

GUIDELINES FOR ISSUANCE OF RELATIONSHIP CERTIFICATE 2022
(SERVICE ID: 024)

Service available at:

- a. Thromde Civil Registration & Census Office (TCRCO)
- b. Dzongkhag Civil Registration & Census Office (DCRCO)
- c. Department of Civil Registration & Census (DCRC HQ)

Documents required:

1. Written application clearly stating reasons for application and relation with Name and CID No. of person(s) with whom the relationship is being applied for certification.
2. Application must be corroborated with the following documents:
 - a) Offer Letter or Confirmation of Enrollment (COE) for studies and dependent VISA; Or
 - b) Valid VISA of a spouse/relative if a person is being invited by him or her who is residing abroad; Or
 - c) Medical Referral Letter/medical prescription of hospital for medical purpose.
3. Passport-size photographs (2 Nos.) of every person with whom the relationship certificate is being applied for and the number of photos of the applicant shall depend on the number of certificates to be issued. The photo should meet the specification mentioned below:
 - a) Background: White.
 - b) Facial: Eyes open, forehead & ears clearly visible without glasses.
 - c) Dress code: National Dress with exception to monk, nun and child below three years of age. Tego and Wonju are mandatory for female.

Relation and its meaning

4. The issuance of Relationship Certificate must be considered only within the extent of relation and its corresponding meaning elucidated in the table below:

SI #	Relation	Meaning
<i>Direct Relation</i>		
1	Father	A man in relation to his child or children.
2	Mother	A woman in relation to her child or children.
3	Son	A boy or man in relation to either or both of his parents.
4	Daughter	A girl or woman in relation to either or both of her parents.
5	Parents	A person's father or mother.
6	Children	A son or daughter of any age.
7	Brother	A man or boy in relation to other sons and daughters of his parents.
8	Sister	A woman or girl in relation to other daughters and sons of her parents.
9	Grandfather	The father of one's father or mother.
10	Grandmother	The mother of one's father or mother.
11	Grandson	The son of one's son or daughter.
12	Granddaughter	The daughter of one's son or daughter.
13	Great Grandfather	The father of one's grandmother or grandfather.
14	Great Grandmother	The mother of one's grandmother or grandfather.
15	Great Grandson	A son of one's grandchild.
16	Great Granddaughter	A daughter of one's grandchild.
17	Paternal Uncle	A brother of one's father.

18	Paternal Aunt	A sister of one's father.
19	Maternal Uncle	A brother of one's mother.
20	Maternal Aunt	A sister of one's mother
21	Nephew	A son of one's brother or sister, or of one's brother-in-law or sister-in-law.
22	Niece	A daughter of one's brother or sister, or of one's brother-in-law or sister-in-law.
23	First Cousin Sister	A female child of one's uncle or aunt.
24	First Cousin Brother	A male child of one's uncle or aunt.
25	Cousin Brother	A male relative descended from one's grandparent or more remote ancestor by two or more steps and in a different line.
26	Cousin Sister	A female relative descended from one's grandparent or more remote ancestor by two or more steps and in a different line.
<i>Second Relation</i>		
27	Father-in-law	The father of one's husband or wife.
28	Mother-in-law	The mother of one's husband or wife.
29	Son-in-law	The husband of one's child.
30	Daughter-in-law	The wife of one's child.
31	Brother-in-law	1. The brother of one's spouse. 2. The husband of one's sibling.
32	Sister-in-law	1. The sister of one's spouse. 2. The wife of one's sibling.
<i>Extended Relation</i>		
33	Uncle-in-law	1. the husband of one's aunt. 2. the uncle of one's spouse.

34	Aunt-in-law	1. The wife of one's uncle or aunt. 2. The aunt of one's spouse.
35	Nephew-in-law	1. Someone's niece's husband. 2. Nephew of someone's spouse.
36	Niece-in-law	1. Someone's nephew's wife. 2. Niece of someone's spouse.
37	Grand Uncle	An uncle of one's father or mother and also called a great-uncle.
38	Grand Aunt	The aunt of one's father or mother and also called a great-aunt.
39	Grand Nephew	A grandson of one's brother or sister.
40	Grand Niece	A granddaughter of one's brother or sister
41	Servant	Someone who performs duties about a person or home of a master or personal employer. <i>(This relation must be certified only after obtaining a report from the Gup/Thromde Ngotshab/Thromde Tshogpa)</i>

Procedures of verification and issuance

5. Verify the application and ensure all the required documents are submitted as per provisions in Section 1 and 2 above.
6. Establish the relation of applicant to each person mentioned in the application from the Bhutan Civil Registration System (BCRS) and only the relations specified in Section 4 above are eligible for certification.
7. Ensure the spouse's details are updated in the BCRS to certify relations of In-laws.
8. A verification report must be obtained from the person's respective Gup/Thromde Ngotshab/Thromde Tshogpa to establish relation if a person submits his or her relation with the biological relationship of his/her late grandparents but not found registered in BCRS nor in the National Census records.

9. Relationship Certificate shall not be issued to a person relating to an individual whose name is registered outside the Bhutan Civil Registration System or National Census records.
10. Ensure that the passport size photograph meets the specification mentioned in Section 3.
11. Enter the following information in the BCRS web-application form. A maximum of three persons with the *same relation* can be certified in one certificate.
 - a) Mobile Number
 - b) Certificate Type (Select '**One to One**' for two persons, '**One to Two**' for three persons with single applicant and '**Two to One**' for three persons with two applicants)
 - c) Relation
 - d) Relationship Type
 - e) Purpose
 - f) CID/SR number of applicant(s)
 - g) CID/SR number of person(s) with whom the relationship certificate is requested.
12. Scan and attach the duly verified application and verification report of LG Official in colour in the system only when certificate is issued as per Section 8 above.
13. Click the '**Submit**' button to generate and print the relationship certificate.
14. Note the Application Number in the application along with the relation which is duly certified. For example, **RC: Father-in-law, 024_000001**
15. Affix Photo, seal, sign and issue the certificate. A photo of all the certified persons must be affixed in the application for record. Maintain a copy of certificate if it is issued as per Section 8 of this guideline based on the verification report of Gup/Thromde Ngotshab/Thromde Tshogpa.

Accountability

16. The defaulter shall be responsible and accountable to any lapses and consequences thereof if the certification is made not in conformity to the provisions laid down in this guideline.