

Document Required for Inclusion of Name in Birth Register:

If the difference between the date of registration of birth and application date is not more than one year a simple application from parents in the given below format will be required to be submitted by the applicant. But if the difference between date of registration of birth and application date is more than one and upto fifteen year(s), then the applicant must submit an affidavit from parents duly attested by Executive Magistrate/ Notary specifying the name of child and declaring that the same will not be changed in future.

The following is the format of the Application/ Affidavit (in notarized form) that must be submitted.

To

The Registrar,
Birth & Death,
Municipal Corporation, Panchkula.

Sub: Request for entering the name of new born son / daughter in the Birth certificate.

Sir,

With due respect I undersigned lay down the following few lines for your kind consideration favourable order please:-

That a male / female (son / daughter) named_____ born to my wife namely _____ at _____ Panchkula on _____ . Now, his/ her name has been nominated as_____, Which will not be changed in future.

Kindly arrange to enter the name of my son / daughter in his / her **Birth – Certificate** and issue the same at the earliest.

Thanking you,

Yours Faithfully,

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Dated :-

Signature :-