

## Birth & Death: Death Certificate

### 1. Introduction

Citizen can apply for the Death Certificate once the Death registration process is completed. Even if the Certificate is already issued, Citizen can still apply for multiple copies of death certificate as desired after making payment of required fees. Citizen needs to search the Death Registration details and mention the number of required copies of the certificate and make the payment. The charges for the copies will be specified as per the charges defined in the Masters.

### 2. Death Registration & Certificate

#### 1. Path: Birth & Death → Death Certificate

The screenshot shows the 'Death Certificate' application form on the e-Municipality portal. The form is divided into several sections:

- Search:** Includes fields for Certificate No., Reg. Application No. (with a search option), and Year. A red note states: "(\*) and Yellow fields are mandatory".
- Registration Details:** Includes fields for Deceased Name (English and Hindi), Gender, Date of Death, Husband/Father Name (English and Hindi), Name of Mother (English and Hindi), Death Place (English and Hindi), and Address at Time of Death (English and Hindi).
- Certificate Print Details:** Includes fields for Already Issued Copies, Number of Copies, and Amount.
- Applicant Details:** Includes fields for Applicant Name (with a dropdown for MRS.), Middle Name, Mobile No., and Email ID.

Buttons for 'Search', 'Reset', and 'Submit' are provided at the bottom of the form.

2. Enter details in the search criteria: **Certificate Number** OR **Registration Application Number** OR **Year** and **Registration Number**.

3. Click **Search**. (Registration Details will appear.)

**Field Description:**

The required fields and their descriptions are:

Sr. No.	Field Name / Label	Data Type	Mode of Entry	Mandatory	Description
1	Certificate Number	Textbox	Enter	Conditional	Enter the appropriate Certificate number.
2	Registration Application Number	Textbox	Enter	Conditional	Enter the appropriate Registration number.
3	Year & Registration Number	Textbox	Enter	Conditional	Select the Year of Birth and enter the appropriate Registration number.
4	No. of Copies	Textbox	Enter	Yes	Enter the number of copies required.
5	Payment Mode	Radio Button	Tick	Yes	Tick Online (by Net banking, Credit card, Debit card, etc.) or Offline (Cash/DD/Cheque )

4. Click **Submit**. (It will redirect to either Payment Gateway or Challan generation depending on whether you have selected Online or Offline mode of Payment.)

### 3. Payment

Payment can be made either Online i.e. via Net Banking, Credit card, Debit card, etc. or Offline i.e. via Cash, DD or Cheque.

#### 3.1. Online Payment

1. Enter the required information on the Death Certificate Application form.
2. In the **Select the mode of Payment** section, select **Online**.
3. Click **Submit**. (The Payment Details screen appears.)

The screenshot shows the Muzaffarpur Municipal Corporation website. The header includes the corporation's name and logo. The navigation bar has links for Home, About Us, Public Notices, FAQs, and Contact Us, along with a search bar. The left sidebar lists Citizen Services: Birth and Death, Payments, RTI, Property Tax, Building Permission and Regulations, and Advertising & Hoarding. The main content area is titled 'Payment Details' and contains the following information:

- Due Amount :** ₹ 10
- Applicant Name :** Neha Dabhi
- Mobile No. :** 9004233477
- Email ID :** neha.dabhi@abmindia.com
- Payment Gateway :** Select Payment Gateway

Below the form are 'Pay' and 'Reset' buttons. A red note states: '(\*) and Yellow fields are mandatory. The data which you have submitted at the time of registration has been used to fill this form. You may use RESET button given below in case you want to change the details.'

4. Enter the **Payee Name** and **Mobile No.**, **Email Id** is populated automatically.
5. Select **Bank name**.
6. Click **Back** to cancel the transaction.
7. Click **Reset** to clear all fields of payment details.
8. Click **Pay** to proceed further.

9. Choose **Payment** method. (For instance Credit Card, Debit Card, Net Banking, etc.)
10. Select **Card Type**.
11. Enter **Card Number**.
12. Enter **Name as on the card**.
13. Enter **CVV Number** (3 digit number at the back of the card).
14. Select **Expiry Date**.
15. Click **Pay Now** to proceed further. (Acknowledgement for transaction will appear.)

**Note:**

- Citizen will receive an alert on his Mobile Number and Email ID. Upon successful transaction, Citizen will receive the application number and transaction reference number.
- Once the application is authorized by the department, Citizen will receive the date for collection of certificate via SMS and Email. In case of rejected also, Citizen will be informed via SMS and Email.

### 3.2. Offline Payment

1. Enter the required information on the Birth Registration Application form.
2. In the Select the mode of Payment section, select Offline. (The Select Offline Payment Mode option is enabled.)
3. Select:
  - i. **Pay By Challan@ULB.**
  - ii. **Pay By Challan@Bank.**

If Pay By Challan@Bank option is selected, than **Bank Name** option is enabled.

Select the Bank Name.

**Note:** The drop-down list will provide only those bank names where Citizen can visit the Bank to make payment.

4. Click **Submit**. (The Payment Details screen appears.)
5. Click **Print Challan** to print the Challan.

Patna Municipal Corporation				Patna Municipal Corporation			
Payment for DEATH CERTIFICATE Municipality Copy				Payment for DEATH CERTIFICATE Citizen Copy			
Application No :	10015010100004	Date of Filing :	01/01/2015	Application No :	10015010100004	Date of Filing :	01/01/2015
Challan No :	1149	Date of Deposit :		Challan No :	1149	Date of Deposit :	
Applicant Name :	Neha			Applicant Name :	Neha		
Contact No :	9004233477			Contact No :	9004233477		
Email ID :	null			Email ID :	null		
Amount Payable(Rs.) :	25.0			Amount Payable(Rs.) :	25.0		
Amount Payable In Words :	Twenty-Five Only			Amount Payable In Words :	Twenty-Five Only		
Mode of Payment :	Cash / Cheque / DD / PO (Please tick One)			Mode of Payment :	Cash / Cheque / DD / PO (Please tick One)		
Payment by cheque is subject to realization				Payment by cheque is subject to realization			
Cheque/DD/PO No :	Cheque/DD/PO Date :			Cheque/DD/PO No :	Cheque/DD/PO Date :		
Bank Name :	Branch :			Bank Name :	Branch :		
Deposit to Account No :				Deposit to Account No :			
Transaction ID & Date :				Transaction ID & Date :			
Signature & Stamp (Authorized Representative) _____ Signature of the Depositor				Signature & Stamp (Authorized Representative) _____ Signature of the Depositor			
Note : This Challan is valid upto 16/01/2015 Please check your Application status @ <a href="http://www.biharnagarseva.in">www.biharnagarseva.in</a>				Note : This Challan is valid upto 16/01/2015 Please check your Application status @ <a href="http://www.biharnagarseva.in">www.biharnagarseva.in</a>			

6. Citizen can go to the respective **ULB** or **Bank** with the Challan to make the payment.  
Bank/ULB will return the Citizen copy duly signed by appropriate authority.

Once the Challan is submitted and payment is made, Citizen will get alert message on his registered Email ID and Mobile Number regarding successful payment.