

Process to get a Birth Certificate

Normal Process

1. Fill the Birth Certificate application form (Birth Date, Birth Certificate Number, Applicant Full Name and Mother's name is a must)
2. Pay for the requested number of copies (each of copy cost Rs.100.00)
3. Get the receipt and the number of copies requested

Exceptional Scenario 1

1. Fill the Birth Certificate application form (Birth Date, Birth Certificate Number, Applicant Full Name and Mother's name is a must)
2. Fill the Birth Certificate application form (Birth Date, Birth Certificate Number, Applicant Full Name and Mother's name is a must)
3. If you don't know the Original Birth Certificate Number you have to pay additional Rs.100.00
4. Get the receipt and the number of copies requested

Exceptional Scenario 2

1. Fill the Birth Certificate application form (Birth Date, Birth Certificate Number, Applicant Full Name and Mother's name is a must)
2. If the Divisional Secretariat office doesn't have the scan copy in the system you have to go to the Divisional Secretariat where you were born