



MUNICIPAL CORPORATION OF DELHI

Registration of Birth & Death (RBD) Portal

Citizen Informant Interface

USER MANUAL

Version 2.0 | Production Release
SOP & Step-by-Step Guide for Citizens



Portal URL: <https://mcdonline.nic.in>

Helpline: 155305

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1. Introduction

1.1 What is the RBD Portal?

The Registration of Birth & Death (RBD) portal is an official online platform of the Municipal Corporation of Delhi (MCD) that enables citizens to register births, stillbirths, and deaths from the comfort of their home — without visiting any government office.

Registration of every birth and death is mandatory under the Registration of Births & Deaths Act, 1969. The RBD portal makes compliance easy, fast, and fully digital.

1.2 Why Does Registration Matter?

Certificate	Used For
Birth Certificate	School enrollment, passport, driver's license, Aadhaar, Social Security, Medicaid, marriage license
Death Certificate	Insurance claims, inheritance, pension settlement, legal procedures
Still Birth Certificate	Legal record, parental bereavement rights, insurance

1.3 Portal Features at a Glance

- 100% online, cashless, paperless, and faceless process
- Real-time application tracking via SMS notifications
- Secure OTP-based login — no password required
- Integrated online payment gateway (Debit/Credit/Net Banking/UPI)
- Search and download legacy records (pre-2020)
- Name addition and certificate correction online
- Digitization of old manual certificates (issued before 10 June 2004)

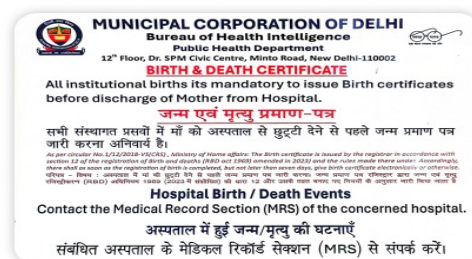
1.4 Scope of This Manual

This manual covers the complete Citizen Informant Interface of the RBD application, including step-by-step guidance for all major workflows: Sign-Up & Login, Birth/Death/Still Birth Registration, Name Addition, Corrections, Legacy Record Search, Certificate Digitization, and more.

2. Standard Operating Procedure (SOP)

Follow this quick-reference checklist each time you use the portal. Detailed steps for each task are covered in Chapter 3 onwards.

#	Step	Action
1	Open Browser	Ensure your device is connected to the internet. Open any modern browser (Chrome, Firefox, and Edge).
2	Visit the Portal	Type https://mcdonline.nic.in in the address bar and press Enter.
3	Access RBD Service	From 'Online Services', select 'Registration of Birth & Death'.
4	Select Login Type	Click 'Online Services' then choose 'Citizen Login / Hospital / Cremation-Burial Ground'.
5	New User? Sign Up	First-time users click 'New User Click Here for Signup / Registration', fill the form, and submit.
6	Login via OTP	Enter your registered mobile number, receive OTP via SMS, and log in.
7	Choose a Task	Select Birth Registration, Death Registration, Still Birth, Search Legacy Records, or Digitize Old Certificate.
8	Fill the Form	Complete all mandatory fields (marked *). You cannot submit until all required fields are filled.
9	Pay Applicable Fee	If a late fee applies, you will be redirected to the payment gateway. Pay using Debit/Credit/Net Banking/UPI.
10	Track Your Application	Your application appears in the dashboard. You will receive an SMS when approved or rejected.
11	Download Certificate	After approval, click ACTION button against your application and select 'Download Certificate'.



MUNICIPAL CORPORATION OF DELHI Birth & Death Registration (RBD Act, 1969)

BIRTH REGISTRATION

HOME BIRTH

Within 1 Year:

- Mother ID (Mandatory)
- Father ID
- DOB Proof (Vaccination Card)
- Informant ID

After 1 Year:

- All above documents + SDM Order

HOSPITAL BIRTH:

- Registration done by Hospital (It's mandatory issue birth certification from the hospital before discharge or mother contact the MRD section of the hospital)

Required:

- Mother ID
- Father ID
- Discharge/Case Summary

Child Name: Once name added cannot be changed

- 0 - 4 Years Parent can add child name Auto Approval
- Below 6 Years → Declaration
- Above 6 Years → Child name ID Proof

DEATH REGISTRATION

1. DEATH AT HOME (Apply online)

Within 1 Year of death (documents required)

- Cremation/Burial Slip/Body donation slip
- Deceased ID
- Informant ID
- Spouse ID

After 1 Year of death:

- SDM Order + IDs + all above

2. DEATH IN HOSPITAL: (Citizen no need to apply online); concerned hospital will apply online. Certificates can be downloaded from <https://rbd.mcdonline.nic.in/rbd/web/citizen/info>; if any delay in getting death certificates may kindly contact MRD section of concerned hospital.

- OTHER CASES (Accident):(Apply online)
- Cremation Slip
- FIR / Postmortem Report
- All IDs

3. Died while taking to hospital - BROUGHT DEAD:

- Apply online through citizen login
- Brought dead slip from hospital
- Mention place of Death – name of hospital where declared brought dead.
- Click "Brought Dead" option
- All other documents

Important notice

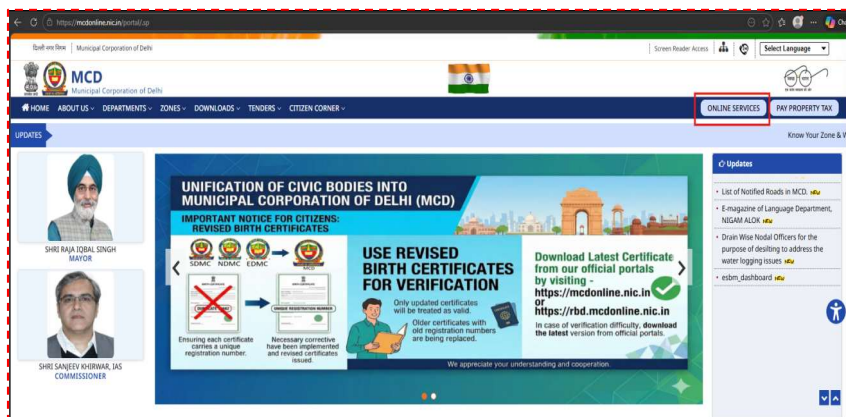
As per the Registration of Births and Deaths Act, 1969, death registration is done at the place where the death occurs.

- MCD registers deaths occurring within its jurisdiction only.
 - For deaths outside MCD/other States, contact the concerned local Registrar.
 - For deaths outside India, certificates are not issued in India; approach the concerned foreign authority/Indian Mission.
- If you have manual certificate want to take Digitalize copy : (Before 2004):
- Apply for Digitization:

3. User Manual

3.1 Accessing the RBD Portal

1. Open your internet browser and go to: <https://mcdonline.nic.in>
2. On the home page, click 'Online Services'.
3. Select '**Registration of Birth and Death**' then choose option '**Citizen Login / Hospital / Cremation-Burial Ground**'.
4. You will land on the RBD login screen at:
<http://rbd.mcdonline.nic.in/rbd>



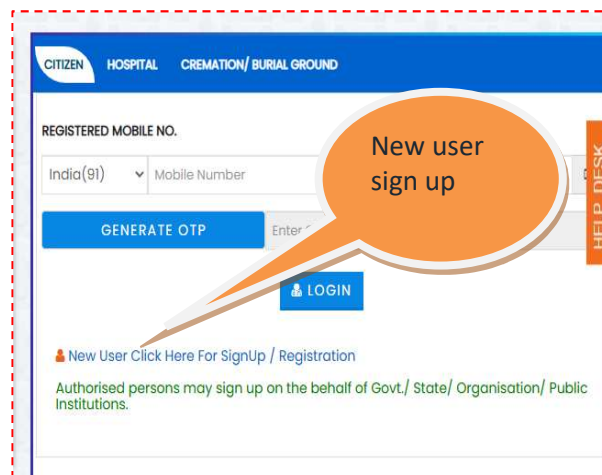
SUPPORTED BROWSERS

Use Google Chrome, Mozilla Firefox, or Microsoft Edge (latest versions) for the best experience. Avoid Internet Explorer.

3.2 Citizen Sign-Up and Login

3.2.1 New User Registration

5. On the login page, click 'New User Click Here for Signup / Registration' (bottom of the page).
6. The registration form will open. Fill in all mandatory fields:
 - Full Name
 - Mobile Number (this becomes your login ID)
 - Email Address
 - Other details
7. Click 'Submit'. You will see a confirmation message: 'Registered successfully. Now login with Registered Mobile No: 98xxxxxx66'.



IMPORTANT

Your registered mobile number is your permanent login ID. Keep it active and accessible — all OTPs and SMS notifications will be sent to this number.

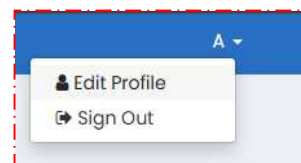
3.2.2 Returning User Login

8. If already registered, enter your mobile number on the login page.
9. Click 'GENERATE OTP' to receive a one-time password via SMS.
10. Enter the OTP and click 'Login'. You will be redirected to the Citizen Home Page.

3.2.3 Updating Your Profile

You can update your mobile number or other details at any time:

11. After logging in, click on your name displayed at the top-right corner.
12. Select 'Edit Profile'.
13. Make the required changes and click 'Save'.



TIP

Always read the 'Important Instructions and Guidelines' section on the home page — it contains the latest updates and procedural changes.

3.3 Search Old / Legacy Records and Print Certificate

Legacy records are those registered before 16 October 2020. Use this option to find, view, and download older certificates.

3.3.1 Search for Birth Certificate

Search using one of the following methods:

Search Method	Required Fields
By Registration Number	Registration Number (mandatory)
By Personal Details	Date of Birth, Gender, Mother's Name, Father's Name (all mandatory)

14. Enter the search criteria and tick the certification declaration checkbox.
15. Click 'Submit'. Matching records will be displayed.
16. Click 'Action' against the relevant record to access options:
 - View & Download Certificate
 - View Birth Form
 - Add Name
 - Correction Details

RECORD NOT FOUND?

If your record is not found in the system, please visit or contact the Central Record Room (CRR) of MCD with your original documents for assistance.

3.3.2 Search for Death Certificate

Search using one of the following methods:

Search Method	Required Fields
By Registration Number	Registration Number (mandatory)
By Personal Details	Date of Death, Gender, Mother's Name, Father's Name (all mandatory)

17. Enter the search criteria and tick the certification declaration checkbox.
18. Click 'Submit'. Matching records will be displayed.
19. Click 'Action' against the relevant record to access options:
 - View & Download Certificate
 - View Death Form
 - Correction / Change Details

3.4 Birth Registration

BEFORE YOU BEGIN

Keep the following documents ready as scanned PDF copies: ID proof of Informant, UID of Father & Mother, Vaccination card (if applying within 1 year), and SDM approval letter (if applying after 1 year).

3.4.1 Filling the Birth Registration Form

20. From the left menu, click 'Birth / Still Birth / Death Registration'.

21. Select 'Birth Registration' and click 'Continue'.
22. The form has 5 sections — complete each one carefully:

Section	Information Required
1. Legal Information	Date & time of birth, gender, child's name, birth weight, mode of delivery, place of birth
2. Mother Information	Full name, Aadhaar/UID, education, occupation, age, duration of pregnancy, address
3. Father Information	Full name, Aadhaar/UID, education, occupation, correspondence & permanent address
4. Informant Details	Name, relation to child, mobile number, email, address, remarks
5. Document Upload	Upload required documents as PDF files

23. You may click 'Save as Draft' at any time to continue later, or 'Reset' to clear the form.
24. Once all mandatory fields (*) are filled, click 'Submit'.
25. You will be redirected to the payment gateway. Pay the applicable late fee (if any) using Debit/Credit Card, Net Banking, or UPI.
26. After successful payment, you will see a 'Payment Successful' confirmation page.
27. Your application will appear in the dashboard under 'Today's Application' tab.

The image shows two screenshots. The top screenshot is the 'BIRTH REGISTRATION (TO BE FILLED BY THE INFORMANT)' form. It includes sections for Legal Information (Date and Time of Birth, Gender, Name of Child, Birth Weight, Method of Delivery, Type of Attention at Delivery, Multiple Birth Mode, Religion of the Family, Parent Mobile Number, MCT's No., Place of Birth), Parent Information (Parent Email ID, Is Child Adopted?), and a note about 'Other Place' of birth. The bottom screenshot is a 'Payment Successful' confirmation page showing application details: Application Reference Number 417755671584094571, Paid Amount 5.00, Gateway Transaction Reference Number 315014016257, Payment Mode Net Banking, Service Charges 0, Paid Through (Gateway) HDFCPayment, and Transaction Date and Time 07-Apr-2026 06:46 PM. A PDF download button is visible at the bottom.

TRACK YOUR APPLICATION

Under 'Action' in the dashboard, you can view: Form details, Activity History, Download Form, Track Status, Deficiency History, and Payment Transaction.

3.4.2 After Approval

Once the Sub-Registrar/Registrar approves your application, you will receive an SMS notification. To download Birth Certificate:

28. Go to the Birth Dashboard section.
29. Click the 'Approved' tab.
30. Click 'Action' against your application.
31. Select 'Download Birth Certificate'.

The image shows a screenshot of the Birth Certificate dashboard. It features a table with columns for Type, Status, and Action. A dropdown menu is open under the 'Action' column, showing options: View Form, Activity History, Deficiency History, Add Child Name, Download Certificate, Get Card Certificate, View QR Code, and Download Form. Each option has a corresponding '+ ACTIONS' button to its right.

3.5 Name Addition in Birth Certificate

AVAILABILITY

This option appears in your Birth Dashboard under the 'APPROVED' tab, AFTER you have received the initial birth certificate. Name addition for children up to age 4 is auto-approved instantly.

32. Log in and go to the Birth Dashboard.
33. Click 'Action' against the relevant birth record and choose 'Name Addition'.
34. The birth form will open. Enter the 'Name of the Child'.
35. Upload any relevant supporting documents (if required).
36. Click 'Submit'. The application is forwarded to MCD officials for approval.
37. After approval, download the updated Birth Certificate from the dashboard using the 'Action' > 'Download Birth Certificate' option.

LEGAL INFORMATION

DATE AND TIME OF BIRTH (SELECT THE EXACT DATE AND TIME WHEN CHILD WAS BORN): *

DATE OF BIRTH: 04/04/2024 TIME OF BIRTH: HH:MM

SDM REGISTRATION NO: *

Enter SDM Registration No

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

FEMALE

NAME OF CHILD, IF ANY (IF NOT NAMED, LEAVE BLANK): *

Enter Name Of Child

BIRTH WEIGHT (IN KGS.) (IF AVAILABLE):

1

METHOD OF DELIVERY: * ⓘ

CAESAREAN

TYPE OF ATTENTION AT DELIVERY: *

INSTITUTIONAL-GOVERNMENT

IF MULTIPLE BIRTH MODE:

☒ SINGLE ☐ TWINS ☐ TRIPLETS ☐ MORE

RELIGION OF THE FAMILY: *

CHRISTIANITY

REJECTED APPLICATION

If application is rejected, you may review the reason provided and reapply under rejected tab through action option.

3.6 Correction in Certificate Details

AVAILABILITY

The Correction option is available in the dashboard under the 'Action' button, only after you have received the birth certificate.

38. Log in and from the dashboard, click 'Action' against the desired record, and then select 'Correction'.
39. The form will open showing editable fields. Choose 'Correction' or 'Change' from the dropdown against the field you wish to modify (e.g., child's name, mother's name, father's name).
40. Make all necessary corrections.
41. Upload relevant supporting documents (e.g., address proof for address change).
42. Click 'Submit'. The application is forwarded to MCD officials for approval.
43. After approval, download the corrected certificate from the dashboard via 'Action' > 'Download Birth Certificate'.

LEGAL INFORMATION

DATE AND TIME OF BIRTH (SELECT THE EXACT DATE AND TIME WHEN CHILD WAS BORN): *

DATE OF BIRTH: 06/03/2025 TIME OF BIRTH: 10:30 AM

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

MALE

CORRECTION FOR NAME OF CHILD: (If Required)

SELECT TYPE OF CORRECTION

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

3

METHOD OF DELIVERY: *

NATURAL

IF MULTIPLE BIRTH MODE: *

SINGLE TWINS TRIPLETS MORE

RELIGION OF THE FAMILY: *

HINDUISM

PARENT MOBILE NUMBER: *

977054084

MCTS NO. (MOTHER CHILD TRACKING SYSTEM NUMBER): *

Enter MCTS No.

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

Note: "Other Place" Of "Birth" Means The Places Apart From Home And Institutions (Hospital/Clinic/Nursing Home Etc).

Place Of Birth Address As Per The Certificate:

RAGHUVER NAGAR NEW DELHI NEW DELHI RAGHUVER NAGAR (TAGORE GARDEN EXTN) WEST DELHI INDIA 110027

PLACE OF BIRTH (DETAILS)

**Note: 1. Only -, / Special Characters Are Allowed In The Address Field.
2. Enter The Birth Place Address Correctly. Incorrect Information May Result In Rejection Of The Request
3. Do Not Use Birth Place Name In Address Field.**

HOUSE/FLAT/PLOT NUMBER: *

RAGHUVER NAGAR NEW DELHI NEW DELHI

NAME OF TOWN/CITY/VILLAGE: *

TOWN VILLAGE

WARD: *

NEW DELHI

COLONY: *

RAGHUVER NAGAR (TAGORE GARDEN EXTN)

ZONE: *

WEST ZONE

STATE: *

DELHI

PINCODE: *

110027

MOTHER INFORMATION

IS CHILD OF SINGLE PARENT/ORPHAN: * YES NO *

CORRECTION FOR NAME OF MOTHER: (If Required)

SELECT TYPE OF CORRECTION

NAME OF MOTHER (FULL NAME USUALLY WRITTEN): *

MAA

UID NO OF MOTHER (IF ANY): *

Enter UID Of Mother

MOTHER'S LEVEL OF EDUCATION (CHOOSE COMPLETE LEVEL OF EDUCATION): *

ILLITERATE

MOTHER'S OCCUPATION (IF NO OCCUPATION WRITE "NOT APPLICABLE"): *

NOT APPLICABLE

AGE OF MOTHER (IN COMPLETED YEARS) AT THE TIME OF THIS BIRTH: *

21

AGE OF MOTHER (IN COMPLETED YEARS) AT THE TIME OF MARRIAGE (IF MARRIED MORE THAN ONCE, AGE AT FIRST MARRIAGE MAY BE ENTERED): *

19

NUMBER OF CHILDREN BORN ALIVE TO THE MOTHER SO FAR INCLUDING THIS CHILD (NUMBER OF CHILDREN BORN ALIVE TO INCLUDE ALSO THOSE FROM EARLIER MARRIAGE(S), IF ANY): *

1

DURATION OF PREGNANCY (IN WEEKS): *

22

MOTHER'S ADDRESS

IS MOTHER ADDRESS SAME AS THE BIRTH PLACE ADDRESS

ADDRESS: *

SADASDASD

NAME OF TOWN/CITY/VILLAGE: *

TOWN VILLAGE

SADASD

COUNTRY: *

INDIA

STATE: *

DELHI

DISTRICT: *

SOUTH

PINCODE: *

110016

FATHER INFORMATION

CORRECTION FOR NAME OF FATHER: (If Required)

SELECT TYPE OF CORRECTION

NAME OF FATHER (FULL NAME USUALLY WRITTEN): *

SADASDAS

UID NO OF FATHER (IF ANY): *

Enter UID Of Father

FATHER'S LEVEL OF EDUCATION (CHOOSE THE COMPLETED LEVEL OF EDUCATION): *

ILLITERATE

FATHER'S OCCUPATION (IF NO OCCUPATION CHOOSE "NOT APPLICABLE"): *

NOT APPLICABLE

UPLOAD REQUIRED DOCUMENTS

**Note: 1. Scan Both Sides Of The Required Document(s) And Upload A Single PDF With Size Upto 2 MB.
2. ID Can Be Ration Card/Pan Card/ Aadhar Card/Passport / Bank Passbook/ Voter Id Card Etc.**

1. ID OF MOTHER *

Choose File No file chosen Click to view Document Remove Document

2. HOSPITAL CORRECTION LETTER (IN CASE OF INSTITUTIONAL EVENT) / CERTIFIED LETTER FROM TWO CREDIBLE PERSON (IN CASE OF TOTAL NAME CHANGE) / ADOPTION DEED OR ADOPTION ORDER ISSUED FROM COURT (IN CASE OF ADOPTION) *

Choose File No file chosen

3. EDUCATION DOCUMENT OF CHILD

Choose File No file chosen

4. ID OF FATHER

Choose File No file chosen

5. OTHER SUPPORTING DOCUMENT

Choose File No file chosen

[HOME PAGE](#) [SUBMIT](#)

3.7 Birth Registration of Adopted Child

3.7.1 Filling the Birth Registration Form

44. From the left menu, click 'Birth / Still Birth / Death Registration'.
45. Select 'Birth Registration' and click 'Continue'.
46. The form has 5 sections — complete each one carefully:

Section	Information Required
1. Legal Information	Date & time of birth, gender, child's name, birth weight, mode of delivery, place of birth
2. Mother & Adoptive Mother Information	Full name, Aadhaar/UID, education, occupation, age, duration of pregnancy, address
3. Father & Adoptive Father Information	Full name, Aadhaar/UID, education, occupation, correspondence & permanent address
4. Informant Details	Name, relation to child, mobile number, email, address, remarks
5. Document Upload	Upload required documents as PDF files

47. In birth form, select the radio button 'Is child adopted' Yes for adopted child birth registration.
48. You may click 'Save as Draft' at any time to continue later, or 'Reset' to clear the form.
49. Once all mandatory fields (*) are filled, click 'Submit'.

Payment Successful

Application Reference Number	417755671584594571
Paid Amount	5.00
Gateway Transaction Reference Number	315014016257
Payment Mode	Net Banking
Service Charges	0
Paid Through (Gateway)	HDFCPayment
Transaction Date and Time	07-Apr-2026 06:45 PM

PDF

IS CHILD ADOPTED? *

☐ NO ☒ YES

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

Select Place Of Birth

Note: "Other Place" Of "Birth" Means The Places Apart From Home And Institutions (Hospital/Clinic/Nursing Home Etc).

BIRTH REPORT FOR ADOPTED CHILD (FORM NO. 1A)

NAME OF THE BIOLOGICAL MOTHER: (IF KNOWN)

Enter Name of the mother

ADOPTION DEED/ORDER NUMBER *

Enter adoption deed/order number

DATE OF ADOPTION DEED/ORDER *

DD/MM/YYYY

IF ADOPTION THROUGH AGENCY: WRITE THE NAME OF THE ADOPTION AGENCY

Enter Adoption Agency Name

IF ADOPTION THROUGH AGENCY: WRITE THE ADDRESS OF THE ADOPTION AGENCY

Enter Adoption Agency Address

RELATIONSHIP BETWEEN ADOPTIVE AND BIOLOGICAL PARENT: *

Select Relationship between adoptive and biological parent

IS ADOPTING PARENT SINGLE? *

☐ NO ☒ YES

50. You will be redirected to the payment gateway. Pay the applicable late fee (if any) using Debit/Credit Card, Net Banking, or UPI.

51. After successful payment, you will see a 'Payment Successful' confirmation page.
52. Your application will appear in the dashboard under 'Today's Application' tab.

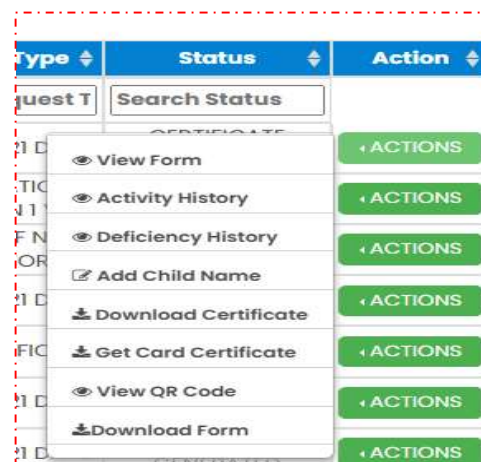
TRACK YOUR APPLICATION

Under 'Action' in the dashboard, you can view: Form details, Activity History, Download Form, Track Status, Deficiency History, and Payment Transaction.

3.7.2 After Approval

Once the Sub-Registrar/Registrar approves your application, you will receive an SMS notification. To download Birth Certificate:

53. Go to the Birth Dashboard section.
54. Click the 'Approved' tab.
55. Click 'Action' against your application.
56. Select 'Download Birth Certificate'.



3.8 Death Registration

BEFORE YOU BEGIN

Keep ready as scanned PDF copies: Deceased & Informant ID proof (Aadhaar, Ration Card etc), Cremation/Burial Ground receipt, MLR (if applicable), Undertaking.

57. From the left menu, click 'Birth / Still Birth / Death Registration'.
58. Select 'Death Registration' and click 'Continue'.
59. The form has 4 sections:

Section	Information Required
1. Legal Information	Date, time & place of death, gender, name of deceased, cause of death
2. Deceased Residence	Permanent address of the deceased
3. Correspondence Address	Address for correspondence / communication
4. Informant Details	Name, relation to deceased, contact details, remarks

60. Once all mandatory fields (*) are filled, click 'Submit', you will be redirected to the payment gateway if a late fee applies.
61. After successful payment, the application is submitted to the Sub-Registrar/Registrar for approval.
62. You will receive an SMS notification when the application is approved or rejected.
63. If approved, download the Death Certificate from the dashboard via 'Action' > 'Download Certificate'.

3.9 Still Birth Registration

WHAT IS A STILLBIRTH?

A stillbirth is the death or loss of a baby before or during delivery. Registration is mandatory under the RBD Act, 1969.

The Still Birth registration form is similar to the Birth Registration form, except that the child's name is not required. Follow the same steps as Birth Registration (Section 3.4). After submission and payment, the application will be reviewed by the Sub-Registrar/Registrar, and the certificate can be downloaded from the dashboard upon approval.

3.10 Burial / Cremation Slip

64. From the left menu, click 'Burial/Cremation Slip'.
65. Any cremation/burial slips generated through mapped cremation or burial grounds and linked to your registered mobile number will be displayed.
66. You can directly apply for Death Registration through the 'Action' option available for the cremation/burial slip.

4. Digitize Old / Manual Certificates

WHO IS THIS FOR?

This feature is only for certificates ISSUED BEFORE 10 June 2004 that exist only in manual/paper form. Do NOT use this for recent registrations.

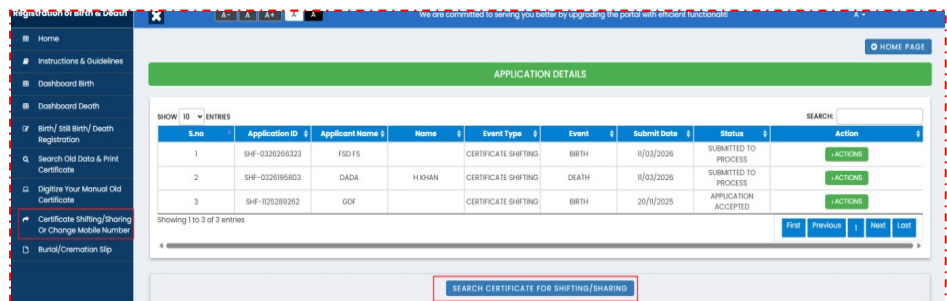
If you have an older paper-based birth or death certificate that has not been digitized, you can submit a request through the portal to create a digital record.

67. From the left menu, click 'Digitize Your Manual Old Certificate'.
68. Select 'Birth Digitization' or 'Death Digitization' and proceed.
69. Fill in the form with details matching the original paper certificate.
70. Upload a scanned copy of the original certificate and other required documents.
71. Click 'Submit'. The application will appear in your dashboard.
72. Upon approval by MCD officials, the digital certificate will be available for download via the 'Action' button.

The screenshot displays the MCD RBD Portal interface. On the left is a navigation menu with options: Home, Instructions & Guidelines, Dashboard Birth, Dashboard Death, Birth/ Still Birth/ Death Registration, Search Old Data & Print Certificate, Digitize Your Manual Old Certificate (highlighted), Certificate Shifting/Sharing Or Change Mobile Number, and Burial/Cremation Slip. The main content area shows the 'DIGITIZE YOUR MANUAL OLD CERTIFICATE' form. It includes a note: 'NOTE: This utility is for those certificate issued before 10.06.2004.' and a 'CHOOSE REQUEST TYPE:' section with radio buttons for 'BIRTH REGISTRATION' and 'DEATH REGISTRATION'. A 'CONTINUE' button is at the bottom. Below the form, a 'View Form' button is visible. In the bottom right corner, a 'Dashboard' sidebar shows a list of actions: View Form, Activity History, Deficiency History, Download Certificate, View QR Code, Correct Details, and Download Form. An 'Action' button is also present.

5. Shifting / Sharing of Certificate or Change Mobile Number

73. From the left menu, click 'Shifting / Sharing of Certificate or Change Mobile Number'.
74. A search form will open. Search your certificate by Registration Number or Name.



75. Once found, click 'Action' to see available options (Shift or Share).
76. Fill in the required details in the Shifting/Sharing form and submit.
77. MCD officials will verify and approve or reject the request. You will be notified via SMS.
78. For approved requests, the 'Download Certificate', 'Add Name', and 'Correct Details' options will be available under the 'Action' tab in the main dashboard.

SEARCH DATA

BIRTH | **DEATH**

DETAILS OF DECEASED

REGISTRATION NUMBER: [Field] (ex: 2118-0070111580)

DATE OF EVENT (DEATH): [Field] DD-MM-YYYY

NAME OF DECEASED: * Minimum Of 3 Characters [Field]

SELECT GENDER: [Dropdown]

NAME OF FATHER: * Minimum Of 3 Characters [Field]

[BACK PAGE] [RESET] [SEARCH]

REJECTED APPLICATION

If your application is rejected, you may review the reason provided and raise a new request after addressing the issue.

6. Documents Required

6.1 Birth Registration

Timing of Application	Documents Required
Within 21 days of event	UID of Informant, UID of Father & Mother, Vaccination card
22nd day to 1 month from event	UID of Informant, UID of Father & Mother, Vaccination card
1 month to 1 year from event	UID of Informant, UID of Father & Mother, Vaccination card
After 1 year from event	UID of Informant, UID of Father & Mother, SDM Order Copy/child welfare committee/Non digital SDM order, Vaccination card

6.2 Death Registration

Timing of Application	Documents Required
Within 21 days of event	Undertaking, UID of Informant, UID of Deceased, Cremation/Burial Ground Receipt
22nd day to 1 month from event	Undertaking, UID of Informant, UID of Deceased, Cremation/Burial Ground Receipt
1 month to 1 year from event	Undertaking, UID of Informant, UID of Deceased, Cremation/Burial Ground Receipt
After 1 year from event	SDM Order Copy/Court order-missing person/Non Digital SDM order, UID of Informant, UID of Deceased, Cremation/Burial Ground Receipt

6.3 Name Addition

Timing of Application	Documents Required
For 6 years and above of event	School ID of the Child, UID of Father and Mother
After 15 years of event	UID of the Child, Father and Mother
Within 6 years of event	UID of Father and Mother

6.4 Correction in Certificate Details

Required documents:

- UID of Mother and Father
- Supporting document for the specific change (e.g., address proof for address correction)

6.5 Accepted UID / Identity Documents

Any of the following are accepted as valid UID / identity proof:

#	Accepted Document
1	Aadhaar Card
2	Ration Card
3	Election Identity Card (Voter ID)
4	Passport
5	Marriage Certificate
6	Service Identity Card / CGHS Card / ESI Card
7	Adoption Deed
8	Bank Documents (Passbook, Fixed Deposit Certificate, etc.)
9	ANC Card (Antenatal Care card)
10	Child Vaccination Card
11	Original Certified Letter from Two Credible Persons

DOCUMENTS ARE TO BE SUBMITTED FOR REGISTRATION OF BIRTH AND DEATH (SDMC)

Note: - ID can be Ration Card/ PAN Card/ Aadhaar Card/ Passport/ Bank passbook/ Voter ID Card

Birth Registration

Within one year

- ID of mother
- ID of father (optional)
- Vaccination card (optional)

After one year

- ID of mother
- ID of father
- SDM Order Copy
- Copy of verification certificate issued by E-district

Birth Correction

- Hospital correction letter (in case of institutional events) / certified letter from 2 credible person (in case of total name change) / Adoption deed or adoption order issues from court (in case of adoption)
- ID of mother
- ID of father (optional)
- Educational document of child in case of school going child (if child age is greater than 6 years)
- Other supporting document showing correct details (optional)

Name Addition

- Educational document of child (if child age is greater than 6 years)
- ID of mother
- ID of father (optional)

Death Registration

Less than one year

- Cremation/ Burial ground receipt or FIR/MLC/DD/General diary(in case of brought dead) or Death summary
- ID of deceased
- ID proof of informant/ applicant

After one year

- SDM order copy
- Copy of verification certificate issued by E-district
- ID of informant
- ID of deceased

Correction

- ID proof of informant
- ID proof of deceased
- Hospital correction letter (in case of institutional events) / certified letter from 2 credible person (in case of total name change)

7. Fee Structure

7.1 Birth and Death Registration Fees

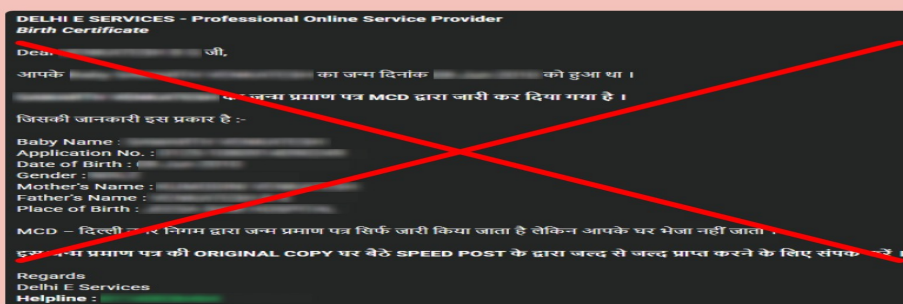
Timing of Registration	Late Fee Applicable
Within 21 days of event	No Charge (FREE)
After 21 days but within 30 days	Rs. 2/-
After 30 days but within 1 year	Rs. 5/-
After 1 year (365 days+)	Rs. 10/-

7.2 Name Addition Fees

Timing of Name Addition	Fee
Within 1 year of birth	No Charge (FREE)
After 1 year	Rs. 10/-

PAYMENT METHODS

Fees can be paid online using Debit Card, Credit Card, Net Banking, or UPI. No cash payment is required or accepted at the portal.



कृपया इस प्रकार के अन्य संदेशों पर विश्वास न करें, क्योंकि ये धोखाधड़ी हैं। यदि आप ऐसे किसी भी भ्रामक (fraud) संदेश के झांसे में आते हैं, तो इसकी पूरी जिम्मेदारी आपकी स्वयं की होगी। Municipal Corporation of Delhi (MCD) इस संबंध में किसी भी प्रकार से जिम्मेदार नहीं होगा।

कृपया इस प्रकार के अन्य संदेशों से सावधान रहें। MCD ने बच्चे का नाम जोड़ने, किसी भी प्रकार का सुधार करने या डाक द्वारा प्रमाणपत्र भेजने के लिए किसी भी एजेंसी को अधिकृत नहीं किया है। यह एक स्पैम और धोखाधड़ी वाला संदेश है।

8. Frequently Asked Questions & Troubleshooting

Issue / Question	Solution
I did not receive my OTP.	Check your signal. Wait 60 seconds and request a new OTP. Ensure the mobile number is active and not on DND.
My record was not found in legacy search.	Visit or contact the MCD Central Record Room (CRR) with your original paper documents.
The form does not allow me to submit.	All mandatory fields (marked *) must be filled. Scroll through each section to check for unfilled required fields.
My application was rejected.	Check the MCD response for the reason. Correct the issue and reapply to raise a new application.
I cannot download my certificate.	Ensure the application is in the 'Approved' tab. Click 'Action' and select 'Download Certificate'. Use Chrome or Firefox for best results.
I paid the fee but the application is not submitted.	Wait a few minutes and refresh the dashboard and click on make payment to update the payment status. If still not visible, contact MCD helpline with your payment receipt/transaction ID.
Can I update my registered mobile number?	Yes. After login, click on your name (top-right) > 'Edit Profile' and update your mobile number.

9. Contact and Support

Support Channel	Details
Portal URL	https://mcdonline.nic.in
RBD Direct URL	http://rbd.mcdonline.nic.in/rbd
MCD Helpline	155305 (Toll Free)
Central Record Room (CRR)	Visit the nearest MCD office for legacy records not found online
Email Support	mcd-ithelpdesk@mcd.nic.in (for technical issues)

ENSURE REGISTRATION OF EVERY BIRTH & DEATH

It is a legal requirement under the Registration of Births & Deaths Act, 1969.