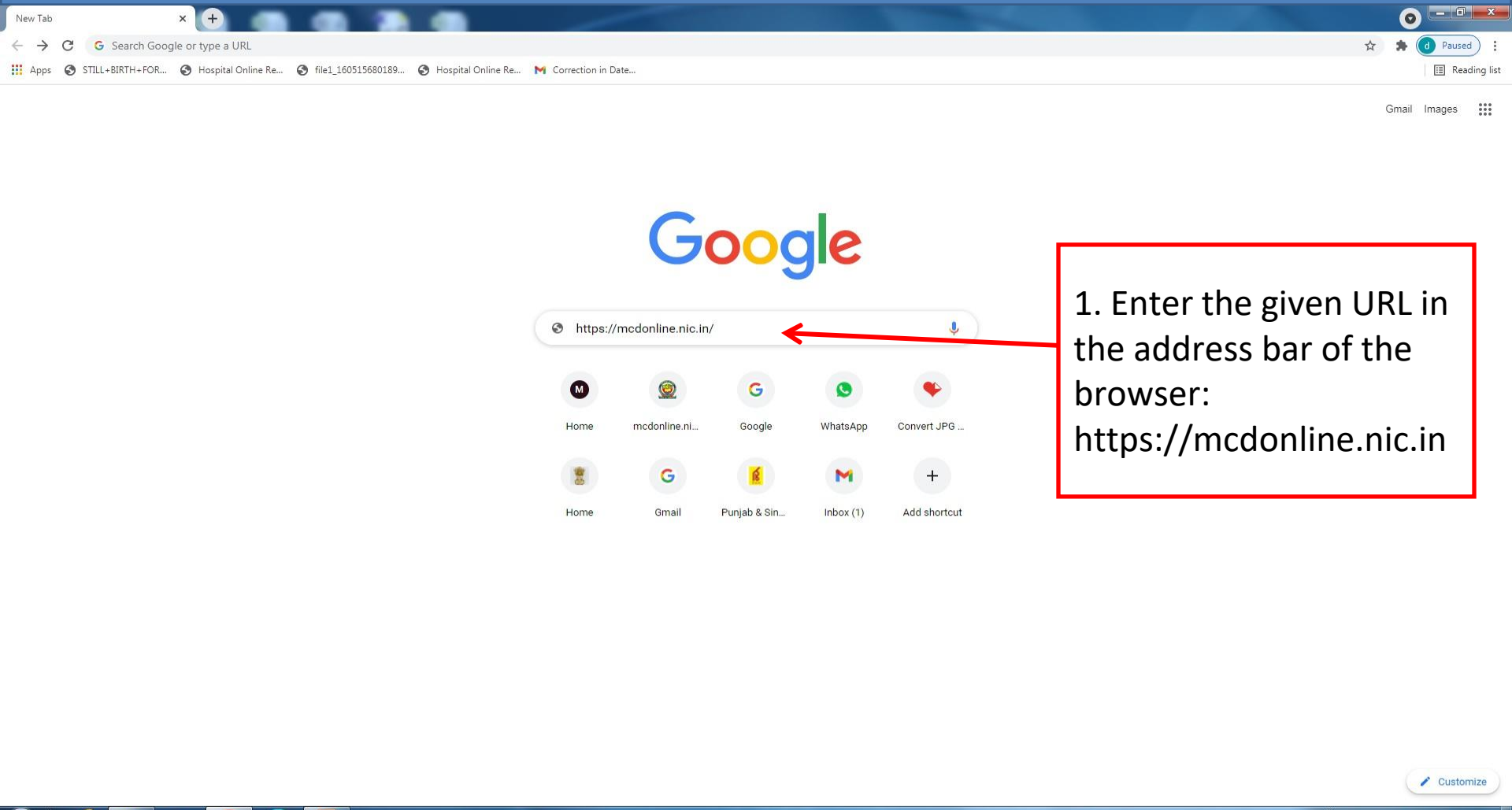
How To Add Name Of the Baby in the Birth Certificate Issued In The Territorial Jurisdiction Of The MCD "before 01.04.2021"



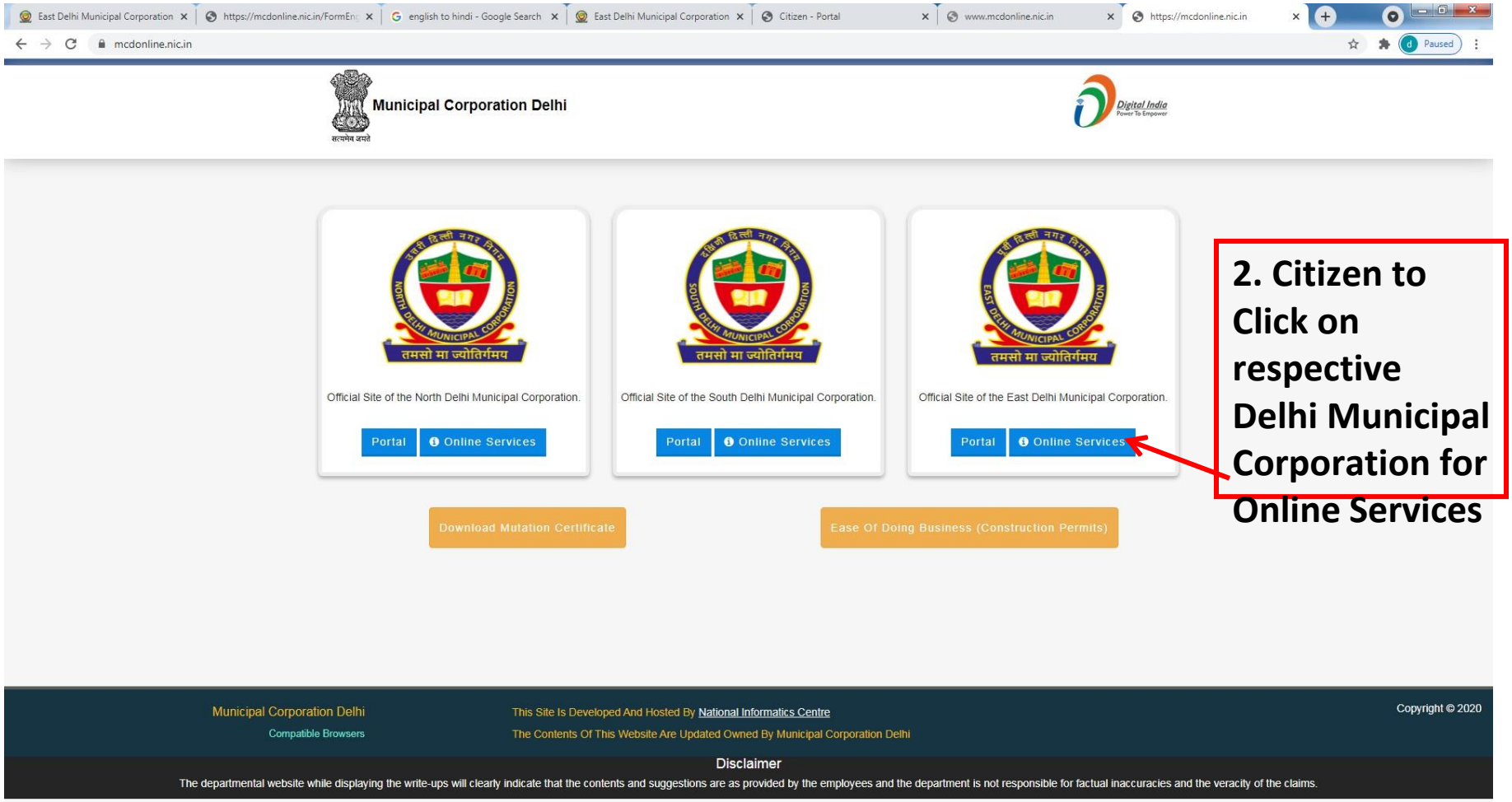
1. Enter the given URL in the address bar of the browser: https://mcdonline.nic.in

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

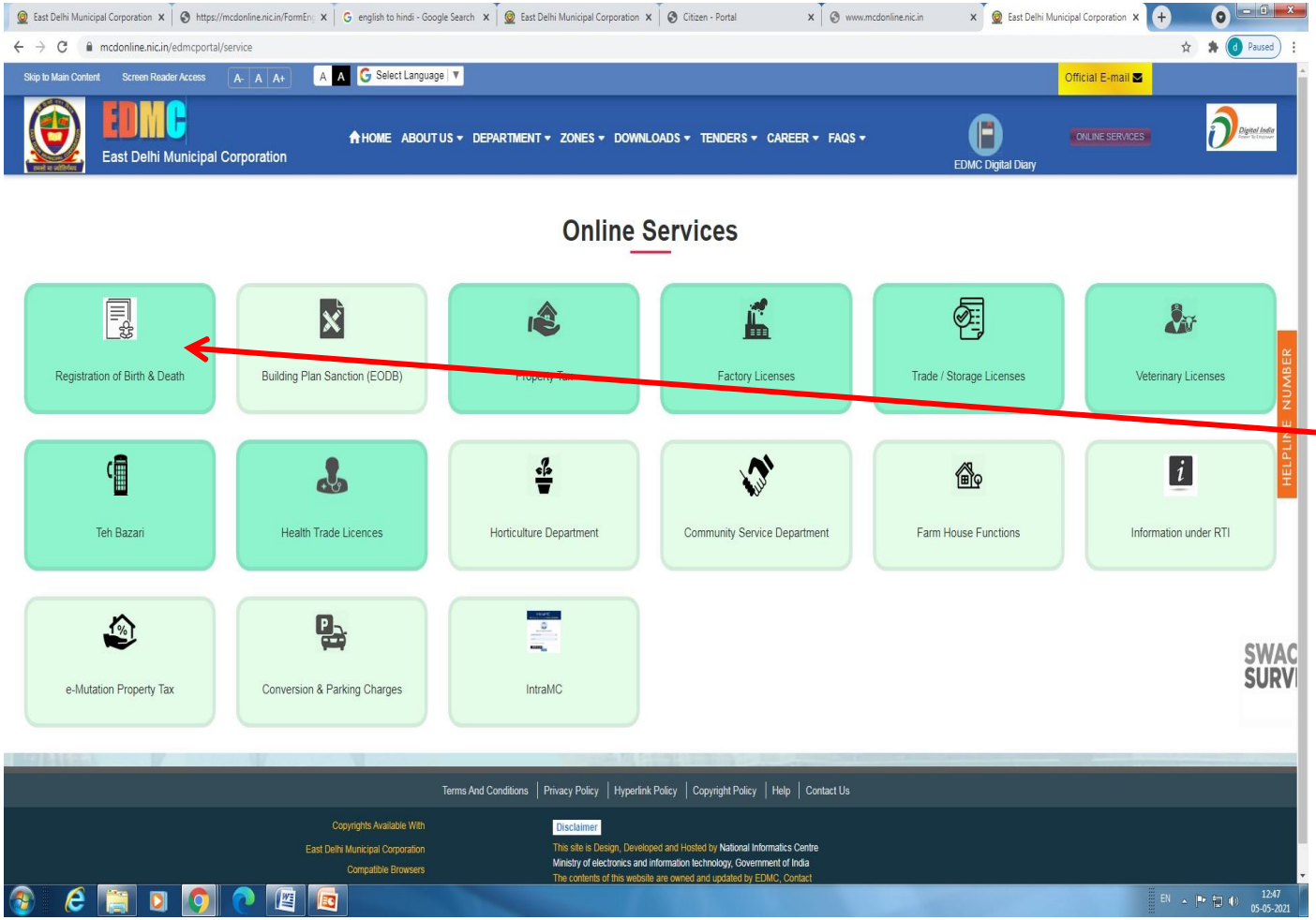
Accessing MCD Web Portal



2. Citizen to Click on respective Delhi Municipal Corporation for Online Services

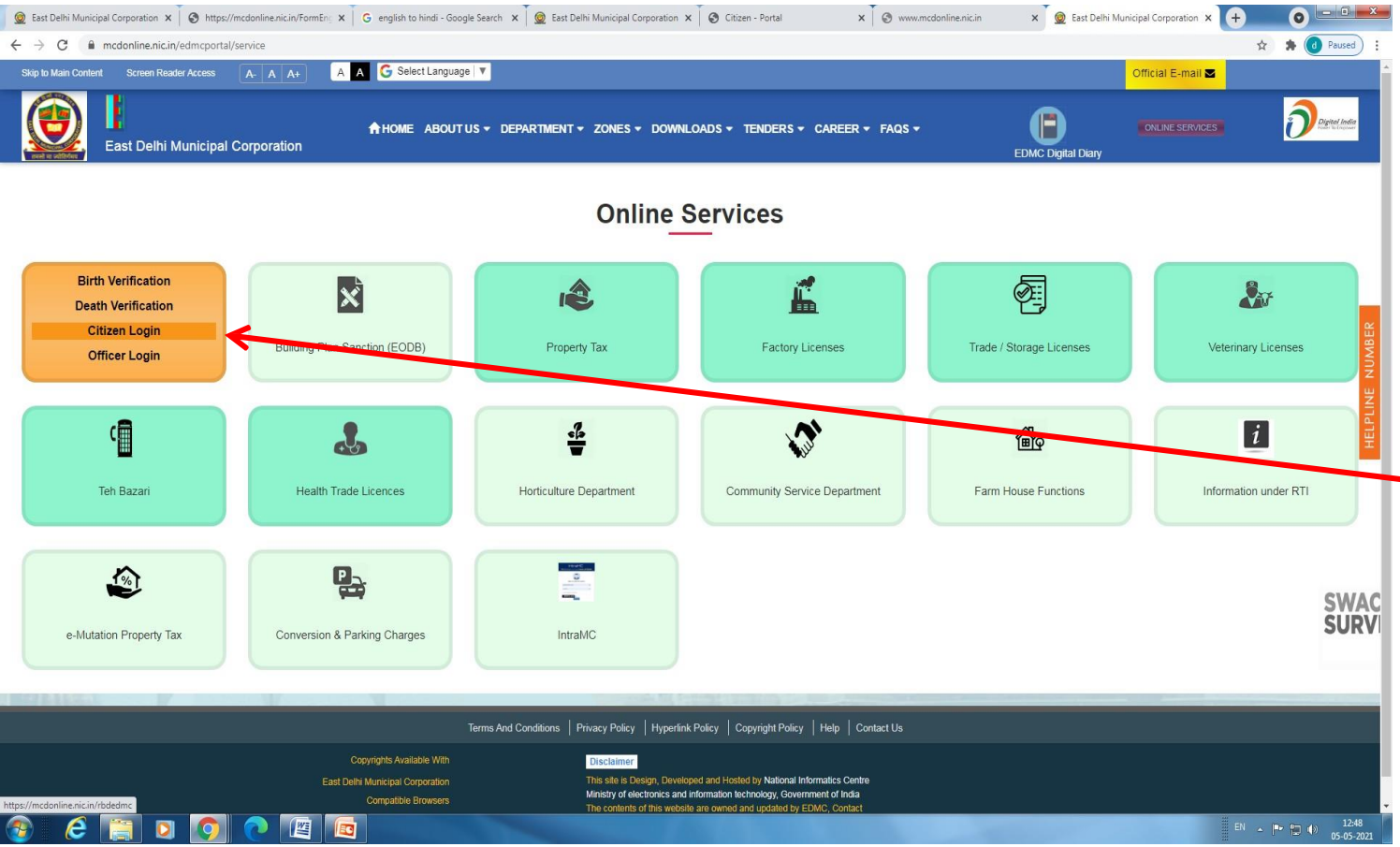
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Accessing Registration of Birth And Death Application



3. Citizen to place cursor on Registration of Birth and Death

Accessing Citizen Login



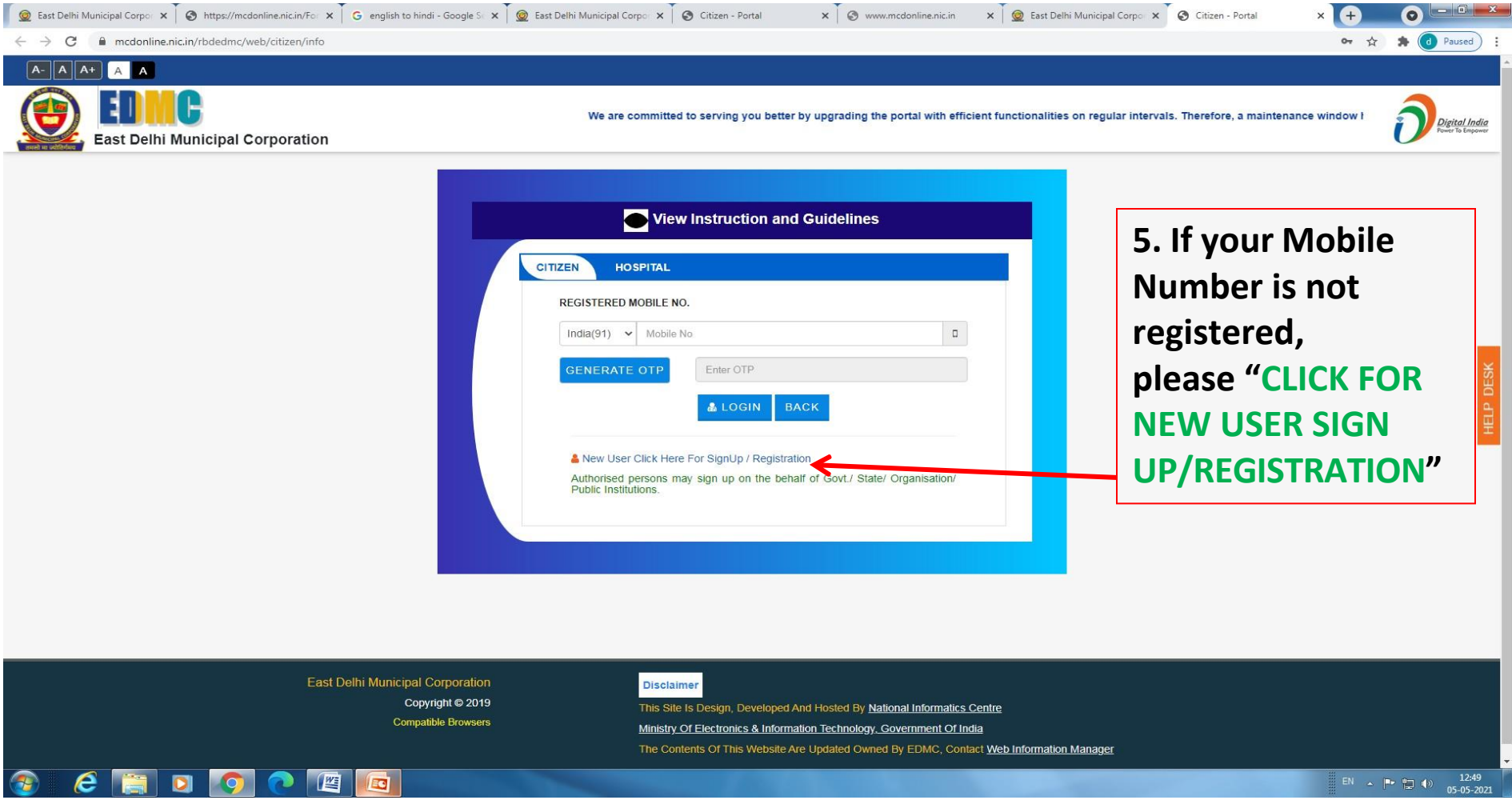
4. Click on citizen login

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask…Follow Physical Distancing…Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Registering the Mobile Number in MCD Web Portal



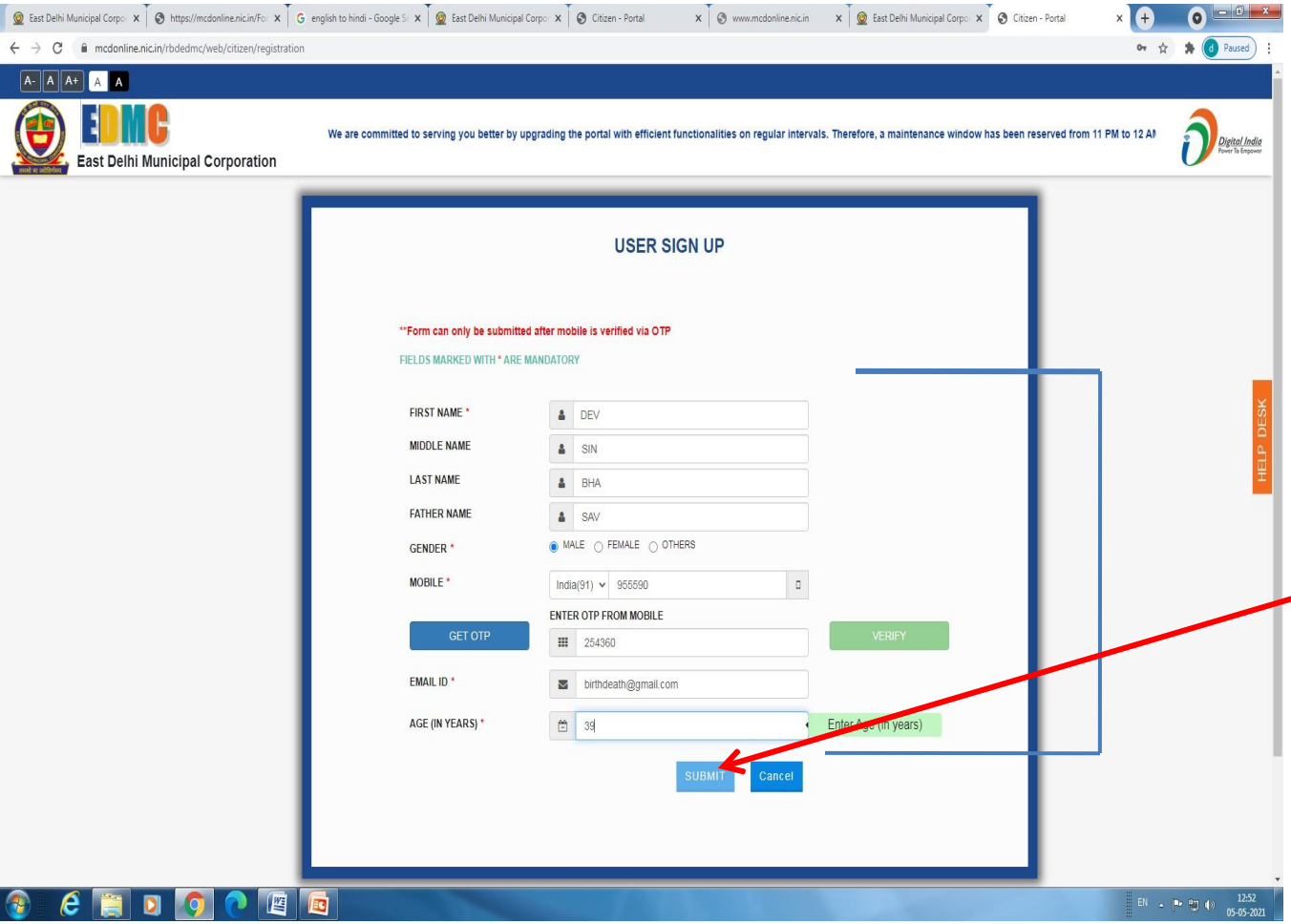
5. If your Mobile Number is not registered, please "CLICK FOR NEW USER SIGN UP/REGISTRATION"

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask…Follow Physical Distancing…Maintain Hand Hygiene

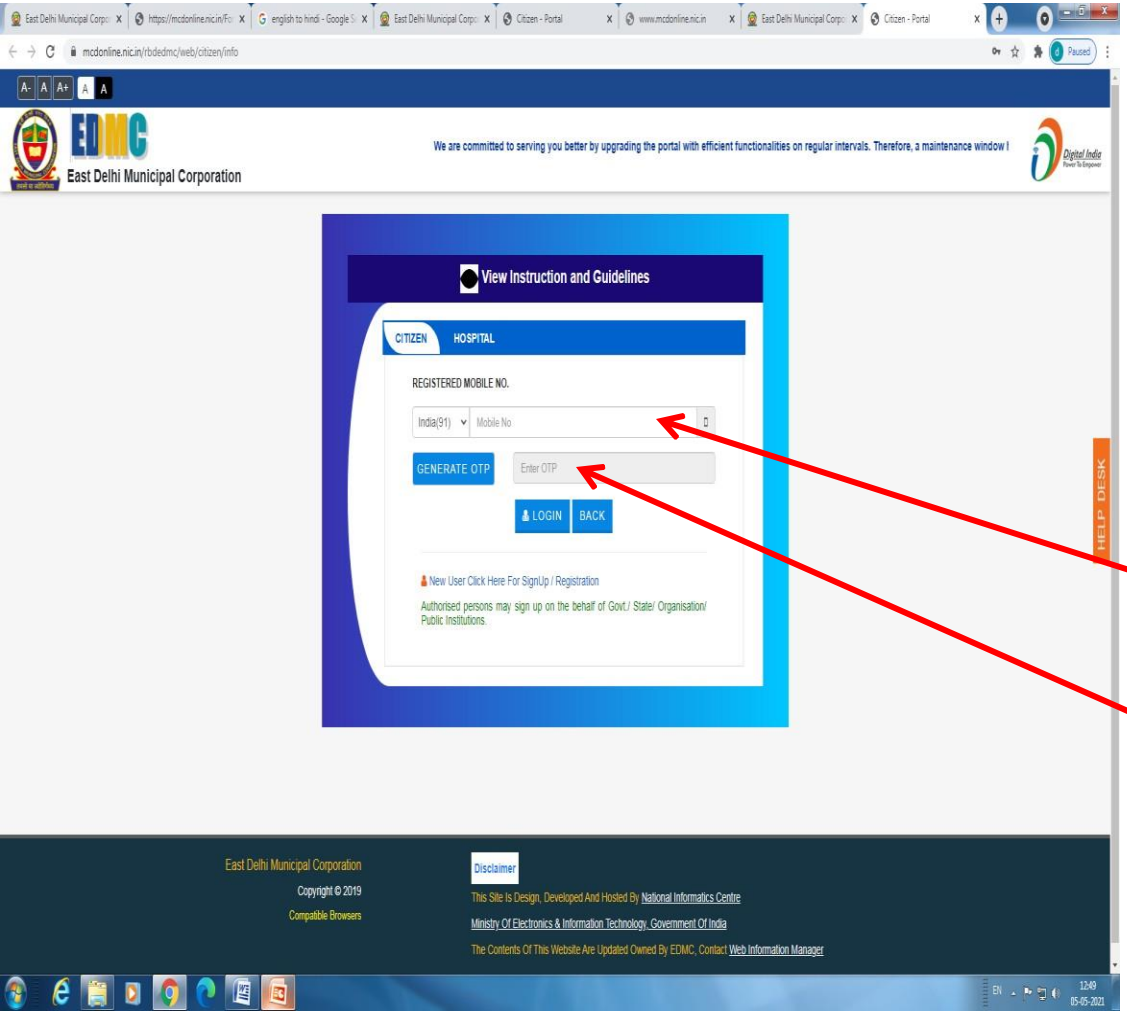
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Filling up Mandatory Information for Mobile No. Registering



6. Fill all mandatory information and then click on Submit button.

Accessing through Registered Mobile No. for filling Adding Name in the Birth Certificate And Downloading The Name Added Birth Certificate



7. If your Mobile Number is already registered, you can login directly. No need to register again.

8. a. On entering the registered Mobile number

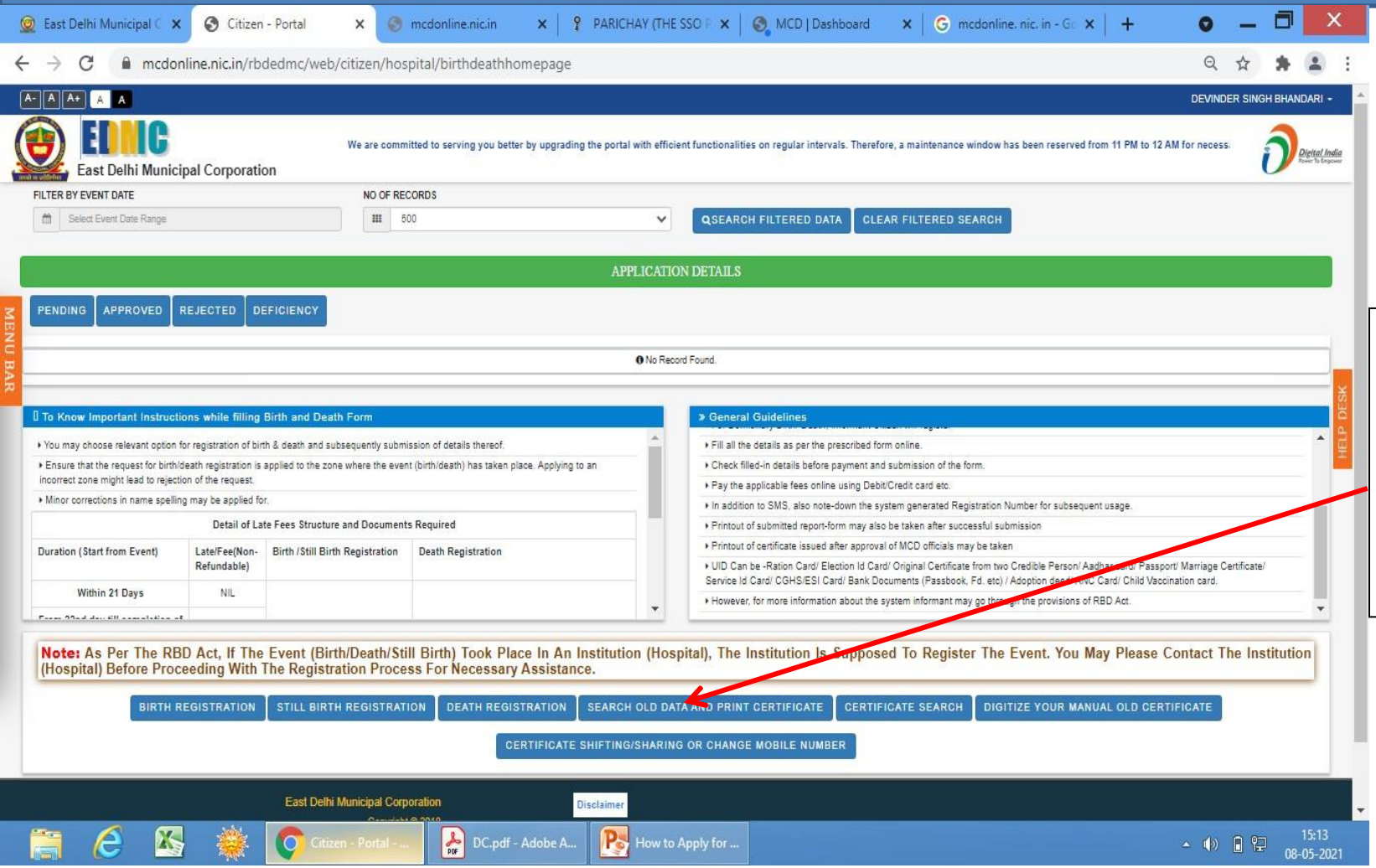
8.b. enter OTP generated Citizen can login and use the birth registration form

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask…Follow Physical Distancing…Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

On Successful Login, Citizen To Click On “SEARCH OLD DATA AND PRINT CERTIFICATE” Option Available At The Bottom



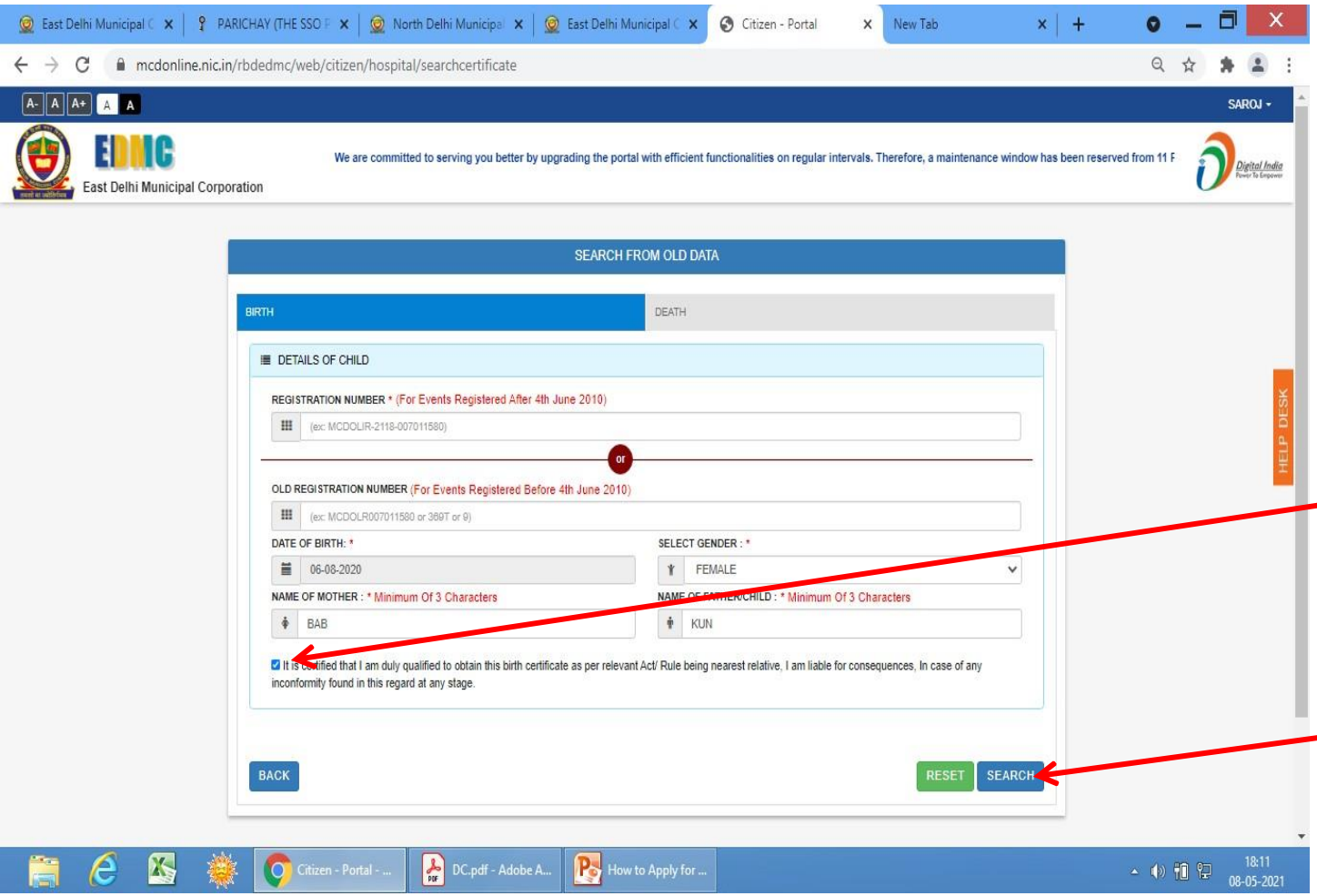
Citizen Click on “SEARCH OLD DATA AND PRINT CERTIFICATE ”

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Search Using Registration Number alone OR Date Of Birth, Gender, Mother's Name And Father's Name(mandatory)



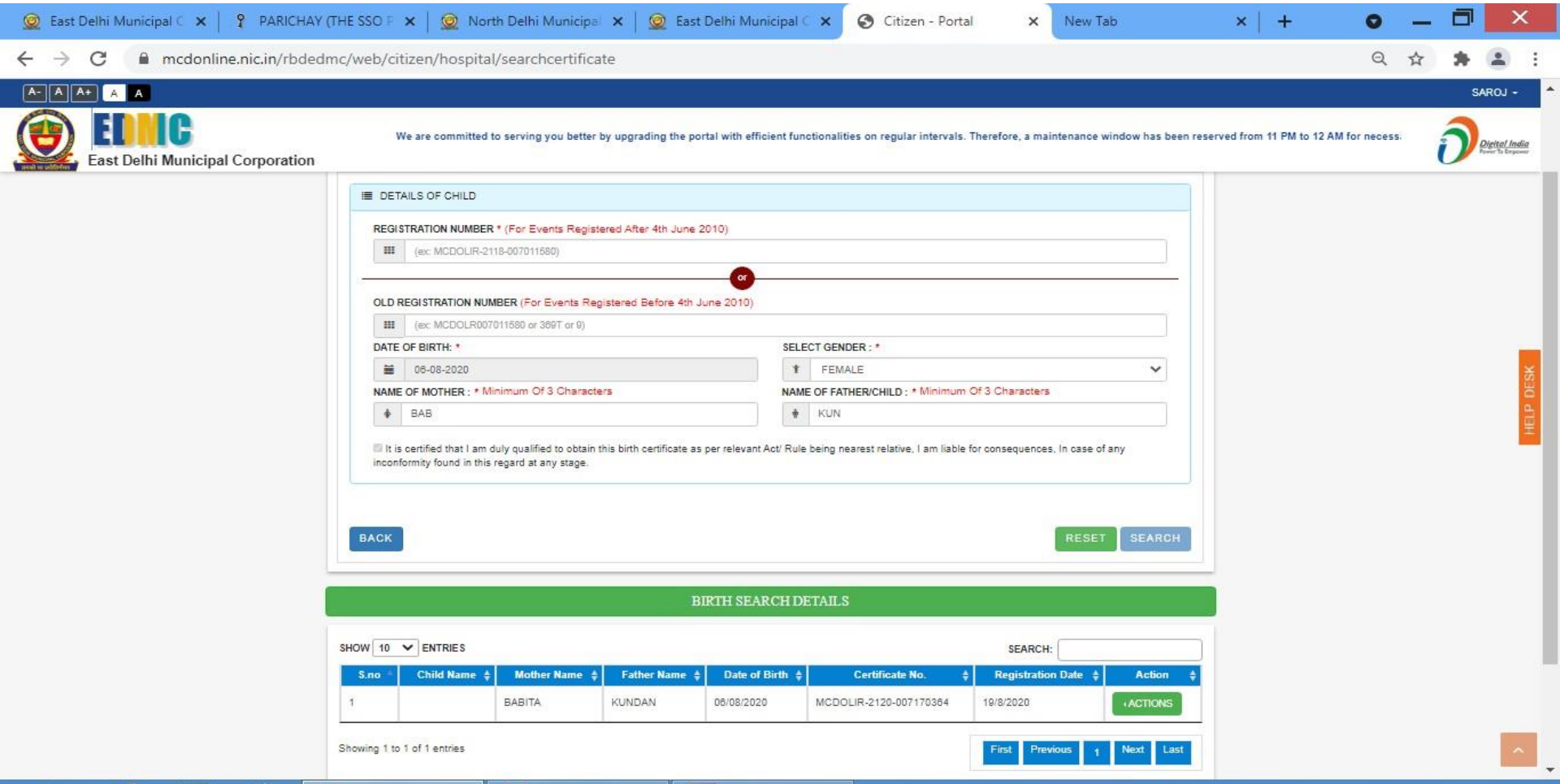
After filling the mandatory details, citizen to click on the **check box** of certification and then click the **SEARCH** button.

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

If The Data Of Birth event Is Available In Respect Of Entered Searching Parameters, It Will Be Reflected In Dashboard

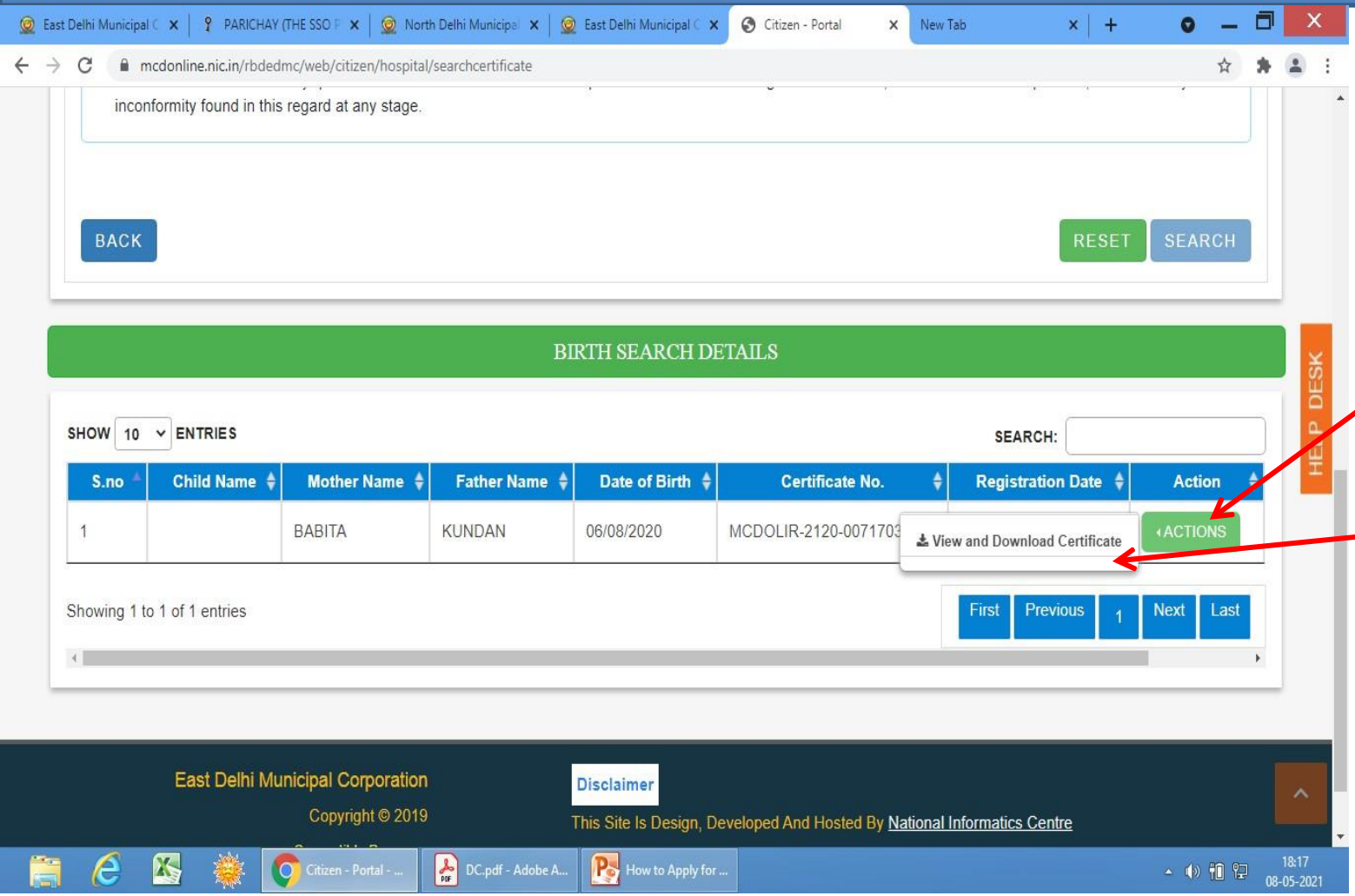


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

The Citizen will now have to click on the **ACTIONS** tab available against the concerned option like- View and Download Certificate



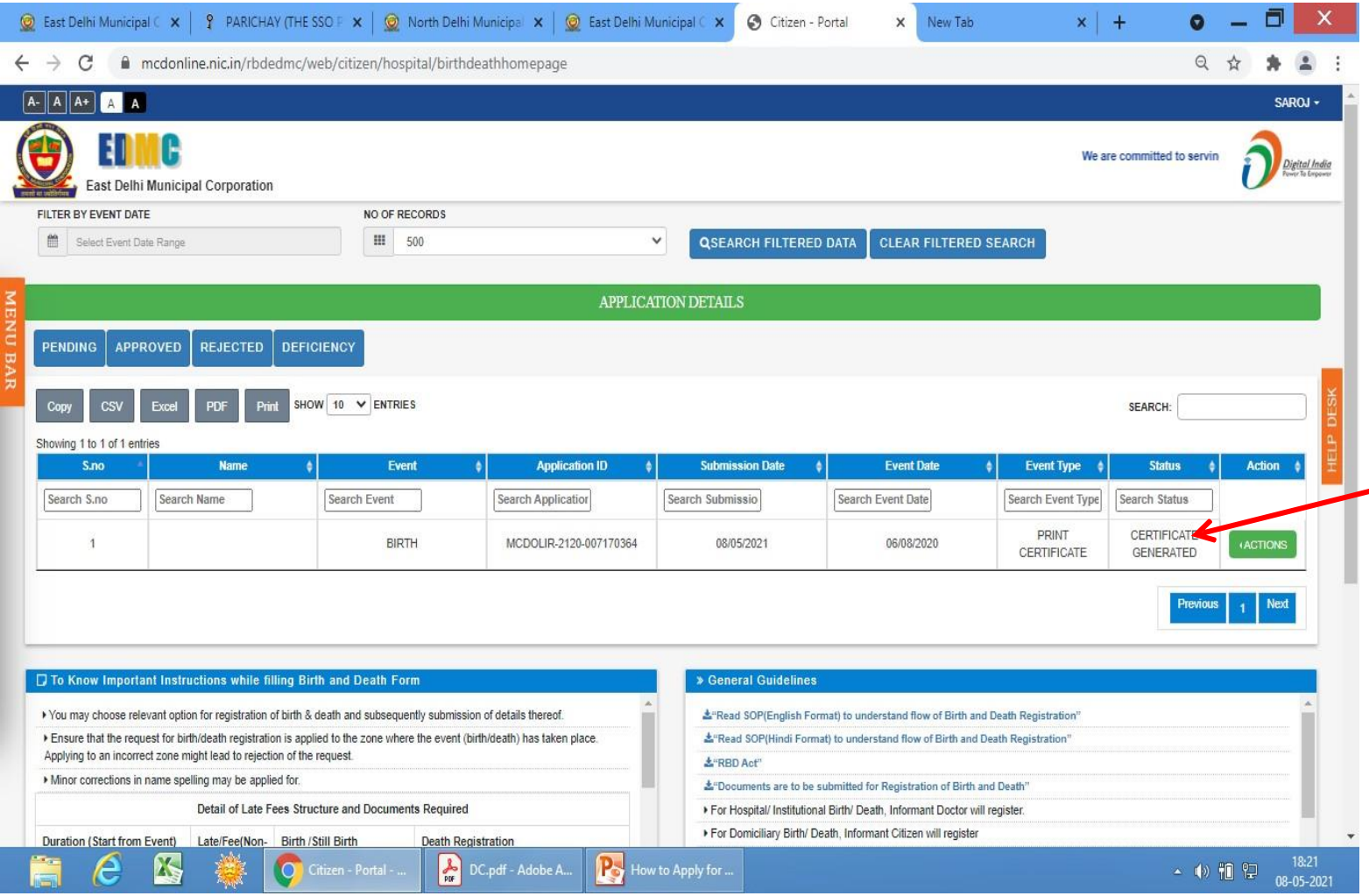
Click on 'ACTIONS' To **"View and Download Certificate"**

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

*"Add Child Name "*option will be available only when the **Status** against the respective application displays **"Certificate Generated".**



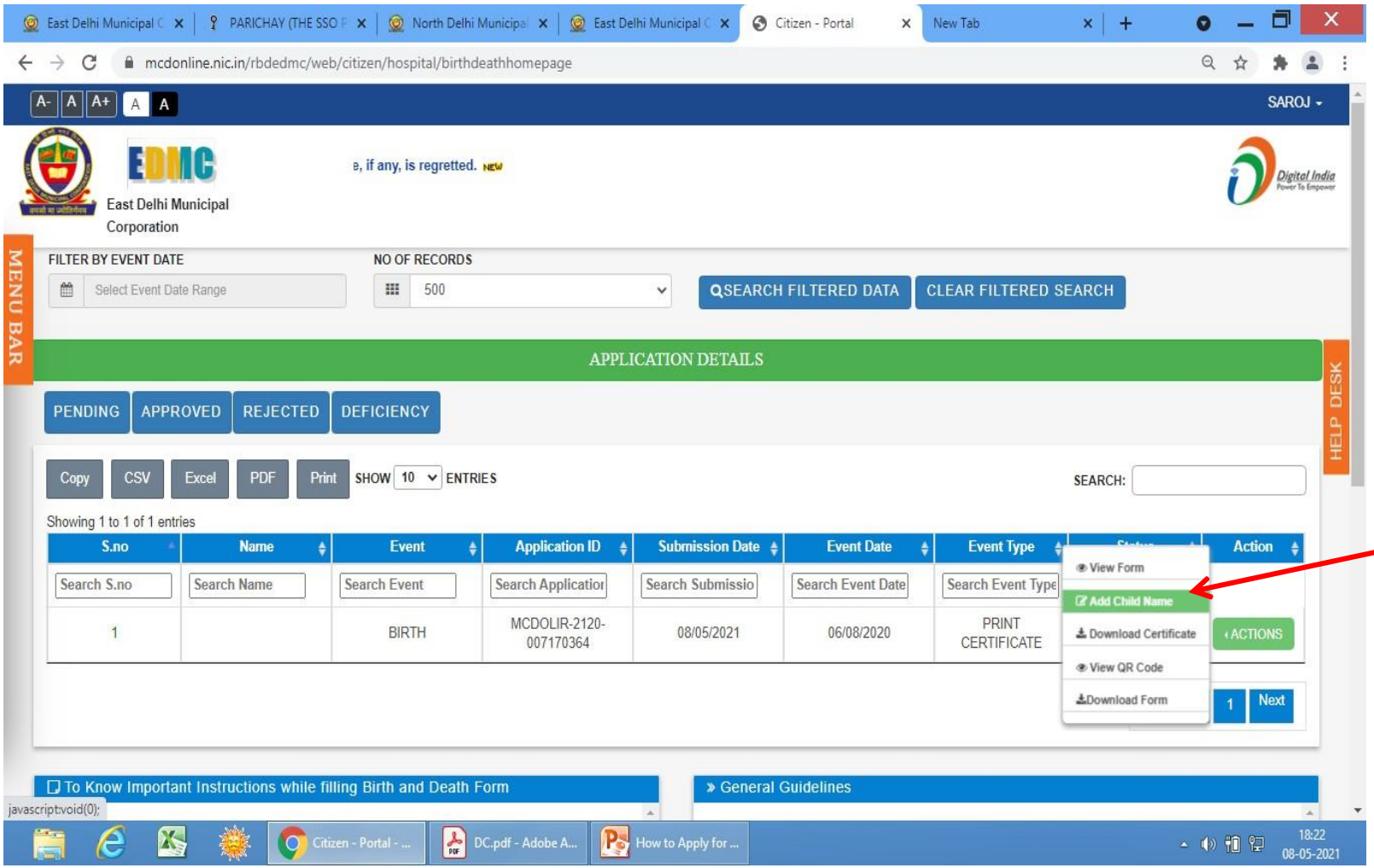
Status "Certificate Generated" After this name addition option is open

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

The citizen to click on **ACTION** tab. Further, **Add Child Name** Option has to be clicked



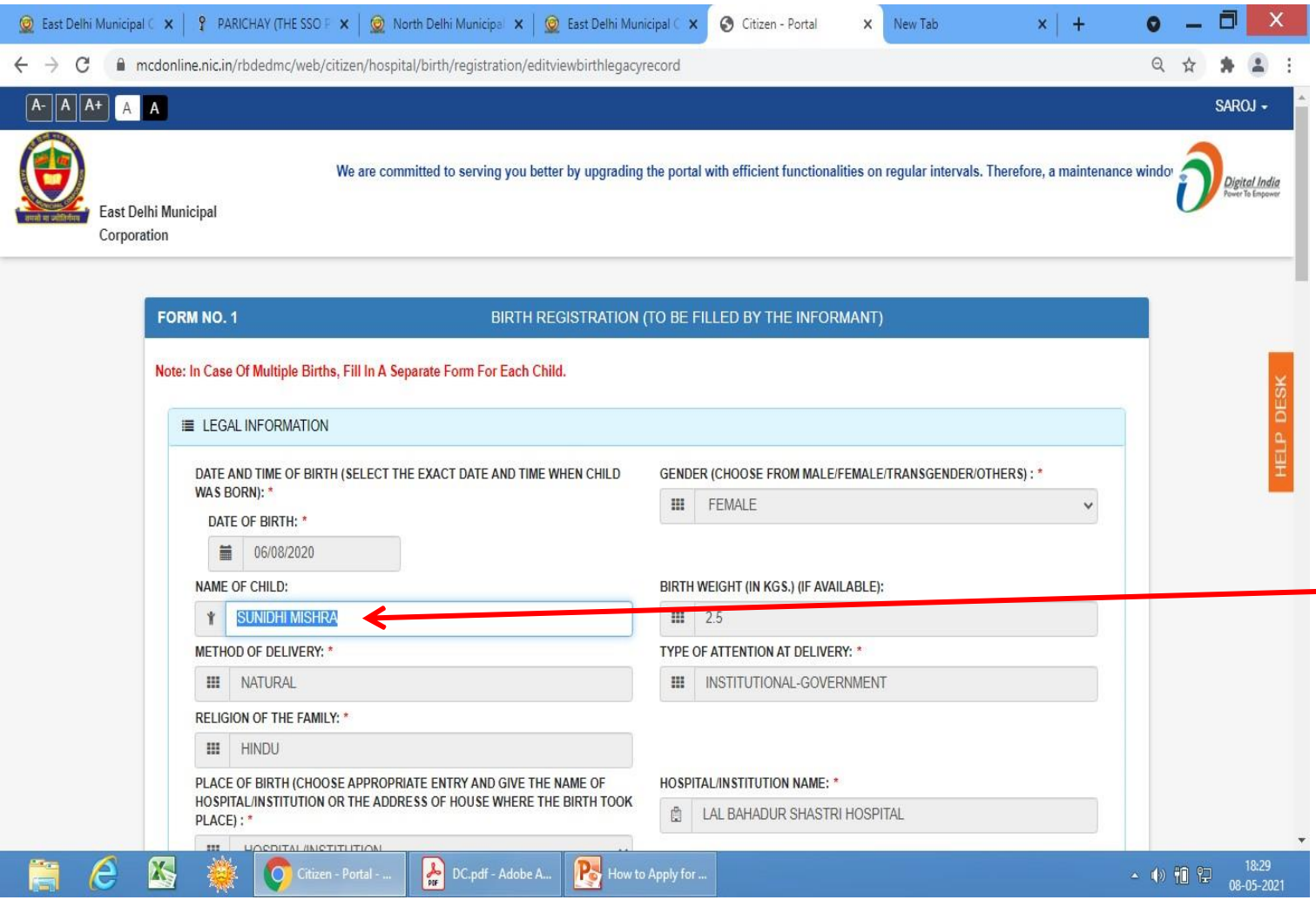
Click for "Add Child Name" Option

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

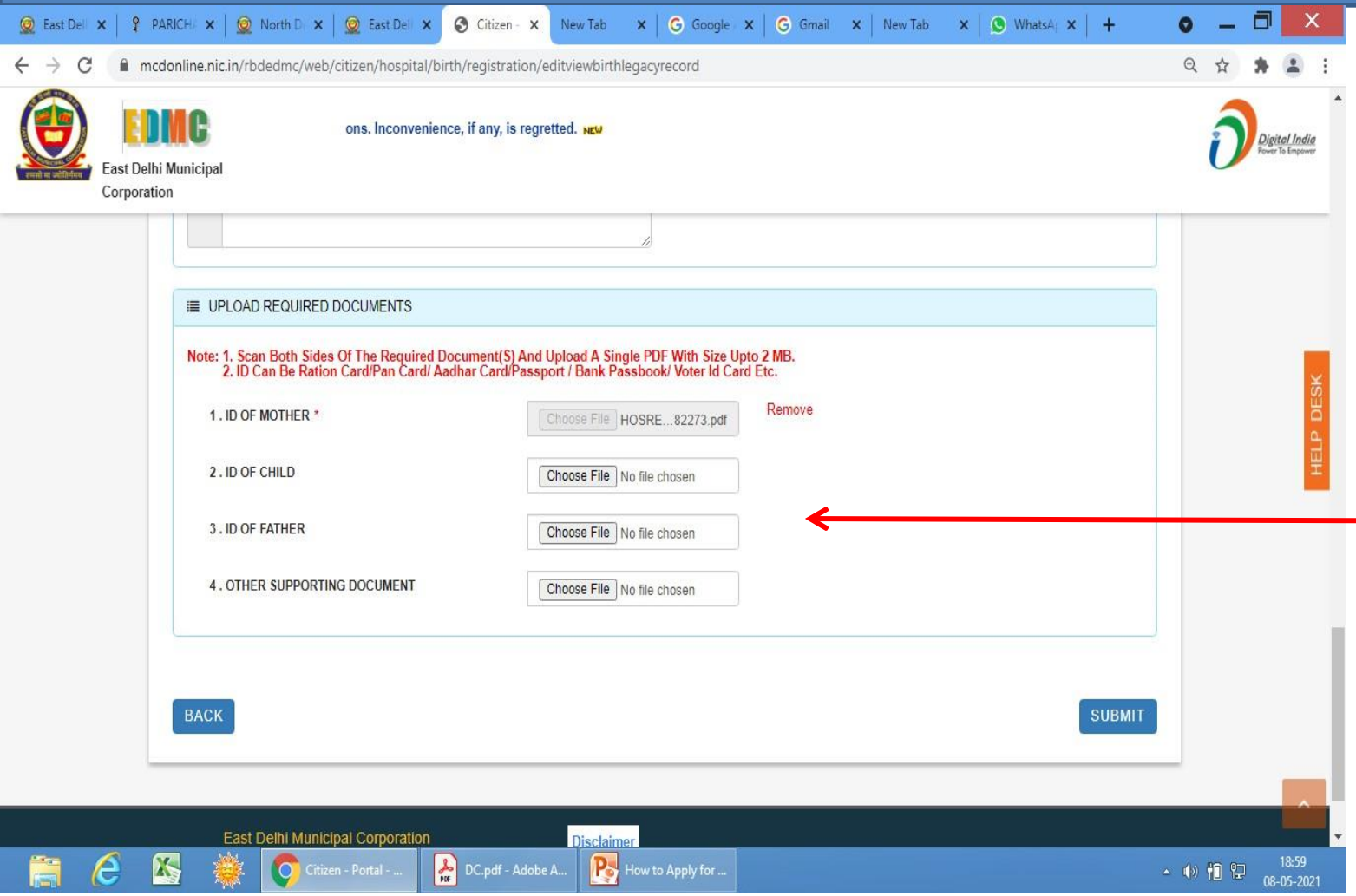
स्वच्छ भारत
एक कदम स्वच्छता की ओर

The respective **Birth form No.1** will open up where the **Name of the Child** can be entered



Fill the name of Child in Birth form no. 1

After filling the "Name of the Child", the Citizen can click on the Submit button.



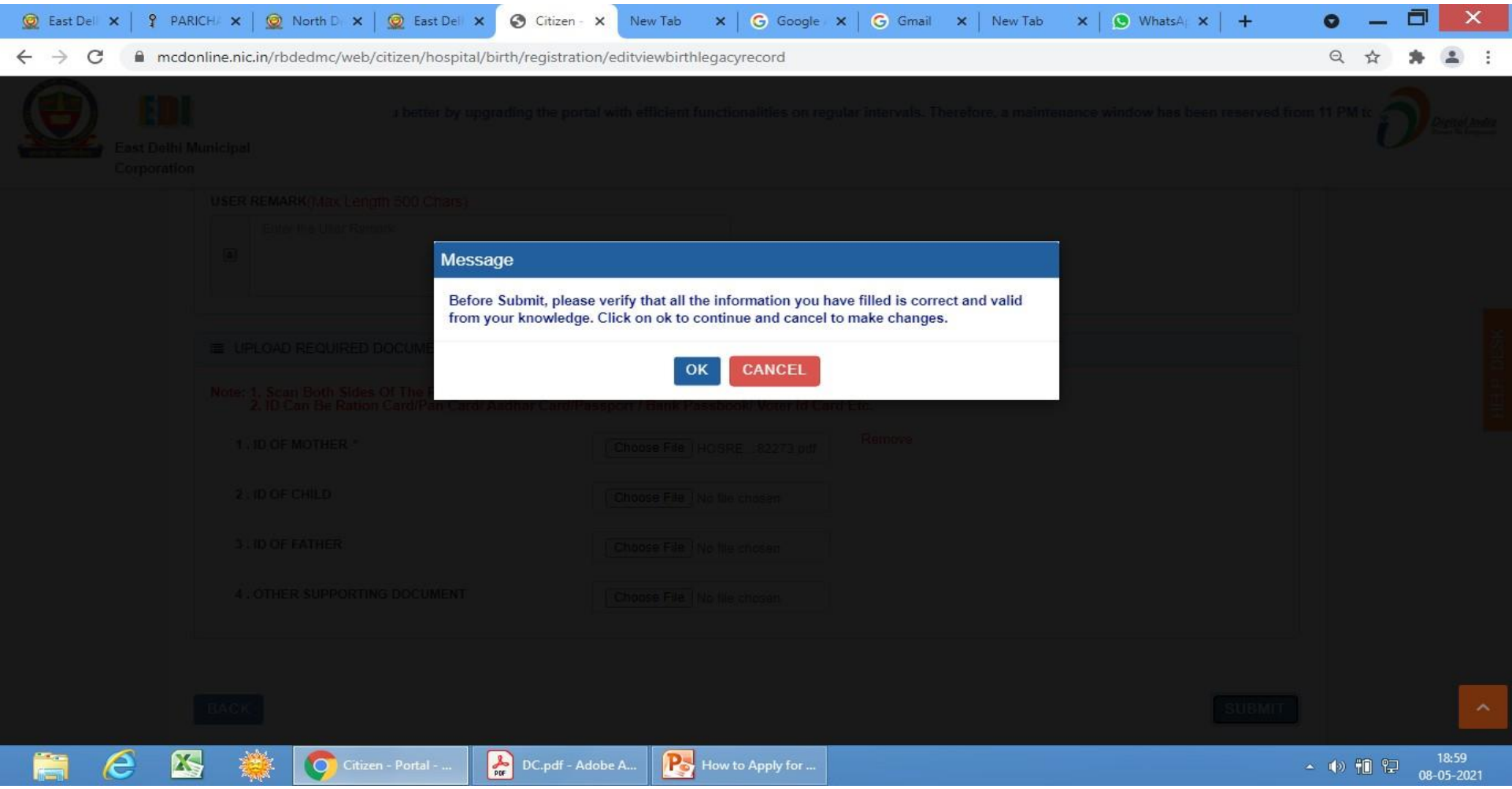
Necessary relevant documents will be uploaded by Citizen in the Birth form no.1

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Verify Entered Details And Proceed To Click Ok Or Make Changes

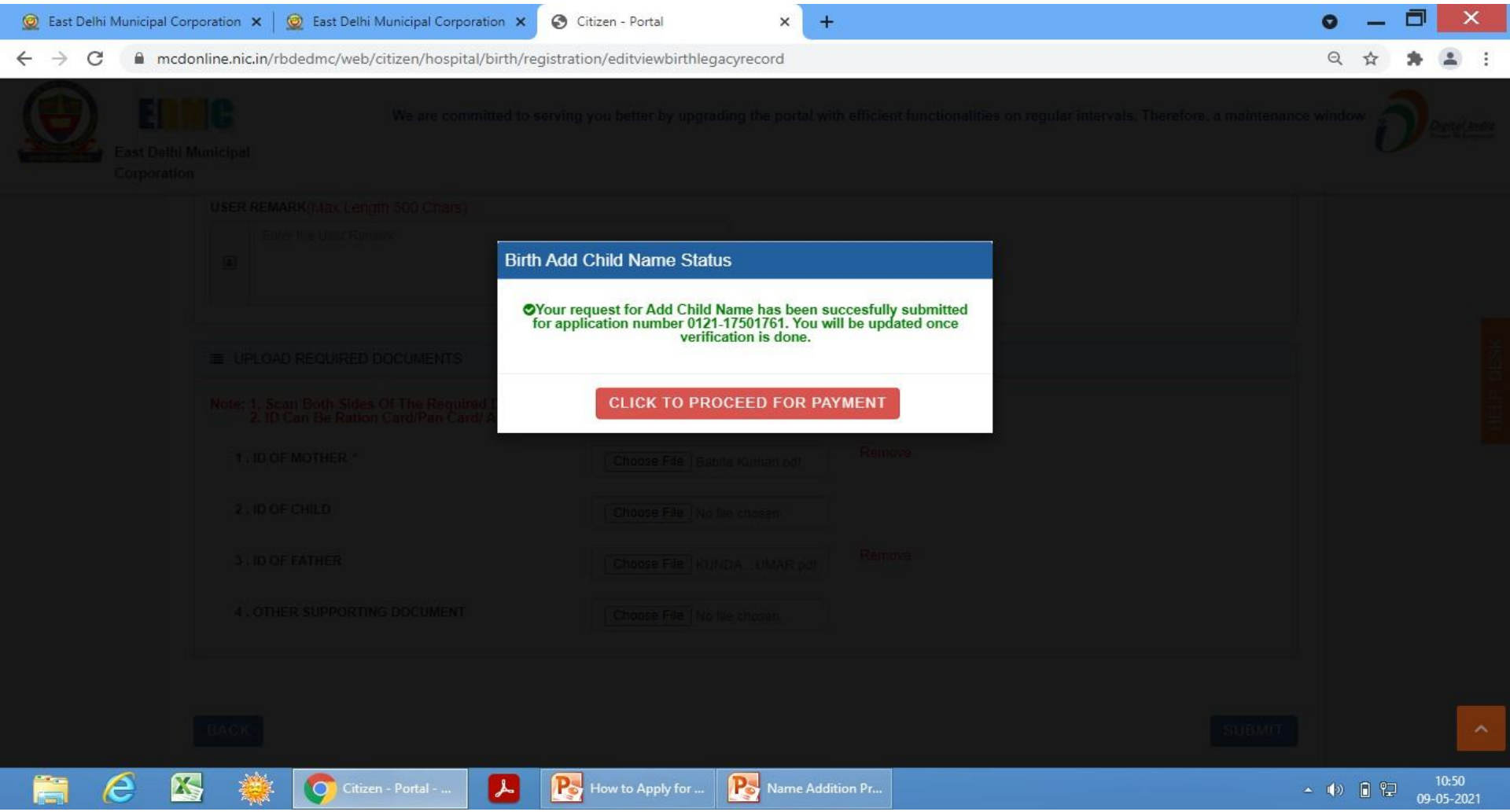


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Child Name Addition Status

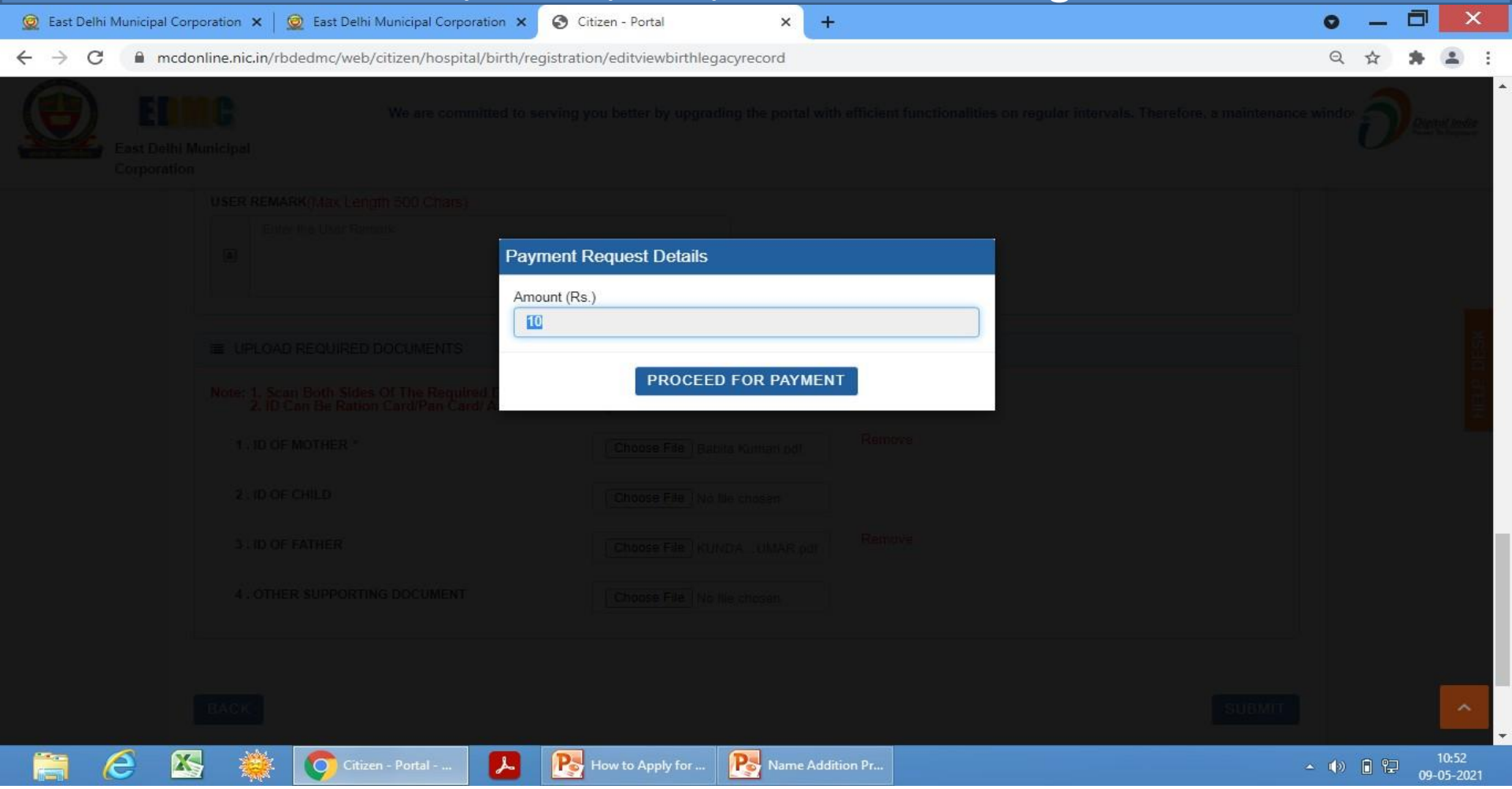


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

On Successful Submission Of The Form, Citizen Will Pay Rs.10/- For Online Child Name Addition Fee Through Online Debit/Credit/Visa/Internet Banking Etc.

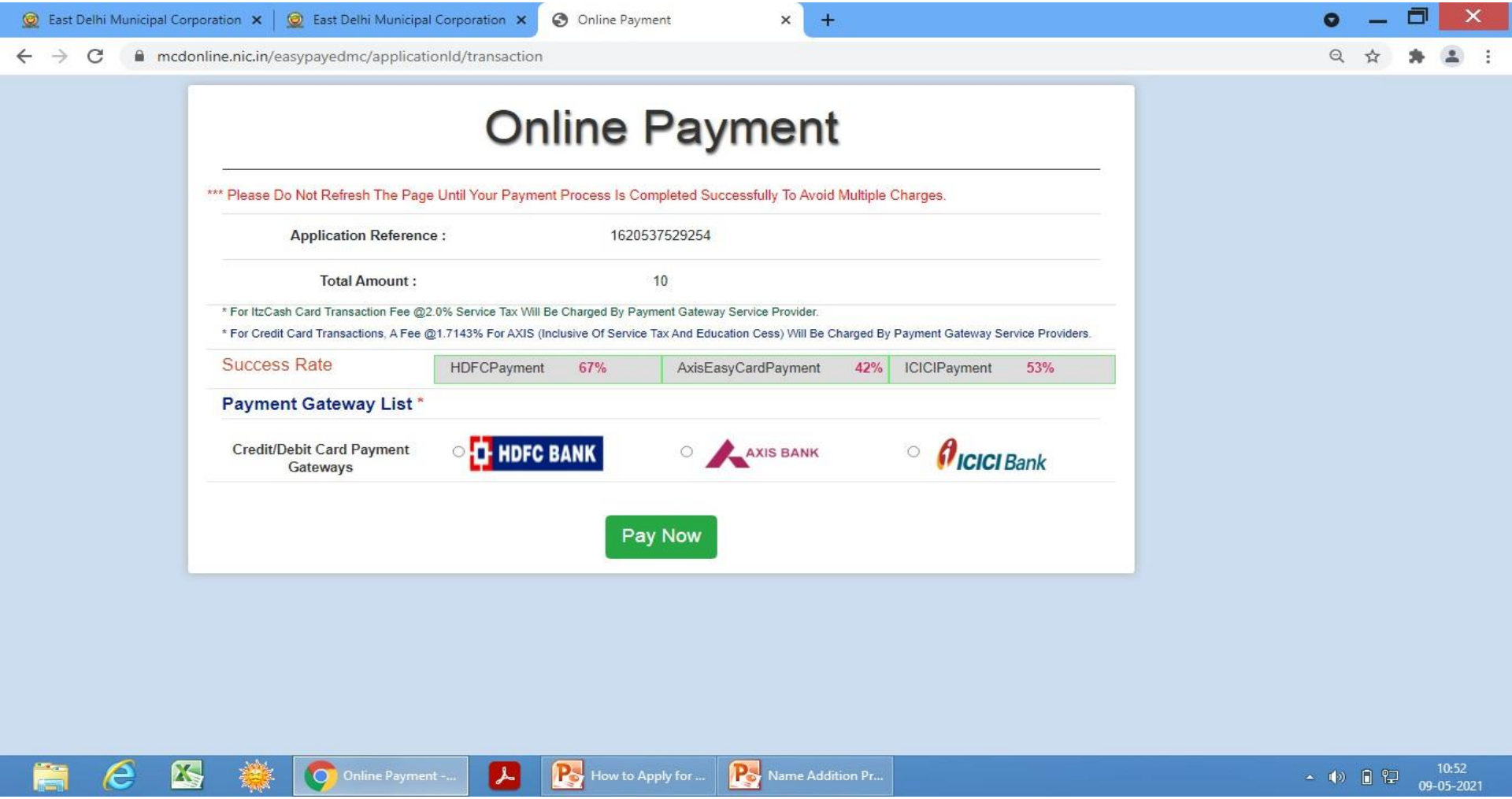


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Online Payment Options

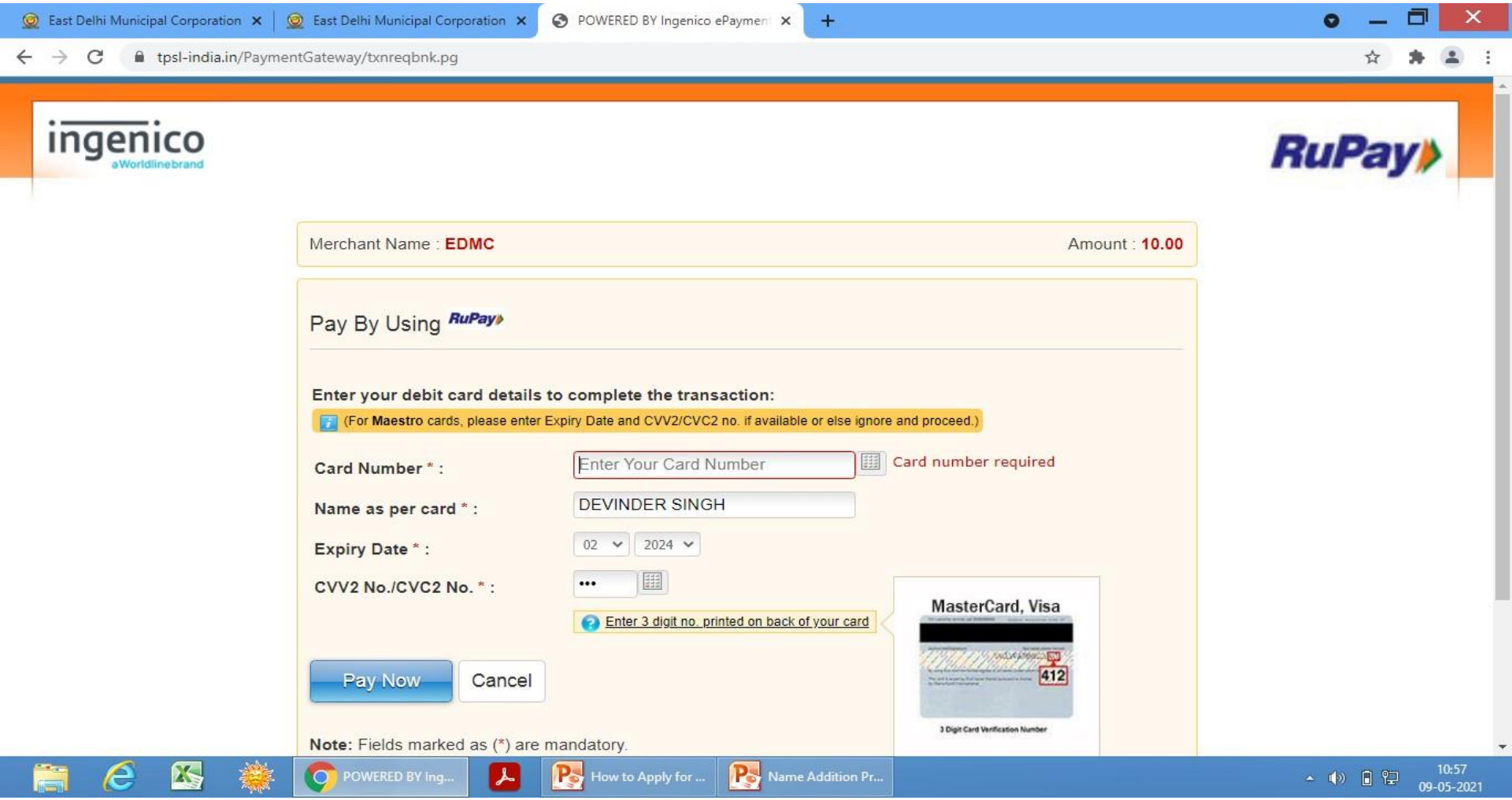


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Eg. Payment Through Rupay

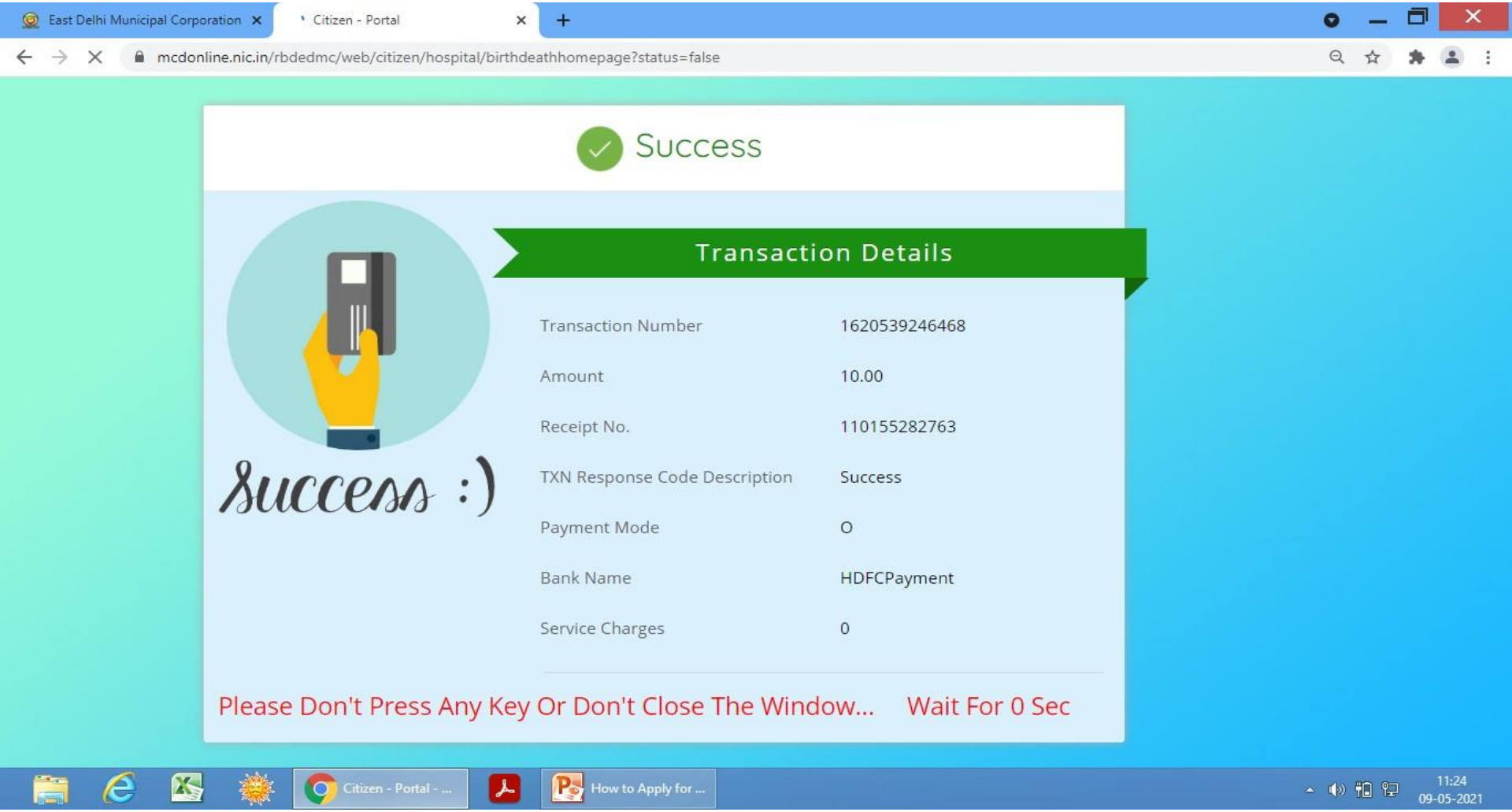


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Successful Transaction

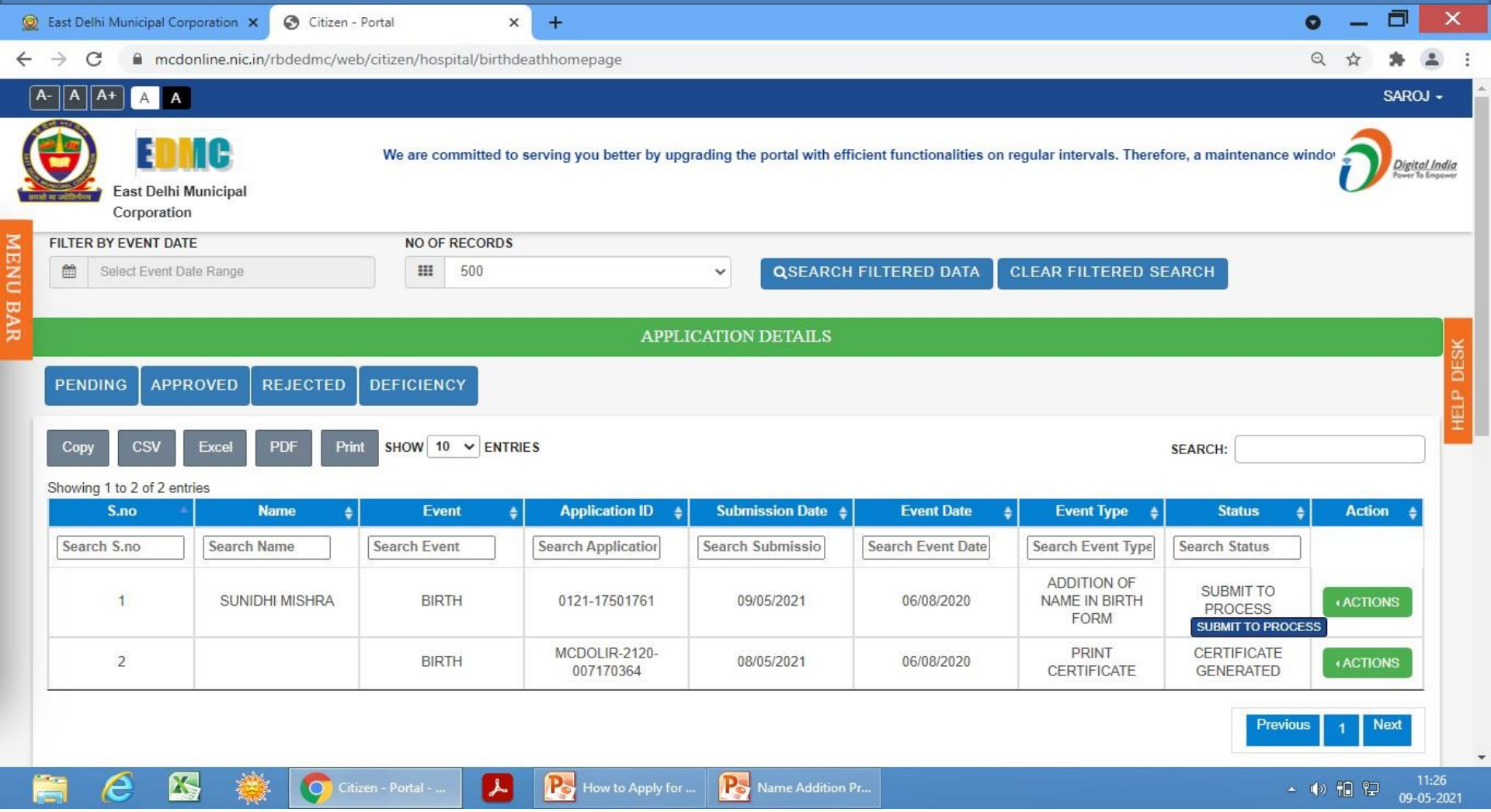


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Once The Payment Is Successful, The Online Application Will Be Then Forwarded To The Zonal Sub-registrar For Approval

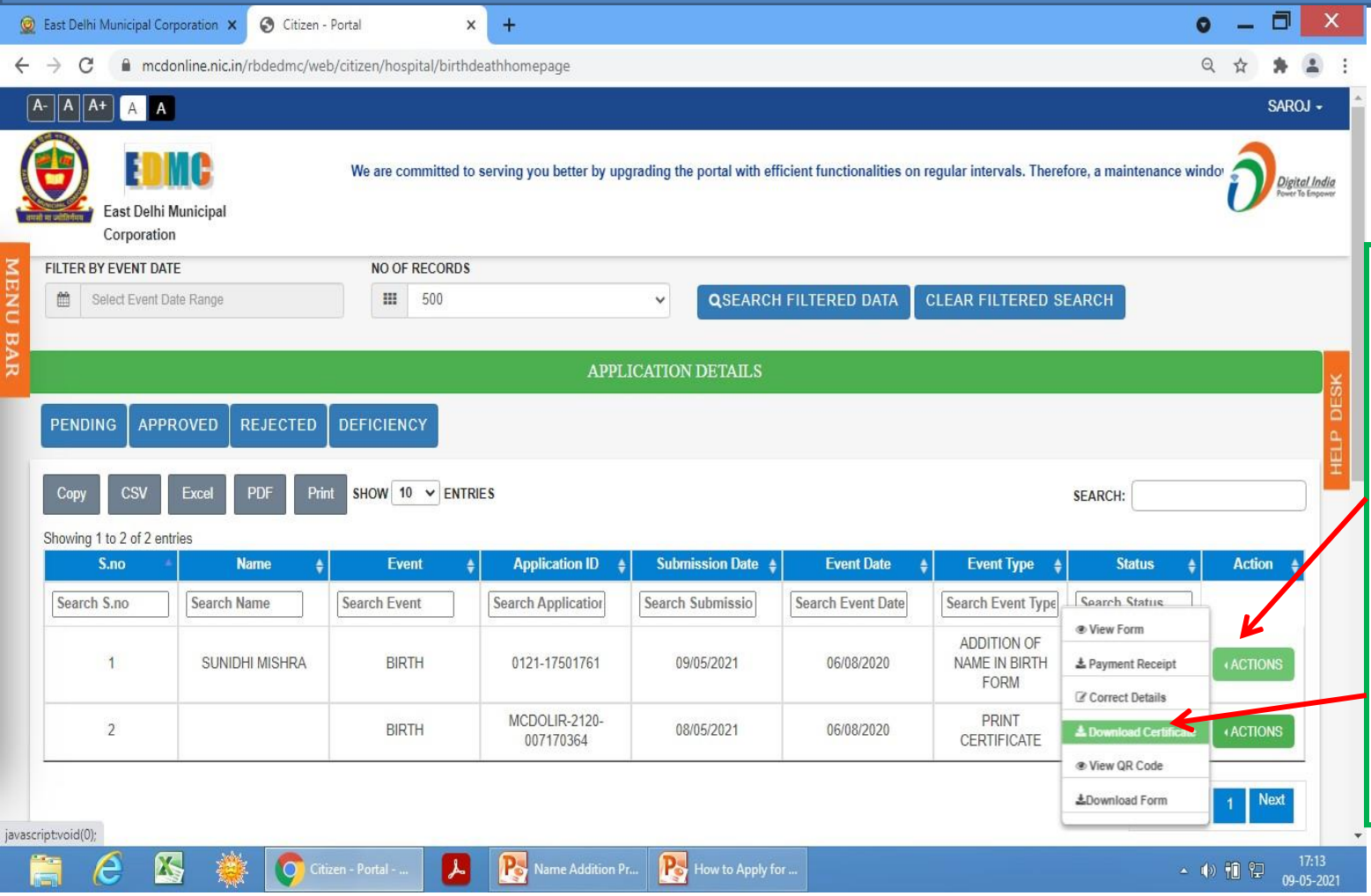


PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Once The Approval Is Granted By The Zonal Sub-registrar Of MCD, The Citizen Can Download The Birth Certificate Added with Child Name



The Citizen can download the Birth Certificate from the **ACTION** tab available in the dashboard by choosing the **Download Birth Certificate** Option.

PUBLIC HEALTH DEPARTMENT, MCD

Wear Mask…Follow Physical Distancing…Maintain Hand Hygiene