



Public Health Department

Fees, Procedure and Document Checklist

for

Death 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/-

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 & Gram Panchayat.

Notified timeline for issuing the Certificate

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

Designated officer for delivery of Marriage 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:
 - Chief Registrar of Births and Deaths, ULB
 - Medical Officer, Health, Municipal Corporation
 - 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 death within 21 days of occurrence	Form no 2 (Death Report) Form no. 4 (Medical Certification of Causes of Death if the death is occurred in hospital) Form no. 4A (Medical Certification of Causes of Death if the death is occurred outside hospital, e.g. home, road, lodge, hotel etc.) if available.
Registration Certificate of domiciliary death	1. Declaration by close relative/ family member in prescribed format;(Form no 2 (Death 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) Affidavit/ Declaration by informant 2. Affidavit/ Declaration by informant 3. Order from Metropolitan magistrate for urban area and Judicial Magistrate for rural area.

Procedure for Death Registration (Person required to register death)

Sl.	Place of occurrence	Responsibility to report event as per Format
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 deceased.

Other important directions:

- In case of requirement of any correction in the death 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.

Process:

- All submissions shall be made to the concerned Registrar through the concerned portal or the authority responsible for reporting the event
- The death report (Form-2) is submitted along with Form no.4 (for institutional deaths)/ 4A (for non-institutional deaths) issued by a Registered Medical Practitioner 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
- The registrar then registers that the verified event is reported in the CRS portal
- Certificates once issued in the CRS can be downloaded from the CRS portal or collected from the office where the event is reported and documents submitted