



**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