



Revised Guidelines of Birth and Death Registration 2021

Department of Civil Registration and Census
Ministry of Home and Cultural Affairs

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Tble of Content	Page
Acronyms.....	ii
List of Diagrams	ii
Background.....	1
Objectives	1
Birth Registration	2
<i>Importance of birth registration:</i>	2
<i>Service available at:</i>	2
Birth Registration:	3
<i>Registration of birth from the current place of residence</i>	3
<i>Registration of birth from permanent address as per civil registration and census record</i>	4
Death Registration	7
<i>Importance of death registration:</i>	7
<i>Service available at:</i>	7
Death Registration:	8
Registration of Death from the current place of residence	8
Registration of death from the permanent address as per civil registration and census record	9
ANNEXURES	11
<i>Annexure I: Birth Registration Form</i>	11
.....	12
<i>Annexure II: Statement of Guarantor for Birth Registration</i>	13
<i>Annexure III: Death Registration Form</i>	14
.....	15
<i>Annexure IV: Statement of Death</i>	16

Acronyms

1. BCRS	Bhutan Civil Registration System
2. BR	Birth Registration
3. CID	Citizenship Identity
4. CMC	Court Marriage Certificate
5. CRVS	Civil Registration and Vital Statistics
6. CSC	Community Service Centre
7. DCRC HQ	Department of Civil Registration and Census Headquarters
8. DR	Death Registration
9. DrCRCO	Drungkhag Civil Registration and Census Office
10. DzCRCO	Dzongkhag Civil Registration and Census Office
11. GS	Guarantor Statement
12. HoH	Head of Household
13. ICS	Integrated Citizen Services
14. LG	Local Government
15. MCH	Mother and Child Health Handbook
16. PSD	Public Service Delivery
17. RLI	Rural Life Insurance
18. SD	Statement of Death
19. SR	Special Resident
20. TCRCO	Thromde Civil Registration and Census Office

List of Diagrams

Diagram 1: Birth Registration

Diagram 2: Death Registration

Background

With the view to simplify the procedures and reduce the administrative burden on the service users, the Integrated Citizen Services (ICS) committee was formed in 2019 representing relevant service delivery agencies to review the existing business processes. For the Department of Civil Registration and Census (DCRC), the committee proposed the detailed To-be business process on birth and death registration services leveraging the ICT platform, by integrating the civil registration system with relevant service delivery agencies.

During the Ministry of Home and Cultural Affairs Mid-term review report (2020-2021) on 19 April, 2021, the Hon'ble Prime Minister directed the department to explore an alternative measure to reduce the administrative burden of the service users until the recommendation of the ICS committee is implemented. Therefore, the Public Service Delivery (PSD) Initiative under the stewardship of the Office of the Prime Minister & Cabinet, had revised the existing procedures for birth and death registration services.

Objectives

The objectives of the review are:

- a) To reduce administrative burden
- b) To enhance birth and death registration services

Birth Registration

Birth registration is the process of officially recording a child's birth in the Bhutan Civil Registration System (BCRS). The child's information such as the details of the birth and the parents to whom the child is born is recorded in the BCRS.

Importance of birth registration:

- (a) Informs/updates the occurrence of birth;
- (b) Provides official recognition of the child (name, sex, age, birth details and parents information);
- (c) Provides the child with the right to health and education as per the law of the land;
- (d) Generates accurate and timely vital data;
- (e) Facilitates the government in carrying out evidence-based planning; and
- (f) Improves Civil Registration and Vital Statistics (CRVS) system of the country.

While the timeline for birth registration is one year from the date of the delivery of the child, failure to do so is construed as a 'Drop-out' from the civil registration records. In such a case, the parent(s)/family member(s) have to report in person to the concerned Dzongkhag/Thromde Civil Registration and Census Office to complete other formalities for registration.

Service available at:

- 1) Community Service Centre (CSC)
- 2) Drungkhag Civil Registration & Census Office (DrCRCO)
- 3) Thromde Civil Registration and Census Office (TCRCO)
- 4) Dzongkhag Civil Registration and Census Office (DzCRCO)
- 5) Department of Civil Registration and Census (DCRC HQ)

Birth Registration:

The birth can be registered from two service access points: -

1. Current place of residence
2. Permanent address as per civil registration and census record

Registration of birth from the current place of residence

Documents required: -

- a) Duly completed application form: BCRS-BR-01;
- b) Notification of Birth/Birth Document OR Information on Birth form. BCRS-IB-01
- c) Parents' Court Marriage Certificate / Divorce Judgment of the Royal Court of Justice; and
- d) Statement of Guarantor (BCRS-BR-SG-01).

The parents/family member shall fulfill the following conditions:

1. Produce 'Notification of Birth/Birth Document' if the birth has occurred inside health facility;
2. Produce 'Information on Birth' if the birth has occurred outside health facility;
3. Produce 'Statement of Guarantor' supported by parents' Court Marriage Certificate/ Divorce Judgment of the Royal Court of Justice. The name and Date of Birth of the child to be registered must be pronounced explicitly, in case of registration using Divorce Judgment.
4. HoH signature is mandatory if the newborn is to be registered in a household other than his/her parents;
5. Newborn is less than or equal to one year at the time of registration; and
6. The guarantor along with a witness is present in person with the parents/family member for document verification.

The guarantor must be a Bhutanese citizen aged 18 to 65 years: -

- a) someone who has known the parents of the newborn for not less than 1 year;
- b) someone from the different household; and

- c) someone other than the employee of civil registration and census and Community Service Centre.

The witness must be a Bhutanese citizen aged 18 years and above: -

- a) someone from the different household; and
- b) someone other than the officials of civil registration and census and Community Service Centre.

The Guarantor and witness must give their thumb impression only when they visit the registration point.

Note: -

- ✓ ***The parents/family members can register their newborn from any registration points including Community Service Centres, if the above requirements are fulfilled.***

Registration of birth from permanent address as per civil registration and census record

Documents required: -

- a) Duly completed application form: BCRS-BR-01;
- b) Notification of Birth/Birth Document OR Information on Birth form. BCRS-IB-01;
- c) Parents' Court Marriage Certificate OR Statement of Tshogpa.

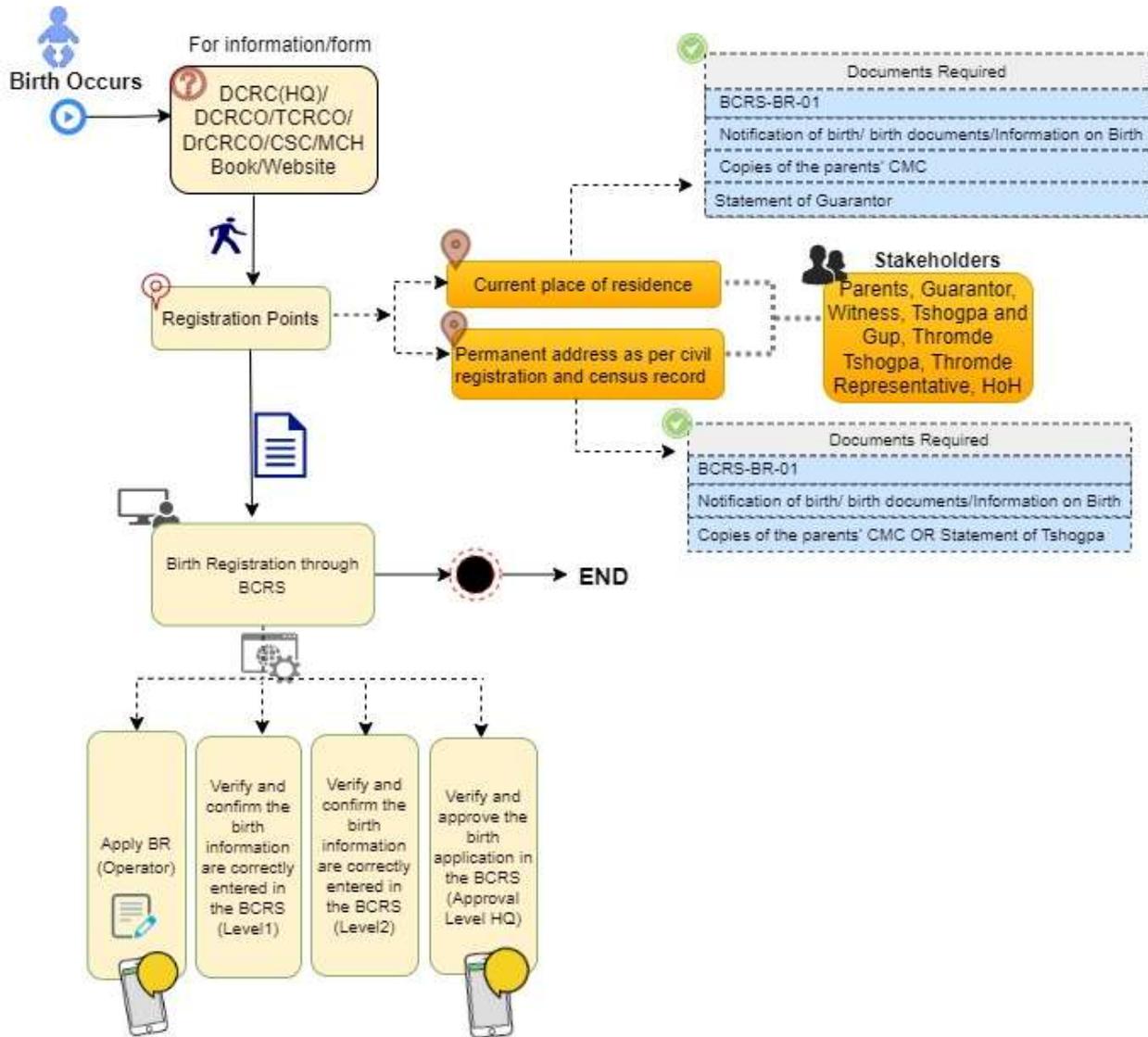
The parents/family member shall fulfill the following conditions:

1. Produce 'Notification of Birth/Birth Document' if the birth has occurred inside health facility;
2. Produce 'Information on Birth' if the birth has occurred outside health facility;
3. Produce 'Statement of Tshogpa' endorsed by the Gup for the Gewogs/Statement of Thromde Tshogpa/Thromde Representative for the Thromdes if the parents have no Court Marriage Certificate;

4. HoH signature is mandatory if the newborn is to be registered in a household other than his/her parents; and
5. The newborn is less than or equal to one year at the time of registration.

The revised procedure for birth registration is presented in the following diagram:

Diagram 1: Birth Registration



Death Registration

Death registration is the process of officially recording the death of a person in the BCRS. It provides important information about the deceased, such as details of the death, the details of the person who last attended the death and the requestor for the death registration.

Importance of death registration:

- (a) Informs/updates the occurrence of death;
- (b) Provides certification of the deceased;
- (c) Facilitates processing insurance benefits;
- (d) Facilitates pursuing inheritance rights;
- (e) Facilitate updating electoral roll;
- (f) Generates accurate and timely vital data;
- (g) Facilitates the government in carrying out evidence-based planning; and
- (h) Improves Civil Registration and Vital Statistics (CRVS) system of the country.

While there is no timeline for death registration, the information is updated during the Annual Census that is being carried out in the respective Dzongkhag/Thromde. However, in certain cases, people report such incidents for registration before the Annual Census to claim Rural Life Insurance (RLI).

Service available at:

- 1) Community Service Centre (CSC)
- 2) Drungkhag Civil Registration & Census Office (DrCRCO)
- 3) Thromde Civil Registration and Census Office (TCRCO)
- 4) Dzongkhag Civil Registration and Census Office (DzCRCO)
- 5) Department of Civil Registration and Census (DCRC HQ)

Death Registration:

The death can be registered from two service access points: -

1. Current place of residence
2. Permanent address as per civil registration and census record

Registration of Death from the current place of residence

Documents required: -

- a) Duly completed application form: BCRS-DR-01;
- b) Original CID/SR card of the deceased;
- c) Notification of Death OR Statement of Death (BCRS-DR-SD-01).

The requestor/family member shall fulfill the following conditions: -

1. Produce 'Notification of Death' if death has occurred inside the health facility.
2. Produce 'Statement of Death (BCRS-DR-SD-01)' by guarantor if the death has occurred outside the health facility.
3. Guarantor along with a witness is present in person with the requestor for document verification.

The guarantor must be a Bhutanese citizen aged 18 to 65 years: -

- a) someone from the different household;
- b) someone who has sound knowledge about the deceased/family of the deceased; and
- c) someone other than the employee of civil registration and census and Community Service Centre.

The witness must be a Bhutanese citizen aged 18 years and above: -

- a) someone from the different household; and
- b) someone other than the officials of civil registration and census and Community Service Centre.

The Guarantor and witness must give their thumb impression only when they visit the registration point.

Note: -

The requestor/family member can register the death from any registration points including Community Service Centres, if the above requirements are fulfilled.

Registration of death from the permanent address as per civil registration and census record

Documents required: -

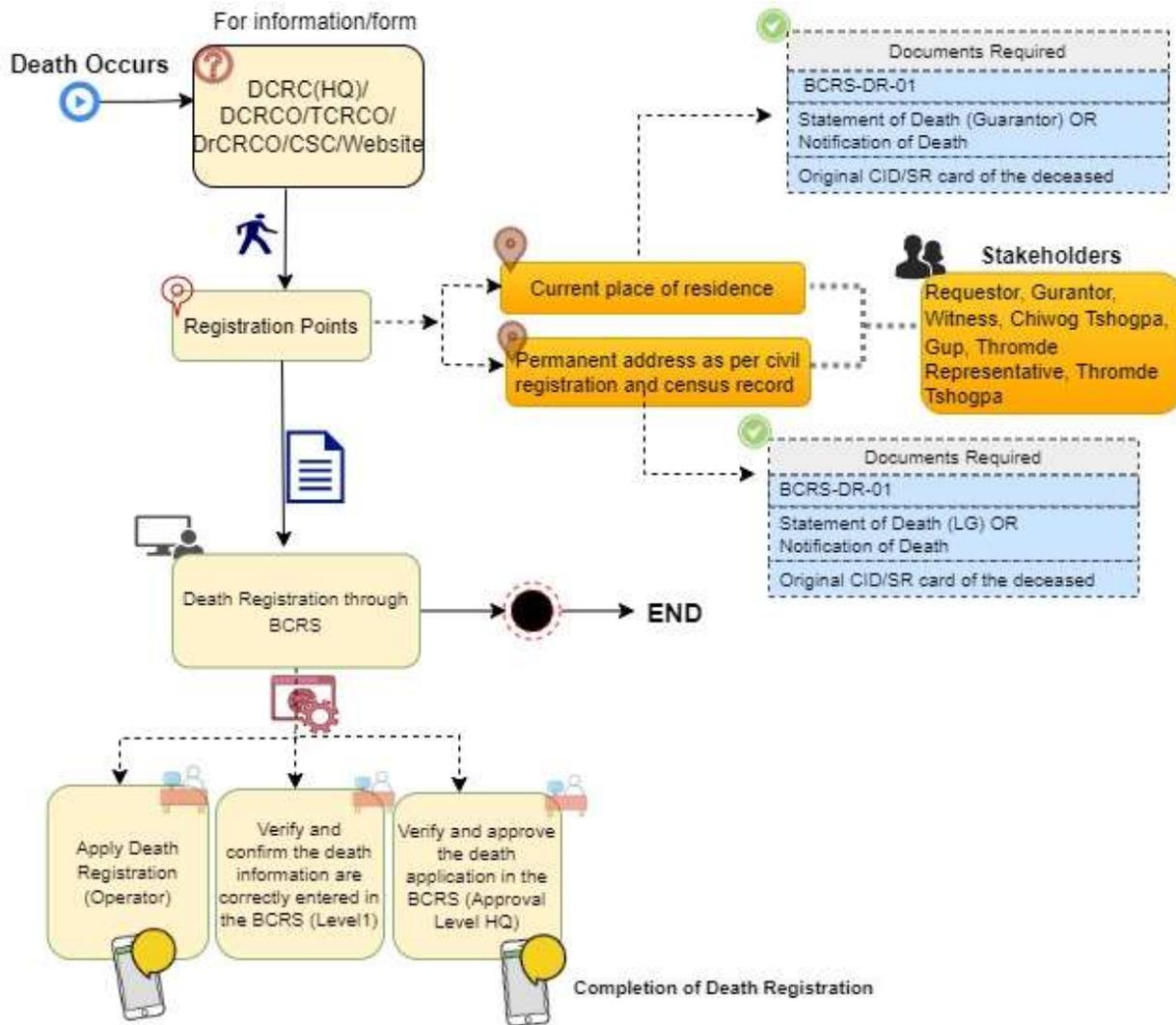
- a) Duly completed application form: BCRS-DR-01;
- b) Original CID/SR card of the deceased;
- c) Notification of Death OR Statement of Death (BCRS-DR-SD-01).

The requestor/family member shall fulfill the following conditions: -

1. Produce 'Notification of Death' if the death has occurred inside the health facility.
2. Produce 'Statement of Death (BCRS-DR-SD-01)' by Tshogpa endorsed by the Gup for Gewog and Thromde Representative/Thromde Tshogpa for Thromde if the death has occurred outside the health facility.

The revised procedure for death registration is presented in the following diagram:

Diagram 2: Death Registration



Annexure IV: Statement of Death

འབྲི་ཤོག་མང་ བེ་མི་མང་ལེན་ཇི་མང་ལེན་ཇི-01/Form No. BCRS-DR-SD-01

ཤོག་ཇུང་མ 9 པའི 9/ Page 1 of 1



རྒྱལ་ཡོད་འབྲུག་གཞུང། ROYAL GOVERNMENT OF BHUTAN
 མང་ཤིན་པོར་ལོན་ལྷན་ཁག། MINISTRY OF HOME AND CULTURAL AFFAIRS
 ཤི་བའི་མོ་བོད་དང་ཤི་ཤིབ་ལས་ཁུངས། DEPARTMENT OF CIVIL REGISTRATION AND CENSUS

འབྲུག་རྒྱལ་ཡུལ་ནང་གསོ་བའི་མཁུན་རྒྱུན་ལེད་མང་ ཤི་རྒྱུན་རྒྱུང་ཡེང་ག་བཟོད།
STATEMENT OF DEATH THAT OCCUR OUTSIDE HEALTH FACILITY IN BHUTAN

1. ཇི་བཞེད་ཤི་མོང།/NAME OF DECEASED	2. རྒྱལ་ཚུ།/AGE(ཇེས་/DD/ཚུ/ MM/ཚུ/YYYY)	3. མོ་མའི་ལུ་ཤེ།/GENDER	4. ཤི་ལའི་ཇེས་ཇུང་མ།/DATE OF DEATH	5. ཤི་བའི་ལུ་མ་ཚུ།/TIME OF DEATH
6. ཤི་རྒྱུང་ལེད་ལག་ཤེར་ རྒྱལ་ལས་ལས་ཁུངས་ཤིན་ཚུགས་མང་/ཡམ་ལུ་ཤིན་ཚུགས་མང་/CID/SR/PERMIT NO.....				
7. མ་པའི་མོང།/FATHER'S NAME		8. མའི་ཤི་མོང།/MOTHER'S NAME		
9. ཤི་ལའི་རྒྱུ་རྩེན་(ཤི་མལ་ཚེན་)/PROBABLE CAUSE OF DEATH				
10. ཇི་བཞེད་མོན་ མ་ཤི་ལའི་ཉེ་མ་ རྣམ་ཚུ་ མང་ན་ ལུ་ལས་ཁུངས་ཚུ་ལོ་རྒྱུ་ལས་ མོང་བཞུམ་ཤིག་ལོ་རྒྱུ་/NOTE DOWN BRIEFLY THE DECEASED'S ILLNESS OR CIRCUMSTANCES PRECEDING DEATH				
11(a). ལྷན་ཁག་ལས་ཤི་ཤི་ལོ་ལོ་ལོ་ལོ་ལོ་ ཇི་བཞེད་ཤི་ལོ་ལོ་ལོ་ལོ་ལོ་ ཇི་བཞེད་ཤི་ལོ་ལོ་ལོ་ལོ་ལོ་ Only for death reporting from permanent address as per civil registration and census record ཇི་གསལ་པ། རྒྱལ་ཚུ་ཚུ་ལ། རྒྱལ་ཚུ་ཚུ་གསལ་པའི་མོང།/NAME OF TSHOGPA/THROMDE REPRESENTATIVE/THROMDE TSHOGPA ཤི་རྒྱུང་ལེད་ལག་ཤེར་/CID No.: ལུ་ལས་ལཱིན་མང།/Mobile No.: རིལ་ལུ་མོང།/SEAL/SIGNATURE རྒྱུ་ཚུ་མ།/Date:		12(a). ལྷན་ཁག་ལས་ ཇི་བཞེད་ཤི་ལོ་ལོ་ལོ་ལོ་ལོ་ ཇི་བཞེད་ཤི་ལོ་ལོ་ལོ་ལོ་ལོ་ Only for death reporting from the Current Place of Residence མོང།/Name: ཤི་རྒྱུང་ལེད་ལག་ཤེར་/CID No.: ལུ་ལས་ལཱིན་མང།/Mobile No.: Present Address: ལྷོ་ལོ་ལོ་/Village: ཤི་ལོ་ལོ་ལོ་ལོ་/Gewog/Thromde: ཇི་བཞེད་ཤི་ལོ་ལོ་ལོ་ལོ་/Dzongkhag: ལུ་ལས་ལཱིན་མང།/Thumb impression of GUARANTOR རྒྱུ་ཚུ་མ།/Date:		
11(b). ལྷན་ཁག་ལས་ཤི་ལོ་ལོ་ལོ་ལོ་ལོ་ མོང།/NAME OF GUP: ཤི་རྒྱུང་ལེད་ལག་ཤེར་/CID No.: ལུ་ལས་ལཱིན་མང།/Mobile No.: རིལ་ལུ་མོང།/SEAL/SIGNATURE རྒྱུ་ཚུ་མ།/Date:		12(b). མོང།/Name: ཤི་རྒྱུང་ལེད་ལག་ཤེར་/CID No.: ལུ་ལས་ལཱིན་མང།/Mobile No.: ལུ་ལས་ལཱིན་མང།/Thumb impression of WITNESS རྒྱུ་ཚུ་མ།/Date:		

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