

# 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>



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# Accessing MCD Web Portal



Official Site of the North Delhi Municipal Corporation.

Portal | **Online Services**

Official Site of the South Delhi Municipal Corporation.

Portal | **Online Services**

Official Site of the East Delhi Municipal Corporation.

Portal | **Online Services**

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

Download Mutation Certificate

Ease Of Doing Business (Construction Permits)



# Accessing Registration of Birth And Death Application

The screenshot shows the website interface for the East Delhi Municipal Corporation (EDMC). The top navigation bar includes links for HOME, ABOUT US, DEPARTMENT, ZONES, DOWNLOADS, TENDERS, CAREER, and FAQs. The 'Online Services' section is prominently displayed, featuring a grid of service buttons. A red arrow points to the 'Registration of Birth & Death' button, which is the first button in the top row. Other services listed include Building Plan Sanction (EOOB), Property Tax, Factory Licenses, Trade / Storage Licenses, Veterinary Licenses, Teh Bazar, Health Trade Licences, Horticulture Department, Community Service Department, Farm House Functions, Information under RTI, e-Mutation Property Tax, Conversion & Parking Charges, and IntraMC. The footer contains terms and conditions, privacy policy, and contact information.

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



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# Accessing Citizen Login

East Delhi Municipal Corporation

HOME ABOUT US DEPARTMENT ZONES DOWNLOADS TENDERS CAREER FAQs

EDMC Digital Diary

ONLINE SERVICES

### Online Services

- Birth Verification
- Death Verification
- Citizen Login**
- Officer Login
- Building Plan Sanction (EODB)
- Property Tax
- Factory Licenses
- Trade / Storage Licenses
- Veterinary Licenses
- Teh Bazari
- Health Trade Licences
- Horticulture Department
- Community Service Department
- Farm House Functions
- Information under RTI
- e-Mutation Property Tax
- Conversion & Parking Charges
- IntraMC

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Ministry of electronics and information technology, Government of India  
The contents of this website are owned and updated by EDMC, Contact

12:48  
05-05-2021

4. Click on citizen login



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# Registering the Mobile Number in MCD Web Portal

East Delhi Municipal Corporation

We are committed to serving you better by upgrading the portal with efficient functionalities on regular intervals. Therefore, a maintenance window |

Digital India  
Power To Empower

View Instruction and Guidelines

CITIZEN HOSPITAL

REGISTERED MOBILE NO.

India(91) Mobile No

GENERATE OTP Enter OTP

LOGIN BACK

New User Click Here For SignUp / Registration

Authorised persons may sign up on the behalf of Govt./ State/ Organisation/ Public Institutions.

HELP DESK

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Compatible Browsers

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Ministry Of Electronics & Information Technology, Government Of India  
The Contents Of This Website Are Updated Owned By EDMC, Contact Web Information Manager

EN 12:49 05-05-2021

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

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# Filling up Mandatory Information for Mobile No. Registering

**USER SIGN UP**

**\*\*Form can only be submitted after mobile is verified via OTP**

FIELDS MARKED WITH \* ARE MANDATORY

FIRST NAME \*

MIDDLE NAME

LAST NAME

FATHER NAME

GENDER \*  MALE  FEMALE  OTHERS

MOBILE \*

ENTER OTP FROM MOBILE

EMAIL ID \*

AGE (IN YEARS) \*

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



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

The screenshot displays the 'CITIZEN HOSPITAL' login page on the EDMC website. A blue-bordered box highlights the login form. The form includes a dropdown menu for the country (set to India/91), a text input field for the mobile number, a 'GENERATE OTP' button, and an 'Enter OTP' text input field. Below these are 'LOGIN' and 'BACK' buttons. A 'HELP DESK' link is visible on the right side of the form. At the bottom of the page, there is a disclaimer and copyright information for 2019.

**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**



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

The screenshot displays the citizen portal interface for the East Delhi Municipal Corporation. The top navigation bar includes the EDMC logo and the text 'East Delhi Municipal Corporation'. Below this, there is a search section with a 'FILTER BY EVENT DATE' dropdown and a 'NO OF RECORDS' field set to 600. Two buttons, 'SEARCH FILTERED DATA' and 'CLEAR FILTERED SEARCH', are present. The main content area is titled 'APPLICATION DETAILS' and contains tabs for 'PENDING', 'APPROVED', 'REJECTED', and 'DEFICIENCY'. A message states 'No Record Found.' Below this, there are two informational panels: 'To Know Important Instructions while filling Birth and Death Form' and 'General Guidelines'. A table titled 'Detail of Late Fees Structure and Documents Required' is also visible. At the bottom of the page, a row of buttons includes 'BIRTH REGISTRATION', 'STILL BIRTH REGISTRATION', 'DEATH REGISTRATION', 'SEARCH OLD DATA AND PRINT CERTIFICATE', 'CERTIFICATE SEARCH', and 'DIGITIZE YOUR MANUAL OLD CERTIFICATE'. A red arrow points to the 'SEARCH OLD DATA AND PRINT CERTIFICATE' button. The footer contains the EDMC logo, a disclaimer, and the date '08-05-2021'.

Citizen Click on “SEARCH OLD DATA AND PRINT CERTIFICATE”



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# 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.



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

East Delhi Municipal C x | PARICHAY (THE SSO P x | North Delhi Municipal x | East Delhi Municipal C x | Citizen - Portal x | New Tab x | +

mcdonline.nic.in/rbdedmc/web/citizen/hospital/searchcertificate

SAROJ -

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### DETAILS OF CHILD

REGISTRATION NUMBER \* (For Events Registered After 4th June 2010)

or

OLD REGISTRATION NUMBER (For Events Registered Before 4th June 2010)

DATE OF BIRTH: \*  
08-08-2020

SELECT GENDER: \*  
FEMALE

NAME OF MOTHER: \* Minimum Of 3 Characters  
BAB

NAME OF FATHER/CHILD: \* Minimum Of 3 Characters  
KUN

It is certified that I am duly qualified to obtain this birth certificate as per relevant Act/ Rule being nearest relative, I am liable for consequences, in case of any inconformity found in this regard at any stage.

BACK RESET SEARCH

### BIRTH SEARCH DETAILS

SHOW 10 ENTRIES SEARCH:

S.no	Child Name	Mother Name	Father Name	Date of Birth	Certificate No.	Registration Date	Action
1		BABITA	KUNDAN	08/08/2020	MCDOLIR-2120-007170364	19/8/2020	ACTIONS

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Citizen - Portal - ... DC.pdf - Adobe A... How to Apply for ...

18:15 08-05-2021



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

The screenshot shows a web browser window with the URL [mcdonline.nic.in/rbdedmc/web/citizen/hospital/searchcertificate](http://mcdonline.nic.in/rbdedmc/web/citizen/hospital/searchcertificate). The page displays a search result for a birth certificate. A table with the following columns is shown:

S.no	Child Name	Mother Name	Father Name	Date of Birth	Certificate No.	Registration Date	Action
1		BABITA	KUNDAN	06/08/2020	MCDOLIR-2120-0071703		View and Download Certificate

Below the table, there is a 'Showing 1 to 1 of 1 entries' message and navigation buttons: First, Previous, 1, Next, Last. A green button labeled 'ACTIONS' is visible next to the 'View and Download Certificate' link. A red arrow points from a text box on the right to this 'ACTIONS' button.

At the bottom of the page, there is a footer for East Delhi Municipal Corporation, Copyright © 2019, and a disclaimer: 'This Site Is Design, Developed And Hosted By National Informatics Centre'.

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



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

The screenshot shows the MCDOLIR web portal interface. At the top, there are browser tabs for 'East Delhi Municipal Corporation', 'PARICHAY (THE SSO P...', 'North Delhi Municipal...', and 'East Delhi Municipal...'. The address bar shows 'mcdonline.nic.in/rbdc/mc/web/citizen/hospital/birthdeathhomepage'. The page header includes the EDMC logo and 'East Delhi Municipal Corporation'. Below the header, there are filters for 'EVENT DATE' and 'NO OF RECORDS' (500). A search bar is present with 'SEARCH FILTERED DATA' and 'CLEAR FILTERED SEARCH' buttons. The main section is titled 'APPLICATION DETAILS' and has tabs for 'PENDING', 'APPROVED', 'REJECTED', and 'DEFICIENCY'. Below these are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A table shows one entry with the following details:

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
1		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE	CERTIFICATE GENERATED	ACTIONS

Below the table, there are 'Previous', '1', and 'Next' navigation buttons. At the bottom, there are sections for 'To Know Important Instructions while filling Birth and Death Form' and 'General Guidelines'. The taskbar at the bottom shows various open applications and the system clock at 18:21 on 08-05-2021.

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



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

East Delhi Municipal Corporation logo and name. Filter by Event Date: Select Event Date Range. NO OF RECORDS: 500. SEARCH FILTERED DATA CLEAR FILTERED SEARCH. APPLICATION DETAILS. PENDING APPROVED REJECTED DEFICIENCY. Copy CSV Excel PDF Print SHOW 10 ENTRIES. SEARCH: [input]. Showing 1 to 1 of 1 entries. Table with columns: S.no, Name, Event, Application ID, Submission Date, Event Date, Event Type, Status, Action. Row 1: 1, Search Name, BIRTH, MCDOLIR-2120-007170364, 08/05/2021, 06/08/2020, PRINT CERTIFICATE, View Form, Add Child Name, Download Certificate, View QR Code, Download Form. + ACTIONS. 1 Next. To Know Important Instructions while filling Birth and Death Form. General Guidelines.

Click for  
"Add Child  
Name"  
Option



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

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**FORM NO. 1** BIRTH REGISTRATION (TO BE FILLED BY THE INFORMANT)

Note: In Case Of Multiple Births, Fill In A Separate Form For Each Child.

**LEGAL INFORMATION**

DATE AND TIME OF BIRTH (SELECT THE EXACT DATE AND TIME WHEN CHILD WAS BORN): \*  
DATE OF BIRTH: \* 06/08/2020

GENDER (CHOOSE FROM MALE/FEMALE/TRANSGENDER/OTHERS): \*  
FEMALE

NAME OF CHILD: \*  
SUNIDHI MISHRA

BIRTH WEIGHT (IN KGS.) (IF AVAILABLE): \*  
2.5

METHOD OF DELIVERY: \*  
NATURAL

TYPE OF ATTENTION AT DELIVERY: \*  
INSTITUTIONAL-GOVERNMENT

RELIGION OF THE FAMILY: \*  
HINDU

PLACE OF BIRTH (CHOOSE APPROPRIATE ENTRY AND GIVE THE NAME OF HOSPITAL/INSTITUTION OR THE ADDRESS OF HOUSE WHERE THE BIRTH TOOK PLACE): \*  
HOSPITAL/INSTITUTION: \*  
LAL BAHADUR SHASTRI HOSPITAL

Fill the name of Child in Birth form no. 1



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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



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# Verify Entered Details And Proceed To Click Ok Or Make Changes

The screenshot shows a web browser window with the URL `mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord`. The page is for the East Delhi Municipal Corporation (MCD). A modal message box is displayed in the center, containing the text: "Before Submit, please verify that all the information you have filled is correct and valid from your knowledge. Click on ok to continue and cancel to make changes." Below the message are two buttons: "OK" and "CANCEL".

The background form includes a "USER REMARK" field, an "UPLOAD REQUIRED DOCUMENT" section, and a list of documents to be uploaded:

- 1. ID OF MOTHER \* (File: HOSPRE\_82273.pdf)
- 2. ID OF CHILD (No file chosen)
- 3. ID OF FATHER (No file chosen)
- 4. OTHER SUPPORTING DOCUMENT (No file chosen)

At the bottom of the page, there are "BACK" and "SUBMIT" buttons. The Windows taskbar at the bottom shows the time as 18:59 on 08-05-2021.



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# Child Name Addition Status

The screenshot shows a web browser window with the URL [mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord](http://mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord). The page header includes the East Delhi Municipal Corporation logo and a maintenance notice. A modal window titled "Birth Add Child Name Status" is displayed in the center, containing the following text: "✔ Your request for Add Child Name has been successfully submitted for application number 0121-17501761. You will be updated once verification is done." Below the text is a red button labeled "CLICK TO PROCEED FOR PAYMENT". The background of the page shows a form with sections for "USER REMARK", "UPLOAD REQUIRED DOCUMENTS", and a list of documents including "ID OF MOTHER", "ID OF CHILD", "ID OF FATHER", and "OTHER SUPPORTING DOCUMENT".

The banner features the East Delhi Municipal Corporation logo on the left, which includes the motto "तमसो सा ज्योतिर्गमय". The central text reads "PUBLIC HEALTH DEPARTMENT, MCD" in red and "Wear Mask...Follow Physical Distancing...Maintain Hand Hygiene" in yellow. On the right, there is a logo with the text "स्वच्छ भारत" (Swachh Bharat) and "एक कदम स्वच्छता की ओर" (One step towards cleanliness).

# 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.

The screenshot displays the 'Citizen - Portal' interface for the East Delhi Municipal Corporation. The browser address bar shows the URL: [mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord](http://mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord). The page features a 'Payment Request Details' modal window with the following elements:

- Amount (Rs.):** A text input field containing the value '10'.
- PROCEED FOR PAYMENT:** A prominent blue button to confirm the payment.

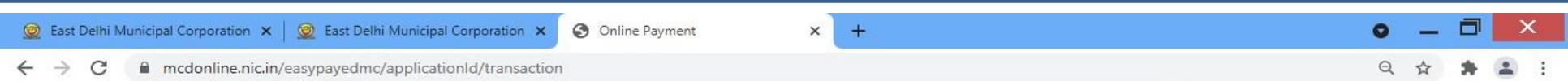
The background interface includes a 'USER REMARK' section, an 'UPLOAD REQUIRED DOCUMENTS' section with a list of items (ID of Mother, ID of Child, ID of Father, and Other Supporting Document), and a 'SUBMIT' button at the bottom right. The system clock in the bottom right corner indicates the time as 10:52 on 09-05-2021.



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# Online Payment Options



## Online Payment

\*\*\* Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference : 1620537529254

Total Amount : 10

\* For ItzCash Card Transaction Fee @2.0% Service Tax Will Be Charged By Payment Gateway Service Provider.

\* For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

Success Rate	HDFCPayment	AxisEasyCardPayment	ICICIPayment
	67%	42%	53%

### Payment Gateway List \*

Credit/Debit Card Payment Gateways

Pay Now



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# Eg. Payment Through Rupay

The screenshot shows a web browser window with the URL `tps1-india.in/PaymentGateway/txnreqbnk.pg`. The page features the **ingenico** logo (a Worldline brand) on the left and the **RuPay** logo on the right. The main content area displays a payment form for Merchant Name: **EDMC** and Amount: **10.00**. The form is titled "Pay By Using RuPay" and prompts the user to "Enter your debit card details to complete the transaction:". A yellow tooltip indicates: "(For Maestro cards, please enter Expiry Date and CVV2/CVC2 no. if available or else ignore and proceed.)". The form fields include: "Card Number \*:" with a placeholder "Enter Your Card Number" and a "Card number required" note; "Name as per card \*:" with the value "DEVINDER SINGH"; "Expiry Date \*:" with dropdowns for "02" and "2024"; and "CVV2 No./CVC2 No. \*:" with a placeholder "...". A tooltip for the CVV2 field says: "Enter 3 digit no. printed on back of your card". Below the fields are "Pay Now" and "Cancel" buttons. A note at the bottom states: "Note: Fields marked as (\*) are mandatory." On the right side of the form, there is an image of a MasterCard/Visa card with a callout for the "3 Digit Card Verification Number" (CVV2) showing the number "412". The Windows taskbar at the bottom shows the system tray with the time "10:57" and date "09-05-2021".



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# Successful Transaction



✓ Success



*Success :)*

## Transaction Details

Transaction Number	1620539246468
Amount	10.00
Receipt No.	110155282763
TXN Response Code Description	Success
Payment Mode	0
Bank Name	HDFCPayment
Service Charges	0

Please Don't Press Any Key Or Don't Close The Window... Wait For 0 Sec



11:24  
09-05-2021



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

East Delhi Municipal Corporation | Citizen - Portal

mcdonline.nic.in/rbdcemc/web/citizen/hospital/birthdeathhomepage

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**APPLICATION DETAILS**

Showing 1 to 2 of 2 entries

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
<input type="text" value="Search S.no"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Event"/>	<input type="text" value="Search Application"/>	<input type="text" value="Search Submissio"/>	<input type="text" value="Search Event Date"/>	<input type="text" value="Search Event Type"/>	<input type="text" value="Search Status"/>	
1	SUNIDHI MISHRA	BIRTH	0121-17501761	09/05/2021	06/08/2020	ADDITION OF NAME IN BIRTH FORM	SUBMIT TO PROCESS	<input type="button" value="+ ACTIONS"/>
2		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE	CERTIFICATE GENERATED	<input type="button" value="+ ACTIONS"/>



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

East Delhi Municipal Corporation | Citizen - Portal

mcdonline.nic.in/rbdcemc/web/citizen/hospital/birthdeathhomepage

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FILTER BY EVENT DATE: Select Event Date Range

NO OF RECORDS: 500

SEARCH FILTERED DATA CLEAR FILTERED SEARCH

APPLICATION DETAILS

PENDING APPROVED REJECTED DEFICIENCY

Copy CSV Excel PDF Print SHOW 10 ENTRIES

SEARCH:

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
1	SUNIDHI MISHRA	BIRTH	0121-17501761	09/05/2021	06/08/2020	ADDITION OF NAME IN BIRTH FORM		+ ACTIONS
2		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE		+ ACTIONS

Showing 1 to 2 of 2 entries

1 Next

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



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