

Births & Deaths

Services Provided by S.M.B pertaining to Births and Deaths

This Department deals with the Registration of Births and Deaths and also issuing of birth and death certificates to the residents of the city and others

Births & Deaths			
<u>Frequently Asked Questions</u>	<u>Answers</u>	<u>Timeline</u>	<u>Concerned officer</u>
What is the process for registration of Births and Deaths?	<p>Registration of births and deaths is compulsory under the Registration of Births and Deaths Act, 1969 and rules framed there under</p> <p>Applicant can either download the birth and death certificates from the website or she/he can visit, collect, fill up and submit the form in Birth & Death department at SMB office.</p>	<p>The information regarding all births, deaths and still births occurring within the jurisdiction of Shillong Municipal Board has to be given in the prescribed form to the birth and death department within 21 days from the date of a birth or still birth; and</p> <p>Birth & Death certificate shall be given within 24 hours from the time of submission of complete application.</p>	
What is to be done incase of delayed registration?	<ul style="list-style-type: none"> • Any Birth or Death of which information is given to the Registrar after the expiry of the period specified therefore, but within thirty days of its occurrence, shall be registered on payment of such late fee as may be prescribed. • Any Birth or Death of which delayed information is given to the Registrar after thirty days but within one year of its occurrence shall be registered only with the written permission of the prescribed authority and on payment of the prescribed fee and the production of an affidavit made before a notary public or any other officer authorised in this behalf by the State Government. • Any Birth or Death which has not been registered within one year of its occurrence shall be registered only on an order made by a Magistrate of the first class or a Presidency Magistrate after verifying the correctness of the Birth or Death and on payment of the prescribed fee. • The provision of this section shall be without prejudice to any action that may be taken against a person for failure on his part to register any Birth or Death within the time specified therefore and any such 	<p>Within 3 days of the delayed application</p>	<p>Senior Medical & Health Officer Registrar of Births & Deaths Birth & Death 0364 – 2221845</p>

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	birth or death may be registered during the pendency of any such action.		
What is to be done incase the registration of name of child has not happened?	Where the birth of any child has been registered without a name, the parent or guardian of such child shall within the prescribed period give information regarding the name of the child to the registrar either orally or in writing and thereupon the Registrar shall enter such name in the register and initial and date the entry	Within 48 hours on receiving the complaint	
What is the process for Correction or cancellation of entry in the register of births and deaths?	If it is proved to the satisfaction of the Registrar that an entry of a birth or death in any register kept by him under this Act is invalid/incorrect in form or substance, or has been fraudulently or improperly made, he may, subject to such rules as may be made by the State Government with respect to the conditions on which and the circumstances in which such entries may be corrected or cancelled, correct the error or cancel the entry by suitable entry in the margin , without any alteration of the original entry, and shall sign the marginal entry and add thereto the date of the correction or cancellation	Within 48 hours on receiving the complaint	

Expectation from Residents

For Birth Certificates

- Doctor's certificate, if the doctor was present or attended the delivery.
- In case of institutional birth, the birth report form should be signed and sealed by the i/c of the institution or any one authorized by him/her.
- Other certificates (like affidavit, etc) to be enclosed in case of delayed registration.

For Death Certificates

- If the death occurred at home, the death certificate from the locality headman should be enclosed.
- If the death occurred in the hospital, the death certificate from the hospital should be enclosed.