Overview of Civil Registration System (CRS)

1. Registration of birth is a right of every child and is the first step towards establishing her/his legal identity.

2. It is compulsory to report births and deaths to the Registrar of Births and Deaths under the Registration of Births and Deaths Act, 1969 (Act No. 18 of 1969).

3. Births and deaths are registered only at the place of their occurrence.

4. Head of the household is responsible to report births and deaths that occurred in the house to the Registrar of Births and Deaths of the concerned area.

5. It is the responsibility of the officer in charge or any person authorised by her/him to report the births and deaths that occur in hospitals, nursing homes, health centres etc. to the Registrar of Births and Deaths of the concerned area.

6. Births and deaths are reported in the prescribed forms - Form 1 for live birth; Form 2 for death and Form 3 for still birth.

7. Midwife or any other medical or health attendant who has attended or was present the birth or death are duty bound to notify the concerned Registrar about the occurrence of the event.

8. Keeper or the owner of a place set apart for the disposal of the dead bodies or any person required by a local authority to be present at such place are required to notify the concerned Registrar about the occurrence of the death.

9. The Registrar(s) of Births and Deaths have the power under Section 21 of the Act to obtain information regarding birth or death from any person to furnish any information within her/his knowledge.

10. Births and deaths are to be reported within 21 days of occurrence of the event.

11. The birth/death certificate are issued free of charge by the concerned Registrar for events reported within 21 days.

12. The birth/death reported after 21 days but within 30 days can be registered on payment of the prescribed fee.

13. The birth/death reported after 30 days but within one year of its occurrence can be registered with the written permission of the prescribed authority and on production of an affidavit made before a notary public or any other officer authorised by the State Government and on payment of the fee as prescribed.

14. Births and deaths reported after one year of its occurrence shall be registered only on an order of the Magistrate of the First Class after verifying the correctness and on payment of the prescribed fee.

15. A birth can be registered without the name of the child.
16. Name of the child can be entered in the birth certificate within 12 months without any fee and after one year but within 15 years of registration on payment of prescribed fee and by approaching the concerned Registrar.

17. Error(s), if any, in the particulars of birth or death records can be corrected as per the prescribed procedure under Section 15 of the Act.

18. Any entry in the birth or death records made fraudulently or improperly, can be cancelled by the concerned Registrar.

19. Under Section 17 of the RBD Act, 1969, any person can cause a search in the birth or death registers for any entry and obtain a certified extract. Such extracts shall be admissible as evidence of birth or death to which the entry relates.

20. All Registrars are required to send a monthly return to the concerned Addl. District Registrar/District Registrar or Chief Registrar.

21. The birth of an Indian Citizen, occurred outside the country, can also be registered in India within sixty days of return of the parents at the place where they intend to settle. After this period, it could be registered under delayed registration provisions of the Act.

22. There is no provision to register death of an Indian Citizen that has occurred outside the country.

23. Non-reporting of births and deaths, giving false information for inclusion in the register, refusing to put signature in the reporting form/register and non-registration of events reported to the Registrar is a punishable offence under the Act.

24. Under the RBD Act, 1969, Registrars and Sub-Registrars are the public servants.

25. Registration of births and deaths made prior to implementation of the RBD Act, 1969 is deemed to have been done under the same Act.

26. On adoption of a child, the name of the adoptive parents and a new name for the child can be entered in the birth register.