

7. PROCESSING CENSUS TRANSFER

Service delivered at:

- CC/TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Application Form No. BCRS-CT-01 (inter Dzongkhag/Thromde), BCRS-CT-02 (within Dzongkhag) and BCRS-CT-03 (within Gewog/Thromde)
- Copy of Lagthram of applicant in case of transfer to a new household
- Authorization letter from Lagthram holder if transfer is to be effected in other person's Lagthram/Authorization letter from co-owners in case of joint ownership

❖ IMPORTANT NOTE:

The HoH of receiving and relieving households must consult all members above 18 years and get their consensus before signing on the Census Transfer Form.

8. UPDATING INDIVIDUAL INFORMATION OF CITIZEN/SRP CARD HOLDER

Service delivered at:

- TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Application Form: BCRS-CI/SRP & DS-01

9. UPDATING HEAD OF HOUSEHOLD

Service delivered at:

- TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed application form: BCRS-HoH-01
- Authorization letter from the member(s) in case of member(s) being unable to sign on the form

10. UPDATING SPOUSE INFORMATION

Service delivered at:

- TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Application Form: BCRS-CI/SRP & DS-01
- Copy of the Court Marriage Certificate/Divorce document

11. REGISTRATION OF DEATH

Service delivered at:

- CC/TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Application Form No. BCRS-DR-01
- Original CID/SRP Card of the deceased
- Copy of CID/SRP/Permit/Passport of the requestor
- Notification of Death (Death Certificate issued by health facilities "OR" duly completed Statement of Death-BCRS-SD-01)

Documents required for unidentified & unclaimed dead bodies:

Notification of Death issued by health facilities with assistance from RBP, RSTA, Thromde CRCO/Gup

Timeline for Death Registration:

Within one year from the date of death

ABBREVIATION/GLOSSARY

AC	: Age Correction
BCRS	: Bhutan Civil Registration System
BR	: Birth Registration
CC	: Community Centre
CI	: Citizen Information
CID	: Citizenship Card
CRCO	: Civil Registration and Census Officer
CT	: Census Transfer
DCRCO	: Dzongkhag Civil Registration and Census Office
DCRC HQ:	Department of Civil Registration and Census Headquarters
DoB	: Date of Birth
DR	: Death Registration
DrCRCO	: Drungkhag Civil Registration and Census Office (Phuentsholing, Umling, Lhamoizingkha & Tashichholing)
DS	: Details of Spouse
HoH	: Head of Household
MoH	: Ministry of Health
NC	: Name Change
RBP	: Royal Bhutan Police
REP	: Replacement
RSTA	: Road Safety and Transport Authority
SAF	: Service Application Form
SD	: Statement of Death
SRP	: Special Resident Permit
TCRCO	: Thromde Civil Registration and Census Office

CONTACT US:

02-330846 (Information Desk) during the office hours
To download forms, visit http://www.mohca.gov.bt/?page_id=256
DCRC, MoHCA, Chhophel Lam, Kawangjangsa, Thimphu



MINISTRY OF HOME AND CULTURAL AFFAIRS



DEPARTMENT OF CIVIL REGISTRATION AND CENSUS

IN SERVICE OF THE NATION

Core Services:

1. Registration of Birth
2. Processing and Issuance of New CID/SRP Card
3. Processing and Issuance of Lost/Replacement CID/SRP Card
4. Processing Name Change & Correction of DoB
5. Issuance of Nationality Certificate
6. Issuance of Household Information
7. Processing Census Transfer
8. Updating Individual Information of Citizen/SRP Card Holder
9. Updating Head of Household
10. Updating Spouse Information
11. Registration of Death

1. REGISTRATION OF BIRTH

Service delivered at:

- CC/TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required for Bhutanese citizens:

- Duly completed Application Form No. BCRS-BR-01
- Copies of parents' Citizenship Cards
- Notification of Birth issued by health facilities
- Copy of Court Marriage Certificate, otherwise statement from Thromde Tshogpa for Thromdes and Tshogpa for Gewogs confirming the parentage of the child. All Gewog Tshogpa statement should be endorsed by Gup/Mangmi

Documents required for Bhutanese citizens serving overseas in Bhutanese Embassies/Missions:

- Duly completed Application Form No. BCRS-BR-01
- Copies of parents' Citizenship Cards
- Copy of Birth Certificate issued by competent authority
- Copy of Court Marriage Certificate, otherwise statement confirming parentage of the child should be obtained from the Head of Chancery

Documents required for birth of Bhutanese citizens occurring overseas other than those working in Bhutanese Embassies/Missions:

- Duly completed Application Form No. BCRS-BR-01
- Copies of parents' Citizenship Cards
- Copy of Birth Certificate issued by competent authority
- Copy of Court Marriage Certificate, otherwise statement from Thromde Tshogpa for Thromdes and Tshogpa for Gewogs confirming the parentage of the child. All Gewog Tshogpa statement should be endorsed by Gup/Mangmi.

Timeline for Registration of Birth:

- Within one year from the date of delivery of child

❖ IMPORTANT NOTES:

In the event of failure to register the child within one year, the child will be treated as 'Drop-out' from census. In such case, the parent(s)/guardian(s) will have to report in person to the concerned Dzongkhag/Thromde to complete other formalities for registration.

2. PROCESSING AND ISSUANCE OF NEW CID/SRP CARD

Service delivered at:

- TCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Application Form: BCRS-CID/SRP-01
- Relevant supporting documents if the name spelling/day and month of the applicant is inconsistent with the information recorded in the BCRS (For the relevant supporting documents, please refer the box in the next page). For Name Addition or Name Change or Change of DoB with change in the year of birth, complete the Name Change and Age Correction formalities

3. PROCESSING AND ISSUANCE OF LOST/REPLACEMENT CID/SRP CARD

Service delivered at:

- TCRCO/DCRCO/DCRC HQ

Types of Replacement Services:

- Lost
- Renewal
- Damaged
- Change of Image/Occupation
- Other typographical errors

Documents required:

- Duly completed Application Form along with a recent passport size photograph affixed:
 - (i) Lost : Form BCRS-REP-01
 - (ii) Renewal: Form BCRS-REP-01
 - (iii) Damaged: Form BCRS-REP-01
 - (iv) Change of Image: Form BCRS-REP-01
 - (v) Change of Occupation: Form BCRS-REP-01
 - (vi) Other typographical errors: Form BCRS-REP-01
- For (ii), the applicant must produce the expired CID/SRP Card;
- For (iii & iv), the applicant must return the old CID/SRP Card;
- For (v & vi), the applicant must produce supporting document duly endorsed by the competent authority and return the old CID/SRP Card.

❖ IMPORTANT NOTE:

For change of occupation from/to Monk/Nun/Gomchen, the applicant must produce letter from concerned Lobdra/Dratshang/Shedra/Drubdey/Gomde/ Uzin.

4. PROCESSING NAME CHANGE & CORRECTION OF DoB

Service delivered at:

- TCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Application Form No. BCRS-NC & AC-01
- Relevant supporting document for authentication (Please refer the box below)

❖ IMPORTANT NOTE:

Date of Birth correction shall not be entertained for those births registered on or after the implementation of the online Birth Registration (2012).

Certification:

- **Civil Servants:** Copy of bio-data generated from HR Information System certified by the RCSC/HRD of the respective agencies
- **Armed Forces:** Copy of service record certified by Record Officer along with class X, XII and degree certificates or highest academic certificate obtained (original certificates must be produced for authentication)
- **Judiciary, Autonomous agencies and Corporations:** Copy of service record certified by Personnel Officer/HR Officer along with class X, XII and degree certificates or highest academic certificate obtained (original certificates must be produced for authentication)
- **Monks and Nuns:** Certification by Lobdra /Dratshang/ Shedra/ Drubdey/ Gomde/Uzin
- **Students:** Copy of the recent Progress Report for Class X and below. For Class XI and above, BCSEA certificate of Class X shall be the basis for Name Change and correction of DoB (Original certificates must be produced for authentication). Class XII and above certificates shall not be used for correcting DoB
- **Private Employees:** Certification by the employer along with class X certificates or highest academic certificate obtained (Original certificates must be produced for authentication)
- **Others:** Statement of Tshogpa with endorsement of Gup/Mangmi for Gewogs or statement of Thromde Tshogpa for Thromdes

5. ISSUANCE OF NATIONALITY CERTIFICATE

Service delivered at:

- TCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Service Application Form BCRS-SAF-01
- Two recent passport-size photographs

6. ISSUANCE OF HOUSEHOLD INFORMATION

Service delivered at:

- CC/TCRCO/DrCRCO/DCRCO/DCRC HQ

Documents required:

- Duly completed Service Application Form BCRS-SAF-01