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

Birth Registration for Govt. Hospital
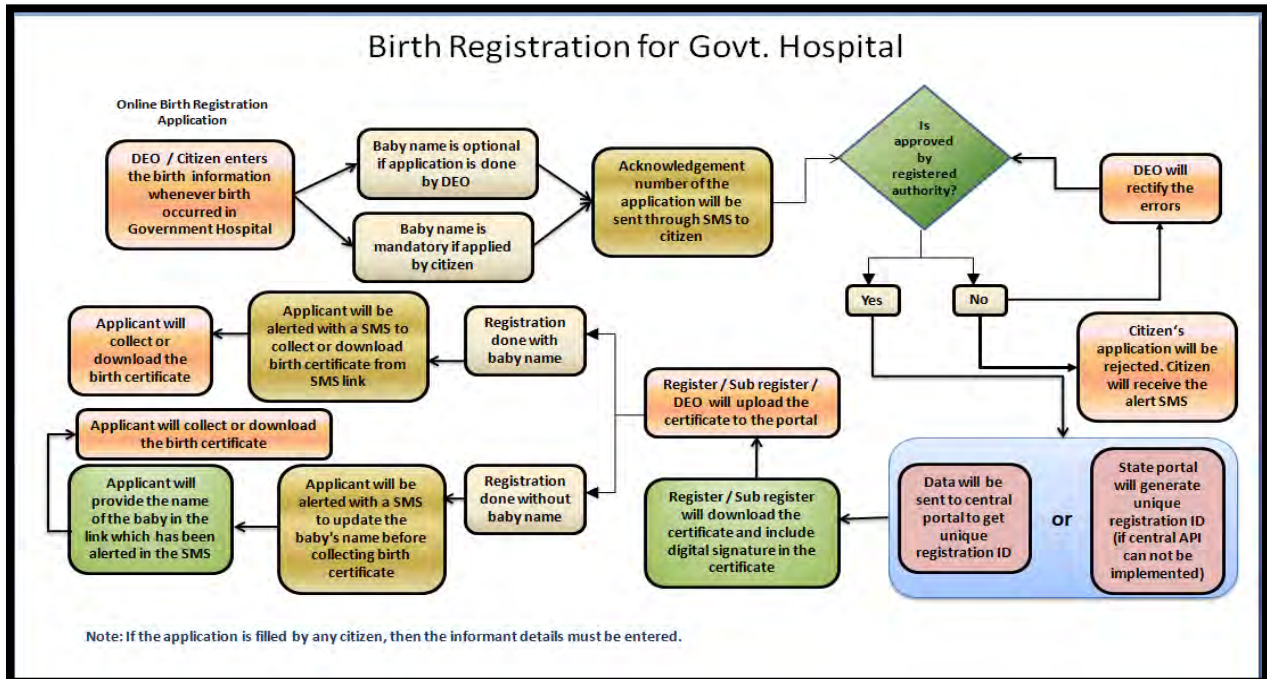
Work Flow for Death Registration

Death Registration for Govt. Hospital
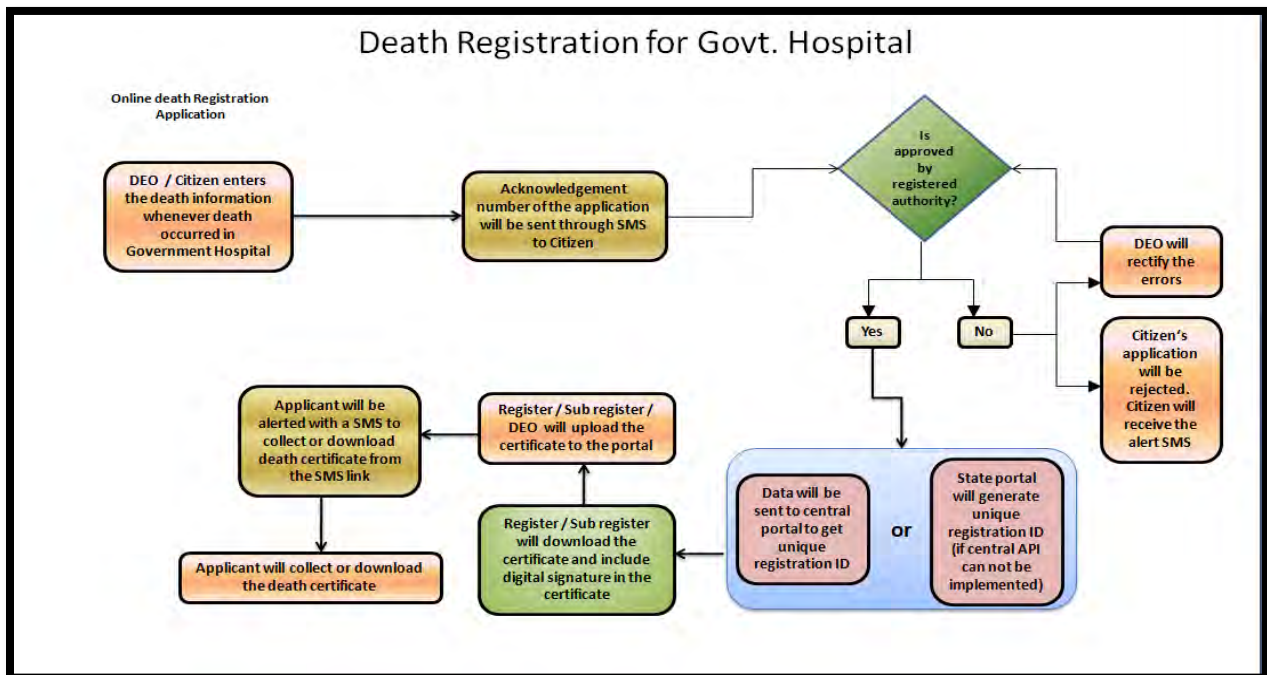
Step 1: User will open the Birth & Death Registration Portal from www.wbhealth.gov.in website. User will be redirected to the login page of Birth & Death Registration Portal.
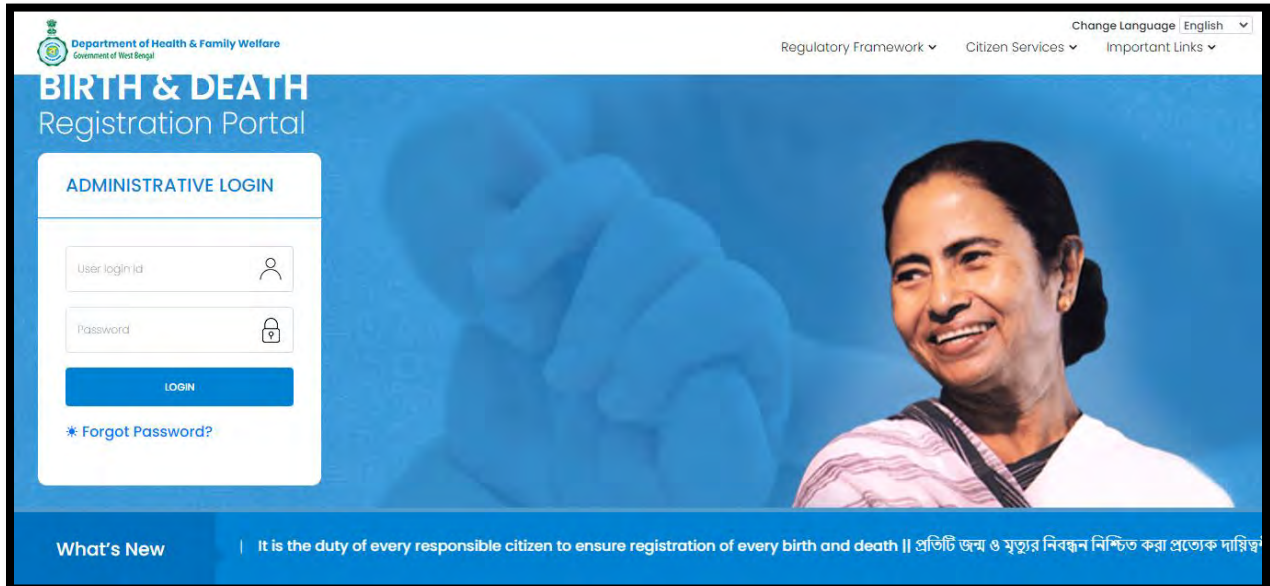
Step 2: User can click on Regulatory Framework which open the submenu with the following "The Registration Of Births & Deaths Act, 1969", "West Bengal Registration Of Births & Deaths - State Rule 2000" and "West Bengal State Rule Amendment – 2006".

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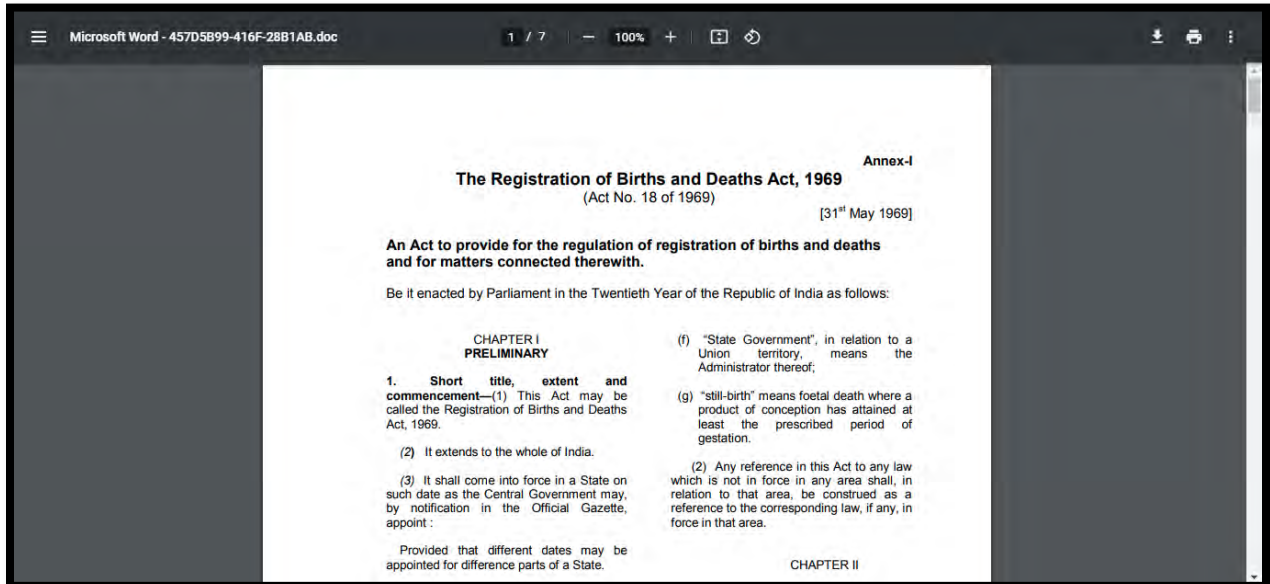
Step 2.2.1: User will click on the "West Bengal Registration of Births & Deaths - State Rule 2000" from "Regulatory Framework" main menu.

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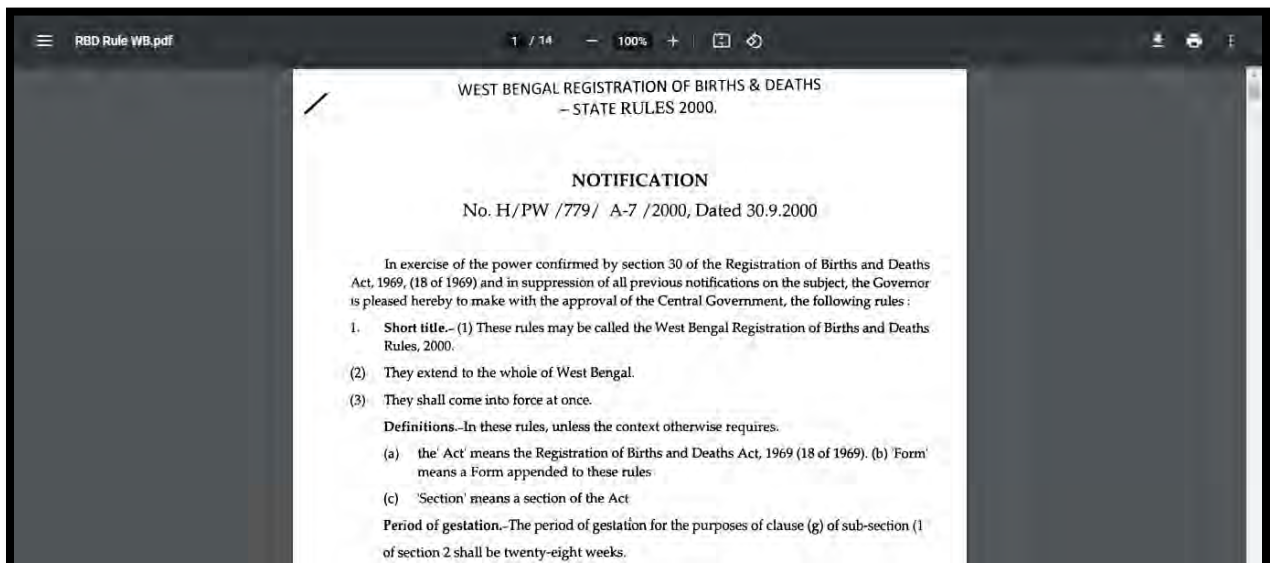
Step 2.3.1: User will click on the "West Bengal State Rule Amendment – 2006" from "Regulatory Framework" main menu.

Step 2.3.2: User will be redirected to the next page where "West Bengal State Rule Amendment – 2006" information will open.
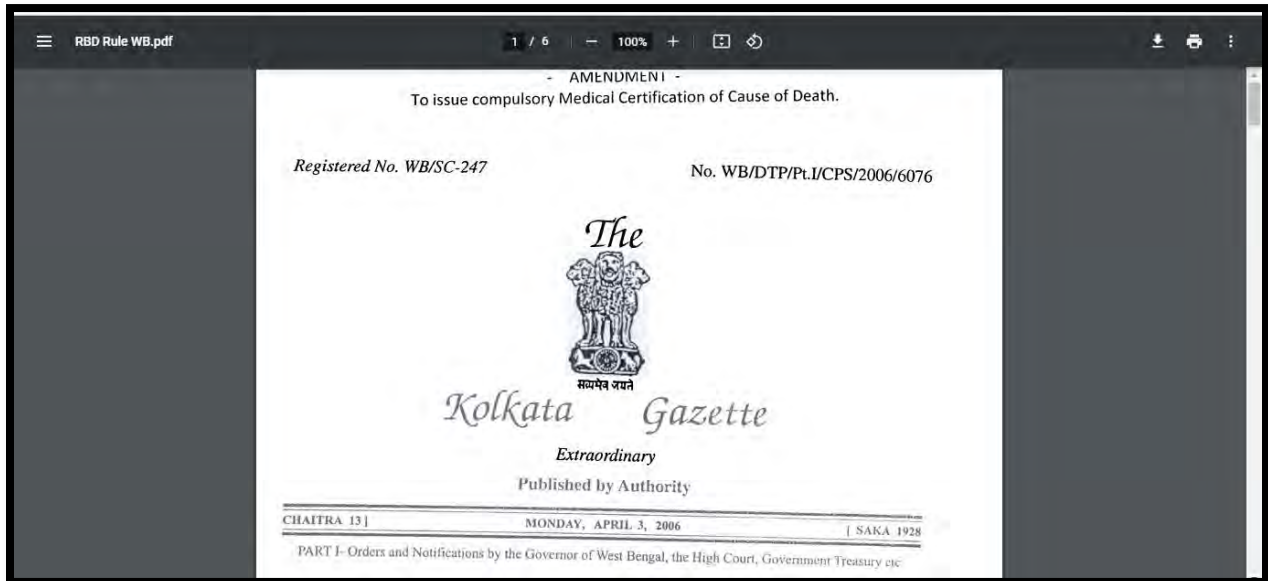
Step 3: User can click on Citizen Services which open the submenu with the following "Birth" and "Death". They can apply for birth or death certificate.
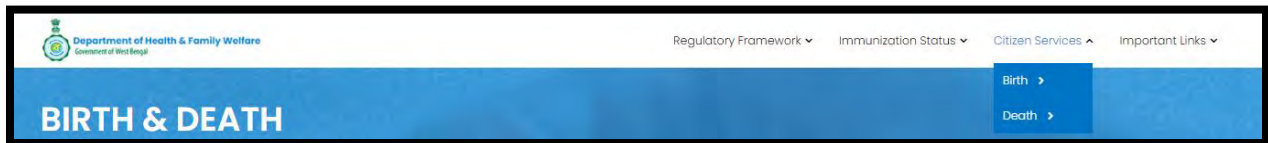
Step 3.1: User will next select Birth submenu from "Citizen Services" which will open another dropdown with the following "How To Apply (User Guide)", "Apply For New Registration", "Track Application", "Download Certificate", "Child Name Registration", "Delayed Birth Registration" and "Birth Certificate Correction".
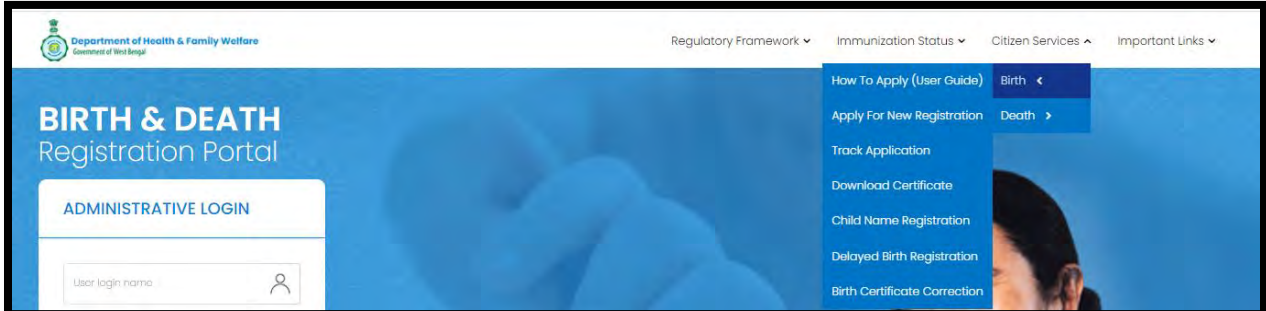
Step 3.1.1.1: User will click on "How To Apply (User Guide)" from Birth sub menu of Citizen Services main menu.
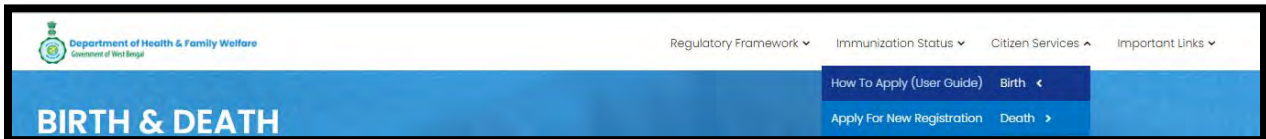
Step 3.1.1.2: User will be redirected to the User manual of citizen. User can download or view the application procedure for their better understanding about the application.

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.
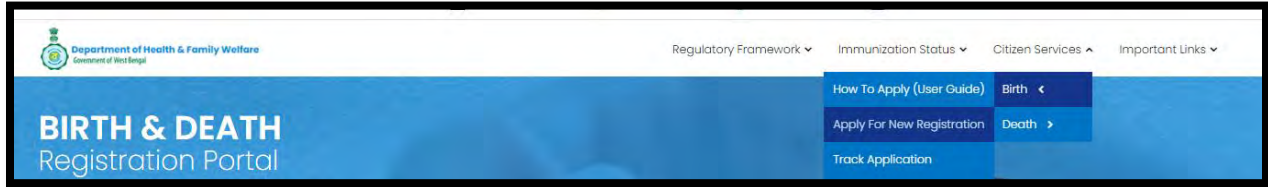
Step 3.1.2.2: A popup will open where citizen have to register themselves with mobile number.
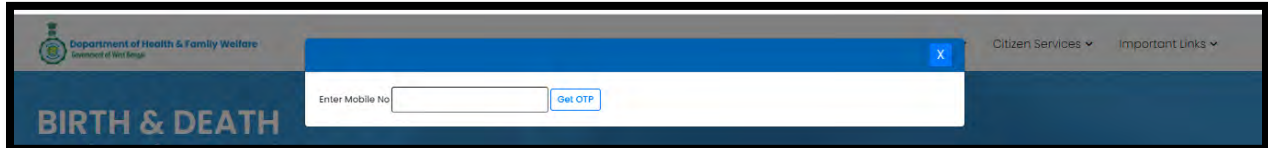
Step 3.1.2.3: Citizen will enter their mobile number for required birth registration.
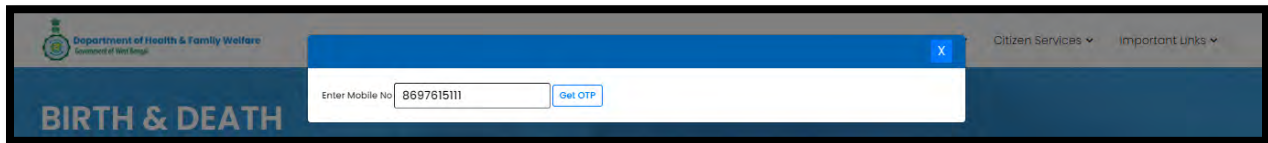
Step 3.1.2.4: After verifying the mobile number an OTP will be send to the same mobile number.
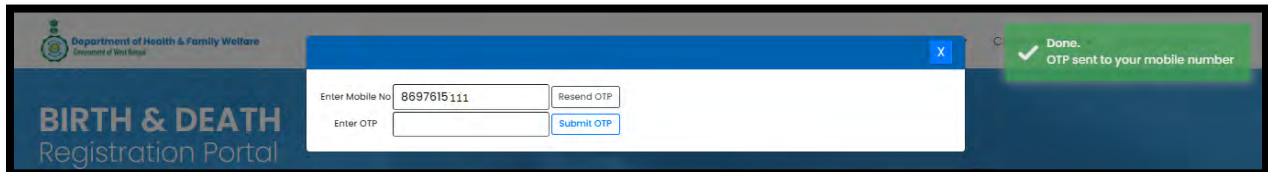
Step 3.1.2.5: Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.
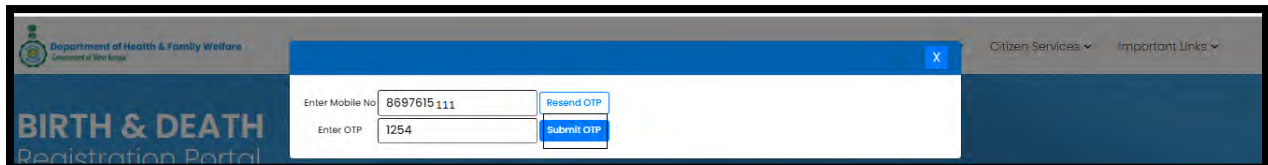
Step 3.1.2.6: After successful OTP submission birth Registration form will be appeared.
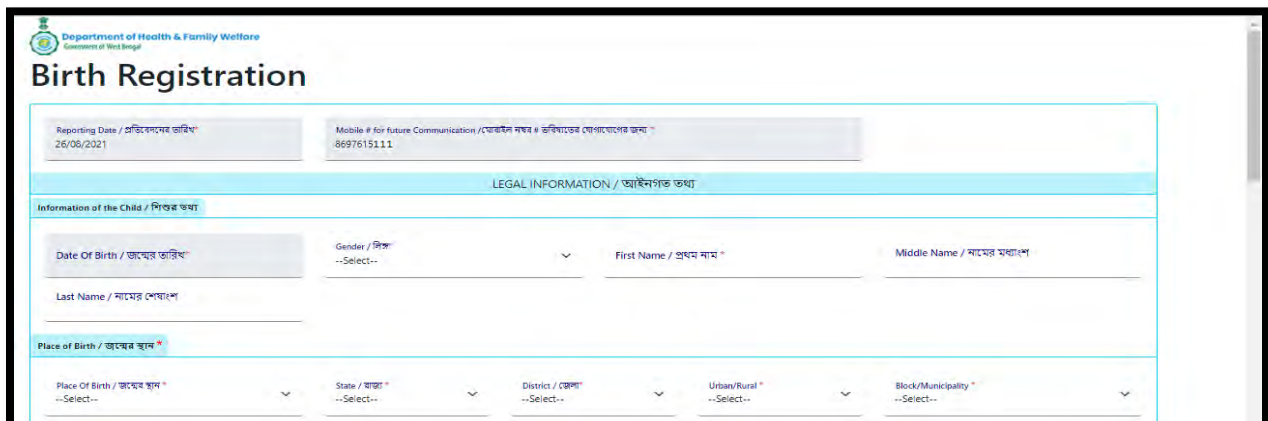
Step 3.1.2.7: Citizen will first enter information of child which includes baby's date of birth, gender and name. After that they will enter place of birth (Hospital, home or other than hospital or home).

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

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.

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).

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.

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.

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.

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.

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.

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).

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.

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.

Step 3.1.2.20: An acknowledgement number generated for the same and SMS sent to registered mobile number. They will press back button.
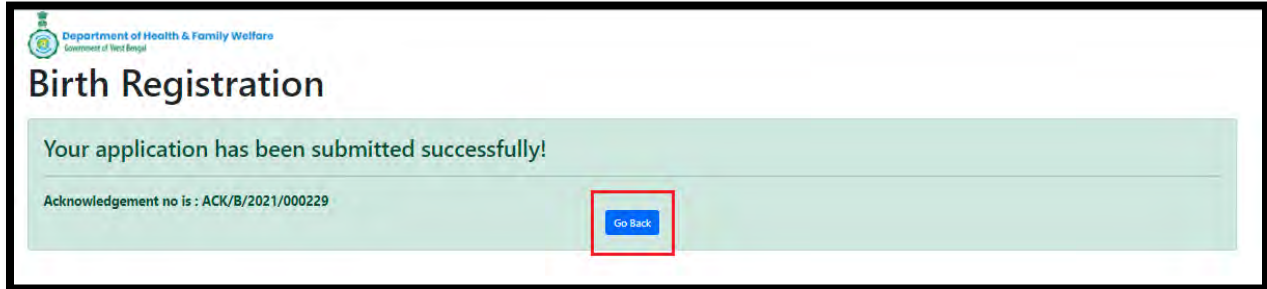
Step 3.1.2.21: Clicking on back button page will be redirected to the birth & death login page.

Step 3.1.3.1: User will click on "Track Application" from Birth sub menu of Citizen Services main menu.
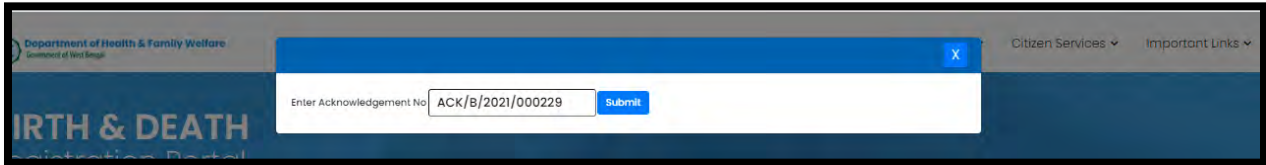
Step 3.1.3.2: A popup will open where citizen have to enter the acknowledgement number.
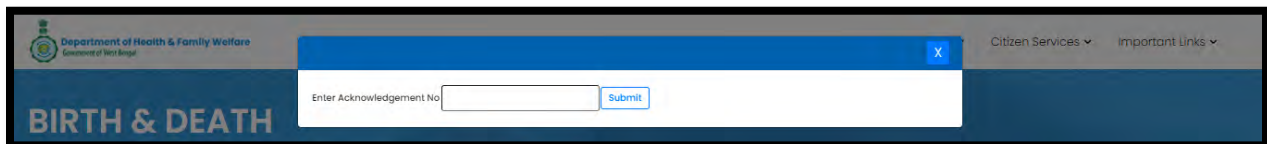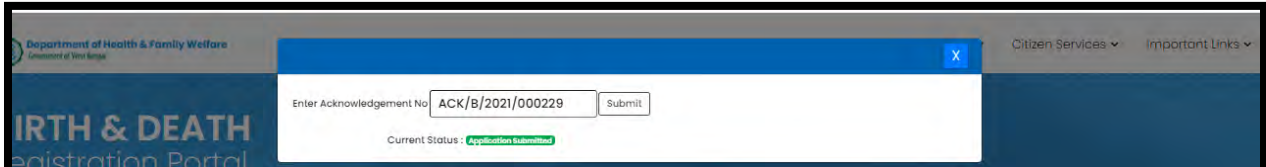
Step 3.1.3.3: Citizen will enter the acknowledgement number and press submit button.
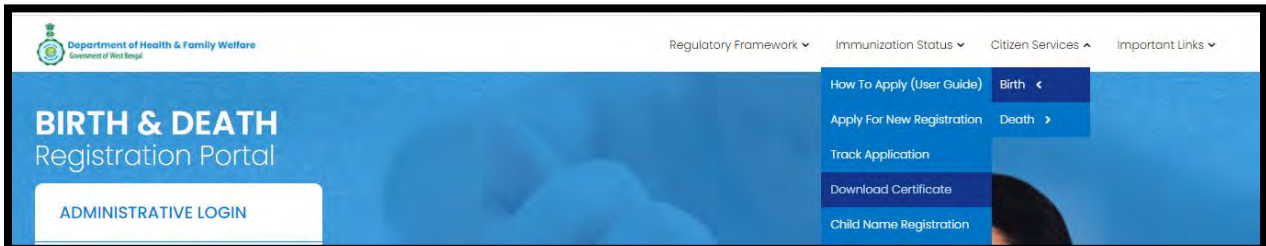
Step 3.1.3.4: Clicking on the submit button the current status of the application will be visible for citizen.
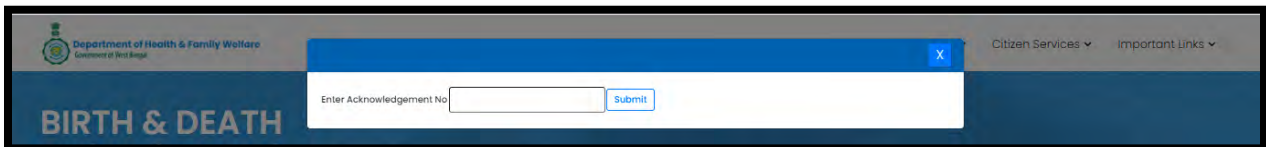
Step 3.1.4.1: User will click on "Download Certificate" from Birth sub menu of Citizen Services main menu for downloading certificate.
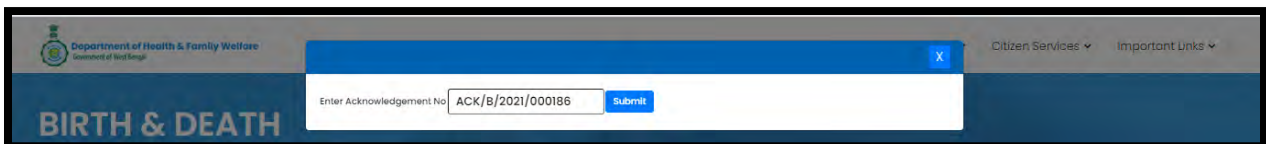
Step 3.1.4.2: A popup will open where citizen have to enter the acknowledgement number.
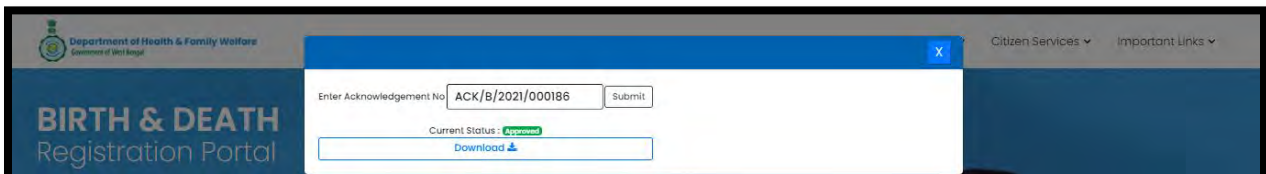
Step 3.1.4.3: Citizen will enter the acknowledgement number and press submit button.
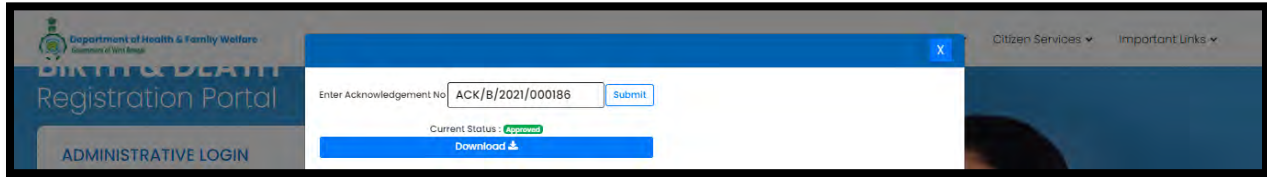
Step 3.1.4.4: Download link will appear for downloading the required birth certificate.

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.
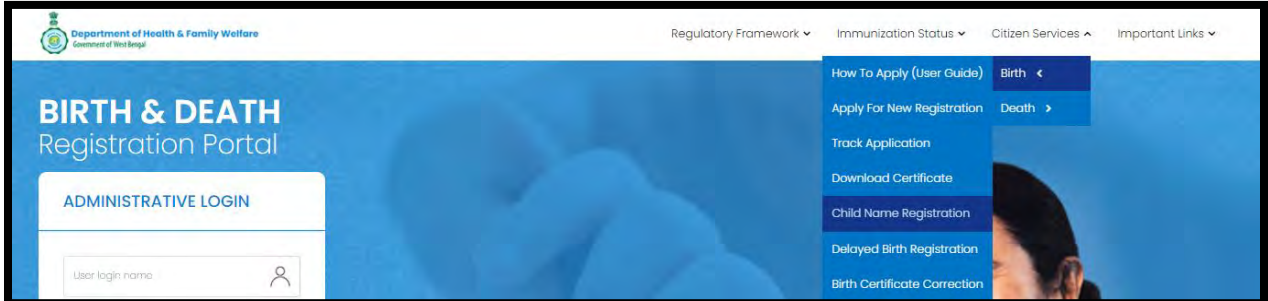
Step 3.1.5.2: A popup will open where citizen have to enter the acknowledgement number of that registration where child name is omitted.
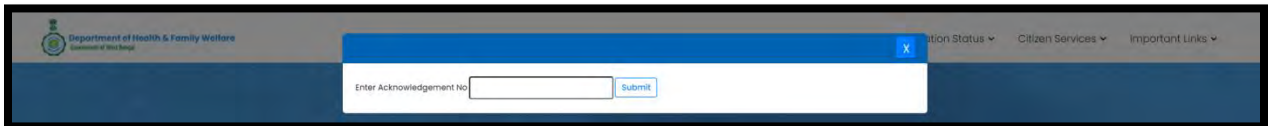
Step 3.1.5.3: Citizen will enter the acknowledgement number and press submit button.
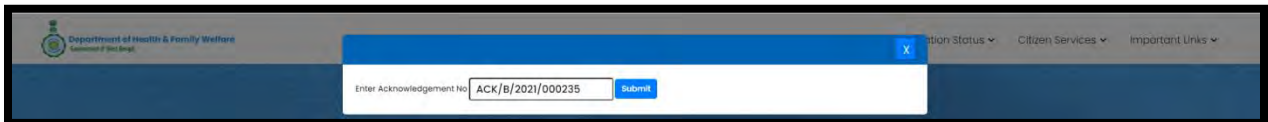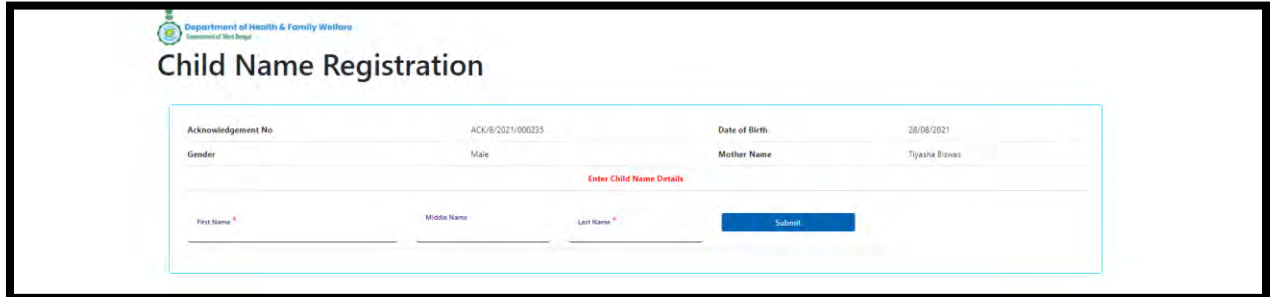
Step 3.1.5.4: The page will be redirected to the child name registration page where citizen has to authenticate them by their registered mobile number.

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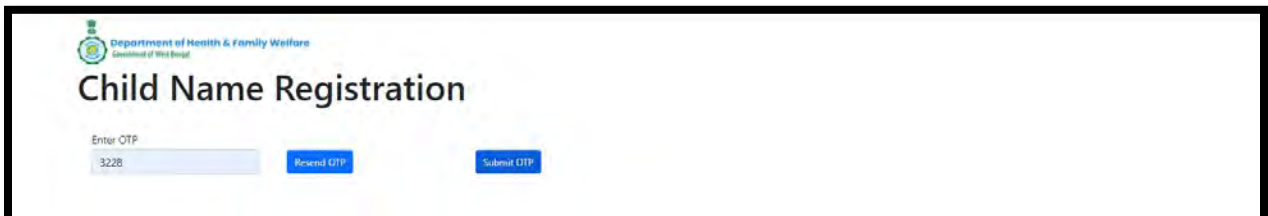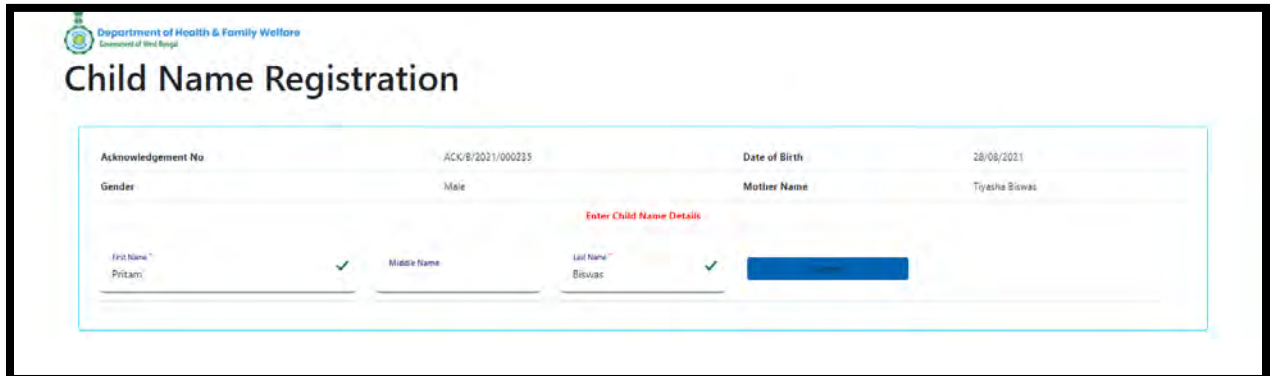
Step 3.1.5.6: If the OTP validation is successful a section will be populated where citizen has to enter the child name which was missing during their first registration.

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

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.
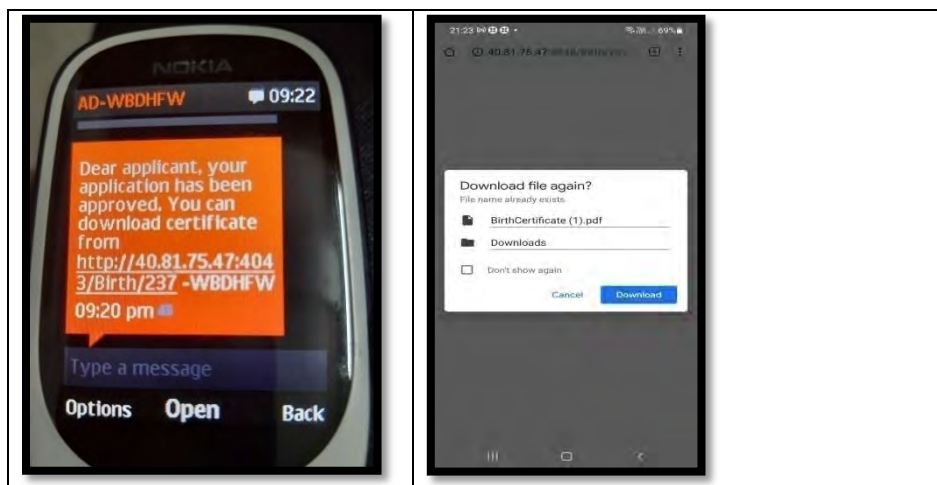
Step 3.1.6.1: User will click on "Delayed Birth Registration" from Birth sub menu of Citizen Services main menu.
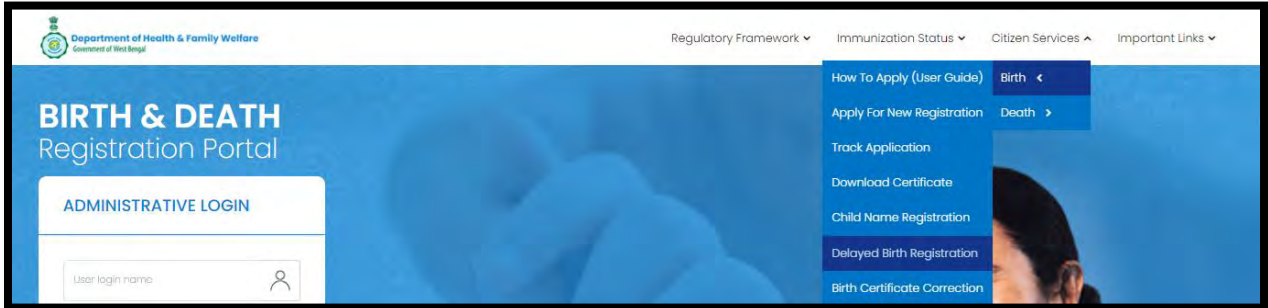
Step 3.1.6.2: A popup will open where citizen have to register themselves with mobile number for delayed birth registration.
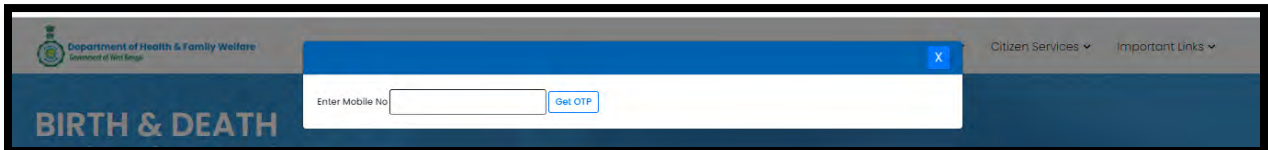
Step 3.1.6.3: Citizen will enter their mobile number for required delayed birth registration.
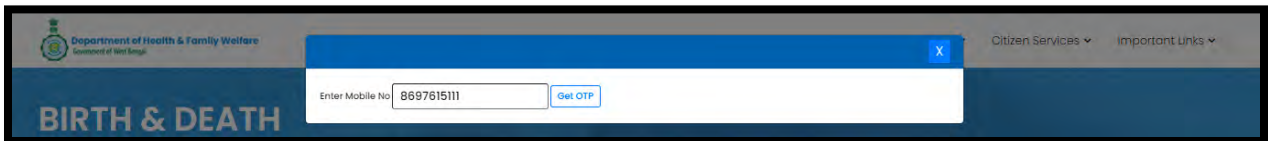
Step 3.1.6.4: After verifying the mobile number an OTP will be send to the registered mobile number.
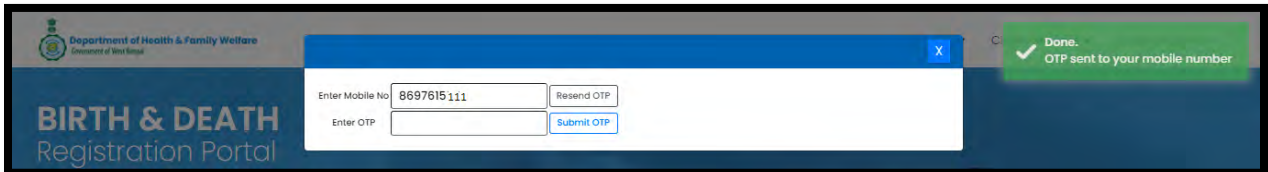
Step 3.1.6.5: Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.
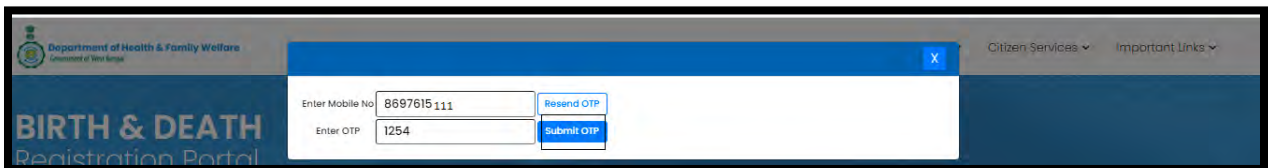
Step 3.1.6.6: After successful OTP submission delayed birth Registration form will be appeared. Citizen will first enter information of child by entering name, date of birth and gender of the child.

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

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.

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

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.

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

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).

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.

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

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

Step 3.1.6.16: An acknowledgement number generated for the same. They will press back button.
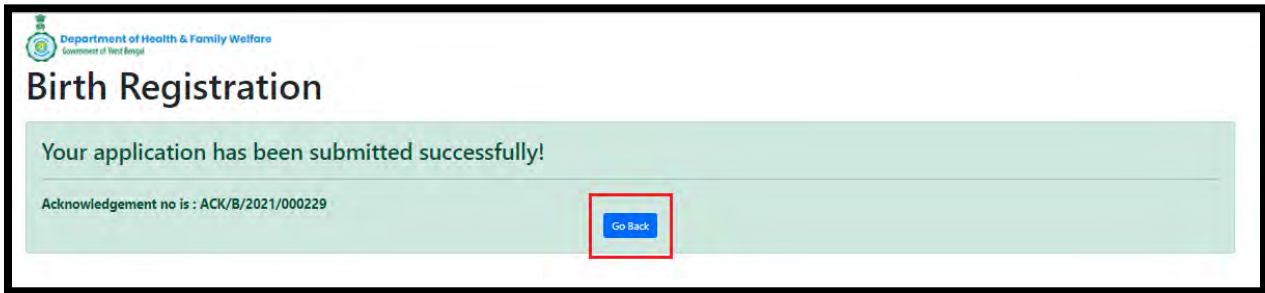
Step 3.1.6.17: Clicking on back button page will be redirected to the birth & death login page.

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.
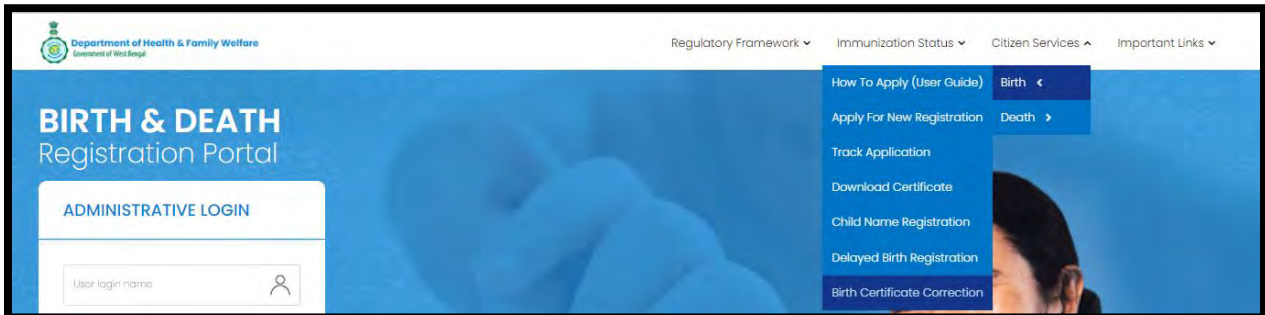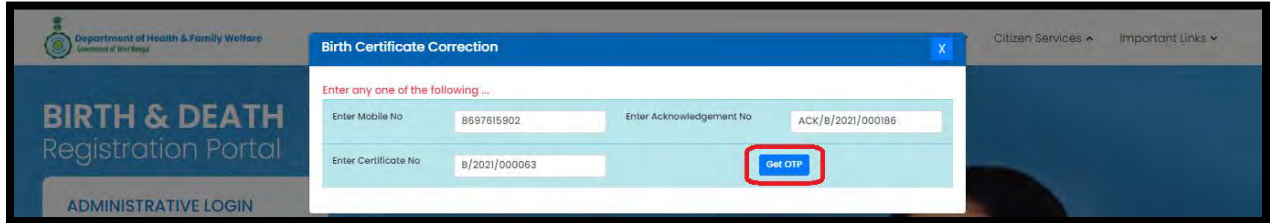
Step 3.1.7.2: A popup will open where citizen have to enter either the acknowledgement number or mobile number or certificate number.
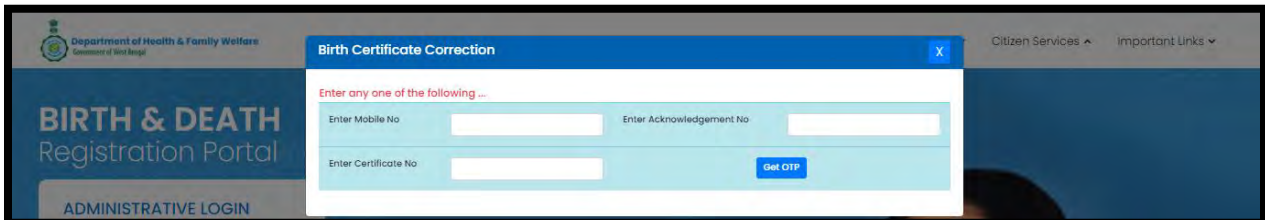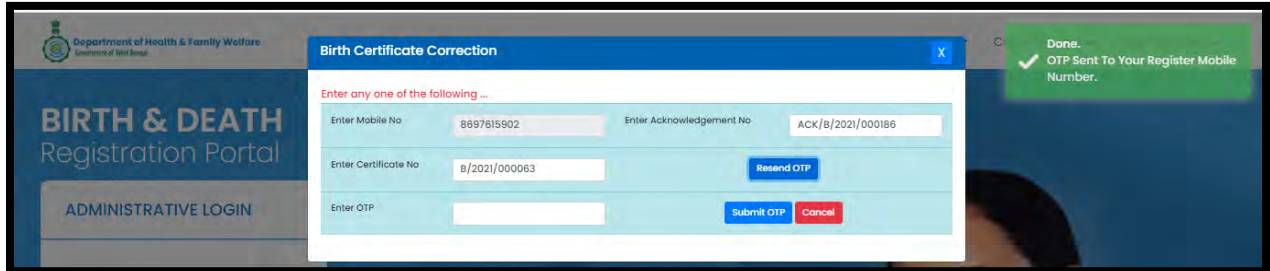
Step 3.1.7.3: Citizen will enter either the acknowledgement number or mobile number or certificate number or all and press "Get OTP" button.
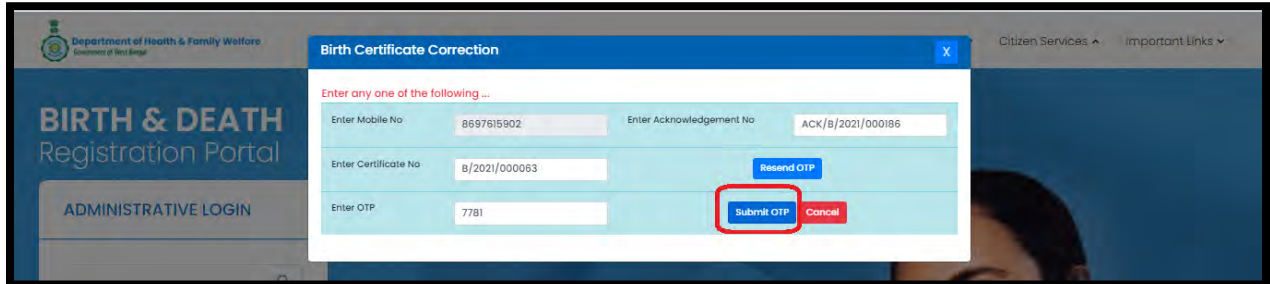
Step 3.1.7.4: OTP will be sent to registered mobile number of citizen.
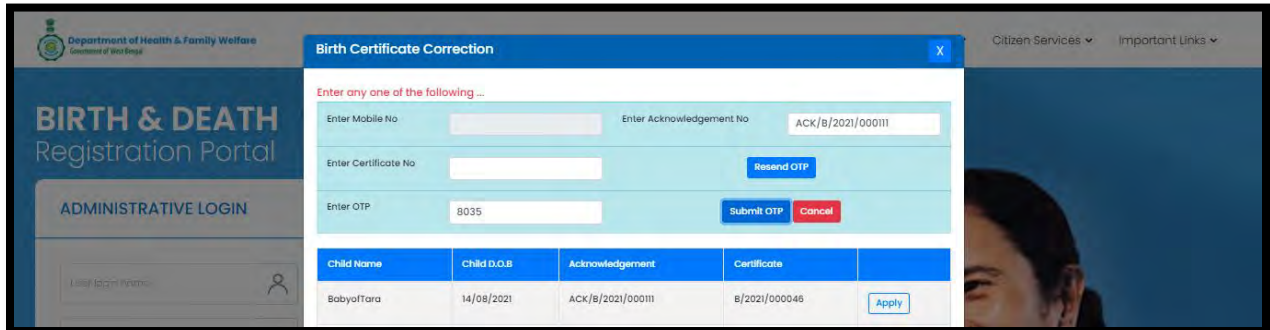
Step 3.1.7.5: Citizen will enter the OTP and press submit OTP button.

Step 3.1.7.6: Existing birth certificate details will be populated.

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

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

Step 3.1.7.9: After modification citizen will press submit button.

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.

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

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

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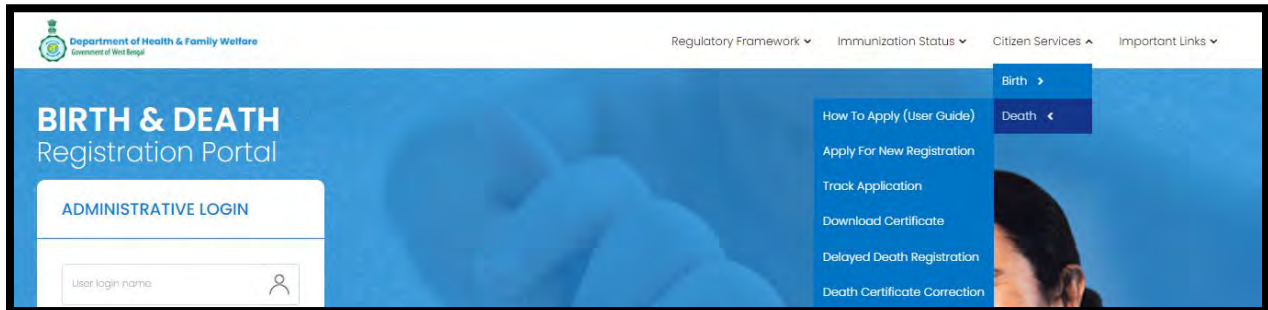
Step 3.2.1.1: User will click on "How To Apply (User Guide)" from Death sub menu of Citizen Services main menu.

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.

Step 3.2.2.1: User will click on "Apply For New Registration" from Death sub menu of Citizen Services main menu.
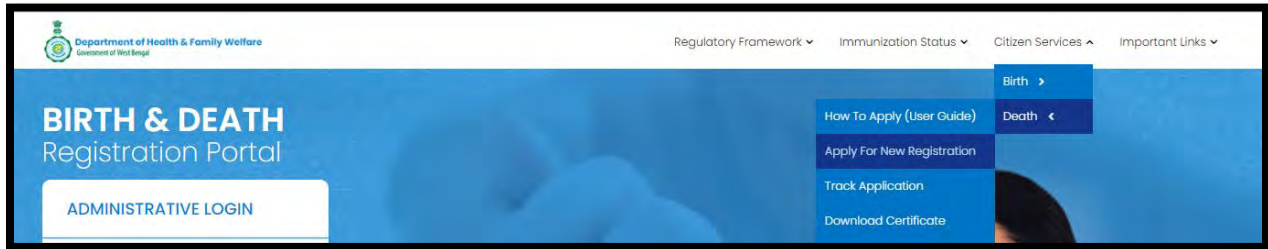
Step 3.2.2.2: A popup will open where citizen have to register themselves with mobile number.
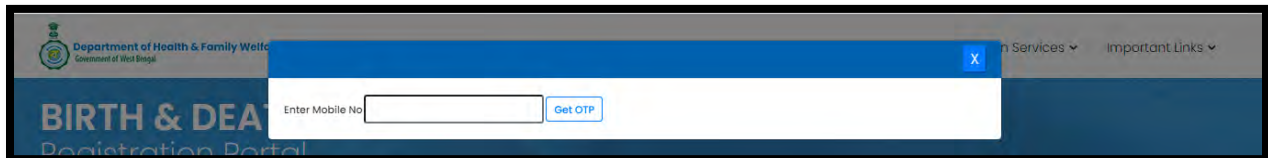
Step 3.2.2.3: Citizen will enter their mobile number for required death registration.
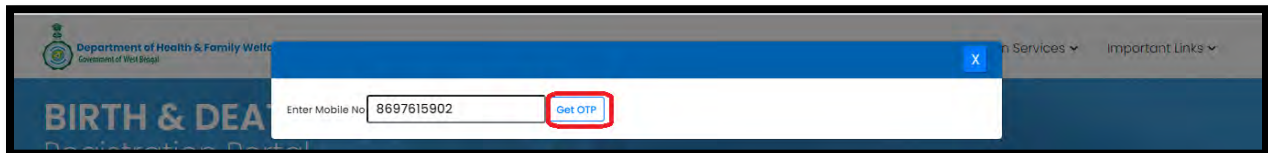
Step 3.2.2.4: After verifying the mobile number an OTP will be send to the same mobile number.
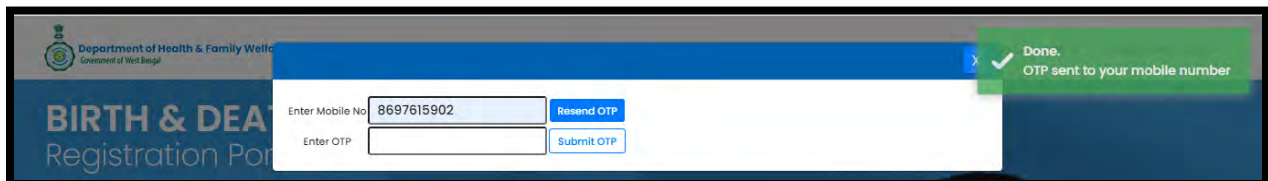
Step 3.2.2.5: Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.

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

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

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.

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

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.

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

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

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.

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.

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

Step 3.2.2.16: Clicking on submit button a popup arises to confirm the submission. Applicant will press ok button.
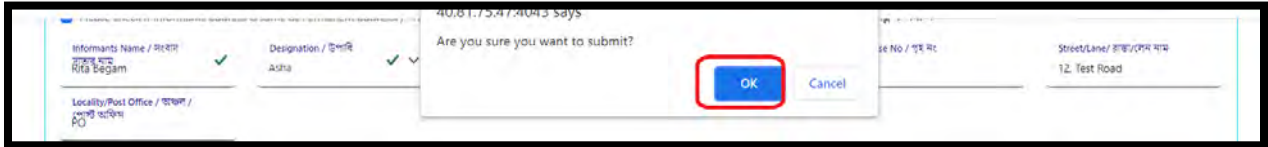
Step 3.2.2.17: The death information of the deceased person will be submitted successfully.
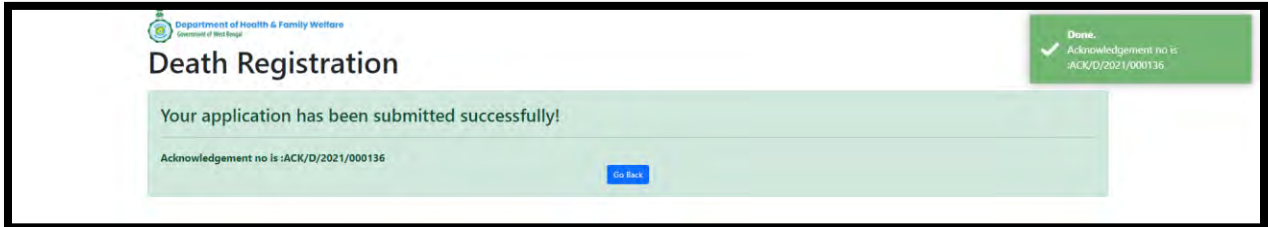
Step 3.2.2.18: An acknowledgement number generated for the same. They will press back button.
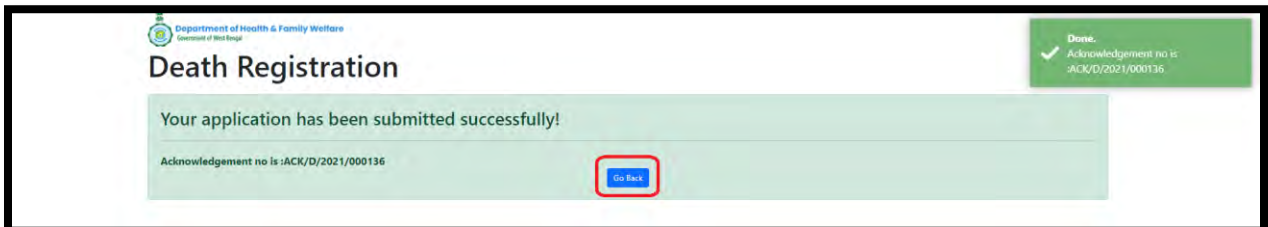
Step 3.2.2.19: Clicking on back button page will be redirected to the birth & death login page.
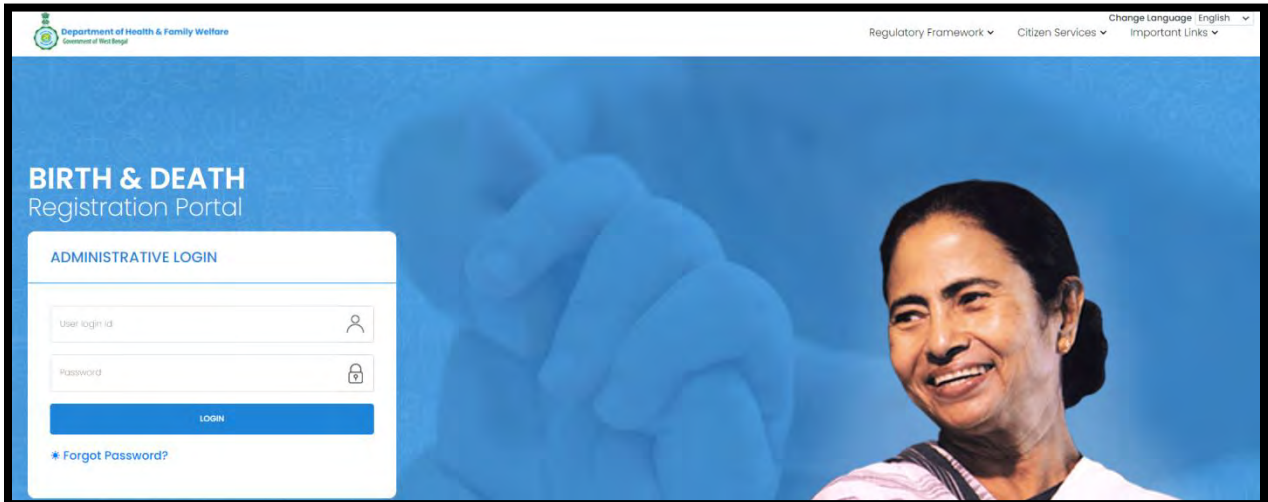
Step 3.2.3.1: User will click on "Track Application" from Death sub menu of Citizen Services main menu.
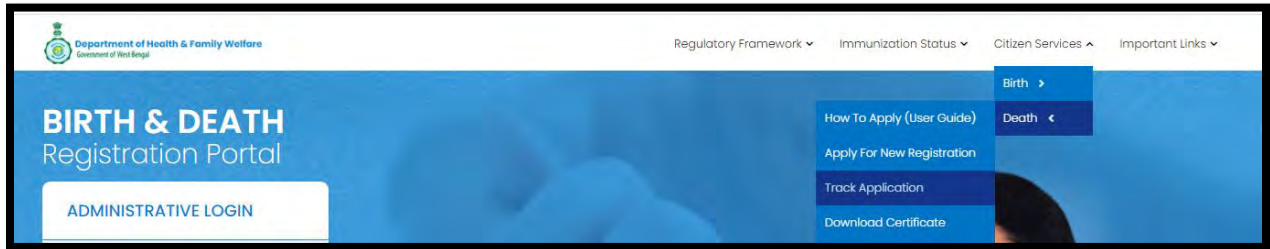
Step 3.2.3.2: A popup will open where citizen have to enter the acknowledgement number.
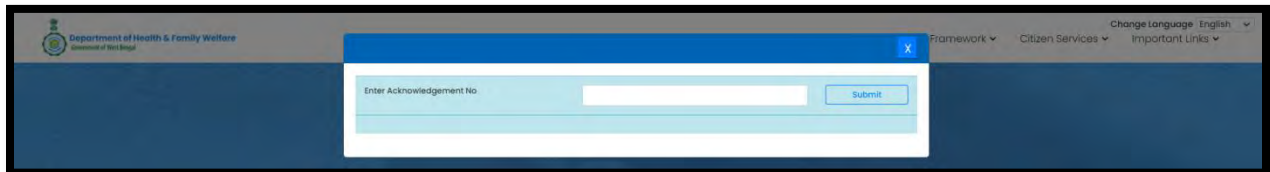
Step 3.2.3.3: Citizen will enter the acknowledgement number and press submit button.

Step 3.2.3.4: Clicking on the submit button the current status of the application will be visible for citizen.
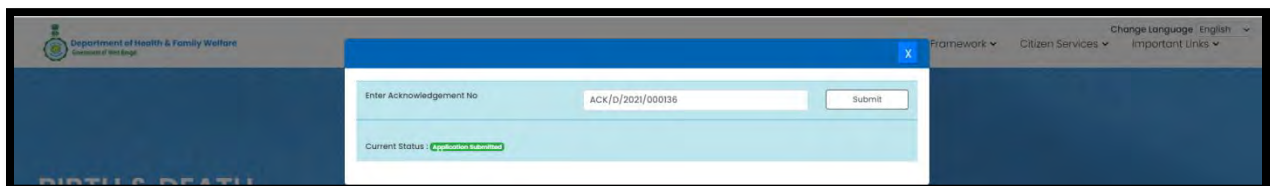
Step 3.2.4.1: User will click on "Download Certificate" from Death sub menu of Citizen Services main menu for downloading certificate.
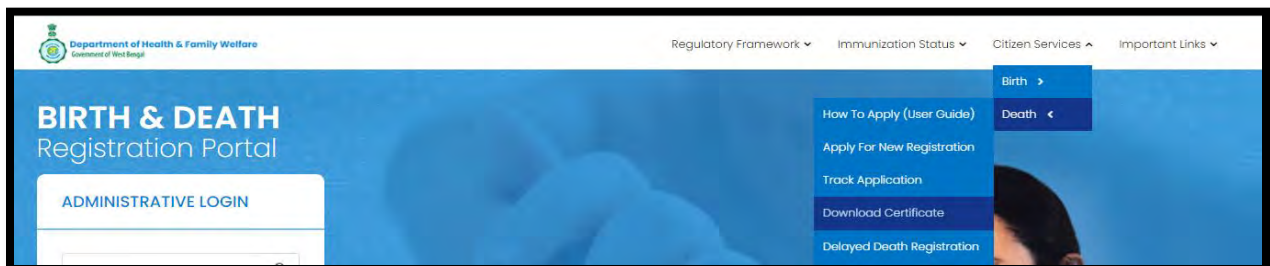
Step 3.2.4.2: A popup will open where citizen have to enter the acknowledgement number.

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

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

Step 3.2.4.5: User will click on download link and download the certificate accordingly.
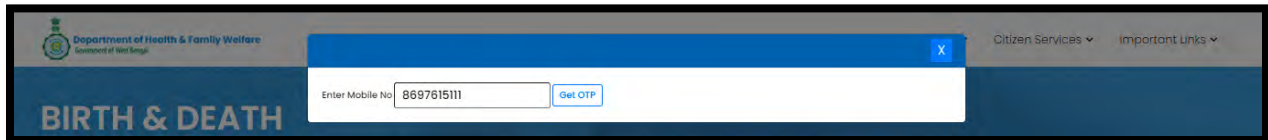
Step 3.2.5: User will click on "Delayed Death Registration" from Death sub menu of Citizen Services main menu.
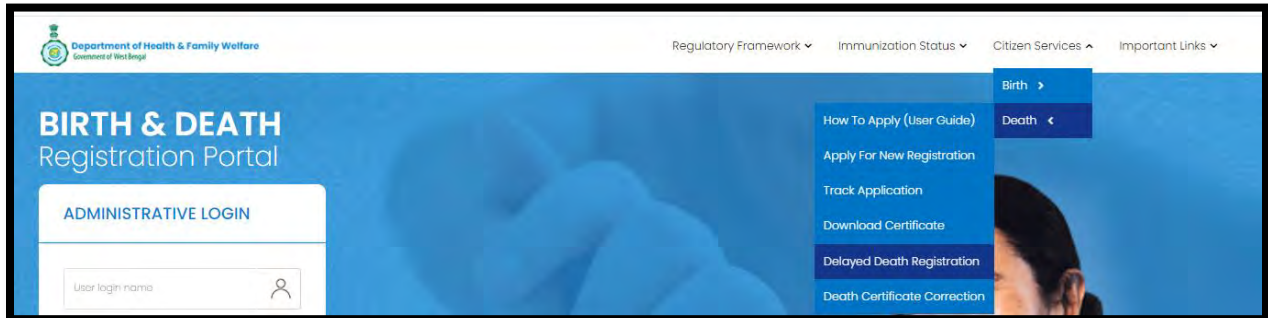
Step 3.2.5.2: A popup will open where citizen have to register themselves with mobile number for delayed death registration.
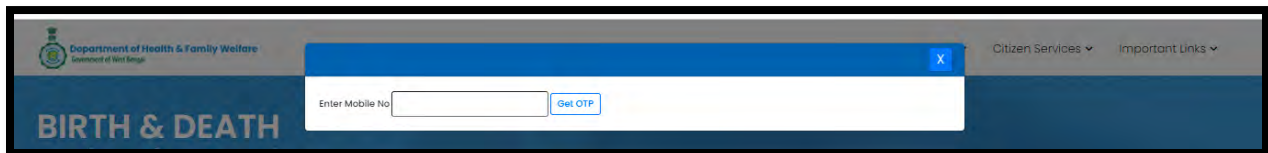
Step 3.2.5.3: Citizen will enter their mobile number for required delayed death registration.

Step 3.2.5.4: After verifying the mobile number an OTP will be send to the registered mobile number.
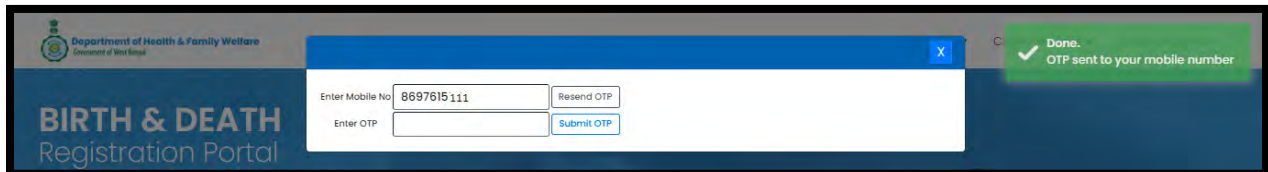
Step 3.2.5.5: Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen they can sent again by clicking resend OTP.
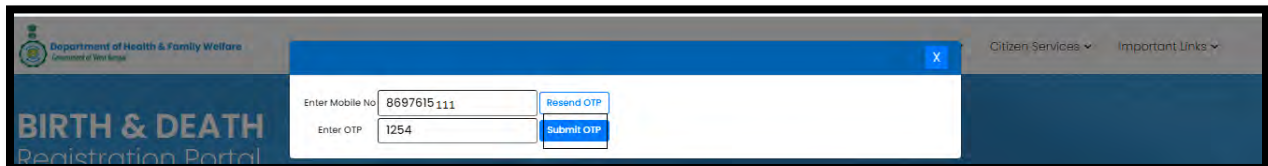
Step 3.2.5.6: After successful OTP submission delayed death registration form will be appeared. Citizen will first select applicant's relationship with deceased person.

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

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

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

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.

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.


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

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

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.
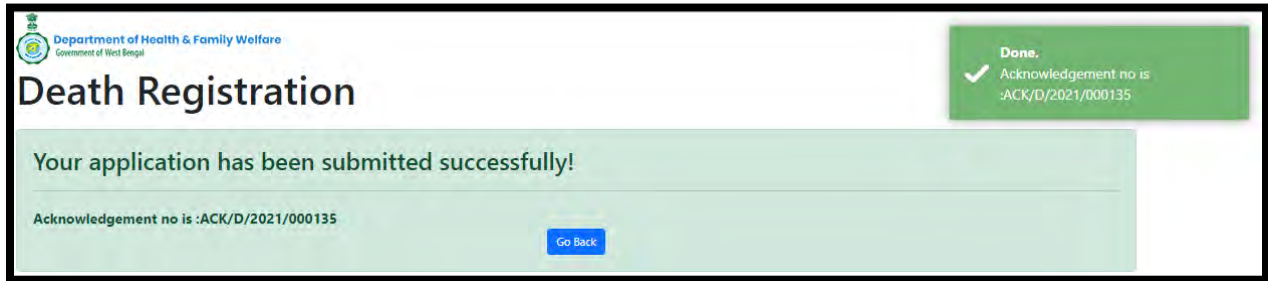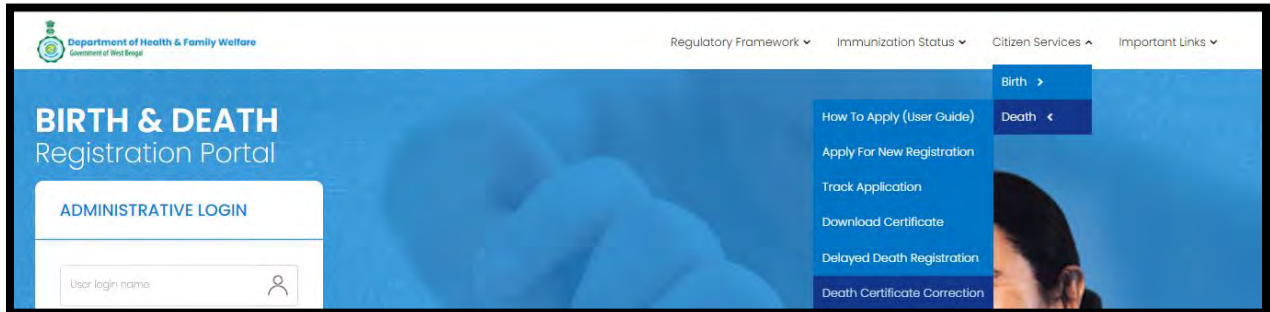

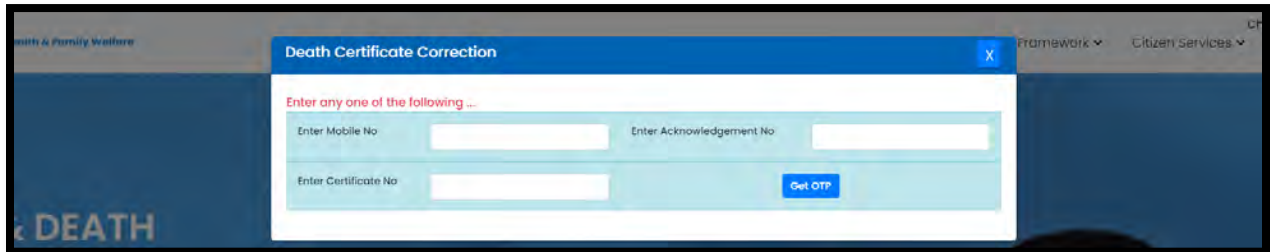**Step 3.2.5.15:** Clicking on back button page will be redirected to the birth & death login page.
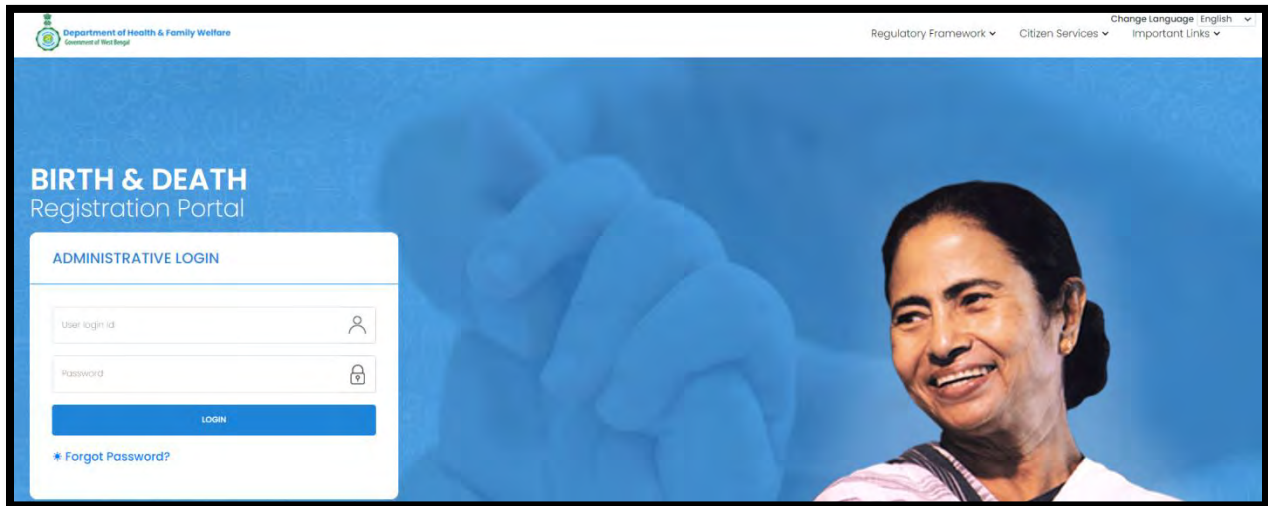
Step 3.2.6.1: User will click on "Death Certificate Correction" from Death sub menu of Citizen Services main menu.


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

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.
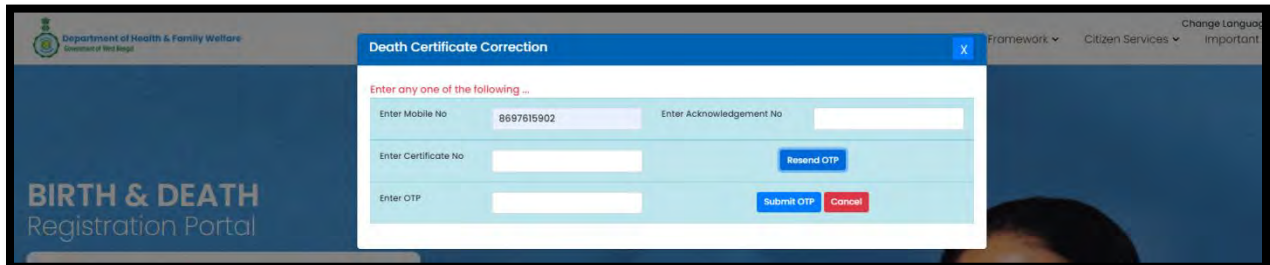
Step 3.2.6.4: OTP will be sent to registered mobile number of citizen. Citizen will enter the OTP and press submit OTP button.
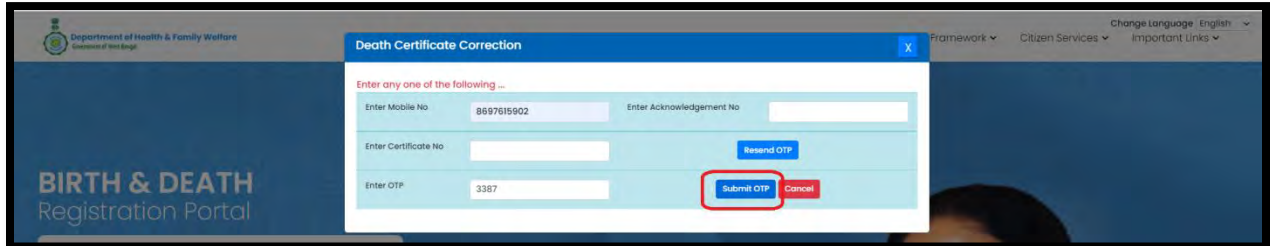
Step 3.2.6.5: Existing death certificate details will be populated.

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

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

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

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.
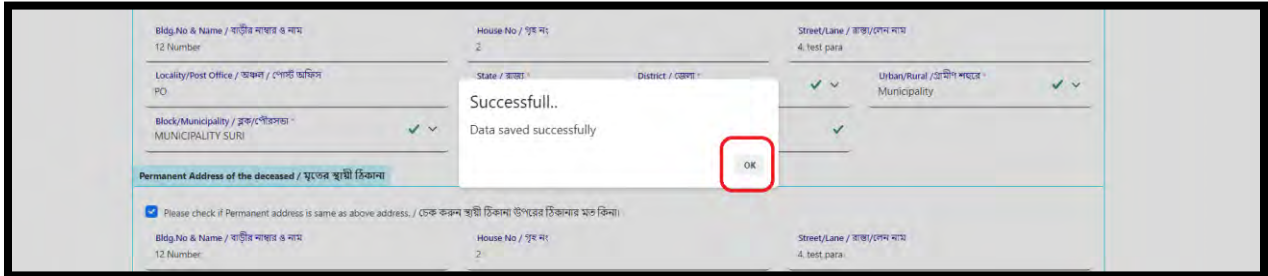
Step 3.2.6.10: Clicking on ok button page will be redirected to the login page of Birth & Death registration.
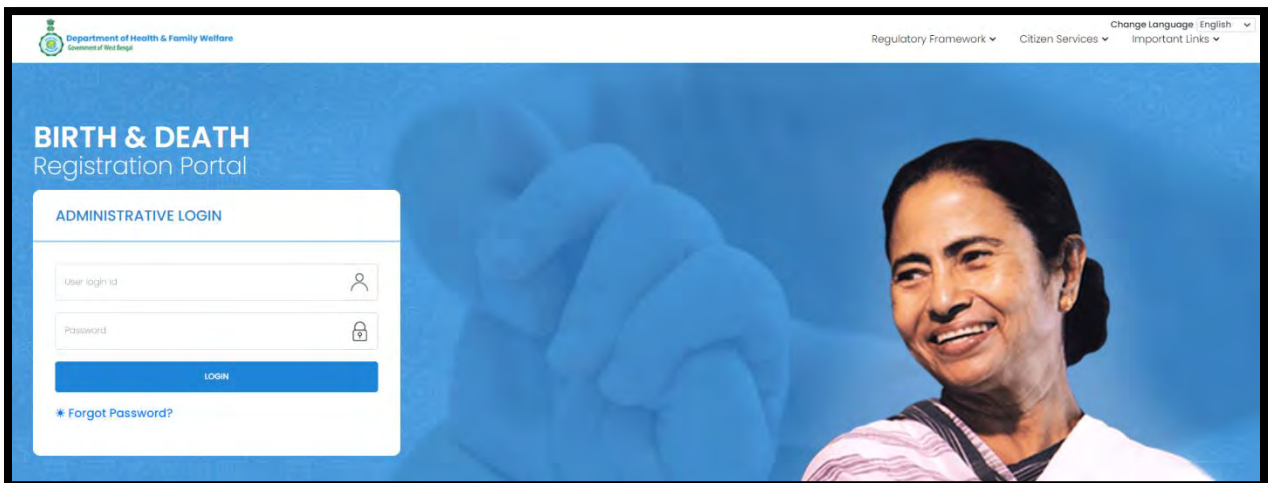
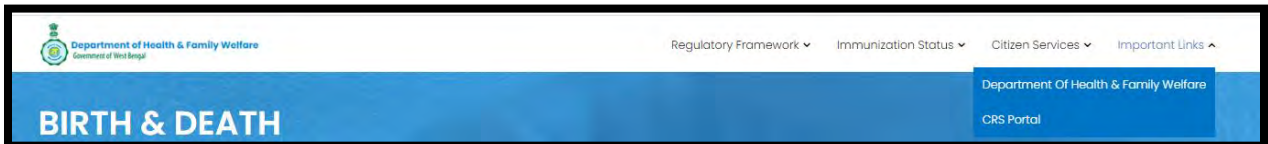**Step 4:** User can click on Important Links which open the submenu with the following "Department of Health & Family Welfare" and " CRS Portal".

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 5.1.1: User will click on "CRS Portal "from "Important Link" main menu.

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