

## APPLICATION FOR THE DEATH CERTIFICATE VERIFICATION

To

The District Collector,  
East District,  
Gangtok.

Sir,

On the basis of the following information and documents enclosed. I may be granted death verification Certificate as per details here under:-

1. Name of Informant \_\_\_\_\_
2. Name of deceased Person \_\_\_\_\_
3. Name of deceased Father / Husband of deceased \_\_\_\_\_
4. Date of Death \_\_\_\_\_
5. Place of Death \_\_\_\_\_
6. Age of deceased \_\_\_\_\_
7. Address \_\_\_\_\_
8. G.P.U \_\_\_\_\_

Documents enclosed in original /attested form.

- a. Death Report Form.
- b. B.R.No MH - 0070/LR
- c. SSC/COI/Citizenship Certificate/any other
- d. Electoral Card
- e. Panchayat Report
- f. Police Report (in UD and other related cases)
- g. Certificate of Medical Officer or Hospital Certificate.
- h. Passport No.(For Foreign National only).

**Signature & Name of Informant.**

Strike out whichever not applicable.

Date \_\_\_\_\_

Place \_\_\_\_\_

## PROCESS SHEET FOR DEATH CERTIFICATE

A. The following attested / Certified documents have been submitted by the applicant

1. SSC/COI/Citizenship Certificate.
2. Panchayat Report.
3. Police Report.
4. Certificate of Medical Action, if any.
5. B.R.Receipt No \_\_\_\_\_ date \_\_\_\_\_

Submitted for approval

Dealing Assistant

B. Remark if any.

Office Superintendent

C. Orders

District Collector, East

D. Follow up Action

- a. Entries in issue register made vide No ..... dated .....
- b. Issue No. entered in Certificate Yes/No
- c. Certificate issued after taking proper receipt Yes/No