



గ్రామ - వార్డు సచివాలయము
ఆంధ్రప్రదేశ్ ప్రభుత్వం



Late Registration of Birth Application Form

To
The Revenue Divisional Officer,
_____ Division,
_____ District.

Respected Sir,

Sub: - Request for Issue of the Birth Certificate of my son/daughter-regarding.

I, _____ S/O / D/O / F/O / M/O / W/O _____,
Age ____ years, occupation: _____, R/o H.No. _____, Near _____,
_____ Mandal, _____ Dist. Andhra Pradesh submit the following few lines
for your kind perusal and sympathetic favorable consideration please.

That my wife's name is _____ Age _____ years and my son/daughter
_____ was born on _____ (dd/mm/yyyy) in _____ Delivery at
H.No. _____, Near _____, _____ Mandal/Municipality, _____ Dist.
Andhra Pradesh. The information regarding birth of my son/daughter was not informed to the
local Births and Deaths Registration Authority of _____ Mandal/Municipality. Hence the
name of my son /daughter is not recorded in the Birth & Death Register of
_____ Mandal/Municipality.

That my son/daughter requires birth certificate for further education urgently.

I enclosed here with Non availability certificate issued by the GP or Municipal
Commissioner, Ration card copy, SSC marks memo and Self Affidavit.

Therefore I request you kindly to issue necessary orders to Commissioner, Municipal
Council _____ to record date of birth of my son/daughter and issue Birth Certificate as
above at the earliest.

Contact Details:

Landline Number:
Mobile No:
E-Mail ID:

Yours faithfully,

Signature of the Applicant

Procedure: (following to be enclosed)

- 1) Physical Document*
- 2) Non availability certificate issued by the GP or Municipal Commissioner#
- 3) Ration card copy#
- 4) SSC marks memo#
- 5) Self Affidavit#

*-mandatory # -any one of them