

Existing Procedure in Revenue Divisional Office for the Condonation of delay(more than 1 Year) in registering Birth/Death in LSGD

- 1) Application in white paper with 5 Rs court fee stamp duly affixed to be submitted before Sub Divisional Magistrate, Thrissur.
- 2) The applicant should be the close blood relative of the person to be registered.
- 3) Reason for the delay in registering should be mentioned in the application.
- 4) The exact current requirement should be mentioned in the application.
- 5) NAC showing the non-registration of birth/death during the period of occurrence, from the concerned Local body should be submitted along with the application. For registration of Birth, NAC from both father's and mother's Native place should also be submitted.
- 6) An Affidavit prepared in 100 Rs stamp paper , purchased in the applicant's name , mentioning the details as in the application , duly signed by the applicant before Notary public, Advocate / Gazetted Officer should accompany the application.
- 7) Attested copies of all documents (SSLC book, Passport, etc) should be submitted as proof of Date Of Birth for registering Birth.
- 8) Attested copies of all documents should be submitted as proof of Date Of Death for registering Death.
- 9) Enquiry report to be submitted by the village officer through the respective Tahsildar against all applications related to Birth / Death registrations submitted before RDO
- 10) Hearing of the parties concerned will be conducted in all applications related to Registration of Birth, and if required, in the case of registration of Death. Identity card and original documents should be submitted for the hearing.
- 11) Applicant should appear before RDO with the identity card and file a separate statement.
- 12) The Sub Divisional Magistrate only issues an **Order of Condonation for Delay**. The Birth / Death should then be registered on the basis of the order , in the concerned local body , and avail the certificate