



# ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

BMP-HE-E-JAN04-I-110  
Statistical Section  
Health Department

## BANGALORE MAHANAGARA PALIKE

### INSTRUCTIONS FOR BIRTH CERTIFICATE FORM BMP-HE-E-DEC03-F-110

Birth records have been maintained by the Statistical Section of BMP from 1908. Records pertaining to 1990-1999 are computerized. Records pertaining to 1949-1989 are under computerization. A separate application form should be submitted for each birth record for which you are requesting a certificate.

- A. Where to file:** For current year certificates (i.e., births occurred in the same year as your application), the issuing centre is the corresponding sub-health office or a referral hospital of the area in Bangalore where the birth occurred. Please see BMP Publication 103 for directory information. For old certificates the issuing centre is the BMP Statistical Section.
- B. Head Office address:** BMP Statistical Section, 10th Floor, Public Utility Building, M G Road, Bangalore 560 001.
- C. Time of submission of application:** File before 10:00 a.m-1:00 p.m. from Monday to Friday and 10:00 a.m. to 12.00 noon on Saturday.
- D. Fees**

#### Fees for computerized & manual records certificates

Service charge	Rs.25.00
Additional copy	Rs.5.00
Total fee for one Birth Certificate	Rs.30.00.

#### Additional (Optional) charges

Name inclusion (if requested)	Rs.25.00
Courier fees	Rs.10.00
Lamination (if requested)	Rs.10.00

- E. Complete the **APPLICANT** section using instructions below**  
(Numbers below correspond to box numbers on your form)

1. Enter full name of applicant in (F, M, L) format.

**First name** - your most significant name, your given name, or the name by which people call you formally. Do not use this space for initials.

**Last name** - Your family name, surname, spouse's name, parent/father's name, or any other significant name you associate with yourself other than the given name.

**Middle name/ Initials** - Any other name that completes your full name. Use this space for all your initials.

Name Examples	First	Middle/Initials	Last
K K Latha Prasad	Latha	K K	Prasad
Lalgudi Shivaraman	Shivaraman		Lalgudi
T R Srinivasan	Srinivasan	T R	
P V R Subbu	Subbu	V R	Palanivel
Jaikishan Sharma	Jaikishan		Sharma

2. Your full address. In the first box, write only the street, flat/plot/house/number and floor, and locality. Fill up the rest of the address in the succeeding boxes. Fill up district/taluk only for village.
3. Telephone number at the permanent address, with STD code prefixed.

**Example:** If applicant currently lives in Bangalore, write 080-<local number>

4. Purpose of the certificate.
5. Your relationship with the subject (person whose birth certificate is needed).
6. If someone else is going to present the acknowledgement to receive the certificate, write that person's full name as normally written. Do not write nickname or used names.
7. Number of copies of certificate requested.
8. Look at the fee structure in section D, calculate your amount and write it in the form.



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- F.** Complete the **CERTIFICATE section** as per instructions below. Information provided is used to locate the birth record. If you furnish inaccurate or incomplete information, it may be impossible to locate the record.
9. Name of mother in (F,M,L) format.
  10. Name of father in (F, M, L) format.
  11. Write date of birth in (dd-date,mm-month,yyyy-year) format in the spaces provided.  
**Example:** Today is 13 June, 2000. Fill up as 13/06/2000.  
**Incorrect** entries: ~~13/6/2000~~, ~~13/06/00~~.
  12. Tick the appropriate box for sex of the applicant.
  13. Tick box to indicate place of birth, hospital or other. If 'Other' write the location in the box. For example "residence" or "house".
  14. Write the full address of the actual place of birth – village, town or city, and taluk/district in the corresponding boxes.
  15. Write the name of hospital, if birth happened in hospital.
  16. Write the date that the birth was registered, if you know. (this is usually there on the birth report, filed during the registration of birth).
  17. Write the BMP issued birth registration number, if you know.
- G.** Complete the **DECLARATION section**
- 18,19 Fill in today's date and sign/thumbprint the application in the respective boxes on this section
  - 20-25. Office use only, do not fill up.
- H.** For issuing birth certificate on the name of person whose birth is being certified, you need to present a photocopy or original of valid identification. Only parents are allowed to apply for birth certificate for minor children. Valid identifications are passport, voter identity card, driving license, PAN card, school leaving certificate, letter from school authorities for students.
- I.** A fee-paid acknowledgment will be issued with a due date and time. The fee-paid token must be produced at the time of picking up the certificate.
- J.** Non-availability certificates are issued when a certified extract is not found in the records. If citizens get a birth certificate where the parents names are slightly different or are incorrect, they need to get the corresponding hospital to file a correction with the BMP using the proper procedure and forms described in BMP Publication 104, Births & Deaths Services Guide.