

1. Name inclusion will be allowed only for who have born on 01-01-2018 or after.
2. Online name inclusion can only be done by parents.
3. Aadhar Card of Mother/Father needs to be attached with the online application.
4. Within one year of child birth an undertaking on attached format at annexure A having subject name inclusion of child (in BLOCK Letters) by the concerned child parent.
5. Registration of older than 365 days cannot be searched and proceed for online inclusion. The need to be done manually. In such cases visit manually at DCB Information & Facilitation Center (IFC).
6. The document attached as evidence should be clear and readable.
7. Child name once entered shall not be changed in future.
8. Important Features of Delhi Registration of Births And Deaths Rules 1999

<b>Item</b>	<b>Position in Delhi Registration of Birth &amp; Death Rules, 1999</b>
A. Period for Registration (Rules)	
(i) Birth	21 Days
(ii) Still Birth	21 Days
(iii) Death	21 Days
B. Late Registration : (Rule 9)	Rs. 2/-
(i) Within 30 days (No. permission is required) (ii) After 30 Days but within one year	Rs. 5/-
( with the written permission of the Registrar)	Rs. 10/-
(iii) Beyond one year (order by the Area Magistrate i.e SDM of the first class or a Presidency Magistrate	
C. Entry of the Name of the Child in Birth Record (Rule	

<b>Item</b>	<b>Position in Delhi Registration of Birth &amp; Death Rules, 1999</b>
10)	
a) Registration on or after 1.1.2000	
(i) Within 12 months from the date of registration	Nil
(ii) After 12 Months but within a period of 15 years from the date of registration	Rs. 5/-
(b). Registration before 1.1.2000 (Eligible period is fifteen years which will be reckoned w.e.f 1.1.2000)	Rs. 5/-
D. Fee structure for issue of birth / death certificate : (Rule 13)	
(i) Search for a single entry of birth or death in the 1st year for which search is made	Rs. 2/-
(ii) For every additional year for which the search is continued	Rs. 2/-
(iii) For granting extract relating to each birth or death i.e issue of certificate for NDMC & Delhi Cantt areas.	Rs. 5/-
(iv) Computerized birth certificate Delhi Cantt Area	Rs. 10/-
(v) Computerised Death Certificate Delhi Cantt Area	Rs. 10/-
(vi) For granting certificate of non-registration of birth or death event	Rs. 2/-