificate number.

mats & Parsily Welfare	Death Certificate Correction		x	Framework 🛩 🗧	Citizen Services ~
	Enter any one of the following Enter Mobile No	Enter Acknowledgement No			
DEATH	Enter Certificate No	Getory			

**Step 3.2.6.3:** Citizen will enter either the acknowledgement number or mobile number or certificate number or all and press "Submit OTP" button.

Department of Health & Family Welfare Generat of Brid Negl	Death Certificate Correction	x	Framework 👻 Citizen Services 🛩	Change Languag Important
	Enter any one of the following Enter Mobile No B697615902 Enter Certificate No	Enter Acknowledgement No		
BIRTH & DEATH Registration Portal	Enter OTP	Submit OTP Concel		

**Step 3.2.6.4:** OTP will be sent to registered mobile number of citizen. Citizen will enter the OTP and press submit OTP button.

Bopartment of Health & Family Welfare Generat of Test lege	Death Certificate Correction	X	Framework ~	Citizen Services 🛩	Change Language English 🔶 Important Links 🛩
	Enter any one of the following Enter Mobile No 8697615902 Enter Acknowledgement No				
BIRTH & DEATH Registration Portal	Enter Certificate No Research OTP Enter OTP 3387 Edutrmit OTP Cancel				
9			-		

Department of Health & Family Welfare	Death Certificate	Correction			×	Framework ~	Citizen Services 🛩	Change Language English Important Links ~
	Enter any one of the f	ollowing						
	Enter Mobile No	8697615902	Enter Acknowledge	ment No				
	Enter Certificate No			Resend OTP				
BIRTH & DEATH Registration Portal	Enter OTP	3387		Submit OTP Cancel				
	Deceased Name	Date Of Death	Acknowledgement	Certificate		1		
ADMINISTRATIVE LOGIN	Tara Sankar Dutta	17/08/2021	ACK/D/2021/000106	D/2021/000017	Apply			

**Step 3.2.6.5:** Existing death certificate details will be populated.

**Step 3.2.6.6:** Citizen will click on apply button for modifying the existing death certificate details.

Department of Health & Family Welfare	Death Certificate	Correction			×	Framework ~ Citizen Se	Change Longuage English ~ ervices ~ important Links ~
	Enter any one of the fo	llowing					
	Enter Mobile No	8697615902	Enter Acknowledger	ment No			
	Enter Certificate No			Resend OTP			
BIRTH & DEATH Registration Portal	Enter OTP	3387		Submit OTP Cancel			
	Deceased Name	Date Of Death	Acknowledgement	Certificate		-	
ADMINISTRATIVE LOGIN	Tara Sankar Dutta	17/08/2021	ACK/D/2021/000106	D/2021/000017	Apply		

**Step 3.2.6.7:** Existing death certificate application will open for modification.

formation of the deceased / মৃতের তথ্য					
Date Of Death / মৃত্যুর জারিখ - 17/08/2021	Gender / লিঙ্গ Male	~	Age (Year/Month) * Years	~	Age / বয়স - 70
First Name / প্রথমে নাম - Tara		Middle Name / মামের মধ্যাংশ Sankar		Last Name / নাবে Dutta	ময় পেমাংশ
Type of ID Proof * Aadhaar	ID Proof Number 745125874965	1	Upload ID Proof * (should not exceed Choose File No file chosen	Sokb)	View
other's Information / মাত্যর তথ্য					
First Name / প্রথম নাম		Middle Name / নামের মধ্যাংশ		Last Name / ㅋ	নমের শেষাংশ
Type of ID Proof / আইডি প্রথমের ধরন Select	~	ID Proof Number / আইডি প্রুফ		/আপলোড আইডি প্ল No file chosen	奪 (should not exceed 50kb)

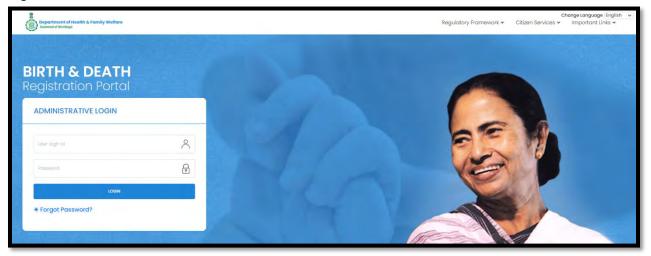
**Step 3.2.6.8:** Citizen will modify the required changes in the death certificate application, and press submit button.

information of the deceased / মৃতের তথ্য							
Date Of Death / নুকুর করিম - 17/08/2021	Gender / লিয় - Male	*	Age (Vear/Mont Years	art)	v	Age / বয়স = 70	
First Name / প্রথম নাম * Tara		Middle Name / नाटभव मुखार्म Sankar			Last Name / नार Dutta	মের শেষাংশ	
Type of ID Proof * Aadhaar	ID Proof Number 745125874965	-	Upload ID Proof Choose File	* (should not exceed No file chosen	1 50kb)	View	
Mother's Information / মাত্ৰার তথ্য							
First Name / প্রথম নাম		Middle Name / মামের মধ্যাংশ			Last Name / 3	নামের শেষাংশ	
Type of ID Proof / জাইডি প্রুয়ের ধরন Select	*	ID Proof Number / আইডি প্রুফ	নম্বর	Upload ID Proof Choose File		野琴 (should not exceed 50kb)	
Father's Information / পিতার তথ্য							
First Name / প্রথম নাম		Middle Name / নামের মধ্যাংশ			Last Name / 3	নামের শেষাংশ	
Type of ID Proof / আইডি প্রায়ের ধরন Select	~				oof / আশিলোড অইডি প্রাক্ষ No file chosen		
Spouse Information / দাম্পত্যের তথ্য							
First Name / 90% Kalyani		Middle Name / নামের মধ্যাংশ			Last Name / Fill Dutta	যের শেষাংশ	
Type of ID Proof / আইডি প্রক্ষের ধরন Aadhaar	Ŷ	ID Proof Number / আইডি প্রথম নম্বর 741587496532					
Upload ID Proof / আগমোন্ড আইডি প্রায় (should not Choose File No file chosen	exceed SOND)						
Address of deceased at the time of death / মৃত্যুর স	ময় মৃতের ঠিকানা						
Bidg.No & Name / বাড়ীর নাম্বার ও নায় 12 Number		House No / 98 At 2			Street/Lane / 해 4. test para	াজা/লেন নগম	
Locality/Post Office / আফল / পোনট আছিল PO		State / जावरा - West Bengal	District / Garan * Birbhum		v	Urban/Rural /প্রামীণ শহরে - Municipality	
Block/Municipality / ব্লক/পৌরসভা - MUNICIPALITY SURI	*	Village/Town / গ্রাম / শাংর - SURI	*	Pin /শিন নং 731211			
Permanent Address of the deceased / মৃতের স্থামী (	ंकाना						
Please check if Permanent address is same as ab	ove address. / চেক করুন গ	হায়ী ঠিকানা উপরের ঠিকানার মত কিন্যা।					
Bidg.No & Name / বাড়ীর নাগ্যার ও নাম 12 Number		House No / शृथ मार 2			Street/Lane / 2 A. test para	জে/লেন নায	
Locality/Post Office / আঞ্চল / পোস্ট আজিস PO		State / mRt * West Bengal	District / ज्ञाना ' Birbhum		~	Urban/Rural / প্রামীণ শহরে - Municipality	
Block/Municipality / ব্লক/পৌরসন্তা	4	Village/Town / গ্রাম / শহর -	~	Pin / Pin 41			

**Step 3.2.6.9:** Clicking on submit button, a pop will arise for confirming the submission. Citizen will click on ok button. Death certificate modification will be successful.

Bidg.No & Name / वाड़ीत नावात ७ नाम 12 Number	House No / গৃহ না: 2	Street/Lane / বাস্তা/সেন নাম 4. test para
Locality/Post Office / অঞ্চল / পোষ্ট আফিস PO	state / जाला । District / एकणा । Successfull	Urban/Rural /গ্রামীণ শহরে । প প Municipality
Block/Municipality / ব্লক/পৌরসন্তা MUNICIPALITY SURI	Data saved successfully	*
Permanent Address of the deceased / মৃতের স্থায়ী ঠিকান্য	ок	
🗹 Please check if Permanent address is same as above address. / চেক কর		
Bldg.No & Name / বাড়ীর নাম্বার ও নাম 12. Number	House No / গৃহ मर	Street/Lane / রান্ডা/লেন নাম 4. test para

**Step 3.2.6.10:** Clicking on ok button page will be redirected to the login page of Birth & Death registration.



**Step 4:** User can click on Important Links which open the submenu with the following "Department of Health & Family Welfare" and " CRS Portal".



**Step 4.1.1:** User will click on "Department of Health & Family Welfare" from "Important Link" main menu.



**Step 4.1.2:** User will be redirected to the "Department of Health & Family Welfare" page.







### Step 5.1.2: User will be redirected to the "CRS Portal" page.

Birth & Death Re Office of the Registrar General & Cer	The second second second second second second second second second second second second second second second se	Home   About CRS   ORGI   Contact Us
RBD Act & Rules -   Circulars   Annual Reports -	Forms -   Manuals -   FA	NQs 🖌 📔 How To Apply
Apply Birth & Death Certificate Online	A Contraction	Contraction of the second seco