

Registered No. DA-1

**[Monogram] Government of the People's Republic of Bangladesh**

**Bangladesh Gazette**

**Extra Copy**

**Published by Authorities**

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**Thursday, March 9, 2018**

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**Government of the People's Republic of Bangladesh**

**Ministry of Local Government, Rural Development and Cooperatives**

**Department of Local Government**

**Notification**

Dated: 23<sup>rd</sup> Falgun, 1424 BS/ 7<sup>th</sup> March 2018 AD

**S.R.O No. 79-Act/2018.**—The Government formulates the following Rules by dint of the power given in Article 23 of the Birth and Death Registration Act, 2004 (Act No. 29 of 2004), such as:—

**Section One**

**General**

**1. Title and Application.**—(1) These Rules shall be called the Birth and Death Registration Rules, 2018.

(2) These Rules shall apply to all Union Councils, Municipalities, City Corporations, Cantonment Boards of Bangladesh and Bangladesh embassies located abroad.

**2. Definition.**—(1) Unless there is anything repugnant to the subject or context, in these Rules—

- (1) "**The Act**" means the Birth and Death Registration Act, 2004 (Act No. 29 of 2004);
- (2) "**Appellate Authority**" means the authority referred to in section 20 of the Act;
- (3) "**EPI Card**" means the health card issued by the family planning worker at the time of immunization under the Extended Immunization Program;

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Price: Tk. 40.00

- (4) **"Qualified Physician"** means a physician having an M.B.B.S or higher degree and recognized by the Bangladesh Medical and Dental Council;
- (5) **"Medical Institution"** means any public or private hospital, clinic, health complex, health enter, maternity and community clinic;
- (6) **"Birth Registration Number"** means a unique identification number having 17 (seventeen) digits, which should be determined in the following order for the birth registration for each person, such as:—
- (A) The first 4 (four) digits are those 4 (four) digits that constitutes the four digits number according to the date of birth in Christian calendar;
- (B) The next 2 (two) digits are the those of the district code as set by the Bangladesh Bureau of Statistics, but in the case of Bangladesh Embassies located outside Bangladesh it will be 00;
- (C) The next 1 (one) digit is that of the RMO code as set by the Bangladesh Bureau of Statistics, (such as:- 1 for Union Councils, 2 for the Municipalities, 3 for the Union Councils situated in an Upazila Council Office, but not in a Municipality, 5 for Cantonment Boards, 9 for City Corporations and 0 for Bangladesh Embassies located outside Bangladesh);
- (D) The next 2 (two) digits are those of the Upazila Code for the Union Council, Municipality Code, City Corporation Code and Cantonment Code, respectively for Municipality, City Corporation and Cantonment Board as set by Bangladesh Bureau of Statistics, while in case of the Bangladesh Embassies located outside Bangladesh it will be the 3 (three) digits code as assigned by the UN for that respective state where the embassy is situated.
- (E) The next 2 (two) digits are those the Union Code (in case of the Union Council), the Ward Code (in case of Municipalities, City Corporations and Cantonment Boards) as set by Bangladesh Bureau of Statistics, while it will be 1 (one) digit code in case of Bangladesh Embassies situated outside Bangladesh in order of the establishment of respective consulate;
- (F) The last 6 (six) digits are those of the serial number for individuals, and it will start again from 000001 after exceeding 999999;

**Explanation.**—Notwithstanding anything contained in Article (7), the Birth Registration number may be more or less in digits for the use of information technology and for any other requirements;

- (7) "**National Identity Card**" means the National Identity Card issued under the National Identity Registration Act, 2010 (Act No. 3 of 2010);
- (8) "**Immunization Center**" means any outreach center of the Extended Immunization Center or any NGO Clinic or Satellite Clinic or Community Clinic founded for the purpose of Extended Immunization Program where health and family planning workers conduct immunization programs;
- (9) "**Unidentified Person**" means a person whose father's or mother's name and identity or those of both are unknown or guardian or relatives are unidentified;
- (10) "**Father and Mother**" means those who have given biological birth to a person, and as per Hindu Law, it will also include the adoptive father and mother;
- (11) "**Form**" means a form enclosed in these Rules;
- (12) "**Present Address**" means a person's address other than his permanent address, where he has been living or staying with a view to living for more than 6 (six) months or has lived before his death for the same purpose;
- (13) "**Birth Attendant**" means a qualified physician or a nurse or trained midwife working in a medical institution attending the birth of a child;
- (14) "**Educational Institution**" means any public, private, formal or informal educational institution, whatever name the organization may be called by;
- (15) "**Educational Certificate**" means a certificate of passing in exams as issued by any board, university or institution recognized by the Government;
- (16) "**Certificate**" means the birth or death certificate or their certified copies issued by the Registrar on the basis of information recorded in the Birth or Death Register under the Act;
- (17) "**Preparer of Certificate**" means the person who being designated by the Registrar described in Article 4 of the Act, prepares the Birth or Death Certificate following the information specified in the Birth or Death Registration Application;
- (18) "**Verifier of Certificate**" means a person who being designated by the Registrar described in Article 4 of the Act, verifies the accuracy of the Birth or Death Certificate prepared following the information specified in the Birth or Death Registration Application;

- (19) "**Government Inspector**" means an eligible employee nominated by the Upazila Nirbahi Officer in case of the Union Council, an employee nominated by the Deputy Commissioner in case of the Municipality and the Cantonment Board, and an employee nominated by the concerned Chief Executive Officer in case of the City Corporation;
- (20) "**Local Government Institution**" means the Union Council, Municipality and City Corporation in respect of these Rules;
- (21) "**Permanent Residence**" means the permanent address of a person or where a person has been residing for a minimum period of 3 (three) years or has been residing at some new places for any period of time because of the demolition of a permanent address due to river erosion or any other reasons, or has been residing at any new place for any given time after purchasing some immovable property there.

(2) The meaning of the words or expressions not defined in these Rules shall apply in the sense as they are used in the Act.

**3. Some General Provisions of Registration.**—(1) The Registrar shall register the Birth and Death by recording the following information obtained through the application form, such as:-

- (A) In case of Birth Registration, the name of the person, date of birth, gender, place of birth, position in the parents' children (and in adopted children, if any), Birth Registration Number of father and mother (if any), name and present and permanent address along with the National Identity Card Number (if any);
- (B) In case of Death Registration, the name of the deceased, the Birth Registration Number (if any), National Identity Card Number (if any), date of death, gender, age, place of death, cause of death, name of father and mother and that of the spouse (if any) and present and permanent address;
- (C) Notwithstanding anything contained in clauses (a) and (b), the Registrar shall not refuse Birth or Death Registration to any orphan, disabled, transgender, person with unknown paternal identity, unidentified, gypsy, stroller, street dweller, homeless person or a sex worker due to lack of information, and in such cases Birth and Death must be registered with the word "Unavailable" written against the incomplete information.

(2) If the other information than those obtained through the application of the applicant about name, date of birth or death, gender, place of birth or death, cause of death the person is incomplete, the Registrar shall record them as per the description of the applicant, and if the identity of the deceased is unknown, the Registrar shall write 'Unidentified' in place of name after recording the physical form, nature or special mark on the deceased body in the comments column as per the autopsy report submitted by police.

(3) The Registrar shall correct the Birth or Death Certificate according to Sub-Rule (2) immediately after being informed of the unrevealed information (such as:- parents' name, spouse name, present and permanent address etc.) of the registered person by order of any competent court in regard to the case filed by the registered person himself or the parents of the registered person in case of Birth Registration, and the same by the parents, spouse, son or daughter or the legal descendants in case of Death Registration.

(4) In case of a person dying before getting his birth registered or a child dying immediately after taking birth, the Registrar shall first register the birth and then the death, and in case the deceased's identity is unknown, the death will be registered only.

**4. The Responsibility of the Registrar.**—The Registrar shall perform the following duties for the purposes of Clause (D) along with those described in Clauses (A), (B) and (C) of Article 4 of the Act, such as:-

- (A) Ensure the supply of all forms related to registration;
- (B) Control the stock of the necessary goods required for registration;
- (C) Conduct programs to increase public awareness about registration;
- (D) Assess the progress in registration;
- (E) Preserve the necessary information in Birth and Death Register as collected through the use of computer and information technology or in other ways;
- (F) Distribute of Birth and Death Registration Application Forms to health worker or family planning worker, and collect the completed application forms and sending the Birth Registration Certificates for distribution;
- (G) Any other duty conferred by the Registrar General.

**5. The Duties and Functions of the Registrar General.**—The duties and functions of the Registrar General shall be as follows:—

- (A) Ensure the supply of all forms related to registration to the Registrars;
- (B) Procure, preserve, control and distribute the necessary goods for registration;
- (C) Inspect the Registrar's Office;
- (D) Conduct programs to increase public awareness about registration;
- (E) Procure, install and maintain the necessary equipment while formulating and developing related procedures with a view to collecting Birth or Death Registration information using information technology or more advanced methods;

- (F) Execute agreements on interoperability of information and perform technical functions with the local, foreign, government and non-government organizations with a view to exchanging information on birth and death registration subject to the approval of the Government;
- (G) Engage the Registrar and the employees of its offices in birth registration work and provide necessary training to them;
- (H) Prepare budget and ensure financial accountability including audits;
- (I) Assessment of progress in registration;
- (J) Keeping the accounts of the money collected as fees by the Registrar and ensure the deposit of same in the relevant sector prescribed by the Government;
- (K) Supervise the matters related to the correction of the Register and Birth or Death Registration Certificate and cancellation of same in the manner described in Articles 15 and 15A of the Act;
- (L) Write the annual confidential reports of subordinate employees and, in special cases, countersign the same; And
- (M) Perform any other duties assigned by the Government from time to time.

**6. Chief Executive.**—For the purposes of Article 7A of the Act, the Registrar General shall be the Chief Executive of the Office of Birth and Death Registration and shall be responsible for all functions at that office.

**7. Delegation of Powers.**—The Registrar General may delegate his powers to any Assistant Registrar General or higher employees or Directors, Local Government or Deputy Commissioners or Deputy Directors, Local Government or Upazila Nirbahi Officers for investigation of any offense punishable under Article 21 of the Act.

**8. Other Informers.**—(1) In the event of the persons mentioned in Article 8 of the Act not being present at the time of birth or death of a person, any of the following persons shall send the birth or death information to the Registrar within 45 (forty-five) days of the birth or death, namely:-

- (A) The brother, sister, paternal grandparents, maternal grandparents of the person concerned in the event of birth, and the father, mother, brother, sister, daughter-in-law, son-in-law, grandson, granddaughter, grandchildren in the event of death;
- (B) The institutional Head or the person authorized by him, in the event of birth or death at any institution;

- (C) In the event of birth or death in a building or house, the owner of such building or house or the person authorized by them;
- (D) In the event of birth or death in a road transport, water transport or airplane, the person operating or controlling such vehicle or the person authorized by them;  
And
- (E) In the event of birth or death on the street or at an open place, the Officer-in-Charge of the police station having jurisdiction over that street or open place.

(2) For the purpose of Clause (K) of Sub-Article (1) of Article 9 of the Act, the Registrar may designate any teacher of a public or private educational institution, social worker, religious leader in a mosque, priest or person conducting the funeral function (obsequies) or any similar acceptable person or an employee of a non-government organization or a volunteer or some other person or institution under his area to collect information on the birth of a baby or the death of a person.

## **Section Two**

### **Birth Registration**

**9. Birth Registration.**—(1) The Registrar shall register the birth of a person residing in or given birth to under his jurisdiction subject to receipt of the following information, along with the application form according to Birth & Death Registration Form-1, such as:—

- (A) The following evidences should be attached along with the application submitted within 45 (forty-five) days of the person's birth, namely:—
  - (I) Release Letter from the concerned medical institution or the attested copy of the birth certificate obtained from the said institution or a certificate or any other evidence from the birth attendant as proof of the place of birth and the date of birth; Or
  - (II) Updated tax payer's certificate against the residence declared by the person himself or his or her parents or grandparents or the permanent address of the person's parents or grandparents as declared in their National Identity Card or passport or other certificate as proof of the person's permanent address, and for the purpose of avoiding duplicity in birth or death registration, certificate on the birth registration or National Identity Card along with the respective numbers of the parents of the person under registration should be submitted, where necessary;

- (III) The address of the new settlement may be treated as the permanent address on submission of deed of the purchase of land or house, the receipt of payment of revenues and taxes etc. as proof in favor of the new permanent settlement;
  - (IV) If for any reason a person does not have a permanent address, the birth registration must be completed with the Birth Registrar with the word 'Unavailable' written against Permanent Address, and in this case the employees employed under Sub-Article (1) of Article 9 of the Act shall certify that the concerned person don't have any permanent address; And
  - (V) The affirmation by the applicant in the application form that birth has not been registered before;
- (B) In addition to the documents mentioned in Clause (A), the following evidence should be attached with the application submitted according to Birth & Death Registration Form-1 after 45 (forty-five) days of the birth of the person, such as:-
- (I) Certificate of the EPI worker or copy of the EPI Card attached with the duly filled application form, while applying within 5 (five) years of birth; Or
  - (II) Certificate from a qualified physician as proof of age, while applying after 5 (five) years of birth; Or
  - (III) Certificate on educational qualification in Primary Education Completion, Junior School Certificate as conducted by the Government and Secondary School Certificate or equivalent education administered by the Boards of Education.

(2) Upon receipt of the application under Sub-Article (1), the Registrar or person authorized by the Registrar shall return the applicant's part by putting signature on it, and specifying the approximate date of issuing the certificate within the next 15 (fifteen) working days.

(3) If, after scrutinizing the Birth Registration Application Form, the Registrar confirms that all necessary parts of the application form have duly been filled in and the required documents are attached and the birth has not been registered for the person before, then s/he will hand over the Birth Registration Certificate to the applicant as per the Birth & Death Registration Form-3 by completing the registration and recording it in the Birth Register as per Birth & Death Registration Form-2 within a maximum of 5 (five) working days.

(4) If the concerned person or applicant is aggrieved at the decision of the registrar, he may file an appeal in accordance with the provisions of Article 20 of the Act.

(5) The application may be submitted in any manner, either in printed form or online, and in case of applying in the printed form, the Registrar shall make the online entry in accordance with the method described in the procedure, while in case of the online submission of application, the applicant shall submit a copy of the application to the Register after getting it printed from online.

(6) Information including the person's full name, date of birth, parents' name, parents' National ID Number (if any), position in parents' children (having all living and deceased children counted), whether there were any physical defects at birth, place of birth, permanent address, the parents' residential address at the time of birth should be entered in the application form.

(7) Once the date of birth has been registered, it may be amended later in accordance with the provisions of section 15 of the Act.

**10. Birth Registration of Expatriates:**— (1) The Registrar of Bangladesh Embassy located abroad shall register the birth of a person residing or being born under his jurisdiction according to the Birth Registration Form-1, subject to receipt of the following information along with the application:

- (A) Release Letter from the concerned medical institution or the attested copy of the birth certificate obtained from the said institution or a certificate or any other evidence from the birth attendant or the copy of the first 2 (two) pages of the machine readable passport of the concerned person as proof of the place of birth and the date of birth;
- (B) Copy of the first 7 (seven) pages of the machine readable passport of father or mother;
- (C) The permanent address mentioned in the parent's or won passport shall be considered as the permanent address of the person;
- (D) Copy of the documents on the permanent address or present address or other documents if required by the Registrar, in case the applicant fails to present Bangladeshi passport for any acceptable reason; And
- (E) The affirmation by the applicant in the application form that birth has not been registered before;

(2) The application may be submitted in any manner, either in printed form or online, and in case of applying in the printed form, the Registrar shall make the online entry in accordance with the method described in the procedure, while in case of the online submission of application, the applicant shall submit a copy of the application to the Register after getting it printed from online.

(3) Upon receipt of the application under Sub-Article (2), the Registrar or person authorized by the Registrar shall return the applicant's part by putting signature on it, and specifying the approximate date of issuing the certificate within the next 7 (seven) working days.

(4) If, on scrutinizing the Birth Registration Application Form after receiving it under Sub-Article (2), the Registrar confirms that all necessary parts of the application form have duly been filled in and the required documents are attached and the birth has not been registered before, then s/he will hand over the Birth Registration Certificate to the applicant as per the Birth & Death Registration Form-3 by completing the registration and recording it in the Birth Register as per Birth & Death Registration Form-2 within next 7 (seven) working days.

(5) If, on scrutinizing the Birth Registration Application Form after receiving it under Sub-Article (2), the Registrar confirms that all necessary parts of the application form have not been duly filled in and the required documents are not attached, then s/he will inform the applicant in writing to submit necessary documents as required by the provisions of Sub-Article (1).

(6) The Registrar will hand over the Birth Registration Certificate to the applicant as per the Birth & Death Registration Form-3 by completing the registration and recording it in the Birth Register as per Birth & Death Registration Form-2 within next 7 (seven) working days after the applicant submits the necessary documents to the Registrar as required by Sub-Article (1) on being informed as per the provision of Sub-Article (5).

### **Section Three**

#### **Death Registration**

**11. Death Registration.**—(1) In case of death registration, the Office of the Registrar where the birth of the deceased person was registered shall issue the Death Certificate for the deceased after the death of the person, subject to receipt of Death Registration Application.

(2) If the registration of the deceased has already been completed online before, the concerned Registrar of the place where the deceased had permanently resided immediately before death may register the death of the deceased on receiving an application by the legal heirs of the deceased, and the information to be registered in such manner shall be reported to the Birth Registration Authority or the Registrar in writing, and the National ID Number (if applicable), date of death, place of death, cause of death, and if applicable, the name of the deceased's spouse shall be specified in addition to the Death Registration information;

Provided, however, that the Death Registration of a person deceased before the date of implementation of the Act, i.e. 3<sup>rd</sup> July, 2006, shall not be held under this Act or these Rules.

(3) The Death Registration Application may be submitted in any manner, either in printed form or online, and in case of applying in the printed form, the Registrar shall make the online entry in accordance with the prescribed procedure, while in case of the online submission of application, the applicant shall submit a copy of the application to the Register after getting it printed from online.

(4) One or more of the following certification or documents should be attached with the application submitted as per Sub-Article (3) within 45 (forty-five) days of the death of the deceased, such as:—

- (A) Death Certificate from the concerned medical institution or physician; Or
- (B) Certificate from the concerned health worker; Or
- (C) Attested copy of the autopsy report of the deceased person; Or
- (D) Copy of the burial or funeral receipts provided by the caretaker at the respective graveyard or cemetery; Or
- (E) Death Certificate provided by the concerned Member of the Union Council or Municipality or the Councilor of the City Corporation, or, that provided by the Cantonment Executive Officer in case of Cantonment Board; Or
- (F) Death Certificate provided by the Muslim religious leader performing the Muslim funeral rituals for the deceased, and the priest or the person performing the obsequies (funeral) function in case of other religions;
- (G) Copy of other documents relating to the death of the deceased person, as discerned and required by the Registrar, in case the certificates in Clauses (A) to (F) are unavailable;
- (H) Birth Registration Certificate of the deceased person; And
- (I) Copy of the Birth Registration Certificate or National ID of the person applying for Death Registration.

(5) Upon receipt of the Death Registration Application as per Birth & Death Registration Form-4 under Sub-Article (3), the Registrar or person authorized by the Registrar, after verifying the identity of the applicant, shall return the applicant's part by putting signature on it, and specifying a date for collecting the Death Registration Certificate.

(6) If, after scrutinizing the Death Registration Application Form on receiving it under Sub-Article (3), the Registrar confirms that the Birth Registration of the person was completed under his/her jurisdiction, all necessary parts of the application form have duly been filled in and the required documents are attached and the death has not been registered before, then s/he will hand over the Death Registration Certificate to the applicant as per the Birth & Death Registration Form-6 by completing the death registration and recording it in the Death Register as per Birth & Death Registration Form-5 within 7 (seven) working days.

(7) If the Birth Registration of the deceased has not been completed under the Registrar's jurisdiction, then s/he will forward the Application Form with recommendation to the respective Office of the Registrar where the Birth Registration of the person was completed.

(8) If the deceased's birth has not been registered anywhere, the Registrar receiving the application shall register the death of the person after completing the Birth Registration for the person.

(9) For any application submitted after 45 (forty-five) days of the death of the person, an explanatory note for the delay should be submitted in addition to the certificates or documents as mentioned in Sub-Article (4) with the application.

(10) The Registrar shall deliver the Death Registration Certificate on the date fixed as per Sub-Article (5) for the Delivery of Certificate, and in the event the delivery of certificate not being possible, shall notify the applicant in writing of the reason for the rejection.

**12. Death for the Expatriate.**—(1) The Registrar shall register the death of a Bangladeshi deceased under his/her jurisdiction, after the information regarding the death is reported as per the provisions of Sub-Article (2) to the Registrar or the person designated by the Registrar.

(2) The application may be submitted in any manner, either in printed form or online, and in case of applying in the printed form, the Registrar shall make the online entry, while in case of the online submission of application, the applicant shall submit a copy of the application to the Register after getting it printed from online.

(3) One or more of the following certification or documents should be attached with the Death Registration Application sent under Sub-Article (2), such as:—

- (A) Confirmation of Death provided by the concerned physician; Or
- (B) Death Certificate provided by the concerned medical institution, Or
- (C) Copy of the autopsy report of the deceased person; Or
- (D) Copy of other documents relating to the death, as discerned and required by the Registrar.

(4) Upon receipt of the application as per Birth & Death Registration Form-4 under Sub-Article (2), the Registrar or person authorized by the Registrar, shall return the applicant's part by putting signature on it, and specifying the approximate date for delivering the Certificate within next 7 (seven) working days.

(5) If, after scrutinizing the Death Registration Application on receiving it under Sub-Article (2), the Registrar confirms that all necessary parts of the application form have duly been filled in and the required documents are attached and the death has not been registered before, then s/he will hand over the Death Registration Certificate to the applicant as per the Birth & Death Registration Form-6 by completing the death registration and recording it in the Death Register as per Birth & Death Registration Form-5 within next 7 (seven) working days.

(6) If, on scrutinizing the Death Registration Application Form after receiving it under Sub-Article (2), the Registrar confirms that all necessary parts of the application form have not been duly filled in and the required documents are not attached, then s/he will inform the applicant in writing to submit necessary documents as required by the provisions of Sub-Article (3).

(7) The Registrar will hand over the Death Registration Certificate to the applicant as per the Birth & Death Registration Form-6 by completing the death registration and recording it in the Death Register as per Birth & Death Registration Form-5 within next 7 (seven) working days after the applicant submits the necessary documents to the Registrar on request made by the Registrar in writing following Sub-Article (6).

(8) In the contrary to anything contained in Sub-Article (1)-(7), in case of the death of an expatriate Bangladeshi, the respective Bangladesh Embassy shall deliver the print copy of the application to the applicant or a close relative of the deceased or anybody accompanying the said deceased, after sending the death information to the Office of the Registrar of Birth where the birth of the deceased person was registered.

#### **Section Four**

##### **Delivering Copy of the Certificate**

**13. Delivering Copy of the Certificate.**—(1) In case the certificate of a registered person is lost or damaged, the Registrar shall provide a copy of the Birth and Death Registration Certificate respectively as per Birth & Death Registration Form -3 and Birth & Death Registration Form -6 within 7 (seven) working days of receiving the application from that person as per Birth & Death Registration Form -7, subject to the provisions of Sub-Article (2) and (3).

(2) Subject to the fees prescribed in Article 21, any of the following persons may apply to the Registrar in accordance with Birth & Death Registration Form -7 for the copy of Birth and Death Registration Certificate, such as:-

- (A) If the person for whom the Birth Certificate is to be issued is aged 18 (eighteen) or more, then himself or herself; Or
- (B) The informant of birth information; Or

- (C) The informant of death information; Or
- (D) Person aggrieved by the birth or death information.

(3) If, after receiving the application under Sub-Article (2), the Registrar confirms that the said application has been properly filled in and the fee has been paid, then s/he shall return the applicant's part to the applicant after putting signature on it.

(4) Upon receipt of the application under Sub-Article (3), the Registrar shall prepare the copy of the certificate and, shall arrange for the copy of the certificate to be delivered to the applicant after receiving the applicant's part.

(5) The word 'Copy' or 'Duplicate' shall be inscribed on top of the copy of certificate, and, in case of the corrected certificate, the word 'Corrected' shall accordingly be inscribed, when the date of first issuance of the Birth or Death Registration Certificate shall be contained intact in the copy of the certificate along with the date of issuance of the copy itself inscribed on it.

### **Section Five**

#### **Preservation, Correction and Monitoring of Record**

**14. Preservation of the Register.**—(1) The Registrar shall preserve the birth or death information in the Register, until the Birth and Death Information System is installed or re-installed in the Office of any Registrar due to lack in Birth Registration Information System or due to technical reasons.

(2) Separate Registers should be used in the Birth and Death Registration Information System for the preservation of information on birth and death, and each of the Birth and Death Registers shall contain 200 pages and 12 lines per page.

(3) The Registrar shall enter each of the Birth or Death information in the Register chronologically with serial numbers, which may be used as part of the Registration Number.

(4) The Registrar, in January of each year, shall send print copies of all the Birth and Death Registers containing the births and deaths registered in his office in the previous year under the Birth and Death Registration Information System for preserving those in the record room at the Office of the Deputy Commissioner.

(5) The Registrar shall arrange the forms submitted in accordance with the Articles under these Rules on yearly basis with a view to securely preserving those in his office for 30 (thirty) years from the date of submission, and after the expiry of that period, may destroy them by burning with the approval and direction of the Government Inspector.

**15. Correction and Cancellation of Birth or Death Certificate.**—(1) The Birth or Death Certificate may be cancelled or corrected pursuant to the provisions described in Articles 11, 13 and 15 of the Act by receiving technical assistance from Registrar General or any other authorized employee on his behalf.

(2) A person may apply for the correction or cancellation of a Birth or Death Certificate by paying the fees prescribed in article 21 as per Birth & Death Registration Form -8.

(3) If more than one Birth or Death Certificate has been issued in favor of a person in good faith or due to any other logical reason, the Registrar shall cancel the unnecessary certificate in regard to the application of the said registered person or, where applicable, his legal guardian, after conducting verification on it.

(4) If the Registrar is reported of any issuance of multiple Birth or Death Registration Certificates in favor of a person with some evil intention and on the basis of false information, s/he may, after verifying, cancel the certificate of the responsible person, and take disciplinary actions against the responsible person and any employee involved in accordance with the provisions of Article 21 of the Act.

(5) If the Birth or Death Certificate is cancelled on the basis of false information, the Registrar shall hold a hearing on the application of the aggrieved person and may direct legal action against the informant giving false information or the recorder or issuer of certificate, and if such complaint is raised, s/he may file a case with any competent court by the prior approval of the Registrar General or Sub-Registrar General, and may take measures as per Article 15 of the Act on the basis of the judgment of the case.

(6) Registrars shall notify the public by openly hanging a notice about the canceled birth or death certificate on the notice board at their respective offices.

**16. Prohibition on Insertion of Incorrect Information or on the Destruction or Deformation of Information.**—If a person willingly inserts or attempts to insert any incorrect information in the Register or destroys or deforms, or make attempts to destroy or deform any information contained in the Register, or if any person holding the password under Sub-Article (3) of Article 19 inserts or attempts to insert any incorrect information in the Register or destroys or deforms, or make attempts to destroy or deform any information contained in the Register, or compels or encourages or assists any person holding the password in doing such acts, or threatens to commit such offences will be considered as punishable offence as per Article 21 of the Act.

**17. Statistical Report.**—(1) The statistics of birth and death registrations with completion of the Birth & Death Registration Form-9 attached with these Rules, should be sent by the Registrars having jurisdiction on a Union Council to the concerned Upazila Nirbahi Office, the Registrars having jurisdiction on a Municipality and Cantonment Board to the concerned Deputy Commissioner, those having jurisdiction on a City Corporation to the CEO of the City Corporation by the 5<sup>th</sup> (fifth) of January, April, July and October of each year.

(2) Upon receipt of the Birth & Death Registration Forms-9 completed under Sub-Article (1) from all Union Councils, the Upazila Nirbahi Officer shall consolidate the statistics in Birth & Death Registration Form-10 and send it to the concerned Deputy Commissioner within the 10<sup>th</sup> (tenth) of the months mentioned in Sub-Article (1).

(3) Upon receipt of the Birth & Death Registration Forms-9 completed under Sub-Article (1) from all Union Councils, Municipalities and Cantonment Boards, and upon receipt of Birth & Death Registration Forms-10 completed under Sub-Article (2) from all Upazila Nirbahi Officers, the Deputy Commissioner shall consolidate the statistics in Birth & Death Registration Form-11 and send it to the concerned Divisional Commissioner within the 15<sup>th</sup> (fifteenth) of the months mentioned in Sub-Article (1).

(4) The ambassadors and the CEOs of the City Corporation upon receipt of the Birth & Death Registration Forms-9 completed under Sub-Article (1), and the Divisional Commissioners upon receipt of the Birth & Death Registration Forms-11 completed under Sub-Article (3), shall consolidate the statistics in Birth & Death Registration Form-12 and send it to the Registrar General within the 20<sup>th</sup> (twentieth) of the months mentioned in Sub-Article (1).

(5) The Registrar General, upon receipt of the Birth & Death Registration Forms-12 completed under Sub-Article (4) from all the Ambassadors, Divisional Commissioners and the CEOs of the City Corporations, shall prepare the Birth & Death Registration Form- 13, a Quarterly Statistical Report and publish the same in the official Gazette.

**18. Supervision, Inspection and Reporting.**—(1) The Government Inspector shall inspect the Office of the Registrar under his jurisdiction at least once in every 6 (six) months, and the Upazila Nirbahi Officers shall prepare the report to send it to the Deputy Commissioner within 15 (fifteen) days of inspection, while other Government Inspectors shall do the same and send the report to the Registrar General accordingly.

(2) The Inspection Report prepared under Sub-Article (1) shall contain the following matters, namely:—

- (A) Whether the register and other forms are being properly preserved and used, and birth and death registration is being properly conducted through computer;
- (B) Whether the birth or death of all persons are being registered within 45 (forty-five) days of their birth or death;
- (C) Whether the advice stated in the earlier inspection reports have been implemented;
- (D) Whether fees are collected as per the rules and they are regularly deposited in the respective head;
- (E) Whether the Birth and Death Certificates are properly delivered;
- (F) Whether there is sufficient supply of the printed forms and registers;
- (G) Whether the birth and death registration activities are properly conducted through information technology;
- (H) Whether there is any shortage of staff or any other problem in operation of the birth and death registration activities; And
- (I) Any other matter deemed appropriate.

(3) The Deputy Commissioner in the District Development and Coordination Meeting, and the Upazila Nirbahi Officer in the Monthly Coordination Meeting of the Upazila Council, shall present the inspection report on the birth and death registration activities and the statistical report prescribed in Sub-Article (1) of Article 17 for review.

(4) Notwithstanding anything contained in Sub-Article (1), the Deputy Commissioner or the Additional Deputy Commissioner authorized by him or her and the Deputy Director of the Local Government may inspect the Office of the Registrar of Births and Deaths in the respective district, and shall submit the inspection report with the above matters included to their Senior Officers and the Registrar shall take necessary measures after the copy of the same sent to the respective Office of the Registrar.

(5) The Civil Surgeon, the Deputy Director, Local Government, the Upazila Health and Family Planning Officer, the Upazila Family Planning Officer, the Chief Health Officer at Municipality, the Chief Health Officer at City Corporation and the Executive Officer at Cantonment Board shall monitor and confirm whether the activities on birth and death registration information collection by the health and family planning staff are being conducted on a monthly basis and the birth and death registrations are being completed within 45 (forty-five) days in the area under their jurisdiction.

(6) The concerned Upazila Nirbahi Officer for Union Council, the concerned Deputy Director, Local Government for Municipality, Cantonment Board and City Corporation shall confirm whether the inspection report has been properly implemented or whether the audit report has been implemented, in case of the Office of the Registrar has been audited by Government Auditors.

(7) The Registrar General shall supervise the activities on registration by the Embassy.

## Section Six

### Preservation and Transmission of Birth and Death Information through Information Technology

**19. Preservation of Birth and Death Information through Information Technology, Confidentiality and Transmission.**—(1) The registrar shall record the birth and death information through information technology instead of the traditional register in his/her jurisdiction, provided there are scopes to use information technology, and if there is no such scope, the Registrar shall preserve the birth and death information in the traditional manner except the prescribed register as per the provisions of Sub-Article (3) of Article 14.

(2) With a view to registering births and deaths through information technology, the Registrar General shall develop and maintain the software from the Office of Birth and Death Registration, and shall store the information on birth and death in a central database through the software developed for this purpose.

(3) The Registrar General shall create various types of users (such as Administrator, Local Administrator, Registrar, Authorized Person, Data Entry Operator, Informant, Statistical Data Viewer, Support Team Member etc.) for the use of the Software and shall provide passwords for them, and their procedure shall be conducted in accordance with the procedure laid down by the Registrar General.

(4) The Registrar, as the Authorized Person shall obtain the 'User ID' and 'Password' from the Registrar General for an employee employed in his/ her office under regular pay scale, whereby such employee may enter the Software and complete the birth and death registration operations and all such User IDs must be duly verified by the concerned Upazila Nirbahi Officer and Deputy-Director, Local Government.

(5) 'User ID' and 'Password' may be provided to one or more persons working as Data Entry Operator or Informant at the Office or under the jurisdiction of the Registrar, as per his/ her requirement, and those persons shall have the authority for providing birth and death information only.

(6) Once the e-signature procedure is initiated, the Registrar shall print the Certificate with e-signature using the Registrar's 'User ID' and 'Password' provided to him/her, after the birth and death information has been recorded, and the Registrar shall have the right to operate the duties entrusted with other Password holders at his office, and no employees at the Office of the Registrar other than the Registrar shall have the privilege to print the Certificate.

(7) An Assistant Secretary of the Ministry of Foreign Affairs or an employee with above rank for the Bangladesh Embassies located abroad, and the Deputy Director, Local Government at the Office of the Deputy Commissioner and Upazila Nirbahi Officer for their respective jurisdiction shall serve as the Local Administrator.

(8) The medical institutions, health workers shall get the Informant's 'User ID' and 'Password' in their respective Registrar's area in order to provide birth registration information online.

(9) The data stored in the central database under Sub-Article (2) shall be treated as confidential and the Registrar General shall confirm the confidentiality of the data stored in the said central database.

(10) Notwithstanding anything contained in Sub-Article (2) and (9), a person or an institution may, following the prescribed procedure, verify the accuracy of the birth registration certificates of a particular person.

(11) For the purpose of verification of birth information, the Government may issue Machine Readable Birth Registration Card containing bar code or microchip as per the Birth & Death Registration Form- 3.

**20. Applying or Providing Information Online.**—(1) Medical institutions or health workers may submit the birth or death information of a person eligible for registration online to the Registrar who can register the same within 45 (forty-five) days.

(2) The Bangladesh Embassy may provide the birth or death information of a person, except children born abroad, online to the Registrar at the person's permanent address.

(3) The embassies, following the decision of the Government, may register the birth of an expatriate Bangladeshi citizen who was not born abroad but possesses a valid passport.

(4) After transmitting the information online under Sub-Article (1), a print copy of the application form with the computer generated number for the person will be obtained, and as required, the person or guardian of the person shall submit that print copy along with necessary documents and certificates attached, to the Registrar in person.

(5) On receipt of the application in accordance with the provisions of Sub-Article (1), the Registrar shall take measures in accordance with Article 9 or, where necessary, Article 10 for registration of birth and, in accordance with Article-11 or, where necessary, Article 12 for registration of death.

### Section Seven Miscellaneous

**21. Fees.**—(1) The Registrar, in accordance with the provisions described in Article 11, 13 and 15, and those in Sub-Article (2) of the Act, shall collect fees at the rates specified in columns (3)(1) and (3)(2) against serial number in column (1) and the purpose described in column (2) of the below table, such as:—

Serial No.	Purpose	Rate of Fees	
		(3)	
		At Home (1)	Abroad (2)
1.	Birth or Death registration of a person up to 45 (forty-five) days of birth or death	Free	
2.	Birth or Death registration of a person from 45 (forty-five) days of birth or death up to 5 (five) years (In total)	25 Taka	1 USD

Serial No.	Purpose	Rate of Fees	
		(1)	(2)
		At Home	Abroad
		(1)	(2)
3.	Birth or Death registration of a person after 5 (five) years or more of the birth or death (In total)	50 Taka	1 USD
4.	Application fees for correction of information	100 Taka	2 USD
5.	Application fees for correction of information like Father's Name, Mother's Name, Address etc. other than the Date of Birth	50 Taka	1 USD
6.	Delivery of the copy of certificate after correction of the original certificate or information in both Bengali and English	Free	Free
7.	Delivery of the copy of certificate both in Bengali and English	50 Taka	1 USD

(2) No fees stipulated under Sub-Article (1) shall be collected except receipt as prescribed in Birth & Death Registration Form-14, or where applicable, Birth & Death Registration Form-15, and if fees are waived or deducted, the same should be mentioned in the receipt:

Provided that, if birth registration is required for the death registration, no fee will be applicable for registration of birth.

(3) A Software must be used for collecting fees online.

(4) The Registrar, may consider of the full or partial waiver of the fees prescribed in Sub-Article (1) by dint of his own power when such application is submitted in favor of the birth registration of a child of a helpless person or a person with disability or an orphan under the age of 18 (eighteen), or a person with a disability or helpless person, or his parents or children or dependents applying for birth or death registration on the basis of the certificate provided by an authority duly authorized, and in such cases the decision of the Registrar shall be deemed to be final, and if the fees are waived or deducted, the memo No. and date of the order shall be inscribed on the receipt of collecting fees.

(5) The Government may, for a period of time, grant full or partial waiver of the fees for registration of birth or death for the people of a particular area or population or that of the whole country.

(6) The money collected as fees shall be deposited in the Government Fund within the first 7 (seven) working days of the following month.

(7) The Government may, from time to time, by notification in the Official Gazette, reallocate the fees set forth in Sub-Article (1).

**22. The Use of Birth Certificate.**—In addition to the use in fields specified in Sub-Article (3) of Article 18 of the Act, for proof of age, the Birth Registration Certificate or the attested copy thereof may be used in the following fields, namely:—

- (A) Opening a bank account;
- (B) Obtaining import and export license;
- (C) Obtaining gas, water, telephone and electricity connections;
- (D) Obtaining tax identification number;
- (E) Obtaining a contractor license;
- (F) Obtaining the approval of the design of the house;
- (G) Obtaining a vehicle registration;
- (H) Obtaining a trade license;
- (I) Receiving any medical service, including immunization programs;
- (J) Receive any service from the Local Government institutions; And
- (K) In any other case as may be determined by the Government through its notification in the Official Gazette.

**23. Settlement of Appeals.**—(1) The Appellate Authority shall use the Birth and Death Appeal Registers prescribed for that purpose of preserving the information related to appeals.

(2) At the time of filing the appeal, the Appellate Authority shall set the date for a full hearing, and shall issue a notice to the Registrar or his representative to appear with the papers on that date, if after holding a hearing to the appellant and reviewing the submitted documents upon filing of the appeal application, they have sufficient reasons to believe that the appeal application has its merit.

(3) Upon holding the hearing and reviewing the documents filed by both the parties, the Appellate Authority shall send a copy of the Appeal Order to each of the parties, by cancelling the disputed order and directing the Registrar to take necessary actions, or by keeping the disputed order in place.

(4) The Appellate Authority shall settle the appeal within 60 (sixty) business days of receiving the appeal, and the Registrar shall implement the Appeal Order within 7 (seven) days of receiving the order from the Appellate Authority.

(5) If any party is aggrieved by the Order of the Appellate Authority referred to in Sub-Article (1) of Article 20 of the Act, the party may appeal to the Authority referred to in Sub-Article (2) of Article 20 of the Act.

(6) The Appellate Authority referred to in Sub-Article (2) of Article 20 of the Act being the Supreme Appellate Authority, its Order shall be deemed final.

**24. Method of Receiving and Transmitting Forms or Documents.**—Notwithstanding anything contained in any other Articles of these Rules, forms, notices, reports, statistical reports or any other documents or paperwork can be received and transmitted by registered post, courier service or any electronic media or technology.

**25. Issuance of Forms or Guidelines.**—(1) It shall be the duty of the Registrar General and Registrar to make the print copies and, where applicable, soft copies of all Forms under these Rules available to all.

(2) In the cases where the Forms are not available or it was not possible to make them available, any person may use the handwritten form including a copy, typed copy of the Form or a handwritten form containing all information relating to the purpose for which he or she wishes to use the Form.

(3) The Registrar General may, from time to time, issue instructions or guidelines regarding the registration of birth or death online, subject to the provisions of Acts and Rules.

(4) The Government may, from time to time, subject to the provisions of Acts and Rules, amend any of the Forms attached with these Rules by notification in the Official Gazette.

**26. Repeal and Savings.**—(1) Birth and Death Registration Rules, 2017, hereafter referred as the **Said Rules** stands herewith repealed.

(2) Notwithstanding such repeal under Sub-Article (1),—

- (A) Any action done, measures taken or any proceedings initiated shall be deemed to have been done, taken or initiated under these Rules; And
- (B) If any action taken or any proceedings initiated is incomplete or underway, it shall be settled in such a manner as if the Said Rules had not been repealed.



National ID Number

Passport Number, if staying abroad  Nationality (if, other than Bangladeshi)

Mother's Name In Bengali (Clear Letters)

Mother's Name in English (Capital Letters)

Birth Registration Number

National ID Number

Passport Number, if staying abroad  Nationality (if, other than Bangladeshi)

**3. Permanent address (In Bengali)** Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District

**Permanent address (In English)** { Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District

**4. Present address (In Bengali)** Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District

**Present address (In English)** { Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District

5. Applicant's Certification (If the person under registration is below 18, his/her parents or legal guardian\* or person authorized as per Article-9\*\* shall certify and put signature/fingerprint below):

Name

Address



**8. To be filled by the Registrar's Office**

<p>The decision of the registrar is approved/disapproved Signature, date and name with seal</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Signature of the recorder of registration, date and name with seal</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Register No. <span style="float: right;">Date of registration</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> </tr> </table> <p>Birth Registration No.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> <p>Approximate date of delivering Birth Registration</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">Y</td> </tr> </table>			D	D	M	M	Y	Y	Y	Y																					D	D	M	M	Y	Y	Y	Y
		D	D	M	M	Y	Y	Y	Y																															
D	D	M	M	Y	Y	Y	Y																																	

1. Write the position among all children of the parents including those alive, dead and dead at birth.
2. Address for Union: (1) Village, (2) Union, (3) Upazila, (4) District. Address in other areas: (1) Holding/House No. (2) Road Name or No. (3) Mouza/Locality (4) Ward No. (5) Municipality/City Corporation/Cantonment Board. Address, if the place of birth is any hospital or an institution.
3. Upon receiving the certificate, the applicant shall put signature on the back page of own part and submit it to the concerned authorities and collect the Birth Certificate.

**Attachment:**

1. Applicant's passport size photo (if the applicant applied for his/her own birth registration).
2. Proof of place of birth and date of birth:
3. Proof of permanent address:
4. Others

-----  
**Applicant's<sup>5</sup> Part: (The information collector/receiver of Birth Registration Application shall return the part below to the applicant on filling in it)**

Name of the Registration Office			
Name of the applicant		Application Form No.	
Application Form received on	D	D	M
	M	M	Y
	Y	Y	Y
	Y	Y	Y
	D	D	M
	M	M	Y
	Y	Y	Y
	Y	Y	Y
Application Form received by			
Designation (with seal)		Signature with date	

**Birth Register**

[See Articles 9 &amp; 10]

Date of Registration	Serial No. of Application Form	Birth Registration No.	Name of the Registered Person	Date of Birth (In number & words) [Day/Month/Year]	Gender: Female/ Male/ Other	Place of Birth (Only district name, or the respective country name, if born abroad)	Father's Name, Birth Registration No., NID No. or Nationality <sup>1</sup>	Mother's Name, Birth Registration No., NID No. or Nationality <sup>1</sup>	Permanent Address of the person registered	Recorder's initials/ e-signature	Registrar's initials/ e-signature	Details about delivery of certificate (Signature of the receiver of certificate/Media of delivery)	Collected fees with receipt No.	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	

<sup>1</sup> If other than Bangladeshi.





National ID number

Mother's name of the deceased person  
(If the person doesn't have Birth Registration)

(B) Birth Registration number

National ID number

Spouse name of the deceased person  
(If the person doesn't have Birth Registration)

(C) Birth Registration number

National ID number

**3. Permanent address (If the person doesn't have a Birth Registration)**

Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District

**4. Residential address at the time of death:**

Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District

**5. Affirmation of the informant/applicant:**

*I solemnly affirm under oath that all of the above information is correct and that the person under registration didn't have a death registration elsewhere.*

Name of the applicant

Hose/Road (Name, No.)  Village/Area/Town  Union/Ward

Post-Office  Post Code  Upazila  District





1. This form is to be distributed free of charge; the applicant or the registrar may use it by getting it copied.
2. Address (1) House/ Holding/ Apartment No. (2) Road Name or No./ Area/ Locality/ Mouza/ Village (3) Ward No. (4) Union/ Police Station/ Cantonment Board, (5) Upazila/ Municipality/ City Corporation, (6) District, (7) Division. Address, if death occurred in a hospital or at other places.
3. Member of the Union Council/ Municipality Councilor/ City Corporation Councilor.

**Attachment:**

1. Birth Registration Certificate.
2. Proof of place of death and date of death.



**Applicant's Part:** (The receiver of the application shall return the part below to the applicant on filling in it)

Name of the deceased person

Name of the applicant

Approximate date of delivering  
Death Certificate

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Application Form received by

Designation

Signature and date

**Death Register***[See Articles 11 &12]*

Date of Registration	Serial No. of Application	Death Registration No.	Name of the deceased person	Date of Birth of the deceased person (Day/Month/Year)	Birth Registration Number and National ID Number	Date of death (AD : in number and in words) [Day/ Month/ Year]	Gender: Female/ Male/ Other	Place of death	Cause of death (As per the informant, with proof)	Name of deceased's Parents and Spouse, and Birth Registration No. and NID No.	Permanent Address	Present Address	Recorder's initials/ e-signature	Registrar's initials/ e-signature	Details of the receiver of Certificate (Signature, name and relationship with the deceased)	Collected fees	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	

<sup>1</sup> If other than Bangladeshi.



**(Birth & Death Registration Form - 7)****Application for Copy of Birth/ Death Registration Certificate<sup>1</sup>**

[See Article 13]

Birth/ Death Registration No.																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth/ Death Registration: ...../ ...../ .....  
(Day      Month      Year)

1. Name of the registered person:

2. Date of Birth/ Death : ...../ ...../ .....  
(Day      Month      Year)

3. Father's Name : .....

4. Mother's Name : .....

5. Permanent Address of the registered person : .....

6. Attachment (Documents of evidence)

(a) .....

(b) .....

(c) .....

-----  
Signature & Name of the applicant along  
with relationship with the person registered

Approximate date (AD) of delivering the copy of the certificate (to be filled in by the Office of the Registrar) ...../ ...../ .....  
(Day/      Month/      Year)



To be filled in by the Office of the Registrar  
**Informant's/ Applicant's Part :**

- Name of the registered person :
- Name of the applicant :
- Approximate date of delivering the copy of the certificate : ...../ ...../ .....  
(Day      Month      Year)

-----  
Signature of the Registrar or authorized person  
&  
Seal with name

<sup>1</sup> In case the Birth or Death Certificate is found missing, the above Application Form (photocopied, hand written, typed) should be used. If the registration information is not recorded in English, this Application Form should be used to obtain a certificate in English.

**(Birth & Death Registration Form - 8)**

**Application for Cancellation/Correction of Birth/ Death Registration Certificate**

[See Article 15]

Birth/ Death Registration No.																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth/ Death Registration : ...../ ...../ .....  
 (Day      Month      Year)

1. Name of the registered person : .....
2. Date of Birth/ Death : ...../ ...../ .....  
 (Day      Month      Year)
3. Description of misinformation and its cause

Existing information	Information to be corrected	Cause of correction

4. Affirmation : I solemnly affirm that the above information is correct.

.....

6. Attachment (Documents of evidence)

- (a) .....
- (b) .....
- (c) .....

.....

-----  
 Signature & Name of the applicant along  
 with relationship with the person registered

Approximate date (AD) of delivering the copy of the certificate (to be filled in by the Office of the Registrar) ...../ ...../ .....  
 (Day/      Month/      Year)



-----  
 To be filled in by the Office of the Registrar

Informant's/ Applicant's Part :

- Name of the registered person : .....
- Name of the applicant : .....
- Approximate date of delivering the corrected copy of the certificate : ...../ ...../ .....  
 (Day      Month      Year)

.....  
 Signature of the Registrar or authorized person  
 &  
 Seal with name

**(Birth & Death Registration Form - 9)****Birth and Death Registration Statistics**

[See Article 17]

Report up to March/ June/ September/  
December 20.....

Date of preparing the report:

Day Month Year

Office of the Birth &amp; Death Registrar at ..... Union Council/ Municipality/

City Corporation/ Cantonment Board, Upazila ..... District: .....

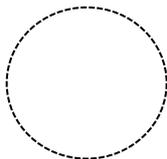
**1. Birth Registration Statistics**

Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
Children aged 18 or below		Adult above 18		Total (1+2+3+4)	Children aged 18 or below		Adult above 18		Total (6+7+8+9)
Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10

**2. Death Registration Statistics**

Cumulative number of recording information in the Death Register for the period under report					Cumulative number of delivering Death Certificate for the period under report				
Children aged 18 or below		Adult above 18		Total (1+2+3+4)	Children aged 18 or below		Adult above 18		Total (6+7+8+9)
Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10

- Cumulative amount of fees collected in Birth and Death Registration purpose for the period under report : Amount of expenditure from the cumulative amount
- Measures taken by the Birth Registration Taskforce in extending Birth and Death Registration Program till the date of reporting:
- Brief description of the problems in Birth and Death Registration and their solutions:



Seal of Registrar's Office

Signature of the Registrar  
&  
Seal with name

The Registrar shall fill in this form and send it to the Upazila Nirbahi Officer for Union Council, to the Deputy Commissioner for Municipality and Cantonment Board, and to the Registrar General for City Corporation within 05<sup>th</sup> (fifth) of every April/July/October/January.

**(Birth & Death Registration Form - 10)**

Government of the People's Republic of Bangladesh

**Office of the Upazila Council  
Birth and Death Registration Statistics**

[See Article 17]

Report up to March/ June/ September/  
December 20.....

Date of preparing the report:

Day Month Year

**1. Birth Registration Statistics**

Union	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+4+5)	Children aged 18 or below		Adult above 18		Total (7+8+9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
Total										

**1. Death Registration Statistics**

Union	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+4+5)	Children aged 18 or below		Adult above 18		Total (7+8+9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
Total										

- Cumulative amount of fees collected in Birth and Death Registration purpose for the period under report : Amount of expenditure from the cumulative amount
- Measures taken by the Upazila Birth Registration Taskforce in extending Birth and Death Registration Program till the date of reporting:
- Brief description of the problems in Birth and Death Registration and their solutions:

--

Signature of the Upazila  
Nirbahi Officer  
&  
Seal with name

The Upazila Nirbahi Officer shall fill in this form and send it to the Office of the Deputy Commissioner within 10<sup>th</sup> (tenth) of every April/July/October/January.

**(Birth & Death Registration Form - 11)**

Government of the People's Republic of Bangladesh

**Office of the Deputy Commissioner  
Birth and Death Registration Statistics**

(See Article 17)

..... District ..... Division

Report up to March/ June/ September/ December 20.....	Date of preparing the report:			
		Day	Month	Year

**1. Birth Registration Statistics**

Upazila, Municipality & Cantonment Board	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+ 4+5)	Children aged 18 or below		Adult above 18		Total (7+8+ 9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
<b>Total</b>										

**1. Death Registration Statistics**

Upazila, Municipality & Cantonment Board	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+ 4+5)	Children aged 18 or below		Adult above 18		Total (7+8+ 9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
<b>Total</b>										

3. Cumulative amount of fees collected in Birth and Death Registration purpose for the period under report  
: Amount of expenditure from the cumulative amount

4. Measures taken by the Upazila Birth Registration Taskforce in extending Birth and Death Registration  
Program till the date of reporting:

5. Brief description of the problems in Birth and Death Registration and their solutions:

Signature of the Deputy Director, Local Government  
&  
Seal with name

Signature of the Deputy Commissioner  
&  
Seal with name

The Deputy Commissioner shall fill in this form and send it to the Divisional Commissioner within  
15<sup>th</sup> (fifteenth) of every April/July/October/January.

**(Birth & Death Registration Form - 12)**

Government of the People's Republic of Bangladesh

**Embassy/ Chief Executive Officer/ Office of the Divisional Commissioner**..... **Embassy/ City Corporation/ Division****Birth and Death Registration Statistics**

(See Article 17)

Report up to March/ June/ September/ December 20.....	Date of preparing the report:			
		Day	Month	Year

**1. Birth Registration Statistics**

Office of the Registrar at Embassy & City Corporation/ Name of District	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+4+5)	Children aged 18 or below		Adult above 18		Total (7+8+9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
<b>Total</b>										

**1. Death Registration Statistics**

Office of the Registrar at Embassy & City Corporation/ Name of District	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+4+5)	Children aged 18 or below		Adult above 18		Total (7+8+9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
<b>Total</b>										

- Cumulative amount of fees collected in Birth and Death Registration purpose for the period under report : Amount of expenditure from the cumulative amount
- Measures taken by the Birth Registration Taskforce in extending Birth and Death Registration Program till the date of reporting:
- Brief description of the problems in Birth and Death Registration and their solutions:

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Signature of the Ambassador/ Divisional  
Commissioner/ Chief Executive Officer of City  
Corporation  
&  
Seal with name

This form filled in by the City Corporation, Divisional Commissioner and Embassy shall be sent to the Registrar General within 20<sup>th</sup> (twentieth) of every April/July/October/January.

**(Birth & Death Registration Form - 13)**

Government of the People's Republic of Bangladesh  
**Department of Local Government**  
**Office of the Registrar General, Birth and Death Registration**  
**Birth and Death Registration Statistics**  
 (See Article 17)

Report up to March/ June/ September/ December 20.....	Date of preparing the report:			
		Day	Month	Year

**1. Birth Registration Statistics**

Division, City Corporation & Embassy	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+ 4+5)	Children aged 18 or below		Adult above 18		Total (7+8+ 9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
Total										

**1. Death Registration Statistics**

Division, City Corporation & Embassy	Cumulative number of recording information in the Birth Register for the period under report					Cumulative number of delivering Birth Certificate for the period under report				
	Children aged 18 or below		Adult above 18		Total (2+3+ 4+5)	Children aged 18 or below		Adult above 18		Total (7+8+ 9+10)
	Boy	Girl	Male	Female		Boy	Girl	Male	Female	
1	2	3	4	5	6	7	8	9	10	11
Total										

Cumulative amount of fees collected in Birth and Death Registration purpose for the period under report :

Amount of expenditure from the cumulative amount

Signature of the Officer-in-Charge  
&  
Seal with name

The Department of Local Government shall take measures to publish this filled in form in the Government Gazette within 30<sup>th</sup> (thirtieth) of every April/July/October/January.

**Registrar's Copy****(Birth & Death Registration Form-14)**

Government of the People's Republic of Bangladesh

**Office of the Registrar of Birth and Death**

..... Union Council/Municipality/City Corporation/Cantonment Board  
 Upazila/Police Station: ..... District: ....., Bangladesh.

(See Article 21)

**Statement on Fees Collection**

Book No. :

Date :

Serial No. :

Applicant's Name :

Application Form No. :

Address :

Sl. No.	Purpose	Rate	Amount Collected
1	Birth or Death registration of a person up to 45 (forty-five) days of birth or death	Free	
2	Birth or Death registration of a person from 45 (forty-five) days of birth or death up to 5 (five) years (In total)	25/- taka	
3	Birth or Death registration of a person after 5 (five) years of birth or death (In total)	50/- taka	
4	Application fees for correction of Date of Birth	100/- taka	
5	Application fees for correction of information like Father's Name, Mother's Name, Address etc. other than the Date of Birth	50/- taka	
6	Delivery of the copy of certificate after correction of the original certificate or information in both Bengali and English	Free	
7	Delivery of the copy of certificate both in Bengali and English	50/- taka	
8	Memo No. and date in case the fee is waived or deducted :		
Total			

In word: ..... taka

Signature of the fee collector  
&  
Seal with name

**Applicant's Copy****(Birth & Death Registration Form-14)**

Government of the People's Republic of Bangladesh

**Office of the Registrar of Birth and Death**

..... Union Council/Municipality/City Corporation/Cantonment Board  
 Upazila/Police Station: ..... District: ....., Bangladesh.

(See Article 21)

**Statement on Fees Collection**

Book No. :

Date :

Serial No. :

Applicant's Name :

Application Form No. :

Address :

Sl. No.	Purpose	Rate	Amount Collected
1	Birth or Death registration of a person up to 45 (forty-five) days of birth or death	Free	
2	Birth or Death registration of a person from 45 (forty-five) days of birth or death up to 5 (five) years (In total)	25/- taka	
3	Birth or Death registration of a person after 5 (five) years of birth or death (In total)	50/- taka	
4	Application fees for correction of Date of Birth	100/- taka	
5	Application fees for correction of information like Father's Name, Mother's Name, Address etc. other than the Date of Birth	50/- taka	
6	Delivery of the copy of certificate after correction of the original certificate or information in both Bengali and English	Free	
7	Delivery of the copy of certificate both in Bengali and English	50/- taka	
8	Memo No. and date in case the fee is waived or deducted :		
Total			

In word: ..... taka

Signature of the fee collector  
&  
Seal with name

**Registrar's Copy (Birth & Death Registration Form-15)**

Government of the People's Republic of Bangladesh

**Office of the Registrar of Birth and Death**

..... Consulate/ Embassy

(See Article 21)

**Statement on Fees Collection**

Book No. : Date :

Serial No. :

Applicant's Name : Application Form No. :

Address :

Sl. No.	Purpose	Rate	Amount Collected (In local currency)
1	Birth or Death registration of a person up to 45 (forty-five) days of birth or death	Free	
2	Birth or Death registration of a person from 45 (forty-five) days of birth or death up to 5 (five) years (In total)	1 USD	
3	Birth or Death registration of a person after 5 (five) years of birth or death (In total)	1 USD	
4	Application fees for correction of Date of Birth	2 USD	
5	Application fees for correction of information like Father's Name, Mother's Name, Address etc. other than the Date of Birth	1 USD	
6	Delivery of the copy of certificate after correction of the original certificate or information in both Bengali and English	Free	
7	Delivery of the copy of certificate both in Bengali and English	1 USD	
8	Memo No. and date in case the fee is waived or deducted :		
Total			

In word: .....

Signature of the fee collector  
&  
Seal with name

**Applicant's Copy (Birth & Death Registration Form-15)**

Government of the People's Republic of Bangladesh

**Office of the Registrar of Birth and Death**

..... Consulate/ Embassy

(See Article 21)

**Statement on Fees Collection**

Book No. : Date :

Serial No. :

Applicant's Name : Application Form No. :

Address :

Sl. No.	Purpose	Rate	Amount Collected (In local currency)
1	Birth or Death registration of a person up to 45 (forty-five) days of birth or death	Free	
2	Birth or Death registration of a person from 45 (forty-five) days of birth or death up to 5 (five) years (In total)	1 USD	
3	Birth or Death registration of a person after 5 (five) years of birth or death (In total)	1 USD	
4	Application fees for correction of Date of Birth	2 USD	
5	Application fees for correction of information like Father's Name, Mother's Name, Address etc. other than the Date of Birth	1 USD	
6	Delivery of the copy of certificate after correction of the original certificate or information in both Bengali and English	Free	
7	Delivery of the copy of certificate both in Bengali and English	1 USD	
8	Memo No. and date in case the fee is waived or deducted :		
Total			

In word: .....

By order of the President  
Abdul Malek  
Signature of the fee collector  
&  
Seal with name

Secretary.

Printed by Md. Sarwar Hossain, Deputy Director (Additional Charge), Bangladesh Government Printing Press, Tejgaon, Dhaka.

Published by Md. Alamgir Hossain, Deputy Director, Bangladesh Forms & Publication Office, Tejgaon, Dhaka.

Website: www.bgpress.gov.bd