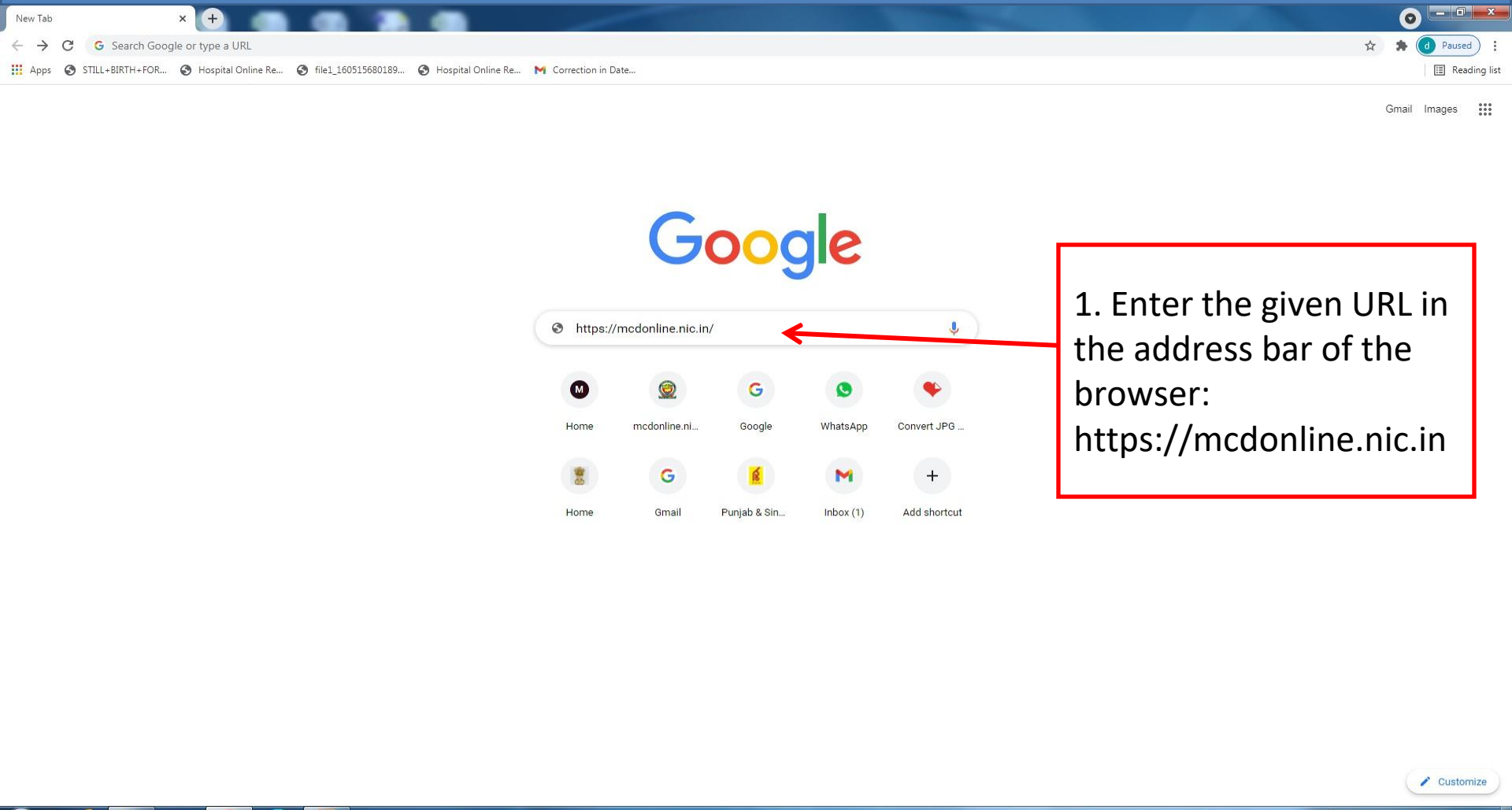
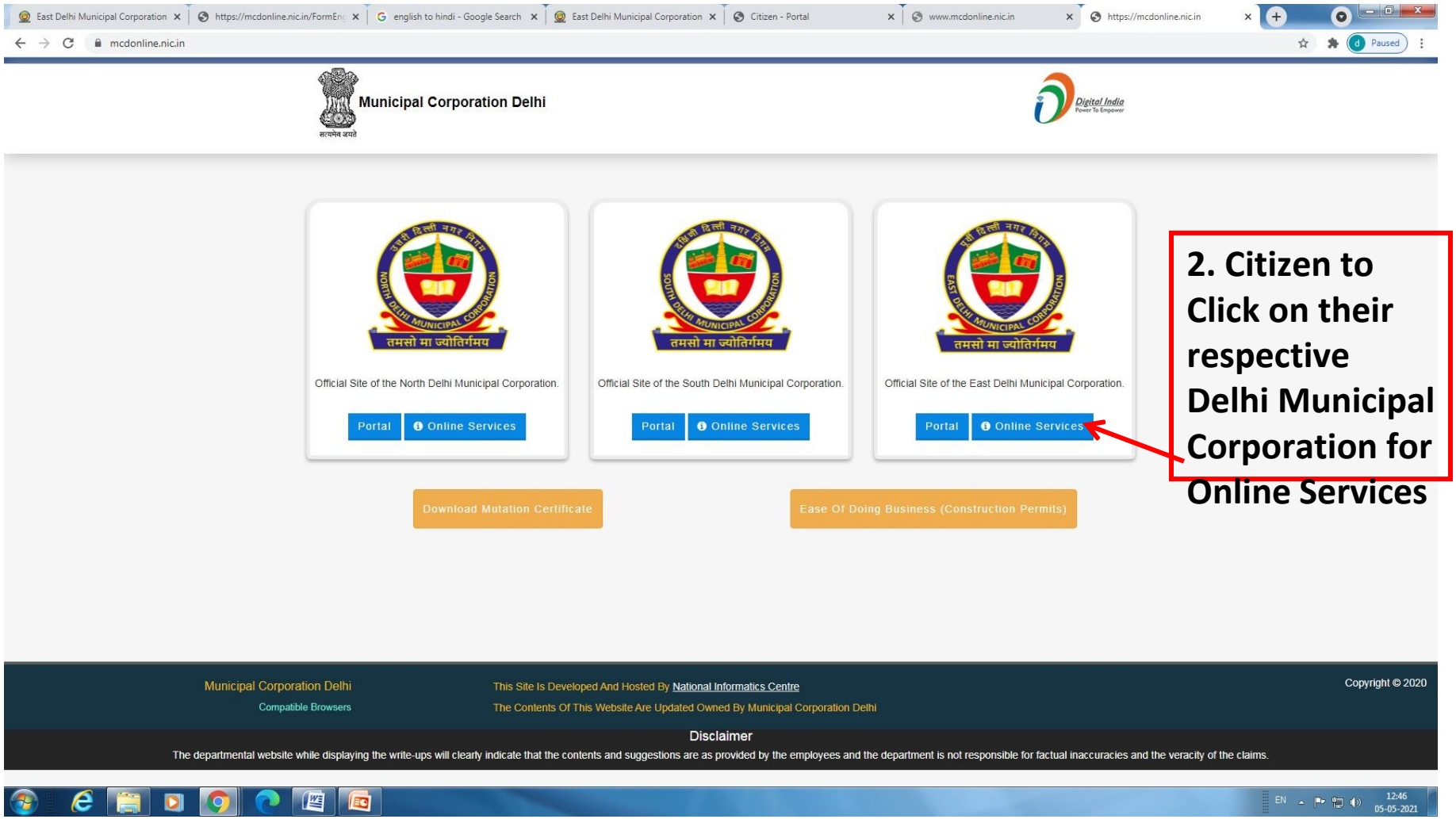
How To Add Name Of the Baby in the Birth Certificate Issued In The Territorial Jurisdiction Of The MCD, "*AFTER 01.04.2021*"



Accessing MCD Web Portal



2. Citizen to Click on their respective Delhi Municipal Corporation for Online Services

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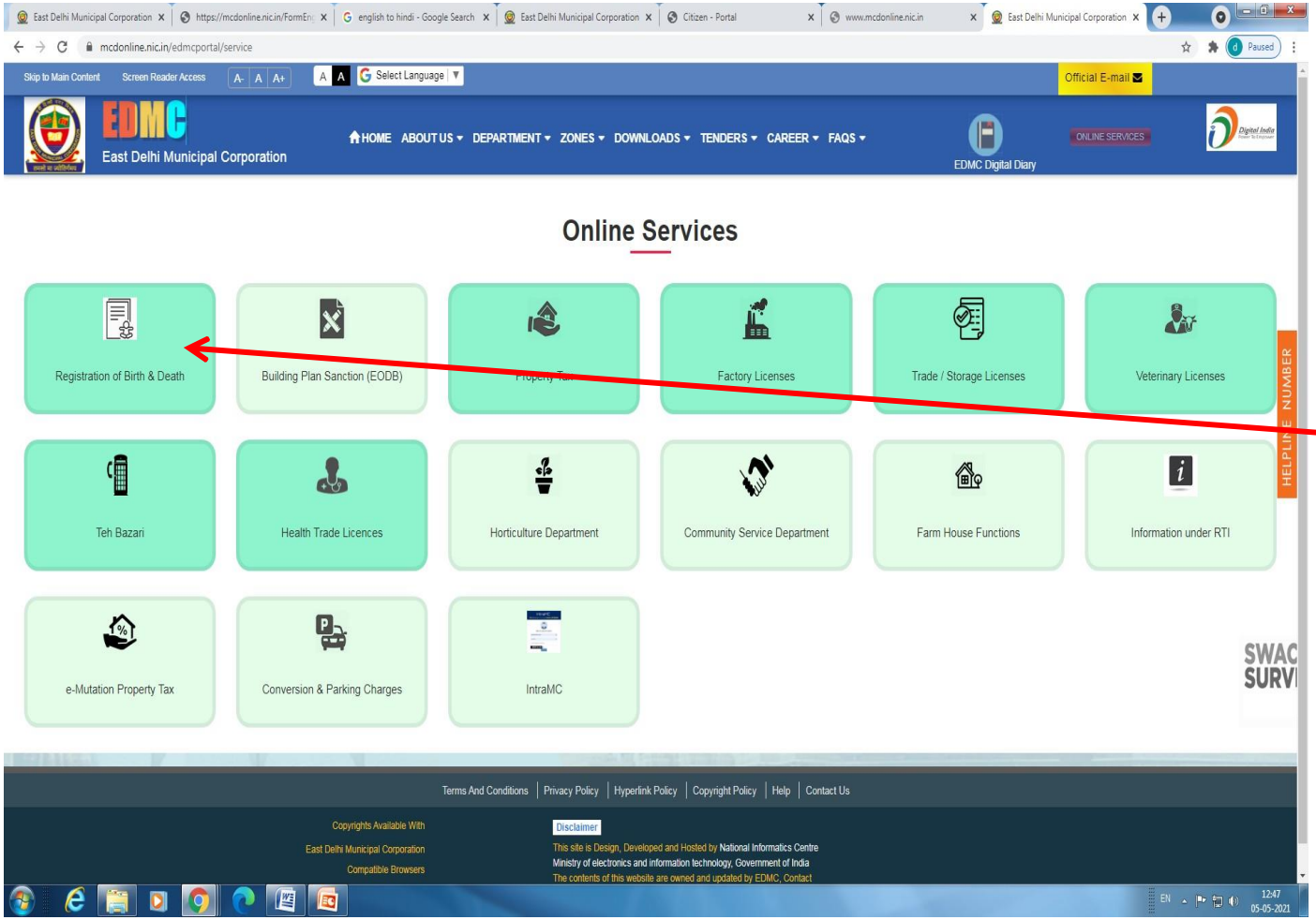
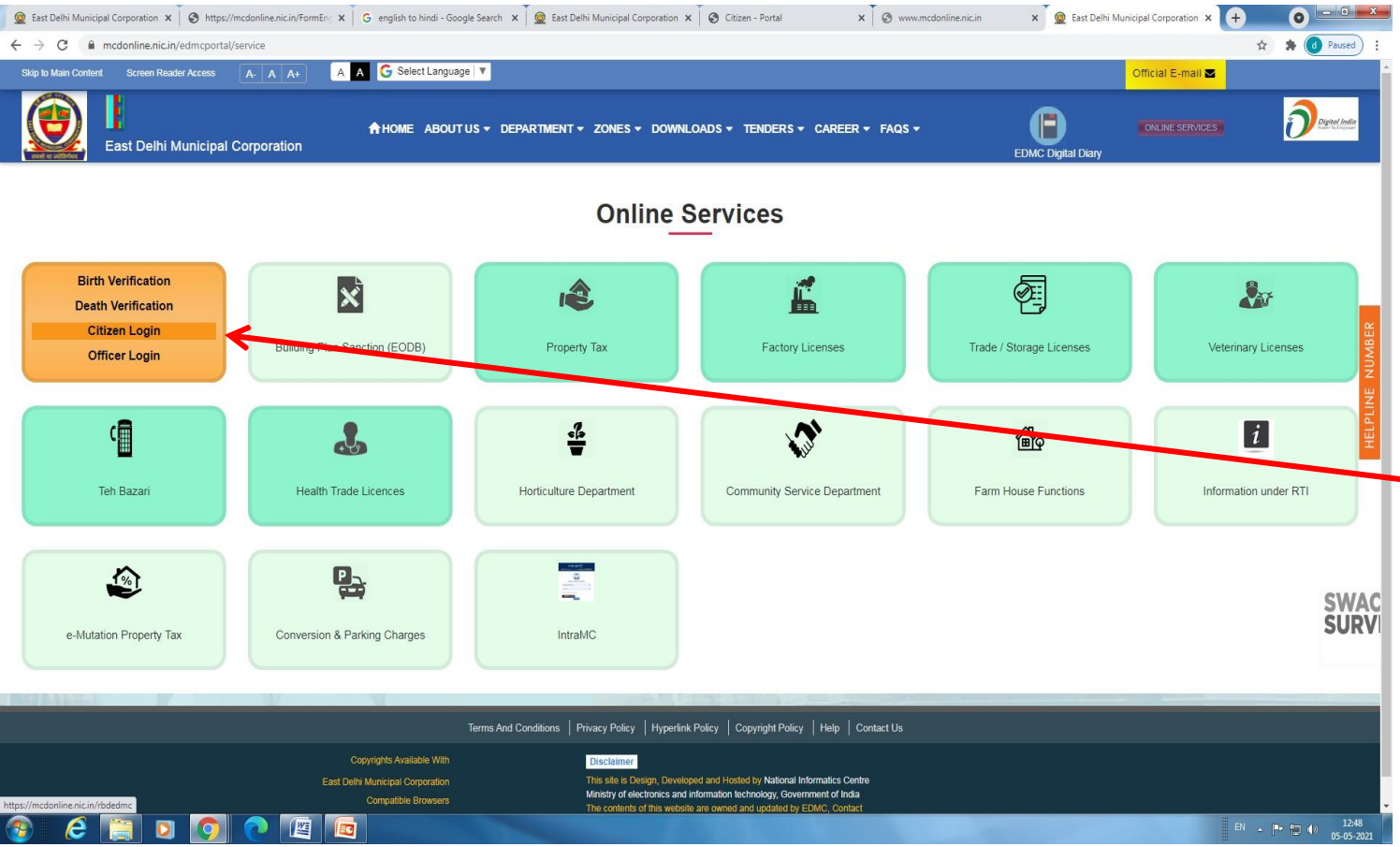
Accessing Registration of Birth And Death Application



3. Citizen to place cursor on Registration of Birth and Death

Accessing Citizen Login



4. Click on citizen login

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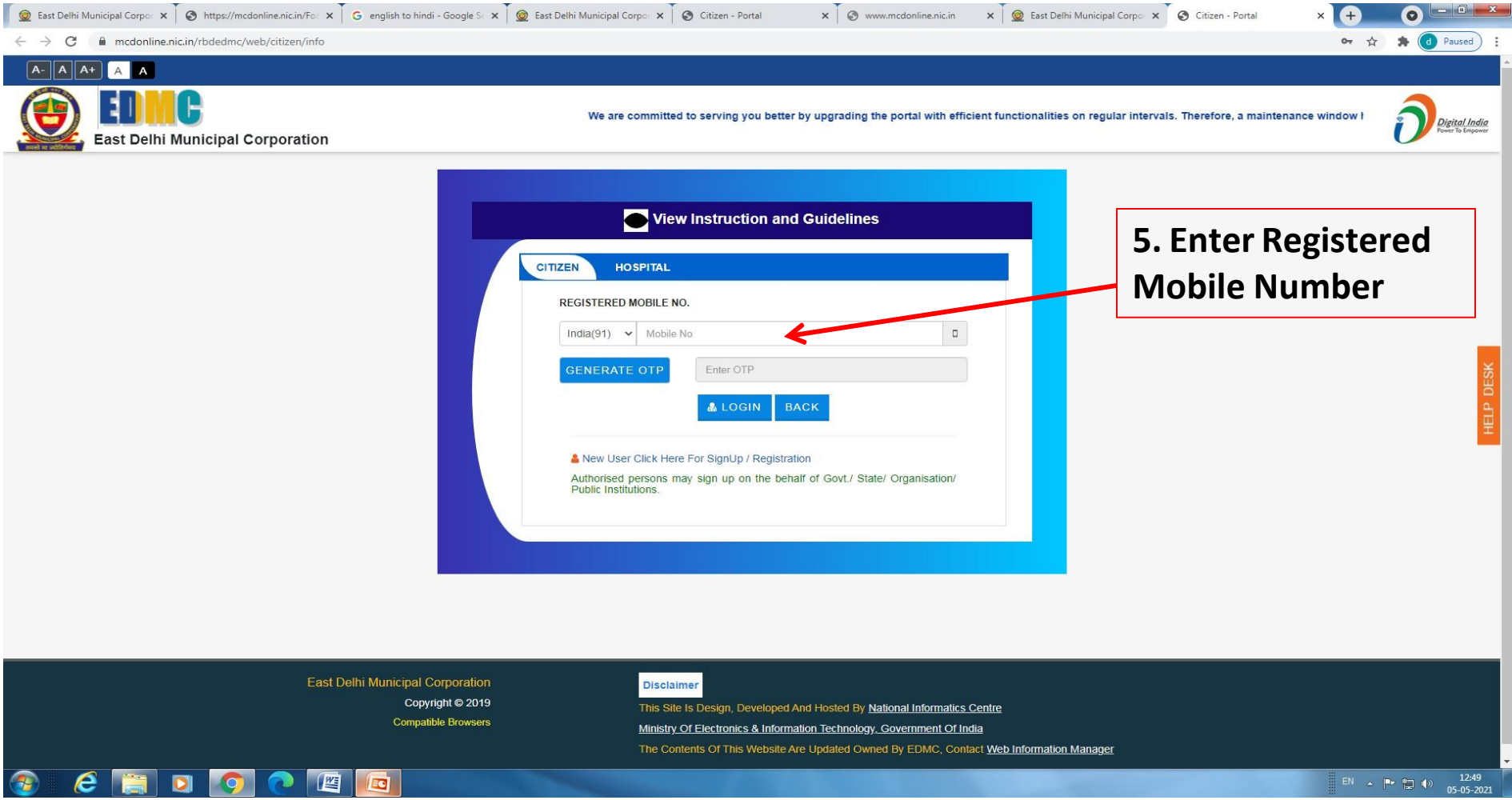
Registering the Mobile Number in MCD Web Portal



5. Enter Registered Mobile Number

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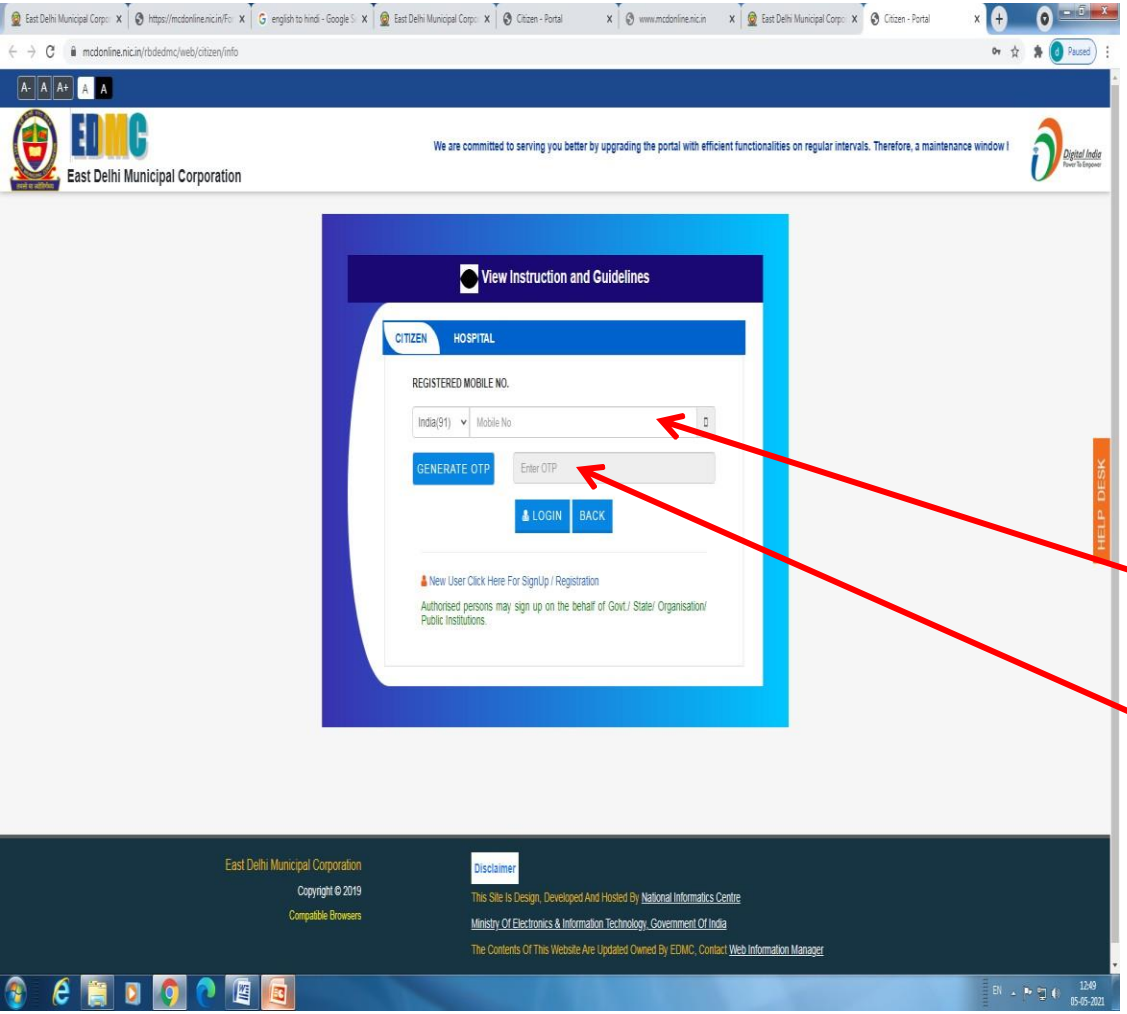
Accessing through Registered Mobile No. for filling Adding Name in the Birth Certificate And Downloading The Name Added Birth Certificate



7. a. On entering the registered Mobile number

7.b. enter OTP generated Citizen can login and use the birth registration form

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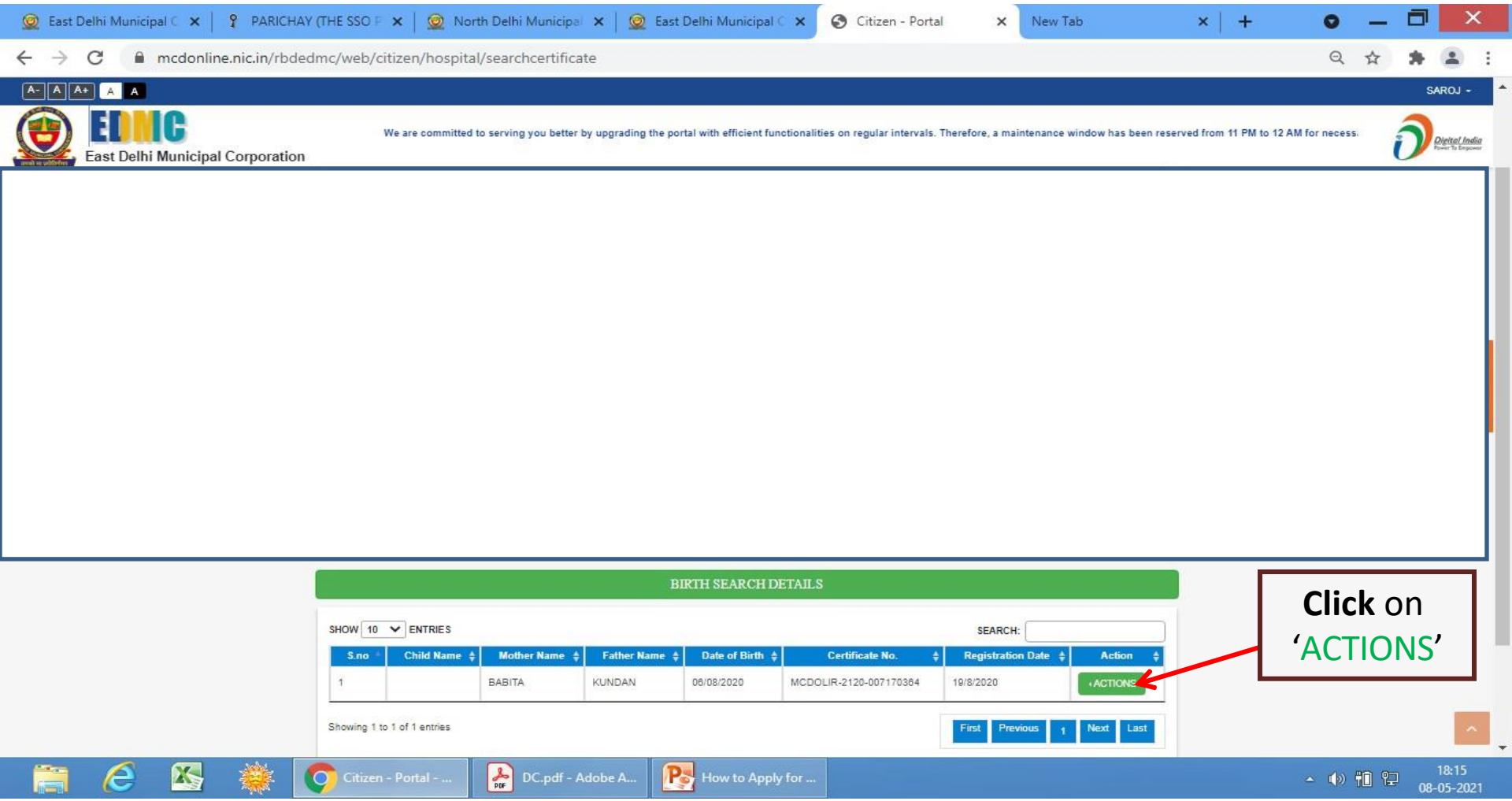
Page Displayed As Under



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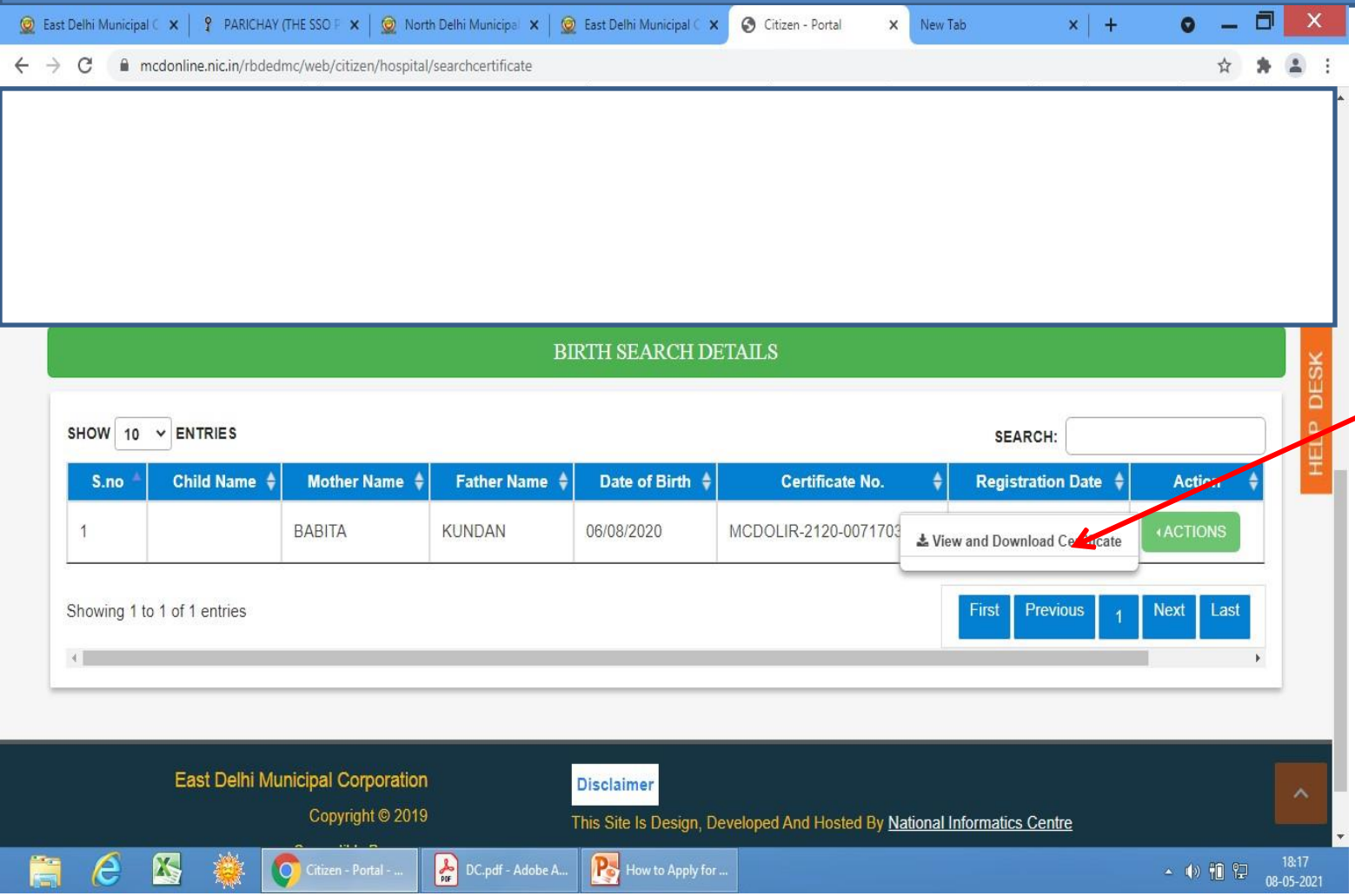
The Citizen Will Now View And Download Certificate



"View and Download Certificate"

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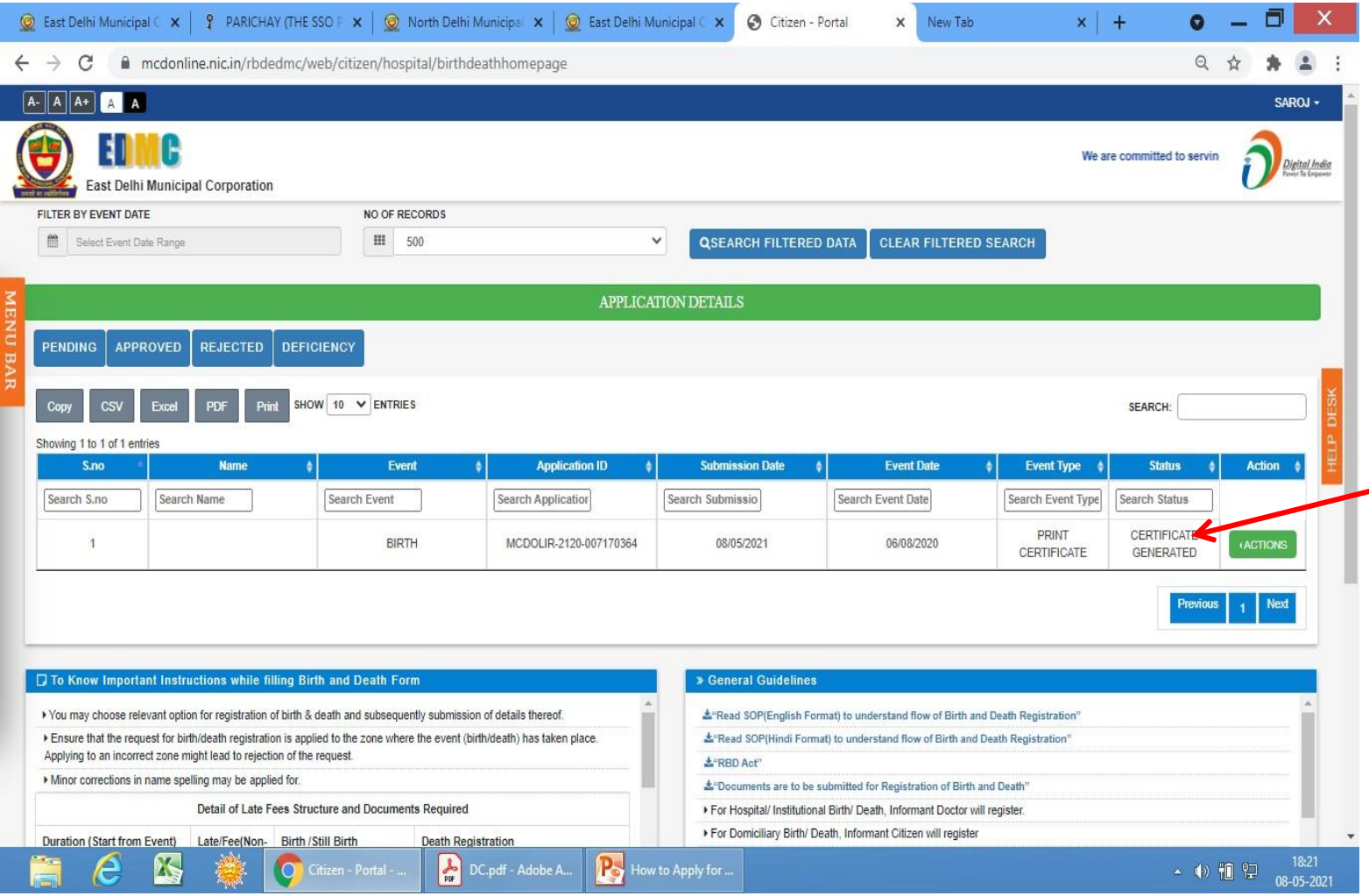
*"Add Child Name "*option will be available only when the **Status** against the respective application displays **"Certificate Generated".**



Status "Certificate Generated" After this name addition option is open

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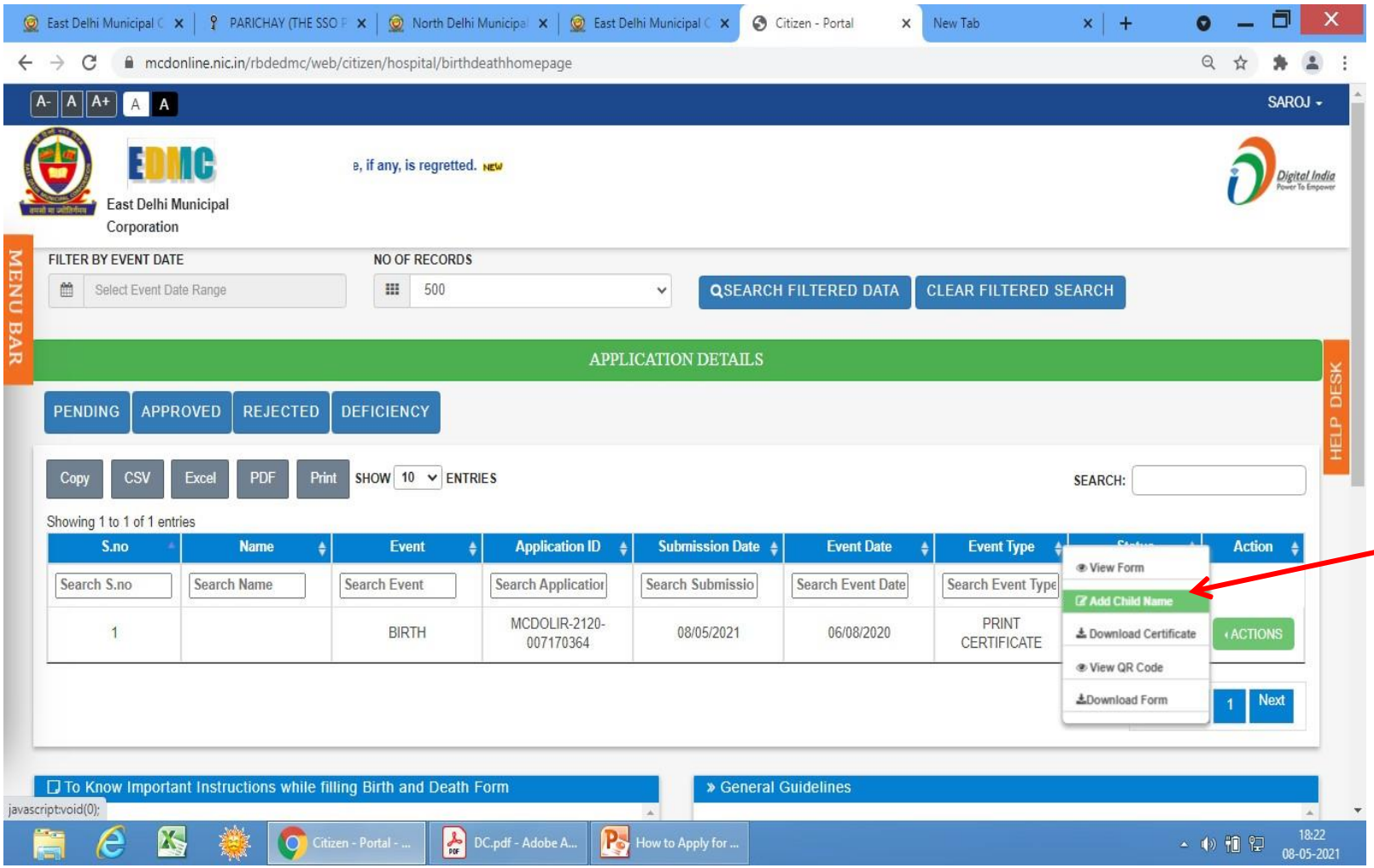
The citizen to click on **ACTION** tab. Further, **Add Child Name** Option has to be clicked



Click for "Add Child Name" Option

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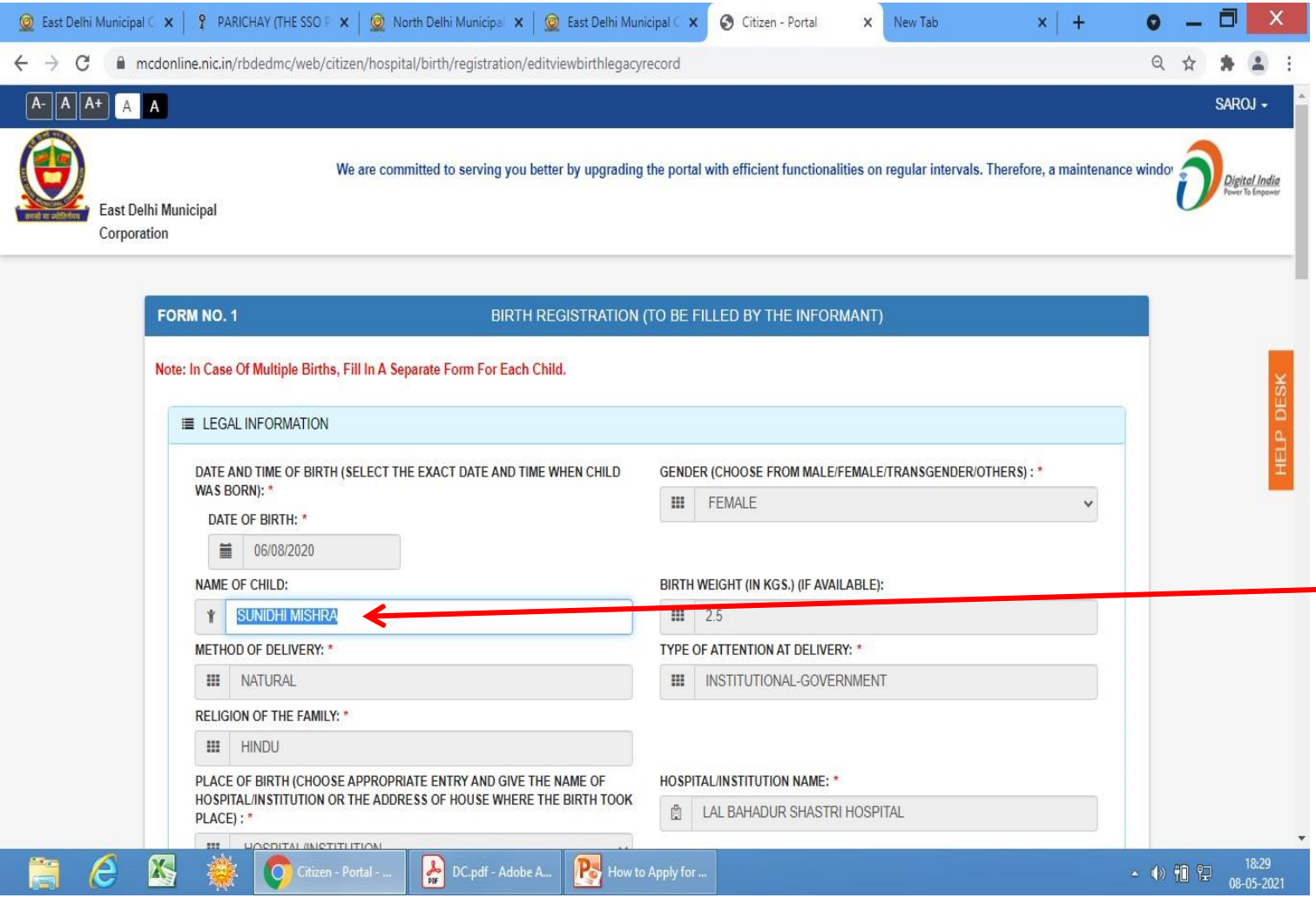
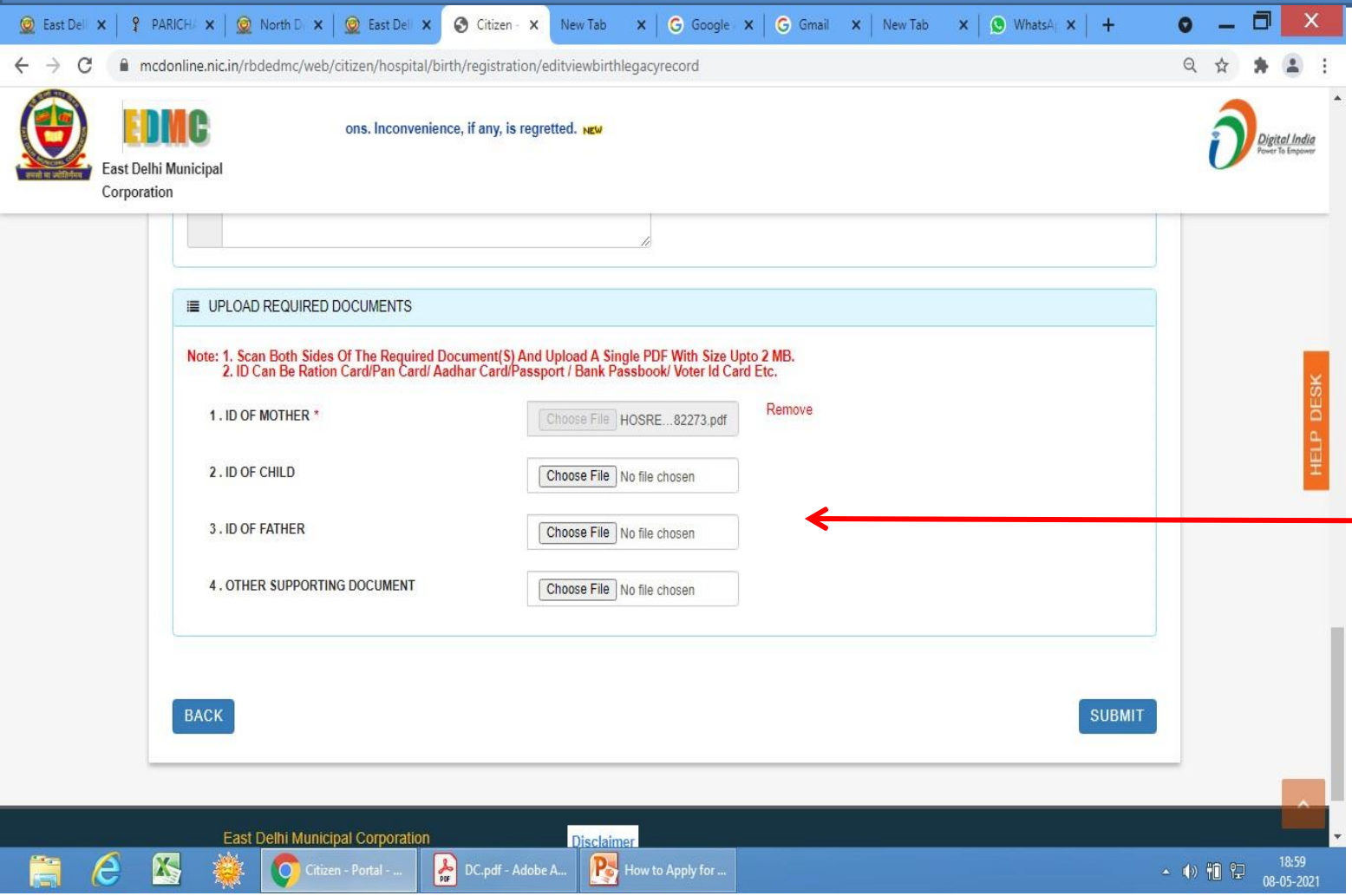
The respective **Birth form No.1** will open up where the **Name of the Child** can be entered



Fill the name of Child in Birth form no. 1

After filling the "Name of the Child", the Citizen can click on the Submit button.



Necessary relevant documents will be uploaded by Citizen in the Birth form no.1

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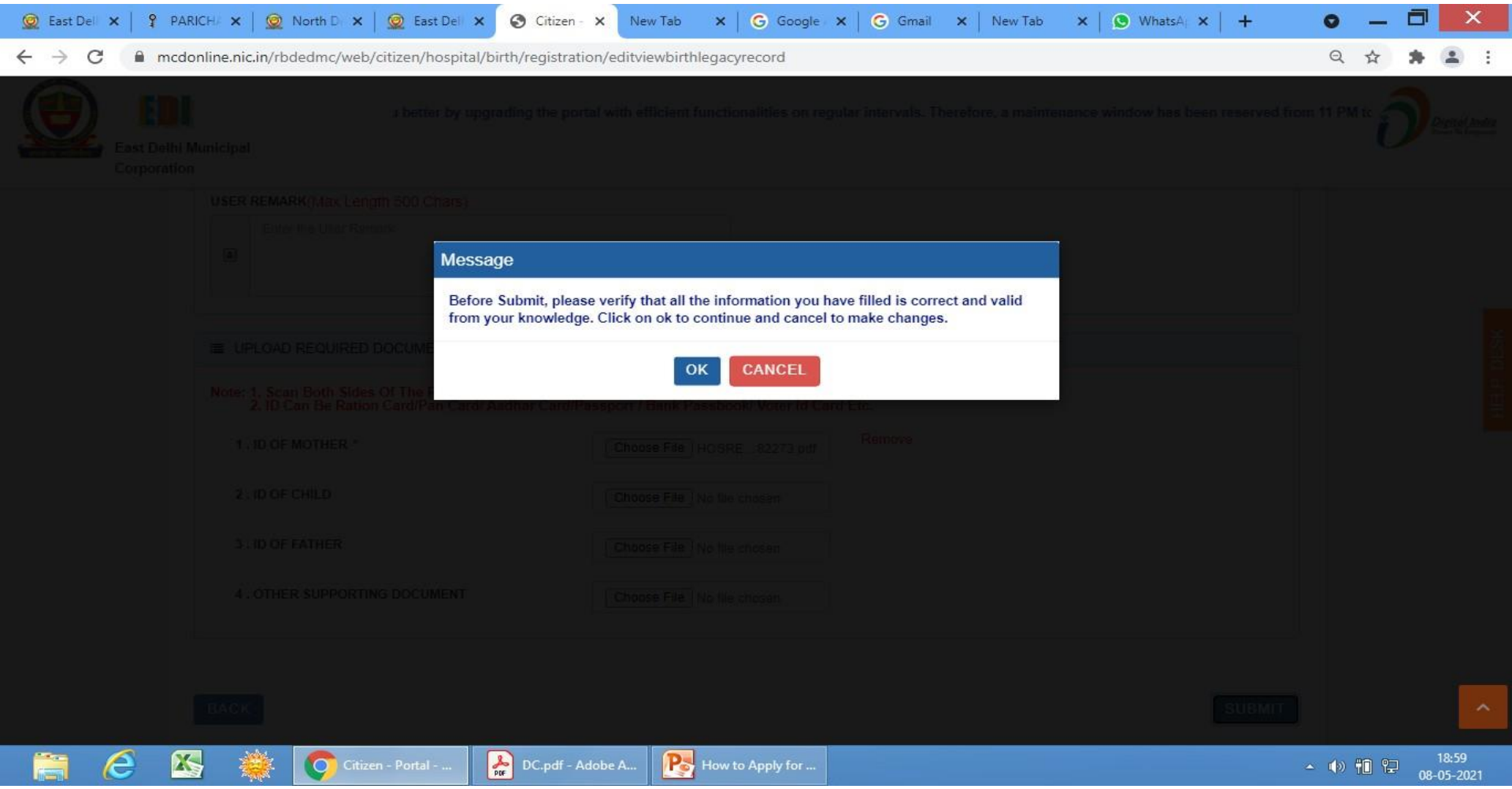
Verify Entered Details And Proceed To Click Ok Or Make Changes



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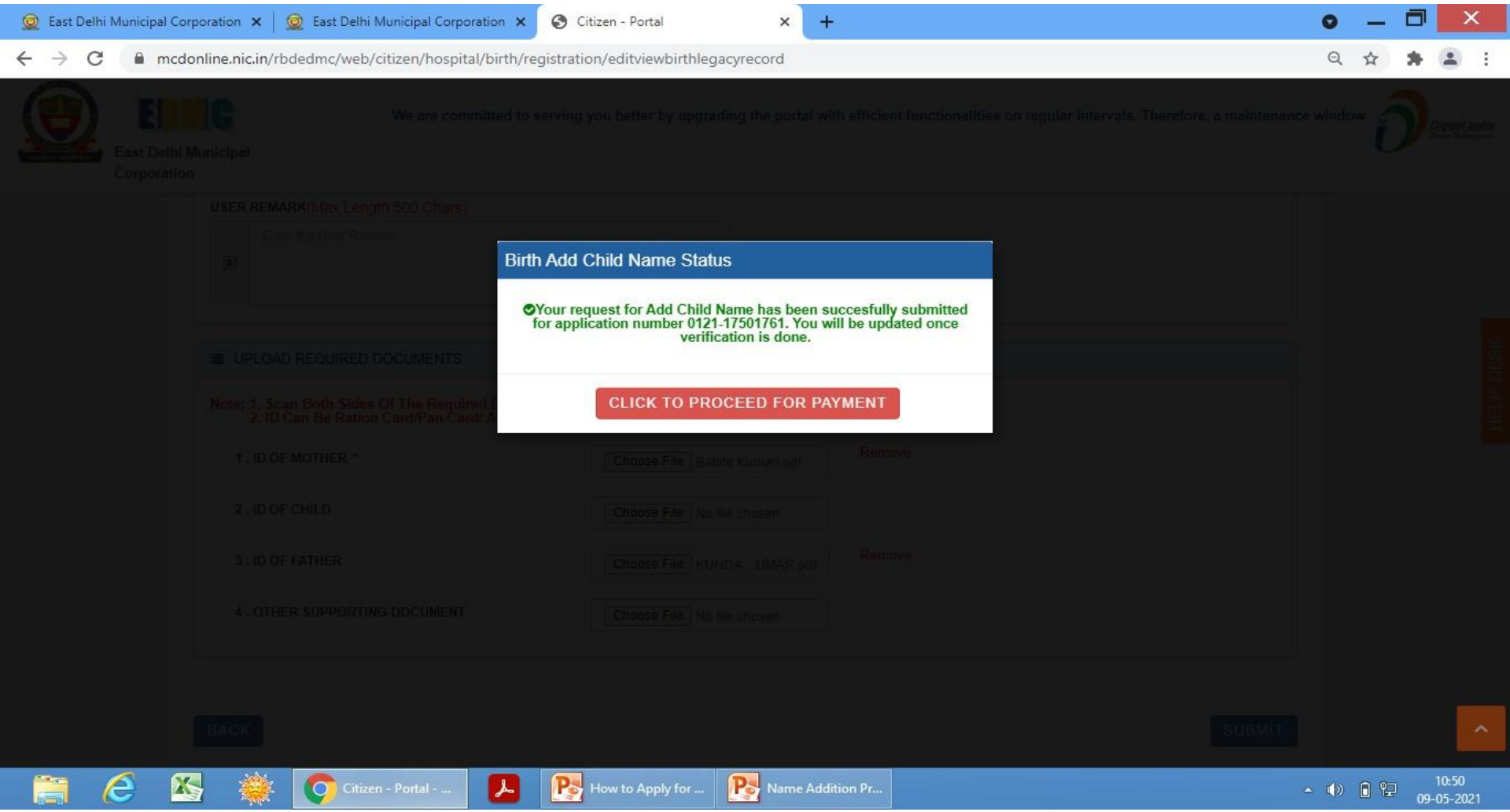
Child Name Addition Status



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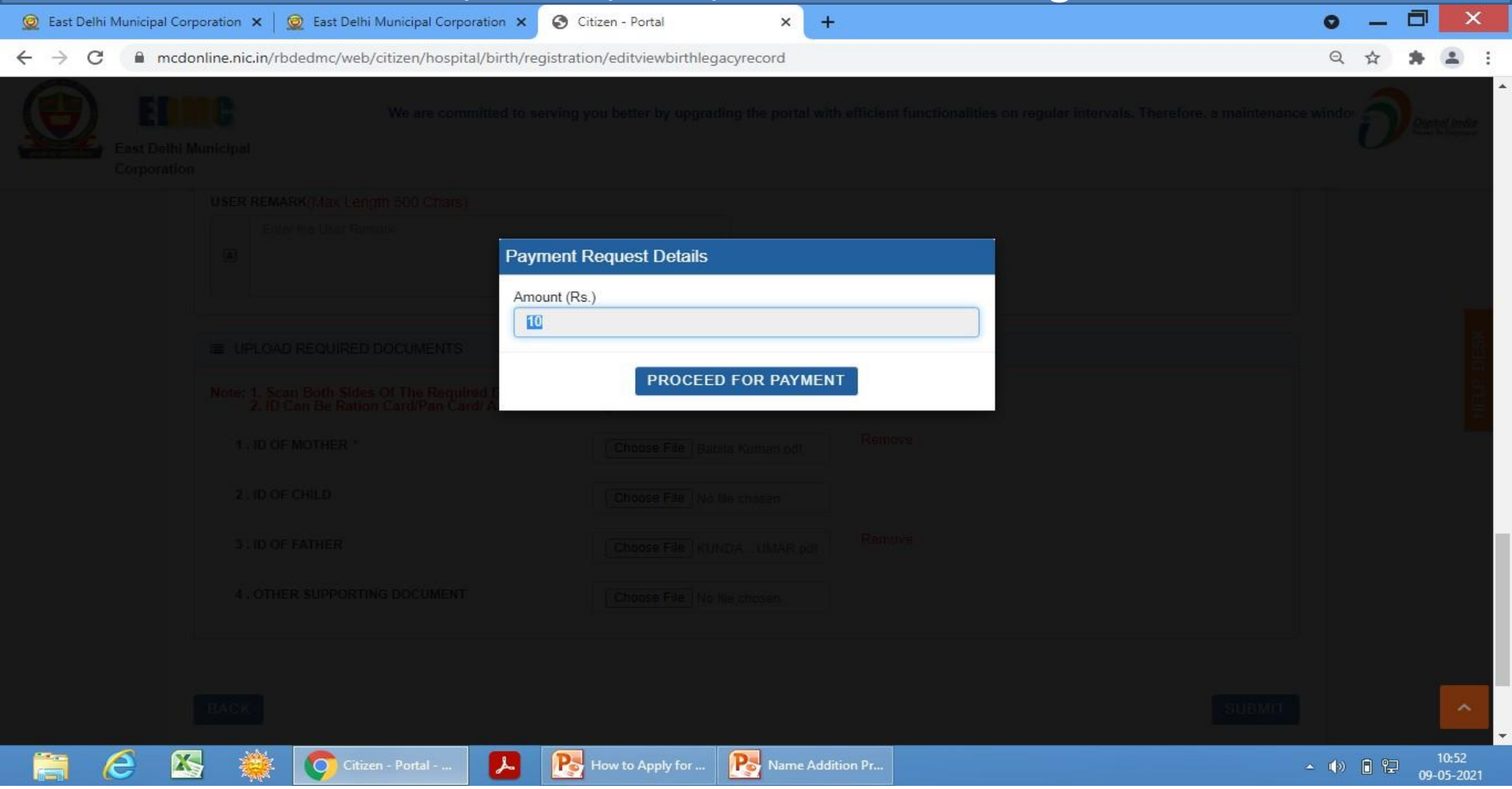
On Successful Submission Of The Form, Citizen Will Pay Rs.10/- For Online Child Name Addition Fee Through Online Debit/Credit/Visa/Internet Banking Etc.



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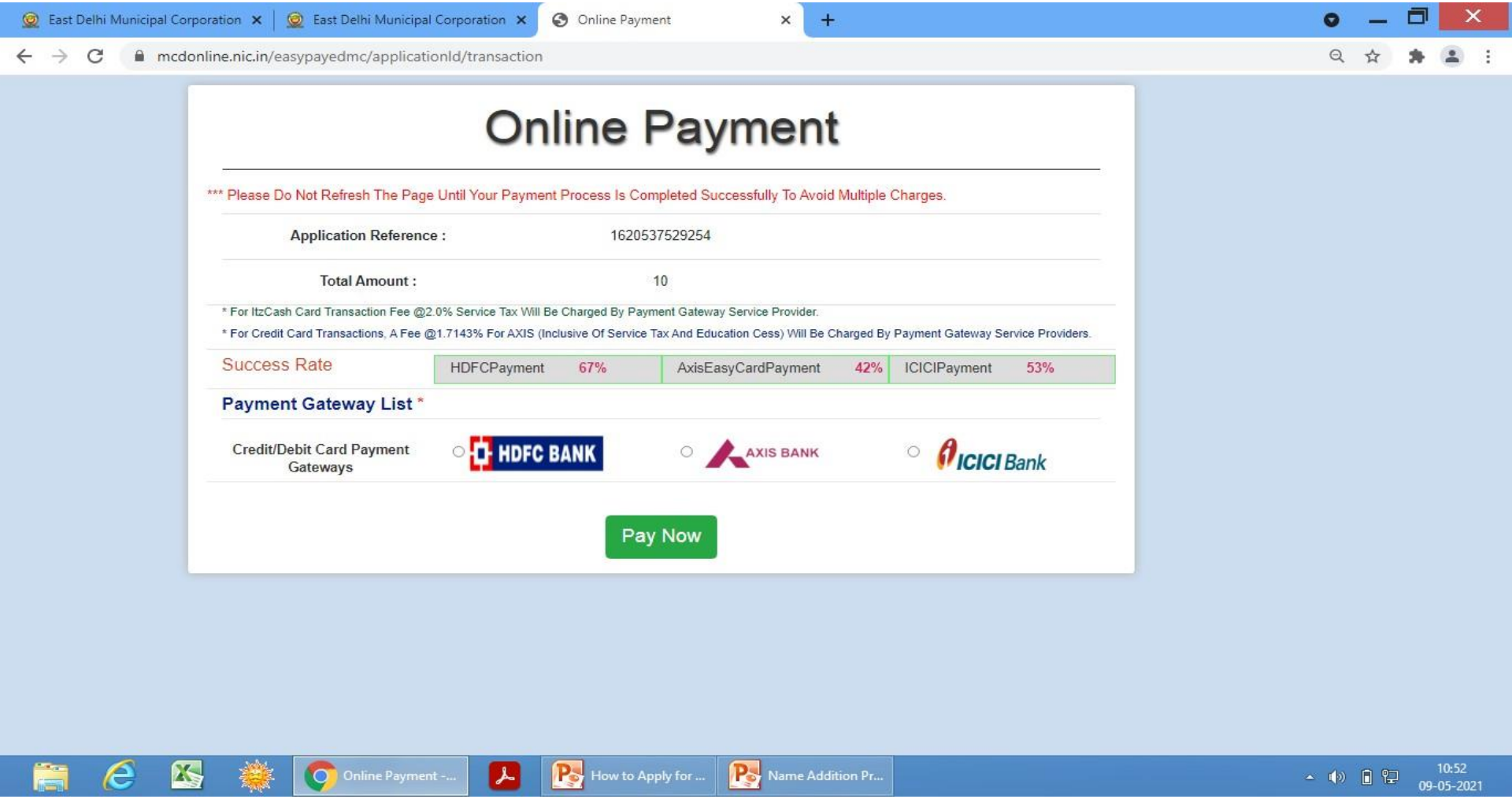
Online Payment Options



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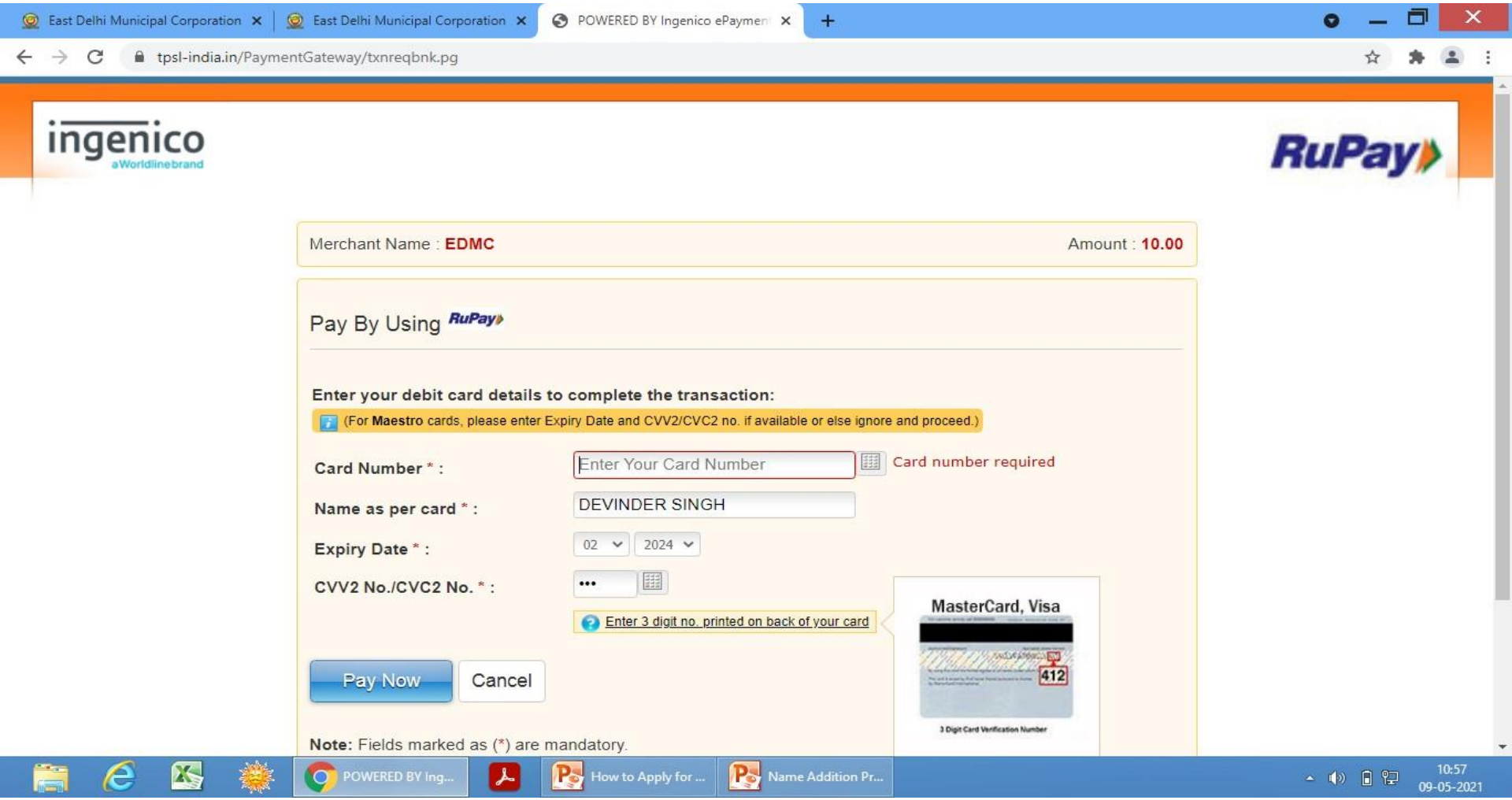
Eg. Payment Through Rupay



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Successful Transaction

East Delhi Municipal Corporation | Citizen - Portal

mcdonline.nic.in/rbdedmc/web/citizen/hospital/birthdeathhomepage?status=false

Success

Success :)

Transaction Details

Transaction Number	1620539246468
Amount	10.00
Receipt No.	110155282763
TXN Response Code Description	Success
Payment Mode	O
Bank Name	HDFCPayment
Service Charges	0

Please Don't Press Any Key Or Don't Close The Window... Wait For 0 Sec

Citizen - Portal - ... | How to Apply for ... | 11:24 09-05-2021

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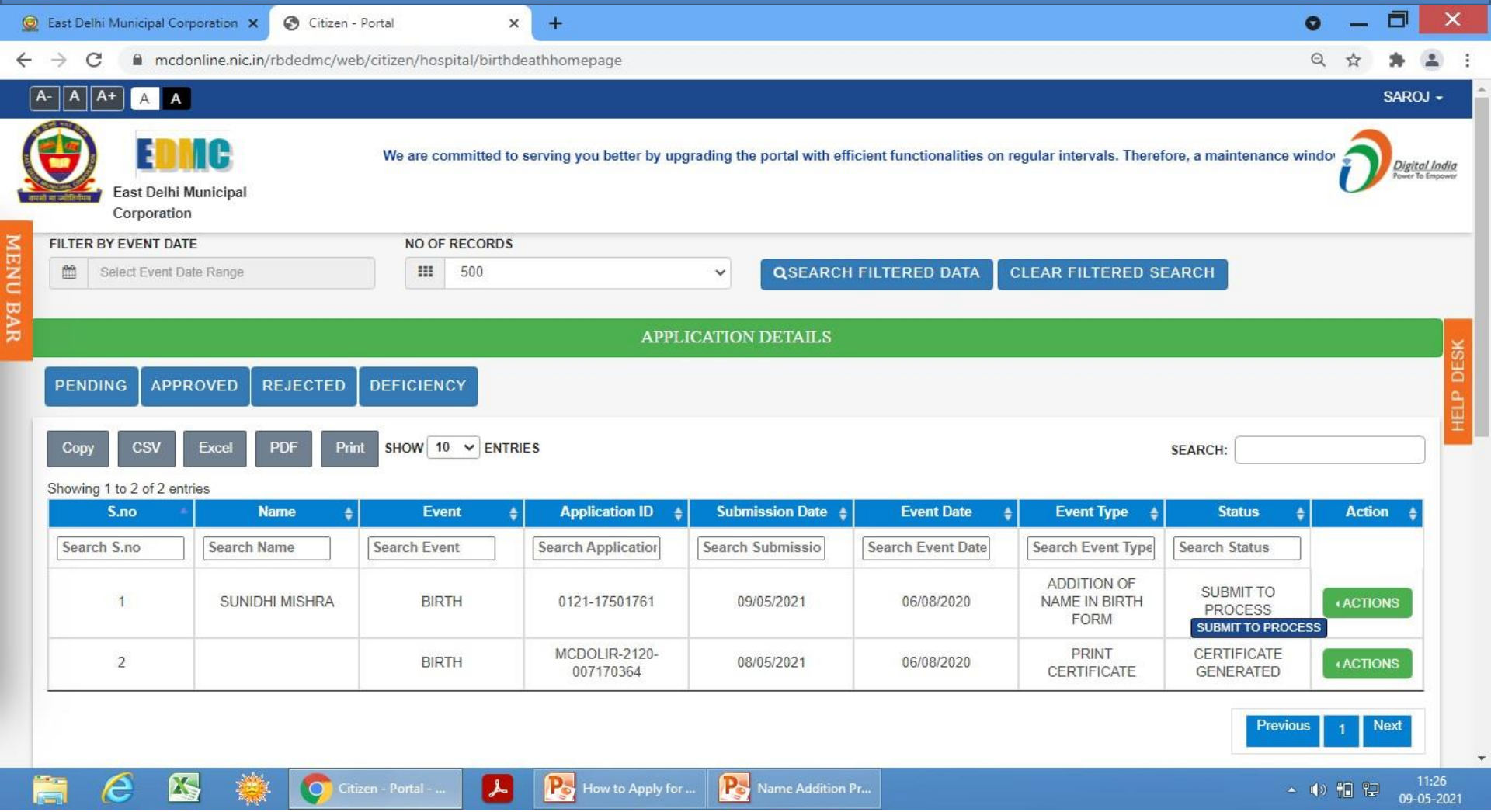
Once The Payment Is Successful, The Online Application Will Be Then Forwarded To The Zonal Sub-registrar For Approval



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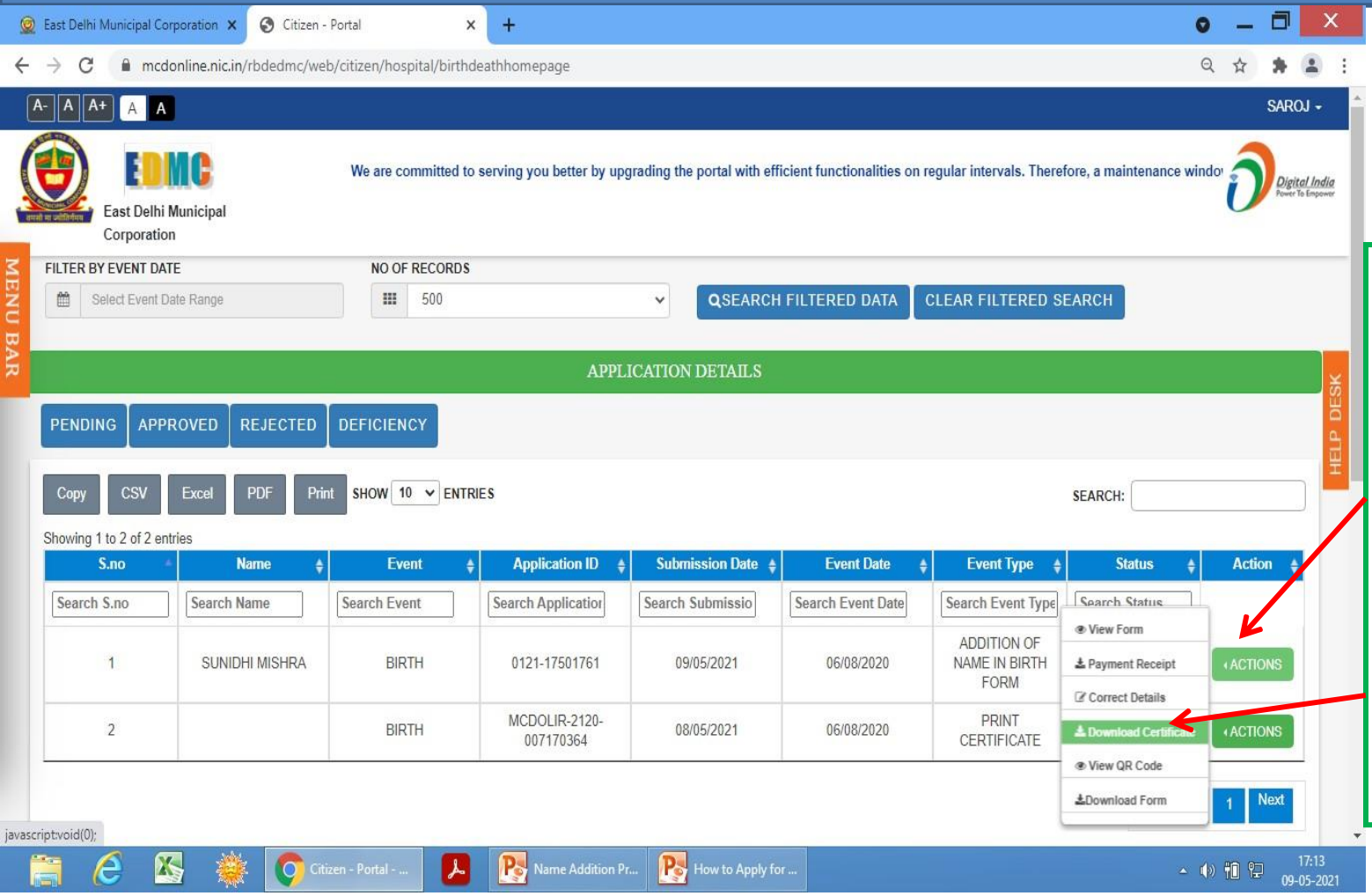
Once The Approval Is Granted By The Zonal Sub-registrar Of MCD, The Citizen Can Download The Birth Certificate Added with Child Name



The Citizen can download the Birth Certificate from the **ACTION** tab available in the dashboard by choosing the **Download Birth Certificate** Option

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