

CANTONMENT BOARD, BADAMIBAGH, SRINAGAR

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Office of the Cantonment Board,
Badamibagh, Srinagar
J&K-190004

PROCEDURE OF APPLYING FOR BIRTH CERTIFICATE

1- Send your filled application form to

**The Registrar Births and Deaths,
Office of the Cantonment Board,
Badamibagh Cantonment,
Srinagar (J&K) - 190004**

- a) by hand; or
- b) by post; or
- c) **by e-mail** at cbbadamibagh@gmail.com

along with following details (**mandatory**)-

- a) Name of the person for whom birth certificate is sought
 - b) Sex
 - c) Date of birth
 - d) Place of birth
 - e) Mother's Name
 - f) Father's Name
 - g) Permanent address of parents at the time of birth
 - h) Present address of correspondence
 - i) Contact no. (Mobile no. / Landline no. / e-mail address)
 - j) **PROOF OF BIRTH**, if any, viz. Certificate issued by 92 BH, G B Pant Cantt General Hospital etc.
 - (i) in original if applying by post or by hand; or
 - (ii) coloured scanned copy if applying through e-mail
- 2- On receipt of application, the Cantonment Board will search in its birth records to find out whether the birth was registered or not.
- 3- If the birth is **NOT** found to be registered with the Cantonment Board, a **Non-Availability Certificate** shall be issued -
- a) which can be collected by hand from the office of the Cantonment Board; or
 - b) which will be sent by post to the provided address of correspondence in case the application is received by post; or
 - c) which will be sent by post to the provided address of correspondence along with its scanned copy via e-mail in case the application is received by e-mail or by post having mention of e-mail address.

- 4- If the birth is found to be registered with the Cantonment Board, the Birth Certificate shall be made and-
- a) the certificate can be collected by hand from the office of the Cantonment Board after payment of requisite fee; or
 - b) in case the application is received by post or e-mail and the applicant wants to receive the certificate by post-
 - (i) the applicant shall be asked to deposit the requisite fee along with postal charges into Cantonment Board's **SBI Srinagar** bank account (SBI Account No. **00000034093050799**); and
 - (ii) on receipt of the requisite charges, the birth certificate shall be despatched by post to the provided address of correspondence along with Cantt 4-B receipt as proof of payment of charges. The coloured scanned copies of birth certificate and Cantt 4-B receipt shall also be sent via e-mail.

PROCEDURE OF APPLYING FOR DUPLICATE BIRTH CERTIFICATE

- 1- The procedure for applying for Duplicate Birth Certificate, in case of loss or damage, is same as that for applying for Birth Certificate for the first time.
- 2- In addition to details required for issuing original Birth Certificate, the applicant should provide-
 - a) **In case of damaged/soiled birth certificate**
 - (i) Birth certificate originally issued.
 - (ii) Reasons for issuing Duplicate Birth Certificate.
 - b) **In case of lost birth certificate**
 - (i) An affidavit.
 - (ii) Registration number, if available.
 - (iii) Copy of birth certificate originally issued.
 - (iv) Reasons for issuing Duplicate Birth Certificate.

ADDITIONAL COPIES OF BIRTH CERTIFICATE

Additional copies of birth certificate or duplicate birth certificate may be issued at the time of issuing birth certificate or duplicate birth certificate respectively on payment of requisite fee.

CERTIFICATE FEE

- | | |
|---------------------------------|--------------------------|
| 1- Birth Certificate | : Rs. 50/- |
| 2- Duplicate Birth Certificate | : Rs. 50/- |
| 3- Additional copies | : Rs. 10/- for each copy |
| 4- Non-availability Certificate | : Free |
| 5- Postal charges | : As applicable |

For any queries regarding birth certificate, contact us at

- 1- **Phone no.** : **0194-2466575**
- 2- **Email** : cbbadamibagh@gmail.com
- 3- **Address** : **The Registrar Births and Deaths,
Office of the Cantonment Board,
Badamibagh Cantonment,
Srinagar (J&K) - 190004**

BIRTH CERTIFICATE APPLICATION FORM

[to be sent by hand / by post / by e-mail (scanned copy) with requisite proof]

To,

The Registrar Births and Deaths,
Office of the Cantonment Board,
Badamibagh Cantonment,
Srinagar (J&K) – 190004

Sub – Application for issue of birth certificate.

Sir,

It is requested to issue birth certificate for the birth, details of which are given below in **CAPITAL LETTERS-**

1- Name of the person for whom birth certificate is sought : _____

2- Sex (check appropriate box) Female Male

3- Date of birth : _____

4- Place of birth : _____

5- Mother's Name : _____

6- Father's Name : _____

7- Permanent address of parents at the time of birth : _____

8- Present address of correspondence : _____

9- Contact no.
Mobile no. : _____ Landline no. : _____

E-mail address : _____

10- Proof of Birth (to be enclosed) : _____

11- To be filled only when applying for duplicate certificate:
Registration no. : _____ Reason: _____
Enclosures: Affidavit Birth Certificate in original Copy of original birth certificate

12- No. of additional copies : _____

13- Mode of application (check appropriate box)
 By hand By post Scanned copy of form & proof by e-mail

14- Mode of certificate collection (check appropriate box)
 By hand By post to the address of correspondence

Date: _____

Yours faithfully,