

1 Normal Registration, born within the country

Required documents :- 1. Valid registration form.

Step 1.

Entering the name and details of applicant along with the application type and Inward Number in the Inward application software.

Step 2. Entering the registration details in the LocalBody Kiosk application with the Inward number which is entered at the Inward application.

Step 3. After data entry the operator can take the print out of the verification report and can correct the electronic data if there is any clerical mistake.

Step 4. After correction the electronic data is transferred to the LB Module application for Registration process.

Step 5. The Sub Registrar/Registrar can cross check the electronic data with the manual form and he can correct the record using the "**Clerical Correction**" facility provided in the main menu of the application, if there is any mistake. After this, he can register the record. At the time of registration the application is assigning the next registration number to that record with the registration date and registrar id.

Step 5. After the process of registration the sub registrar is authorized to take the print out of the Section 12/ Section 17 certificate to issue. At the time of printing the application will log the details of certificate printing time and the user details for further requirement.

2 1 Normal Registration, born outside the country

3 1 Delayed reporting, born outside the country

4 Delayed reporting, upto 30 days

Required documents :- 1. Valid registration form,

2. A valid condonation request in white paper.

Step 1.

Entering the name and details of applicant along with the application type and Inward Number in the Inward application software.

Step 2. Entering the registration details in the LocalBody Kiosk application with the Inward number which is entered at the Inward application.

Step 3. After data entry the operator can take the print out of the verification report and can correct the electronic data if there is any clerical mistake.

Step 4. After correction the electronic data is transferred to the LB Module application for Registration process.

Step 5. The sub registrar have to enter the condonation request in the LB Module.

Step 6. The registrar can take a decision on that record after consulting the condonation request enter by the sub registrar. Before registration the application will complete an electronic search to confirm that record is not registered earlier. If any match found, the software will prompt the message to the registrar.

Step 7. The Registrar can cross check the electronic data with the manual form and he can correct the record using the "**Clerical Correction**" facility provided in the main menu of the application, if there is any mistake. After this he can register the record. At the time of registration the application is assigning the next registration number to that record with the registration date and registrar id.

Step 8. After the process of registration the sub registrar is authorized to take the print out of the section 17 certificate to issue. At the time of printing the application will log the details of certificate printing time and the user details for further requirement.

5 1 Delayed reporting, within 1 year

Required documents:- 1. Valid registration form,

2. A valid condonation request in white paper.

Step 1, 2, 3, 4 and 5 are similar as in the **Normal Registration, born within the country**

Step 6. In this case the registrar have to get the permission from the district registrar to register these records. In the case of Municipalities and corporation the Municipal/Corporation secretary is the district registrar. So he can verify these type of applications from the **"Inbox"** and can set the permission to the registrar. But in the case of Panchayaths the panchayath secretary have to get this permission manually by a proceeding from the DDP office. At the time of registration the application will prompt for this order number.

Step 7. In the case of municipalities and corporation the registrar have to register these records from his **"Inbox"**.

Step8. After registration, the process are similar as in the above.

6 1 Delayed reporting, after 1 year

*Required documents:- 1. Valid registration form,
2. A valid condonation request in white paper.*

Step 1, 2, 3, 4 and 5 are similar as in **Normal Registration, born within the country.**

Step 6. In this case the registrar have to get the permission from the Revenue Divisional Officer to register these records. At the time of registration the software will prompt for this order number.

Step7. After registration, the process are similar as in the above.

7 1 Name inclusion within 1 year(Old)

8 1 Name inclusion within 1 year (New)

Required documents:- 1. Valid joint request.

Step 1. Entering the request in the Inward application with an inward number.

Step 2. Feeding the request details in the LB Module application by the sub registrar.

Step 3. Approving the request by the registrar. At this time the application will insert the name of the child in the core data, and will log the transaction details with the inward number.

Step 4. After the name inclusion process the sub registrar can take the print out of the certificate as per the requirement.

9 Minor correction (Old)

10 Minor correction (New)

Required documents:- 1. Valid Application.

Step 1. Entering the request in the Inward application with an inward number.

Step 2. Feeding the request details in the LB Module application by the sub registrar.

Step 3. Approving the request by the registrar. At the time of Approving the application will log the old data and the new data with the user id, date and time.

11 Major correction(Old)

12 Major correction(New)

Required documents:- 1. Valid Application.

Step 1. Entering the request in the Inward application with an inward number.

Step 2. Feeding the request details in the LB Module application by the sub registrar.

Step 3. In this case the registrar have to get the permission from the Chief registrar of births and deaths manually. At the time of approving the request , the software will prompt for the order number. Software will log the old data, new data with the user id, date and time.

13 Certificate of extract under section 17 (Old)

14 Certificate of extract under section 17 (New)

Required documents:- 1. Valid Application.

2. Blank stamp paper(s).

Step 1. Entering the request in the Inward application with an inward number.

Step 2. The sub registrar can take the print out of the section 17 certificate. Application will check the inward details with the core data, and will maintain the issue register.

Step 3. The registrar has to sign the hard copy of the certificate manually.

15	1	Non-availability certificate (Old)
16	1	Non-availability certificate (New)
17	1	Name inclusion as per school records-Difference in date of birth less than 6 months (Old)
18	1	Name inclusion as per school records-Difference in date of birth less than 6 months (New)
19	1	Name inclusion as per school records-Difference in date of birth more than 6 months (Old)
20	1	Name inclusion as per school records-Difference in date of birth more than 6 months (New)

Required documents:- 1. Valid Application.

2. Copy of school certificates and other details to justify the date

difference.

Step 1. Entering the request in the Inward application with an inward number.

Step 2. In Municipalities and corporations the secretaries have the power to set the permission for the approval. The software will show such requests in there inbox.

Step 3. After setting permissions by the District registrar the registrar can Approve such requests.

Step 4. Then sub registrar can take the print out of the certificate.

22	2	Normal Registration
23	2	Delayed reporting, upto 30 days
24	2	Delayed reporting, within 1 year
25	2	Delayed reporting, after 1 year
26	2	Minor correction (Old)
27	2	Minor correction (New)
28	2	Major correction (Old)
29	2	Major correction (New)
32	2	Non-availability certificate (Old)
33	2	Non-availability certificate (New)
34	2	Certificate of extract under section 17 (Old)
35	2	Certificate of extract under section 17 (New)
37	3	Normal Registration
38	3	Delayed reporting, upto 30 days
39	3	Delayed reporting, within 1 year
40	3	Delayed reporting, after 1 year
41	3	Minor correction (Old)
42	3	Minor correction (New)
43	3	Major correction (Old)
44	3	Major correction (New)
45	3	Certificate of extract under section 17 (Old)
46	3	Certificate of extract under section 17 (New)
48	4	Normal Registration
49	4	Delayed reporting, upto 30 days
50	4	Delayed reporting, after 30 days
51	4	Minor correction (Old)
52	4	Minor correction (New)
53	4	Major correction (Old)
54	4	Major correction (New)
55	4	Certified extract of Marriage Registration (Old)
56	4	Certified extract of Marriage Registration (New)
58	1	Name inclusion beyond 1 year (Old)

59	1	Name inclusion beyond 1 year (New)
60	1	Search for Birth Registration
61	2	Search for Death Registration
62	3	Search for Still Birth Registration
63	4	Search for Marriage Registration
64	1	Delayed Registration Reported By Police
65	2	Delayed Registration Reported By Police
66	1	Cancellation
67	1	Adoption
68	1	Non Availability Certificate
69	2	Cancellation
70	2	Non Availability Certificate
71	3	Cancellation
72	3	Non Availability Certificate
73	4	Cancellation
74	1	Name Inclusion and Section 17(New)
75	1	Name Inclusion and Section 17(Old)