



**APPLICATION FOR THE CHILD NAME INCLUSION IN BIRTH CERTIFICATE
WITH IN ONE YEAR**

-----Municipality / Municipal Corporation

1)	Name of the Registration unit	:	
2)	Registration year	:	
3)	Registration No.	:	
4)	Date of Registration	:	
5)	Name of the Mother	:	
6)	Name of the Father	:	
7)	Name of the child to be included	:	
8)	Sex	:	
9)	Name and Address of the Applicant with Mobile No. and email ID	:	
10)	Relationship with Child	:	

Requested for kindly correct the details and issue a fresh Birth Certificate.

- Encl:** 1) Earlier Birth Certificate (Original);
2) Applicants ID Proof, Aadhar Card / Ration Card if any.
3) School Certificates of child if any.

Name & address,

Signature &

Name of the father of child

Signature &

Name of the mother of child



s HOW TO GET INCLUSION OF CHILD NAME IN BIRTH CERTIFICATE

Name of the Service	Details of Enclosures	Fee Payable
<p>1) Where the birth of any child had been registered without name, the parents or guardian of such child shall, within 12 Months from the date of Registration of Birth of child, give information regarding the child name in writing have get registered the child name by filling the information in the prescribed form through "Mee - Seva" without late fee within (7) days -(Section 14 - Rule 12)</p>	<p>Parents Declaration, Parents ID Proof / Aadhar Card / Ration Card etc., and earlier issued Original Birth Certificate.</p>	<p>Rs. 50/-</p>
<p>2) Provided that, if child name inclusion information is given after the aforesaid period of 12 Months, but within a period of 15 years, the name of the child will be included by Mee - Seva centre with the prescribed late fee within (7) days. After the period of (15) years there is no provision for inclusion of child name. (Section 14 - Rule 12)</p>	<p>Parents Declaration, Parents ID Proof / Aadhar Card / Ration Card etc., and earlier issued Original Birth Certificate.</p>	<p>Rs. 50/-</p>
<p>3) The applicant will given compensation @ Rs; 50/- per day for delay caused and towards the valuable time lost by the applicant, if the child name not included within (7) days.</p>	<p>Parents Declaration, Parents ID Proof / Aadhar Card / Ration Card etc., and earlier issued Original Birth Certificate.</p>	
<p>Note: The chief Registrar and Director of Public Health and Family welfare A.P Hyd, vide Lr. No:RC/52/F2/DD, Dated 27-02-2013 has accorded permission as one time opportunity as the last date of 31-12-2014 for the inclusion of child name irrespective of Age instead of maximum time limit of 15 years.</p>	<p>Parents Declaration, Parents ID Proof / Aadhar Card / Ration Card etc., and earlier issued Original Birth Certificate.</p>	<p>Rs.50/-</p>