

དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་སྤྱི་དང་སྲོལ་འཛིན་ལྷན་ཁག་།
 ཞི་བའི་ཐོ་བོད་དང་མི་རིགས་ལས་ཁུངས་།
 Royal Government of Bhutan
 Ministry of Home and Cultural Affairs
 Department of Civil Registration and Census



No. DHA (DCRC-01)2021-2022/ 130

Date: October 4, 2021

Dzongkhag/Thromde CRCO
 Dzongkhag/Thromde Administration

Subject: New Procedures for Name Change and Correction of Date of Birth (DoB) Service

Dear DCRCOs and TCRCOs,

The Department would like to intimate the Dzongkhag/Thromde Civil Registration and Census Officer with regard to Name Change and Correction of DoB service that is being provided to citizens as one of 14 online DCRC services.

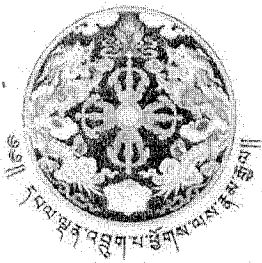
The Name Change and Correction of DoB Service (Service ID: 004) initially was maintained to facilitate changing name and correcting DoB since the records were conventionally recorded in the Family Register prior to implementation of the Bhutan Civil Registration System in 2004.

We have now completed the renewal of the 2nd Generation (2G) Citizenship Identity Card that was issued from 2004 and correction of DoB has been extended to citizens within the framework and standard operating procedures (SOP) while issuing the 3rd Generation (3G) CID card.

While changing name of a person is inevitable owing to cultural and religious belief in our context, the correction of DoB based on the records maintained by respective agencies thereby questioning the sanctity and integrity of citizen's data, it is therefore, imperative to revise the service protocols for service ID 004.

The Department of Civil Registration and Census under the Ministry of Home and Cultural Affairs being the repository of information on all the citizens cannot continue to amend citizen's information based on the subsequent records that are maintained and certified by other agencies.

In view of the above, the Department hereby adopts this operating procedure partially repealing the provisions of Standard Operating Procedures 2016 with effect from date of issue of this letter.



Name Change

The Name Change Service shall be provided if a person has not availed the service before on fulfilling the following conditions:

1. *Religious Ground:* Certification by Zhung Dratshang/Udzin/Head of institution must be produced in original along with duly completed Name Change form No. BCRS-NC&AC-01 for change of name owing to prolonged illness before, during and after the issuance of a new Citizenship Identity card.
2. *Prior to enrollment in schools:* The parents shall complete the following:
 - I. Complete Name Change form No. BCRS-NC&AC-01
 - II. Application of parents specifying the reason for change
3. The name change for students till Class IX shall be facilitated based on the School Progress Report/Academic transcript.
4. The name change for students who are in possession of Class X academic transcript shall be facilitated based on such academic transcript if the applicant is processing for the first time. However, such name change shall not be facilitated if they are already issued with 3G CID cards.
5. For all other categories irrespective of the profession, the name change shall not be entertained if they are issued with 3rd Generation Citizenship Identity card.

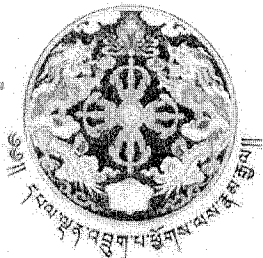
Note:

The name spelling correction shall be accorded based on the relevant testimonials and documentary evidence and shall not be equated to name change.

Correction of DoB

The correction of DoB service shall be provided if a person has not availed the service before on fulfilling the following conditions:

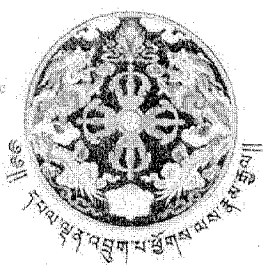
6. *Typographical error:* The correction of DoB for a child prior to the enrolment in school and monastic institution will be facilitated based on the Birth Registration Form and Health documents submitted during the initial registration.



དཔལ་ལྷན་འབྲུག་གཞུང་། བོད་མི་དང་དང་སྲིལ་འཛིན་ལྷན་ཁག་།
ཞིབ་འཇུག་ལྷན་པོ་དང་མི་རིགས་ལས་ཁུངས་།
Royal Government of Bhutan
Ministry of Home and Cultural Affairs
Department of Civil Registration and Census



7. The correction of *Day* and *Month* if recorded as **01-01-YYYY** with no change in *Year* shall be facilitated based on documentary evidence for students and in-service employees of government, corporation, private and NGOs who are issued with 3rd Generation Citizenship Identity card. The date of appointment for in-service employees and year of progress report/academic transcript for students should precede the date of issue of 2G/3G cards.
8. Person issued with the 2nd Generation Citizenship Identity card and applying for correction during Renewal or Replacement:
 - a. The two National Census records of 1990-1993 and 1999-2003 shall be the basis of verification and validation for person born before or during that particular period of time; or
 - b. The school academic transcript shall be basis provided the year of examination precedes the Date of Issue of the 2G card;
 - c. Notwithstanding above provisions 8 (b), the correction of DoB shall not be facilitated if it results in change of birth order among his/her own siblings.
9. Person applying for correction while processing New CID/SR card for the first time:
 - a. The two National Census records of 1990-1993 and 1999-2003 shall be the basis of verification and validation for a person born before or during that period of time; or
 - b. For those students who are issued Class X certificate by BCSEA shall be the basis of verification and validation;
 - c. For those students below the 10th standard, the school progress report/academic transcript of completed standard shall be the basis of verification and validation;
 - d. Notwithstanding above provisions 9 (b) and (c), the academic transcript with different name and date of birth against the civil registration record shall not be used as basis;
 - e. Notwithstanding above provisions 9 (b) and (c), the correction of DoB shall not be facilitated if it results in change of birth order among his/her own siblings.
10. The correction of DoB shall not be facilitated for those births registered after the implementation of the online Bhutan Civil Registration System except for typographical error at the time of registration.



དཔལ་ལྷན་འགྲུག་གཞུང་། བོད་སྲིད་དང་སྲོལ་འཛིན་ལྷན་ཁག་ལྷན་ཁག་།
 རྒྱལ་ཁོངས་འཛིན་སྲིད་དང་མི་རིགས་ལས་ཁུངས་།
 Royal Government of Bhutan
 Ministry of Home and Cultural Affairs
 Department of Civil Registration and Census



11. The correction of DoB for Regularization and Naturalization shall not be facilitated.
12. Any records of external agencies issued/maintained subsequent to issuance of Citizenship Identity card shall not be facilitated for correction in Bhutan Civil Registration System.

Henceforth, the Civil Registration and Census Officials of the Department, Dzongkhag, Thromde and Drungkhag shall be guided by the above procedures for the Name Change and Correction of DoB.

Yours sincerely,

Tashi Tobgye
Director General

Copy:

1. Hon'ble Secretary, MoHCA for kind information
2. Dasho Dzongdags/Executive Secretary for kind information
3. Division Head, PCD/DID/CSD, DCRC for strict compliance
4. Office copy