



ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

BMP-HE-E-JAN04-I-111
Statistical Section
Health Department

BANGALORE MAHANAGARA PALIKE

INSTRUCTIONS FOR BIRTH CERTIFICATE FORM BMP-HE-E-DEC03-F-111

Death 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 death record for which you are requesting a death certificate.

- A. Where to file:** For current year certificates (i.e., deaths 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 death 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:** 10:00 a.m. to 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

Services charges	Rs.25.00
Additional copy	Rs.5.00
Total fee for one Certificate	Rs.30.00.

Additional (Optional) charges

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		Palanivel
Jaikishan Sharma	Jaikishan	V R	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. Write your relationship with the deceased person.
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 death record. If you furnish inaccurate or incomplete information, it may be impossible to locate the record.
9. Enter full name of the deceased in (F, M, L) format.
 10. Enter full name of father or husband in (F, M, L) format, using examples above.
 11. Enter age of the deceased.
 12. Write date of death 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.
 13. Tick the appropriate box for sex of the person, whose death certificate you are applying for.
 14. Tick the appropriate box for place of death. If 'Other', describe the location of the place in the box.
 15. Write the place of actual death – city, state, pin-code in the corresponding boxes. If the death was due to an accident, you need to write the address of the exact location of the accident.
 16. Write name of hospital, if death occurred in hospital.
 17. Write the date that the death was registered, if you know. (this is usually there on the death report, filed during the registration of death).
 18. Write the BMP issued registration number for the death, if you know.
- G.** Complete the **DECLARATION** section:
19, 20 fill in today's date and sign/thumbprint the application in the respective boxes on this section
21-26 Office use only, do not fill up.
- H.** A fee-paid acknowledgment will be issued with a due date. The fee-paid token must be produced at the time of picking up the certificate.
- I.** Non-availability certificates are issued when a certified extract is not found in the records. If citizens get a death certificate with incorrectly recorded event information, a correction of the death even can be filed with the BMP using the proper procedure and forms described in **BMP Publication 104, Births & Deaths Services Guide.**