



Public Health Department

Fees, Procedure and Document Checklist

for

Birth Registration Certificate

under The Registration of Births and Deaths Act, 1969

and the Maharashtra Registration of Births and Deaths Rules, 2000

Fees Payable for service and one certificate

- For event reported within 21 days of occurrence: Free
- For event reported within 30 days of occurrence: Delay Fee of INR 2/-
- For event reported within 1 year of occurrence: Delay Fee of INR 5/-
- For event reported after one year of occurrence: Delay Fee of INR 10/-
- Other fees

Sl.	Description of service	Fee (INR)
1.	Search for a single entry in the first year for which the search is made.	2/-
2.	For every additional year for which the search is continued	2/-
3.	For granting extract relating to each birth	5/-
4.	For granting non –availability certificate of birth registration/ Register	2/-
5.	Inclusion of name: Please refer Rule no 10 of MRBD Rules 2000 (Rules are attached herewith)	5/-

NOTE: The above fees are subject to variations as notified by concerned Urban Local Bodies and Gram Panchayat under respective byelaws. First copy of certificate is provided free of charge. Additional requisition of copies is based on fees as levied by the concerned ULB and Gram Panchayat.

Notified timeline for issuing the Certificate

- Rural areas: 5 days
- Urban areas: 3 days

Designated officer for Issue Birth Certificate service

- Rural Areas:
 - Gram Sevak, Gram Panchayat
 - Head of public health institutes such as Primary Health Centres, Rural Hospitals, Sub district hospitals, women hospitals, Civil Hospitals, General hospitals, Government Medical College hospitals, etc.
- Urban Areas:
 - Executive Health Officer, MCGM
 - Medical Officer Health, Municipal Corporation
 - Chief Officer, Municipal Council/Nagar panchayat
 - Executive Officer of Cantonment Board
 - Head of public health institutes such as, Civil Hospitals, District Hospitals, Government Medical College hospitals, Sub district hospitals, women hospitals

Document checklist for application

Document Category	List of documents
Registration Certificate of institutional birth within 21 days of occurrence	Form no 1 (Birth Report)
Registration Certificate of home (domiciliary) birth	1. Declaration by parents in prescribed format;(Form no 1 (Birth Report)) 2. Any other document(s) required by Registrar.
Cases of delayed reporting for registration	
1. Within 21-30 days	--
2. >30 days to 1 year	1. Non-availability Certificate (Form 10A/10B) 2. Affidavit/Declaration by informant 3. Permission from the competent authority a. Rural: Block Development Officer b. Urban: Executive Health Officer/ Medical Officer/ Chief Officer ULB/ CEO of Cantt. Board
3. > 1 year	1. Non-availability Certificate (Form 10A/10B)) 2. Affidavit/Declaration by informant 3. Order from Metropolitan magistrate for urban area and Judicial Magistrate for rural area.

Procedure for Birth Registration (Person required to register birth)

Sl.	Place of occurrence	Responsibility to report birth as per Form-1 (bi
1.	Home (Domiciliary)	Head of the house/household or nearest relative of the head present in the house or in the absence of any such person, the oldest male person present therein during the said period
2.	Private Health Institution	Medical Officer in-charge
3.	Jail	Superintendent In-charge
4.	Hostel/ Dharmashala/ Shelter	Superintendent of the institution
5.	Public Place	Headperson/other corresponding officer (in case of a village) Officer in charge of local police station (in other areas)
6.	Govt. Health Institution	Relative of child.

Other important directions:

- In case of requirement of any correction in the birth registration, only the concerned Registrar of Births and Deaths is authorized to effect the same.

- The approval of the Chief Registrar of Births and Deaths (Director Health Services, Maharashtra) is mandatory for cancellation of any registration of birth.
- In case a birth is registered without the name, a certificate with the name can be obtained through normal application for certificate within a period of 12 months from the date of registration by following prescribed procedure as below -.
- After 12 months up to 15 years following birth, the name can be included in the birth record with the late fee Rs. 5/- and following prescribed procedure
- In case of very old registered birth events, if name is not included, for such cases the time limit for inclusion of name is extended up to 27/04/2026. The name can be included in birth record following prescribed procedure.

Process:

- All submissions shall be made to the concerned Registrar through the concerned portal or the authority responsible for reporting the birth
- The birth report (Form-1) is submitted along with applicable fees and required supporting documents through the CRS portal or to the designated officer
- Upon reporting, the registrar verifies the authenticity of the report/event.
- The registrar then registers the verified event in the CRS portal.
- Certificates once issued in the CRS can be downloaded from the CRS portal or collected from the office where the birth is reported and documents submitted