

11

**GOVERNMENT OF THE KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT  
DEPARTMENT**

**NOTIFICATION**

Peshawar, dated the \_\_\_\_\_, 2021

No. \_\_\_\_\_.- The following draft rules, which the Government of the Khyber Pakhtunkhwa, in exercise of the powers conferred by section 112 of the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013), read with section 29 thereof, is pleased to make the draft Khyber Pakhtunkhwa Births, Deaths, Marriages and Divorce or Dissolution of Marriages (Registration and Certification) Rules, 2021, are hereby published for information of persons likely to be affected thereby, and notice is hereby given that the proposed rules together with any objection and suggestion with respect thereto, which may be received by Secretary to Government, Local Government, Elections and Rural Development Department, within a period of \_\_\_\_\_ days from the date of publication of this Notification, shall be taken into consideration after expiry of the said period.

**THE DRAFT KHYBER PAKHTUNKHWA BIRTHS, DEATHS, MARRIAGES  
AND DIVORCE OR DISSOLUTION OF MARRIAGES (REGISTRATION AND  
CERTIFICATION) RULES, 2021**

**Chapter-I  
General**

**1. Short title, application and commencement.**--- (1) These rules may be called the draft Khyber Pakhtunkhwa Births, Deaths, Marriages and Divorce or Dissolution of Marriages (Registration and Certification) Rules, 2021.

(2) These rules shall apply for the registration of births, deaths, marriages and divorce or dissolution of marriages at the level of village council or neighbourhood council.

(3) These rules shall come into force at once.

**2. Definitions.**--- (1) In these rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say,

(a) **“Act”** means the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013);

(b) **“applicant”** for the purpose of -

- (i) birth means parents of the child, head of the family, paternal or maternal uncle, reporting person, reporting agency or any other person having lawful custody of the child;
- (ii) death means the head of the family or legal heirs of the deceased, reporting person, reporting agency or any other person having lawful custody of such deceased;
- (iii) marriage means the bride, bridegroom, their parents or guardians, head of the family, their paternal or maternal uncle, relative or any other person having lawful custody of such bride or bridegroom; or



- (iv) divorce means the divorced man, divorced woman, their parents, their head of the family, their paternal or maternal uncle or any other person having lawful custody of such divorced man or divorced woman, as the case may be;
- (c) **"birth"** means the birth of a child, who breathes or shows any other evidence of life;
- (d) **"Chairman"** for the purpose of these rules means the Chairman of the village council or neighbourhood council, as the case may be;
- (e) **"council"** for the purpose of these rules means the village council or the neighbourhood council, as the case may be;
- (f) **"Director"** means the Director of Directorate General of Local Government, Elections and Rural Development, Khyber Pakhtunkhwa, and includes the Deputy Director and Assistant Director, entrusted with the duties under these rules;
- (g) **"Form"** means a Form appended to these rules;
- (h) **"head of the family"** means father, mother, paternal grandfather, paternal grandmother, sister, brother, widow or widower of the deceased or guardian of the child, any close relative in case of their absence;
- (i) **"license"** means the license, granted to the person for the purpose of registration of marriages, under Muslim Family Law Ordinance, 1962 or any other law for the time being in force, as the case may be;
- (j) **"Marriage Registrar"** means the Nikah Registrar for the purpose of Muslim marriages, or any other person for the purpose of other than Muslim marriages, to whom license for the purpose of registration of marriages has been granted, under clause (a) of rule 4 of these rules;
- (k) **"NADRA"** means the National Database and Registration Authority, established by the Federal Government under the National Database and Registration Authority Ordinance, 2000 (Ordinance No: VIII of 2000);
- (l) **"Register"** means a Register of births, deaths, marriages and divorce or dissolution of marriages, maintained at the level of concerned council;
- (m) **"relative"** includes the paternal or maternal uncle or aunt, brother-in-law, sister-in-law, niece, nephew of the person concerned;
- (n) **"reporting agency"** means health facility, clinic, maternity home or other institution, including asylum, prison, hostel or public charitable institution, Darul Aman, crises centers, shelter homes, police lockups or judicial lockups, by whatsoever name known, where a birth or death occurs;
- (o) **"reporting person"** means any direct or indirect relative of the person, which includes the guardian of the person or his successors, representative, a doctor, nurse, midwife, leady health worker, Dai, workers anti-polio campaign, police etc., having come across the case of live birth, still birth or death of a person, and gives an information of his birth or, as the case may be, death to the concerned council;

Asstt. Local Director  
Govt. of Khyber Pakhtunkhwa  
Law Department



- (p) **"Schedule"** means the Schedule appended to these rules;
- (q) **"Secretary"** for the purpose of these rules means the Secretary of the village council or neighbourhood council, as the case may be;
- (r) **"transgender person"** means a transgender person as defined in clause (n) of sub-section (1) of section 2 of the Transgender Persons (Protection of Rights) Act, 2017; and
- (s) **"vital events"** means live birth, fetal death, death, marriage, divorce or dissolution of marriage.

(2) Words or expressions, used but not defined under these rules, shall have the same meanings as are assigned to them in the Act or any rules made thereunder.

## Chapter-II Responsibilities of the Department

3. **Responsibilities of the Department.**--- (1) The Department shall be vested with the following responsibilities:

- (a) the implementation of these rules, overall supervision and monitoring of the registration of vital events in the Province and sharing of relevant data with concerned Departments of Government, as and when considered important for the implementation of these rules;
- (b) develop standard operating procedures for coordination with the following:
  - (i) Health Department of Government for reporting the cases of vital events in the health facilities, including *inter alia*, hospital clinic, maternity homes, etc., and as noticed by their field staff such as lady health workers, community midwives, workers of polio campaign, etc., to the concerned council in the manner as may be agreed upon by the concerned Departments of Government;
  - (ii) the Elementary and Secondary Education Department of Government for periodical reporting to the concerned council, about the cases of children in the formal and informal educational institutions, whose births have not been registered as well as obligate said institutions to guide and motivate the parents of children for registration of their birth within one month of admission being granted to the child; and
  - (iii) Marriage Registrars, appointed under any other law for the time being in force, and other authorities of Government, responsible for the registration of marriage of persons, belonging to minority communities, to ensure the copies of orders or registration of marriage and dissolution of marriage, issued by other authorities, are provided to the Secretaries for registration of marriage and divorce or dissolution of marriage, as per law;



Asst. Legal Officer  
 Govt. of Khyber Pakhtunkhwa  
 Law Department

- (c) develop an information technology based mechanism for the reporting of vital events and ensuring its uniform application across the Province;
  - (d) facilitate and guide the Chairman in registration of vital events, occurred outside the jurisdiction of the concerned council, reported to them for registration;
  - (e) upload relevant laws, rules and forms for the registration of vital events on its official website;
  - (f) design, develop and implement the capacity development programmes, relating to registration of vital events, for all concerned officials of local governments at all levels; and
  - (g) facilitate and encourage the executive authorities at tehsil council, village council and neighbourhood council to take awareness, raising initiatives for the sensitization of the masses on registration of vital events and their impact on their lives.
- (2) The concerned Director shall be responsible for the compilation of the record of marriage and divorce or dissolution of marriage intimated by the Court under the Family Courts Act, 1964, the Registration of Births, Deaths and Marriages Act, 1886 and other relevant laws and transmitting the same to the concerned village council and neighbourhood council for registration.

### Chapter-III Responsibilities of Chairman

#### 4. **Responsibilities of the Chairman.**--- The concerned Chairman shall be responsible to-

- (a) issue licence to Marriage Registrar for registration of marriages, within the local limits of village council or neighbourhood council, for a term of three years, subject to fulfilment of the following conditions, namely:
  - (i) he is preferably the permanent resident of concerned tehsil;
  - (ii) he enjoys a good reputation;
  - (iii) his age is more than thirty years; and
  - (iv) he must have passed Higher Secondary School;
- (b) provide required register, stamp and stationery, etc. to the Marriage Registrar on payment of fee as prescribed in the **Schedule**;
- (c) provide **Form-A** and **Form-D** for registration of birth and death, respectively, to the basic health unit, maternity centre, health centres, hospitals, police stations, prisons, crisis centres or shelter homes, schools, etc.;
- (d) provide **Form-Q** to the applicants for registration of divorce, make arrangements of public awareness through posters, notice boards, newspapers and electronic media regarding enforcement of these rules; and
- (e) engage the None Governmental Organizations and local community in this campaign to fetch their support in cause for registration of vital events.



**Chapter-IV**  
**Registration of Birth**

**5. Responsibility for registration and reporting of the birth of a child. ---** (1) An applicant shall report and get register the live birth or still birth, as the case may be, in the office of the concerned council in accordance with the procedure as provided under these rules.

(2) Any person, other than the applicant, based on his knowledge of birth taken place, may report the cases of birth registration to the concerned village council or neighbourhood council. The information of birth, including the name of the child's parent(s), date and place of birth, and if possible contact information of child's parent(s) would suffice.

**6. Timeframe for reporting of birth for registration.---** The birth is required to be registered, within ninety days of the occurrence of the birth. The concerned village council or neighbourhood council shall facilitate the registration of birth beyond ninety days, subject to the compliance of procedure by the applicant under these rules.

**7. Reporting procedure.---** (1) The applicant shall be bound to fill the application form, verify its entries, put signature and thumb impression and write Computerized National Identity Card number or passport number or residence permit number, in case of being a refugee. If the applicant is illiterate, then the officer or official in charge of birth registration shall facilitate the applicant in filling up the **Form-A** and shall read it out and get the thumb impression of the applicant.

(2) In the case the information of birth is received by the concerned council through other than the applicant, the representative of the concerned council shall proceed to investigate, collect information and motivate the legal custodian of the child to complete the birth registration process.

**8. Procedure after reporting.---** (1) After reporting of birth, the following procedure shall be followed:

- (a) after receiving the application as per **Form-A**, the Secretary or the officer in charge shall enter birth information in the Register, maintained at **Form-B**;
- (b) return one copy of **Form-A**, duly filled up, stamped and signed to the applicant; and
- (d) the Secretary or official in charge shall enter this information in computer, using the NADRA software and his database shall be delivered to NADRA through the representative appointed by the NADRA within ten days.

(2) If any birth takes place at a maternity centre, hospital or health facility or at any home or any place, outside the maternity centre, hospital or health facility, situated outside the limits of the concerned council, then the applicant shall present the certificate of that maternity centre or hospital and if possible, an attested photo copy of the hospital card. However, if the birth has taken place at home, an attested affidavit on the plain paper, signed by two witnesses along with the application form, as specified in **Form-A**, shall be submitted to the Chairman of the concerned council. The concerned Chairman shall get the enquiry conducted through member of council from respective area, ward or unit, as the case may be, to ascertain the position. On satisfaction, the Chairman of the concerned council shall issue the written orders for the registration and the officer in charge shall make the entry thereof.

Asstt. Secy. (Legal) Govt. of Khyber Pakhtunkhwa Law Department



**9. Registration of the birth of child at-risk.---** (1) Any person, other than the applicant, having information of live birth or still birth of any child at-risk, may report to the concerned council, for registration of such birth, with information as specified in rule 7 above.

(2) The applicant, having assumed the custody of the child at risk, shall be responsible for notifying the birth to the concerned council for registration and the procedure as prescribed under these rules.

**10. Registration of birth of transgender person.---** If a child is born with an unspecified gender, he shall be registered under the 'Transgender' category, as available in Form-A.

**11. Registration of birth in custody, crisis centre, shelter home, etc.---** The head of a detention facility or the person in charge of the institution, within the detention facility, Darul Aman, crisis centre, shelter home, hostel, etc., shall be required to notify to the concerned council of all births that occurs in custody and make sure the birth certificate of the child is issued to the mother of the child or in case of her demise to the child's legal guardian. The procedure as prescribed under rules 8 to 10, shall be applicable.

**12. Registration of Pakistani children born abroad.---** Registration of birth of a child of any Pakistani citizen abroad with the Pakistani Embassy or High Commission or Consulate shall be as per the method given below:

- (a) the applicant shall get the birth registered with the Pakistani Embassy, High Commission or Consulate, situated in that country, within ninety days of such birth or as per procedure of the concerned Pakistani Embassy, High Commission or Consulate, for the time being in vogue;
- (b) for dual nationality, National Identity Card for Overseas Pakistanis (NICOP) and for single nationality, Pakistani Origin Card (POC) issued by NADRA must be attained; and
- (c) the applicant shall send or present the original certificate, received from the Pakistani Embassy, High Commission or Consulate, to the Chairman of concerned council, and the Chairman, after being satisfied, shall give written order to the Secretary or the official in charge to register it and write the necessary information, if any, in the 'Status' column.

**13. Registration of a child of foreign parent(s).---** In case anyone of the parents or both the parents are foreigner, the foreign parent(s) shall be required to mention his passport number or refugee residence permit number, duly attested by the concerned Embassy, High Commission or Consulate, as the case may be, and submit the copy thereof to the concerned council.

**14. Modalities for registration between ninety one (91) days to seven (7) years of birth.--** (1) The applicant shall present the following documents to the Chairman of the concerned council, who may consider registration of birth after ninety days from the birth till seven years:

- (a) application form as specified in Form-A for registration;
- (b) attested affidavit on the plain paper of self with signatures of two witnesses; and
- (c) birth certificate, issued by the hospital, vaccination card on which the date of birth is mentioned, and in case of rural area, application verified by the member of the council. School certificate shall be submitted if the child is of school going age, applicant shall make a declaration that this information has not been submitted prior to this in any other council.

Asstt. Secy. (Adm.)  
Govt. of Punjab  
Lahore



97

(2) The Secretary shall check for duplication within the jurisdiction of the concerned council.

(3) After verification, the Chairman of the concerned council shall carry out inquiry on this application at his own and shall take a decision within seven days. In case the delay is less than seven years, the Chairman shall issue the written orders for registration, if he is satisfied with the proofs of the above mentioned documents.

**15. Modalities for registration after seven (7) years of birth.---** (1) In case of registration after seven years, the application must be made in writing to the concerned Chairman, who shall, within two days, forward the application to the concerned Director. The concerned Director shall forward the said document for verification to the medical facility where the child was born or from where the birth slip has been attached, which must be submitted to the Medical Superintendent of the hospital within five working days.

(2) The Medical Superintendent shall send a copy of the verified age documents to the concerned Chairman or Secretary within seven working days and another copy shall be sent to the concerned Director within fifteen days. Following that, the birth shall be registered within two days.

**16. Timeframe for birth registration process.---** The concerned council shall follow the time lines as specified in the Table below, while processing the case of birth registration:

S.No.	Nature.	Duration.	Responsibility.	Time Required.
1.	General Registration.	0-90 Days.	Secretary / Official of the concerned Council.	3 days.
2.	Delayed registration	91 Days to 7 Years.	Secretary / Official of the concerned Council.	7 days.
3.	Post-period Registration	More than 7 Years.	Secretary / Official of the concerned Council.	20 days.

**17. Right to apply for birth certificate.---** (1) The applicant or an organization, entrusted with the custody of the child by the competent authority, may apply to the concerned council for obtaining the birth certificate of a child.

(2) In case the concerned Chairman is not satisfied with the parentage of the child or the custody of the child, then the applicant shall get Court's orders in this regard. The certificate shall be issued, subject to the production of and submission of the attested copy of the Court's decision in this regard.

**18. Document required for birth certificate.---** For the purpose of birth certificate, the applicant is required to furnish the following documents:

- application form, as specified in **Form-A**, provided by concerned council duly filled along with signature and thumb impression;
- duly attested copy of the CNIC or passport, in case of being foreigner, or residence permit, in case of a refugee, of parent(s) or guardian; and
- birth certificate or immunization card, issued by health facility or school certificate, if available; and

**19. Procedure for issuance of birth certificate.-** (1) After registration, the concerned council shall issue the computerized birth certificate, as specified in **Form-C**, to the applicant.



(2) For acquisition of birth certificate, the applicant shall be required to get the Court's order in the following circumstances, namely:

- (a) the information, as provided by the applicant, is contradictory to the record of the concerned council; or
- (b) if the applicant is not the head of the family, relative or a person who had the legal or formal custody of the child; or
- (c) the applicant applied for the certificate after one year of the birth of the child.

(3) The original certificate shall be issued only once to the first eligible applicant. For any subsequent application by any eligible applicant the duplicate of the same shall be issued.

**20. Procedure for issuance of duplicate certificate.**--- In case the original certificate is lost by the applicant, a duplicate certificate shall be issued to him, subject to the personal appearance of the applicant before the concerned Chairman, for the purpose of his satisfaction.

**21. Delayed naming or change in the name of the child.**--- (1) The Chairman of the concerned council may allow the registration of a child's birth without a name i.e. baby girl or baby boy or with a "temporary" name and then provide a separate cut-off date for insertion of a name.

(2) The Chairman of the concerned council may allow the change in the name and age on birth registration certificate; provided that the application is made within two years of the occurrence of birth, and supported by the person or concerned guardian in case of minor, if the applicant is illiterate. Whereas change in name and age of the child after two years of birth shall be subject to the attested copy of the Court decision in this regard.

#### Chapter-V Registration of Death

**22. Responsibility for reporting and registration of death.**--- (1) The applicant is bound to report and get registered the death in the office of the concerned council or at its nearest registration office established by it.

(2) The person, other than the applicant, who may not have the custody or responsibility of the deceased but having witnessed the incident or found the dead body, is obligated to inform about the incidents of death to the concerned council. The furnishing of information of death, including the name of deceased, deceased's parent(s) or guardian, date and place of death, and, if possible, contact information of the applicant, would suffice.

**23. Procedure for reporting.**--- (1) The applicant shall be bound to fill the application form, as specified in **Form-D**, verify its entries, put his signature and thumb impression and write thereon his Computerized National Identity Card number. If the applicant is illiterate, then the officer or official in charge of death registration shall facilitate in filling up of the form, as specified in **Form-D**, and shall read it out to the applicant and get the thumb impression of the person concerned.

(2) The applicant may be required to provide all documentary evidences, including certificate or parchi, issued by Ghorkan of the graveyard or person in charge of the concerned graveyard, if any, as the case may be, where deceased was buried, etc.



(3) In case the information of death received to the concerned council from any person, other than the applicant, not having any relation or responsibility of the deceased but having witnessed the incident or has information in this regard or found the dead body, the concerned council shall, upon receiving the information, proceed to investigate, collect information and register the death of a person.

**24. Registration of death of a transgender person.---** If a person is died having an unspecified gender, it shall be registered under the Transgender category, as specified in **Form-D**.

**25. Registration of death in custody of crisis centre, shelter home, etc.---** The head of a detention facility or the person in charge of the institution, within the detention facility, Darul Aman, crisis centre, shelter home, hostel, etc., shall apply for the registration of death as per procedure under rules 22 to 24 of these rules.

**26. Registration of Pakistani died abroad.---** Registration of the death of a person of any Pakistani citizen abroad shall be as per procedure given below:

- (a) the applicant shall get the death registered with the Pakistani Embassy, High Commission or Consulate, situated in that country, within ninety days of such death or as per procedure of the Pakistani Embassy, High Commission or Consulate for the time being in vogue; and
- (b) the applicant shall send or present the original death certificate, received from the Pakistani Embassy, High Commission or Consulate to the Chairman of the concerned council, after being satisfied, shall give written order to the Secretary or official in charge to register it and write the necessary information, if any, in the 'Status' column.

**27. Procedure after reporting.---** (1) After receiving the report of death, the following procedure shall be followed:

- (a) after receiving the application form, as specified in **Form-D**, the official in charge shall enter death information in the register, as specified in **Form-E**;
- (b) return one copy to the applicant of **Form-D**, duly filled, stamped and signed by the applicant; and
- (c) the Secretary or official in charge shall enter this information in computer, using NADRA's software and his database shall be delivered to NADRA through the representative appointed by the NADRA within ten days.

(2) If death of any of the residents of the concerned council takes place at hospital, home or at any place, situated outside the limits of the council concerned, then in that case the applicant shall present the certificate of that hospital and, in case of death occurred at a home or any place, an attested affidavit on the plain paper of the applicant duly signed by two witnesses along with the application form, as specified in **Form-D**, to the Chairman of the concerned council. If possible, an attested photo copy of the hospital card shall also be submitted. The concerned Chairman shall get the enquiry conducted through member of council from respective area, ward or unit, as the case may be, to ascertain the position. On satisfaction, the Chairman of the concerned council shall issue the written orders for the registration and the Secretary or official in charge shall make the entry thereof.

(3) The Chairman of the concerned council shall issue the order for registration of death after complete scrutiny through inquiry, in case of registration after ninety days of death. The concerned Chairman shall also fix the responsibility on the concerned official for

Asstt. Legal Officer  
Govt. of Punjab  
Law Department



100

delaying the registration and report facts to the appropriate forum for taking disciplinary action against responsible official.

**28. Procedure for issuance of death certificate.**--- (1) The concerned council shall issue the computerized death certificate, as specified in **Form-F**, to the applicant, subject to the production of proof of applicant's relationship with the deceased.

(2) The applicant, in the following circumstances, shall be required to get the Court's order:

- (a) the information as provided by the applicant is contradictory to the record of the concerned council; or
- (b) the applicant is not the head of the family, relative or legal heir or a person who had the legal or formal custody of the deceased; or
- (c) the applicant applied for the certificate after one year.

(3) The original certificate shall be issued only once to the first eligible applicant. For any subsequent application by any eligible applicant the duplicate of the same shall be issued.

(4) The Secretary shall issue the receipt of payment, as specified in the **Schedule**, for death certificate.

**29. Timeframe for death registration process.**--- (1) The concerned council shall follow the time lines as provided in the table below, while processing the case:

S.No.	Nature.	Duration.	Responsibility.	Time Required.
1.	General Registration.	0-90 Days.	Secretary of the concerned Council.	3 Days.
2.	Delayed Registration.	Beyond 90 Days.	Chairman of the concerned Council.	7 Days.

**Chapter-VI**  
**Miscellaneous and Common Provisions for Registration of Births and Death**

**30. Modalities for change in name or correction of births and deaths registration entries.**--- (1) In case of any change in name or correction of birth and death registration entries, the following procedure shall be followed:

- (a) the applicant shall submit written application, as specified in **Form-G**, duly supported by an affidavit, to the Chairman of the concerned council for change in name or correction in the information or entries made in the Register for births or deaths register, within three years of the registration of vital event. The Chairman shall conduct inquiry on the application at his own and shall decide the matter within fifteen days. If the concerned Chairman gets satisfied, then he shall issue written orders for correction or change whatever the case may be. The Secretary or official in charge shall make correction or change with red ink in the light of these orders (written) and shall put his signatures thereof along with his name and date;



- 101
- (b) if the Chairman refuses to register the change, then he shall issue written order giving reasons thereof. The appeal against the impugned order shall lie before the concerned Director;
  - (c) in case the application made for the correction in the certificate is made after three years of the registration of vital events then the approval shall be subject to the submission of the attested copy of the Court's order;
  - (d) the Secretary or official in charge of the concerned council shall make change in name or correction with red ink in light of these orders (written) and shall put his signatures thereof along with his name and date;
  - (e) the payment of fee shall be the responsibility of the applicant. The fee amount, as specified in the **Schedule** shall be deposited by the applicant in the bank account of the concerned council; and
  - (f) information about any type of change in name or correction shall be provided to NADRA.

(2) The Secretary or official in charge of the concerned council shall keep a record of the certificates with change or correction in the Register in **Form-H**.

**31. Procedure for the inspection or checking of the record of birth and death registration by public.**--- (1) Any person concerned, either in person or through relative, involved in the reporting process can check the registration by submitting a written application, as specified in **Form-I**, in the name of the concerned Chairman, subject to his stating the reason for inspection and the consent of the applicant, if the child is still minor, subject to payment of inspection fee, as prescribed in the **Schedule**.

(2) The record of applications, submitted for checking registration, shall be kept in a separate Register to be maintained, as specified in **Form-J**, and the amount of fee shall be deposited in the funds of the concerned council. Every Secretary shall present the relevant Register to the concerned individual, within the prescribed time, for his perusal after payment of the inspection fee as prescribed in the **Schedule**. The receipt of payment shall be issued to the applicant.

**32. Issuance of the certified copies of the registration.**--- For the purpose of receiving a copy of registration of birth or death, the following procedure shall be followed:

- (a) the applicant shall submit written application to the concerned Secretary for certified copy of the registration of such birth or death;
- (b) the Secretary of the concerned council shall take signatures of the applicant on the Register of copies in **Form-K** to the effect of receiving the copy; and
- (c) the Secretary of the concerned council shall submit the report on total certificates or copies issued during the preceding month to the concerned Chairman on 5<sup>th</sup> of each month regularly.

**33. Fine on wrong registration/information report or alterations in the record.**--- Any Government official or citizen, who violates these rules, wrongly reports, alters any type of record or becomes a cause of it, shall be liable to punishment under the Act, or any other law in which such a conduct has been declared as crime.

**34. Reporting of registration record.**--- The Secretary shall provide the report of total cases of births and deaths, registered during the month, regularly to the concerned Director, every month on the prescribed **Form-L**.



**35. Maintenance and monitoring of birth and death registration record.**--- (1) It shall be incumbent upon the Secretary of the concerned council to-

- (a) maintain a serial wise record of births and deaths;
- (b) produce the record before the inspecting officer or the inspection team, as the case may be; and
- (c) furnish to the concerned Chairman a return in **Form-L** of the births and deaths occurring in any month in the first week of the month next following.

(2) It shall be the duty of the inspecting officer of the concerned council to check the births and deaths register, relevant data, fees recovered and incorporate the same in inspection memo.

### Chapter-VII Registration of Marriages

**36. Responsibility for registration of marriage.**--- (1) The applicant is bound to get the marriage registered in the office of concerned council, within thirty days of such marriage.

(2) For the propose of registration of marriage, the following procedure shall be followed:

- (a) **Form-M** shall be used for submitting an application for registration of marriage;
- (b) the applicant shall be required to fill the application form as specified in **Form-M**, verify its entries, put his signatures and thumb impression and write thereon his Computerized National Identity Card number. If the applicant is illiterate then the Marriage Registrar shall fill in **Form-M** and shall read it out to the applicant and get the thumb impression of the persons concerned;
- (c) the Marriage Registrar, by virtue of his signed and stamped **Form-N** shall, after receiving the marriage application, enter the information in the Register prescribed in **Form-O**;
- (d) after the registration, the Marriage Registrar shall issue the receipt. All marriages taking place in the area of concerned council shall be recorded and then this information shall be entered in computer, using the NADRA's software. This database shall be delivered to NADRA through the representative appointed by the NADRA;
- (e) if the marriage of the resident of concerned council is solemnized outside the limits of local council concerned, then the applicant shall present the application in **Form-M** along with an attested affidavit on the Stamp Paper of applicant, signed by two witnesses to the concerned Chairman. The concerned Chairman shall carry out an inquiry on the application at his own and shall take a decision within fifteen days. If the concerned Chairman refuses, then the applicant may file an appeal against the impugned order of the concerned Chairman to the concerned Director. The concerned Director, shall be bound to decide the appeal within thirty days; and
- (f) non-muslim applicant shall submit marriage registration certificate of their religion and copy of the Computerized National Identity Card of the Marriage Registrar as per their personal laws and the Registration of Births, Deaths and Marriages Act, 1886.

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- (3) The Marriage Registrar shall be under obligation to-
- (a) keep record of Nikah performed by him;
  - (b) issue receipt of Nikah fee to the concerned parties;
  - (c) provide the Nikah Form free of cost to the concerned parties;
  - (d) keep the Register of marriage in his safe custody, visit the office of the Secretary along with marriages Nikah Forms and register within seven days, get all this information registered with the concerned council and get the signatures of the Secretary at the last entry made in his register; and
  - (e) furnish monthly report to the Secretary.

**37. Registration of the marriage of a foreigner.**--- (1) Where any of the parties to marriage is foreigner then it shall be mandatory for the foreigner intending party to marriage to appear before Court Registrar or concerned Embassy, High Commission or Consulate, as the case may be, and declare on oath that he is performing this marriage with free will and without any undue influence.

(2) For registration of marriage, the following documents shall be submitted to the Marriage Registrar along with the Nikah Form or marriage form, as prescribed under the Muslim Family Laws Ordinance, 1961 or any other law for the time being in force, as the case may be:

- (a) the copy of declaration on oath, made before the Court Registrar or the concerned Embassy, High Commission or Consulate, as the case may be;
- (b) attested copy of CNIC or passport of a foreigner or residence permit, in case of refugee; and
- (c) certificate from the concerned Embassy, High Commission or Consulate, regarding his marital status in his own country as well as security clearance, clearly certifying that he has not been involved in any illegal acts.

(3) The concerned council, within whose jurisdiction marriage is solemnized, shall issue the Computerized Marriage Certificate.

(4) The following documents shall be required for the issuance of marriage certificate:

- (a) copy of Nikah Nama duly registered by the Marriage Registrar or the marriage certificate, in case the marriage being solemnized by any other authority, as per personal laws of non-muslims; and
- (b) copy of CNIC of husband and wife, along with copies of their parent's CNIC. Alternatively, the copy of passport, in case of foreigner, or residence permit, in case of refugee.

(5) The marriage certificate in **Form-P** shall be issued within three working days after the submission of application in this regard.

Asstt. Legal Officer  
Govt. of Punjab  
Law Department



**Chapter-VIII**  
**Registration of Divorce or Dissolution of Marriage**

38. **Responsibility of reporting divorce.**--- The applicant shall get the divorce registered in the office of concerned council, within thirty days of such divorce.

39. **Procedure for registration of divorce.**--- (1) The application for registration of divorce must be made on prescribed **Form-Q** along with the necessary documents as specified in the said Form.

(2) It shall be obligatory for the applicant to-

- (a) fill the application **Form-Q**;
- (b) write the date of divorce and the reason thereof and give an affidavit;
- (c) verify its entries, put his signatures and thumb impression and write thereon his National Identity Card number. If the applicant is illiterate then the Secretary or official in charge shall fill in the form himself and shall read it out to him and get the thumb impression of the person concerned; and
- (d) attach the following documents:
  - (i) written statements; and
  - (ii) divorce deed or talaq nama or the order issued by the Court of Law or the Chairman of the concerned Arbitration Council or any other concerned authority in Pakistan or abroad.

(3) After receiving the application from the Secretary or official in charge, the Nikah Registrar shall enter the divorce particulars in **Form-R**, and issue the divorce or dissolution of marriage certificate, as specified in **Form-S**.

(4) In case of Muslim parties, the Chairman of the Arbitration Council shall issue notice, as specified in **Form-T**, to both the parties every month on which both the parties shall have to appear on the date written on the notice along with their original National Identity Cards numbers and divorce papers. The parties can nominate any family member on their behalf. In case of their absence being abroad or in case of the divorced woman is going through 'Iddat' the reason thereof shall have to be stated to the concerned council along with statement of witnesses on oath and this form shall be issued from the concerned council of the divorced woman after ninety days.

(5) After the registration, the Secretary, official in charge or Marriage Registrar, as the case may be, shall issue the receipt.

(6) All divorces or dissolution of marriages taken place in the local area of concerned council shall be recorded and then this information shall be entered in computer, using the NADRA's software. This database shall be delivered to NADRA through the representative appointed by the NADRA.

(7) If any divorce or dissolution of marriage of the resident of the concerned council, reported had taken place, takes place outside the limits of such council, then the applicant shall present the application as specified in **Form-Q**, along with an attested affidavit on the Stamp Paper of himself in **Form-U**, signed by two witnesses, to the concerned Chairman. The concerned Chairman shall carry out an inquiry on this application at his own and shall take a decision within fifteen days.



109

(8) If the concerned Chairman refuses then the applicant may file an appeal against the impugned order to the concerned Director.

(9) The concerned Director, shall be bound to decide the appeal within thirty days of the filing of appeal.

**40. Issuance of divorce or dissolution of marriage certificate.---** The concerned council, where the marriage was registered, shall be authorized to issue divorce certificate, subject to payment of fee as specified in the **Schedule**.

**41. Verification of divorce or dissolution of marriage.---** The divorce deed or document, relating to dissolution of marriage, shall be verified from the concerned council from where it was issued or by the successor council.

**Chapter-IX**  
**General Provisions**

**42. Validity of the registration and issuance of certificates relating vital events.---**  
(1) All vital events, registered and certified under the previously notified model bye-laws, shall remain effective.

(2) The authority to cancel any of the previously registered vital events, issued, rests with the concerned council, subject to the written permission of the concerned Director with explicitly stated reasons for such decision.

**43. Security features.---** (1) The council concerned shall issue computerized certificates of vital events with security features and on payment of such fee as per provisions of the Memorandum of Understanding, signed between NADRA and the Department.

(2) It shall be the responsibility of the concerned Director to ensure that the security features earlier issued have properly utilized by the council countersign the fresh requisition.

(3) In case of the concerned council, the office of local NADRA shall entertain only those requisitions which have been genuinely signed by the concerned Director.

(4) The concerned Director shall forward, on monthly basis, a statement indication utilization of security features during preceding month.

**44. Procedure and timeframe for correction in certificate.---** (1) The applicant shall have to apply formally for seeking correction, if any, in the certificate on **Form-H** and shall attach all supporting documents thereto.

(2) The certificate shall be issued normally by the council concerned within fifteen working days.

(3) The certificate, if required on urgent basis, may be obtained on payment of extra fee within a period of maximum seven working days.

(4) The Secretary of the concerned council shall keep a record of the certificates being amended and record in the Register in **Form-H**.



**45. Procedure for accounting of fee.**--- (1) The fee, recovered on account of granting certificates of vital events, shall be deposited in the bank account of the concerned council.

(2) The concerned Director shall, during inspection of the council, check as to whether the amount recovered on this account has been properly accounted for.

(3) In case of failure, the Director shall identify the name(s) of concerned to the appropriate forum for recovery of the amount misappropriated, besides taking action against them as per rules.

(4) The concerned council shall be bound to furnish the information relating to registration of vital statistics, amount recovered and deposited in council's account to the field offices of the Department.

**46. Modalities for the cancellation of any certificate.**--- (1) The applicant if desires to cancel the certificate of registration of vital events, issued by the concerned council, under the prevailing laws in the Province of Khyber Pakhtunkhwa, shall make an application to the concerned Chairman, as specified in **Form-V**; provided that the certificate sought to be cancelled is issued within two years of the issuance of that certificate. The concerned Chairman may conduct an inquiry in this regard and may call for relevant evidences to ensure the cancellation of the certificate is based on genuine grounds.

(2) If the concerned Chairman refuses then he shall issue written order giving reasons thereof. The appeal against the impugned order shall lie before the concerned Director.

(3) Any application for the cancellation of the certificate of vital events, issued by the concerned council beyond two years, shall be subject to the production of the attested copy of Court's order.

(4) The Secretary of the concerned local council shall keep a record of the certificates being amended and record in the Register in **Form-W**.

**47. Fee for registration of vital events.**--- There shall be no fee for mere registration of vital events, however, to grant a certificate for such registrations, there shall be charged a fee to the extant, as specified in the **Schedule**.

**48. Repeal and savings.**--- (1) All bye-laws or regulations, regulating the registration of birth, death, marriage and divorce or dissolution of marriage, made under the Act, are hereby repealed and these rules shall have an overriding effect to all bye-laws or regulations, previously made in this regard.

(2) The licences, issued under the repealed rules, shall remain intact till the expiry date and shall be renewed under these rules.

Asstt. Legal Officer  
Govt. of Khyber Pakhtunkhwa  
Law Department



**SCHEDULE**

**MODEL SCHEDULE OF FEE**

[see rules 2 (1) (o), 4 (b), 30(1) (e), 31(1) & (2), 40 & 47]

The Councils shall charge the fee as under:

S. No.	HEAD.	Fee.			
		Birth.	Death.	Marriage.	Divorce/ Dissolution of Marriage.
1.	New Registration Fee.	Nil	Nil	Nil	Nil
2.	Late Registration Fee.	Nil	Nil	Nil	Nil
3.	Issuance of Certificate.	Rs.100/=	Rs.100/=	Rs.100/=	Rs.100/=
4.	Duplicate Certificate.	Rs.150/=	Rs.150/=	Rs.150/=	Rs.150/=
5.	Correction Fee.	Rs.200/=	Rs.200/=	Rs.200/=	Rs.200/=
6.	Urgent Fee.	Rs.300/=	Rs.300/=	-	-
7.	Inspection Fee.	Rs.100/=	Rs.100/=	Rs.100/=	Rs.100/=
8.	Cancellation Fee.	Rs.100/=	Rs.100/=	Rs.100/=	Rs.100/=

Asstt. Legal Officer  
Govt. of Karnataka  
Law Department





**GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT**

**Form-A**

**APPLICATION FORM FOR BIRTH REGISTRATION**

[see rules 4 (c), 7 (1), 8(1)(a) & (b), (2), 10, 14(1)(a), & 18 (c)]

1. Name of child \_\_\_\_\_
2. Name of child's father \_\_\_\_\_
3. a. CNIC No. of child's father 

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or  
b. Passport No. \_\_\_\_\_ (for foreigner); or  
c. Residence permit No. \_\_\_\_\_ (for refugee)
4. Name of child's mother \_\_\_\_\_
5. a. CNIC No. of child's mother 

						-										-	
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or  
b. Passport No. \_\_\_\_\_ (for foreigner); or  
c. Residence permit No. \_\_\_\_\_ (for refugee)
6. Name of child's grandfather's \_\_\_\_\_
7. Child's gender:  
a. Male \_\_\_\_\_ b. Female \_\_\_\_\_ c. Inconclusive gender \_\_\_\_\_
8. Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_
9. Place of birth \_\_\_\_\_  
(a) Name of hospital / maternity home, etc. (if applicable) \_\_\_\_\_  
(i) Name of Heath Care Provider \_\_\_\_\_  
(iii) Heath Care Provider's registration No. \_\_\_\_\_  
(b) Village / Mauza, etc. \_\_\_\_\_  
(c) City \_\_\_\_\_ (d) country \_\_\_\_\_  
(d) Residential address of child's father \_\_\_\_\_  
(e) Residential address of child's mother (in case she is living separate from child's father) \_\_\_\_\_
10. State of child upon birth \_\_\_\_\_  
(a) Live (b) Still birth (c) Died within few hours after live birth
11. In case of live birth, name of the child \_\_\_\_\_
12. In case of still birth or death of child shortly after live birth:  
(a) Name of the Name of Heath Care Provider who certified fetal death \_\_\_\_\_  
(b) Registration No. of Name of Heath Care Provider in case (a) above \_\_\_\_\_  
(c) Name of hospital / clinic / maternity home, etc. in case \_\_\_\_\_
13. In case of the child born outside the jurisdiction of concerned Council, date of inquiry report \_\_\_\_/\_\_\_\_/\_\_\_\_.
14. In case of child born abroad:  
(a) Date of registration with the Pakistan Embassy / High Commission / Consulate \_\_\_\_/\_\_\_\_/\_\_\_\_  
(b) Reference No. and Date Certificate issued by the Pakistan Embassy / High Commission / Consulate  
(i) No. \_\_\_\_\_  
(ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_
15. Name of applicant \_\_\_\_\_



16. In the case of an individual:

(a) CNIC No. of applicant

(b) Relationship of the applicant with the child \_\_\_\_\_

17. In the case of an organization:

(a) Name of the organization

(b) Registration No. of the organization \_\_\_\_\_

18. In the case the organization or an individual taken custody of the child immediately after birth:

(i) Reason for the custody of the child \_\_\_\_\_

(ii) Official orders if any obtained for taking custody of child Y/N.

If 'yes',

(1) Name of authority

(2) Date of orders \_\_\_\_\_

## DECLARATION

I hereby solemnly affirm on oath that all information given hereinabove is correct to the best of my knowledge, information and belief. The birth of the concerned child has not been registered anywhere else in Pakistan. Therefore, the birth of the child may please be registered.

Applicant's signature / thumb impression

**FOR OFFICIAL USE ONLY**

Date \_\_\_\_\_

CBR No.Issued

Name, signature and stamp of the Chief Executive / Secretary, Village Council or Neighbourhood Council.

## RECEIPT

Serial No. \_\_\_\_\_

Date of Registration      /      /     .

State of an infant upon birth:

(a) Live \_\_\_\_ (b) Still birth \_\_\_\_ (c) Died within few hours after live birth

In case of live birth, name of the child: \_\_\_\_\_

Name of father \_\_\_\_\_

Name of mother \_\_\_\_\_

Name, signature and stamp of Secretary \_\_\_\_\_



Asstt. Legal Draftsman  
Govt. of Khyber Pakhtunkhwa  
Law Department



GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-B

BIRTH REGISTER

[see rule 8(1) (a)]

Ward/ Muhallah/ Mouza \_\_\_\_\_

Village Council or  
Neighbourhood Council \_\_\_\_\_

Page \_\_\_\_\_

Tehsil \_\_\_\_\_

District \_\_\_\_\_

In case of Birth Occurred Abroad  
Name of Place \_\_\_\_\_

Ref. No. of Birth Certificate Issued by Pakistan Embassy/Consulate/HC \_\_\_\_\_  
Date of Birth Certificate \_\_\_\_/\_\_\_\_/\_\_\_\_



Sr. No.											Applicant's signature and thumb impression	
Date of Birth Registration												
Place of Birth												
State of Infant												
Alive												
Stillbirth												
Died after few hours												
Child's Name												
Name												
CNIC and/or passport No. Of refugee permit No.												
Address												
Name												
CNIC and/or passport No. Of refugee permit No.												
Address												
Child's Gender												
Male												
Female												
Transgender												
Name of hospital												
Doctor's particulars												
Name												
Registration No.												
Particulars of Dai												
Name												
Address												
Particulars of Applicant												
Name												
CNIC												
Address												
Relationship with child												
Reason												
Individual												
Name												
CNIC												
Address												
Organization												
Name												
Address												
Registration No.												
Custody Order												
Authority												
Order date												







## Form-D

[see rules 4(c), 23(1), 24, 27 (1) (a) & (b) and (2)]

1. Name of deceased \_\_\_\_\_

2. CNIC No. of deceased (if applicable) \_\_\_\_\_

3. Residential address of the deceased \_\_\_\_\_

4. Date of birth of the deceased: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Religion of deceased: \_\_\_\_\_

6. Occupation of the deceased \_\_\_\_\_

7. Name of deceased's spouse \_\_\_\_\_

8. CNIC No. of deceased's spouse \_\_\_\_\_

9. Name of deceased's father \_\_\_\_\_

10. CNIC No. of deceased's father \_\_\_\_\_

11. Name of deceased's mother \_\_\_\_\_

12. CNIC No. of child's mother \_\_\_\_\_

13. Name deceased's guardian (individual or organization) in the case of destitute / orphan / homeless person \_\_\_\_\_

(a) CNIC No. of deceased's guardian or \_\_\_\_\_

(b) Registration No. of organization \_\_\_\_\_

14. Gender of deceased \_\_\_\_\_

15. Cause of death: \_\_\_\_\_

Natural death		Natural Calamity		Murder		Accident	
Serious illness		Suicide		Custodial death		Unknown factors	

16. Date of death \_\_\_\_/\_\_\_\_/\_\_\_\_

17. Place of death \_\_\_\_\_

18. Date of burial \_\_\_\_/\_\_\_\_/\_\_\_\_

19. Name of graveyard \_\_\_\_\_

20. Duration of deceased's illness prior to death: \_\_\_\_\_

21. Name of doctor who certified the death: \_\_\_\_\_

22. Registration No. of doctor who certified the death: \_\_\_\_\_

23. Name of applicant \_\_\_\_\_



24. CNIC No. of the applicant 

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25. Address of the applicant \_\_\_\_\_
26. Relationship of the applicant with the deceased \_\_\_\_\_

**DECLARATION**

I hereby solemnly affirm on oath that all information given hereinabove is correct to the best of my knowledge, information and belief. The death of the concerned person has not been registered anywhere else in Pakistan. Therefore, the death of the deceased may please be registered.

Applicant's signature / thumb impression \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

CBR No. Issued \_\_\_\_\_

Name, signature and stamp of the Chief Executive / Secretary, Village & Neighbourhood Council

\_\_\_\_\_  
\_\_\_\_\_

**RECEIPT**

Serial No. \_\_\_\_\_

Date of Registration -----/-----/-----

State of an infant upon birth:

(a) Live \_\_\_\_ (b) Still birth \_\_\_\_ (c) Died within few hours after live birth \_\_\_\_

In case of live birth, name of the infant: \_\_\_\_\_

Name of father: \_\_\_\_\_

Name of mother: \_\_\_\_\_

Name, signature and stamp of Secretary \_\_\_\_\_

Asst. Secy. to Govt. of Khayranwala  
Law Department



Asstt: Legal Drafter  
Govt: of Khyber Pakhtunkhwa  
Law Department



GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-E

DEATH REGISTER

[see rule 27(1) (a)]

Ward/ Muhallah/ Mouza \_\_\_\_\_

Village & Neighbourhood Council \_\_\_\_\_

Page \_\_\_\_\_

Tehsil \_\_\_\_\_

District \_\_\_\_\_

In case of Death Occurred Abroad  
Name of Place \_\_\_\_\_

Ref. No. of Certificate Issued by Pakistan Embassy/Consulate/HC \_\_\_\_\_  
Date of Certificate \_\_\_\_/\_\_\_\_/\_\_\_\_

Sr. No.	Date of	Particulars of deceased	Particulars of deceased's spouse	Particulars of deceased's father	Particulars of deceased's mother	Particulars relating death	Particulars of doctor who certified death	Particulars of applicant	Signature & Thumb impression of the deceased
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Asstt: Legal Drafter  
Govt: of Khyber Pakhtunkhwa  
Law Department



Asstt. Legal Drafter  
Govt. of Himachal Pradesh  
Law Department

	Name
	Date of birth
	Residential address
	CNIC No.
	Religion
	Occupation
	Gender
	Name
	CNIC No.
	Address
	Name
	CNIC No.
	Address
	Name
	CNIC No.
	Address
	Date of death
	Place of death
	Cause of death
	Duration of illness prior to death
	Date of burial
	Name of graveyard
	Name
	Registration No.
	Name
	CNIC No.
	Relationship of applicant with





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-F

DEATH CERTIFICATE

[see rule 28(1)]

No. \_\_\_\_\_

Form No. \_\_\_\_\_

In the case of death occurred abroad:

Place of death \_\_\_\_\_

Reference No. of death certificate issued by Pakistani Embassy / Consulate / High Commission \_\_\_\_\_

Date of Certificate issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Applicant's father \_\_\_\_\_

CNIC No. of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Ward \_\_\_\_\_ Mouza \_\_\_\_\_, Tehsil \_\_\_\_\_ District \_\_\_\_\_

Relation of Applicant with the deceased \_\_\_\_\_

Name of deceased \_\_\_\_\_

CNIC of deceased \_\_\_\_\_

Gender of deceased \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Transgender \_\_\_\_\_

Deceased's date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Religion \_\_\_\_\_

Name of father \_\_\_\_\_

CNIC No. of father \_\_\_\_\_

Name of mother \_\_\_\_\_

CNIC No. of mother \_\_\_\_\_

Date of death \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place of death \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cause of death \_\_\_\_\_

Period of illness prior to death \_\_\_\_\_

Date of funeral \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place of burial \_\_\_\_\_



Date of registration \_\_\_\_/\_\_\_\_/\_\_\_\_

Normal Registration \_\_\_\_\_

Late Registration \_\_\_\_\_

Date of Issue \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Issuing Authority \_\_\_\_\_

Stamp \_\_\_\_\_

Asst. Comm. Registrar  
Govt. of Karnataka  
Law Department





**GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT**

**Form-G**

**APPLICATION FOR CHANGE IN NAME OR CORRECTION IN BIRTH OR DEATH ENTRIES**

[see rule 30(1) (a)]

No. \_\_\_\_\_

Form No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Applicant's father

CNIC No. of Applicant

Address of Applicant

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Nationality of the Applicant

Religion of the Applicant \_\_\_\_\_

Ward \_\_\_\_\_ Mouza \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

Correction sought in the certificate of registration of filed \_\_\_\_\_ Mouza \_\_\_\_\_, Tehsil \_\_\_\_\_ District \_\_\_\_\_

Birth

Birth		Death		Marriage		Divorce / Dissolution of Marriage
-------	--	-------	--	----------	--	-----------------------------------

Issuance No. / reference of certificate: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_  
Name of issuing Authority: \_\_\_\_\_

Name of issuing Authority: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_  
Applicant's connection with the certificate in this \_\_\_\_\_ Place of Issuance: \_\_\_\_\_

Applicant's connection with the certificate in which correction / change is sought: \_\_\_\_\_ Place of Issuance: \_\_\_\_\_

1. The certificate belongs to him / her: \_\_\_\_\_

1. The certificate belongs to him / her:
2. The certificate belongs to his / her blood relative:
3. The certificate belongs to a minor under his / her legal custody:
4. Others

Purpose / change required:

Reason for change / correction in the certificate: \_\_\_\_\_

Any evidence in support of the correction / amendment sought in the registration certificate.	
No	Yes

If 'Yes' details: No \_\_\_\_\_ Yes \_\_\_\_\_



Asstt. Legal Officer  
Govt. of Karnataka  
Law Department

Signature VC & NC Secretary

\_\_\_\_\_

Checked By

SD/ \_\_\_\_\_

Name and Signature

Name of Issuing Authority \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Issue \_\_\_\_/\_\_\_\_/\_\_\_\_









**GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT**

**Form-I**

## APPLICATION FOR CHECKING OR INSPECTION OF THE RECORD OF BIRTH AND DEATH

[see rule 31(1)]

No. \_\_\_\_\_

Form No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Applicant's father

[illegible][illegible]

Nationality of the Applicant \_\_\_\_\_

Ward \_\_\_\_\_ Mouza \_\_\_\_\_, Tehsil \_\_\_\_\_ District \_\_\_\_\_

Record to be checked or inspected:

Birth		Death		Marriage		Divorce / Dissolution of Marriage	
-------	--	-------	--	----------	--	-----------------------------------	--

Applicant's connection with the record to be checked or inspected:

1. The certificate belongs to him or her:
2. The certificate belongs to his or her blood relative:
3. The certificate belongs to a minor under his or her legal custody:
4. Others \_\_\_\_\_

Purpose of record inspection:

Weather the applicant has obtained the consent of the person whose record to be inspected: Yes \_\_\_\_\_ No. \_\_\_\_\_

If "Yes". Whether the Authority letter has been submitted Yes \_\_\_\_\_ No. \_\_\_\_\_  
Name of Authority allowing inspection of record \_\_\_\_\_

Name of Authority allowing inspection of record: \_\_\_\_\_ Place: \_\_\_\_\_

If 'Yes' details: \_\_\_\_\_



Asst. Law Officer  
Govt. of Karnataka  
Law Department

Signature VC & NC Secretary

\_\_\_\_\_

Checked By

SD/ \_\_\_\_\_

Name and Signature

Name of Issuing Authority \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Issue \_\_\_\_/\_\_\_\_/\_\_\_\_





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

**Form-J**

**REGISTER FOR THE CHECKING OR INSPECTION OF THE RECORD OF BIRTH AND DEATH**

[see rule 31 (2)]

Administrative office \_\_\_\_\_

Asstt: Legal Drafter  
Govt: of Khyber Pakhtunkhwa  
Law Department

Applicant					Record to be checked	Applicant's connection with the record	Purpose	Whether Applicant is authorized to check the record	Permission granted		Official's name & signature
name	Father's name	Nationality	CNIC No. or Passport No. or resident's permit No. (in case of refugee)	Address					Yes	No	
								Yes _____ No. _____			
								If "Yes" by: The concerned person himself / herself Concerned person's: (1) Head of family (2) Relative (3) Legal guardian (4) Other			





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-K

REGISTER FOR ISSUANCE OF THE COPIES OF BIRTH AND DEATH CERTIFICATES

[see rule 32 (b)]

Administrative office \_\_\_\_\_

Sr. No.	Date of issuance of the copies of certificate	Total number (as per Birth Register)	Total number (as per Death Register)	Certificate of person		Name of person who received the copy of certificate	Fee Received In rupees	Signature & thumb impression of the receiver of copy / certificate	Status
				Name	Father's name				

\*  
Asstt. Local Director  
Govt. of Khyber Pakhtunkhwa  
Law Department





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-L

MONTHLY REPORT OF THE REGISTRATION OF BIRTH AND DEATH CERTIFICATE

[see rules 34 & 35(1) (c)]

Village Council or Neighbourhood Council \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
Month of \_\_\_\_\_ Year \_\_\_\_\_

Asstt. Legal Officer  
Govt. of Khyber Pakhtunkhwa  
Law Department

Registration of Births									Registration of Deaths																				
Fresh Registration			Late Registration			Average			Fresh Registration							Late Registration							Average						
									Adults			Children				Adults			Children				Adults			Children			
Girls	Boys	Total	Girls	Boys	Total	Girls	Boys	Total	Men	Women	Total	Girls	Boys	Total	Still births	Men	Women	Total	Girls	Boys	Total	Still births	Men	Women	Total	Girls	Boys	Total	Still births





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-M

APPLICATION FOR REGISTRATION OF MARRIAGE

[see rule 36 (2) (a), (b) & (e)]

Particulars of Bride

Particulars of Groom

Name of Bride \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Father's name \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Age at the time of nikah/ marriage  
YY/MM/DD \_\_\_\_/\_\_\_\_/\_\_\_\_  
Religion \_\_\_\_\_  
Sect \_\_\_\_\_  
Marital status \_\_\_\_\_  
Place of marriage \_\_\_\_\_  
Address \_\_\_\_\_

Name of Groom \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Father's name \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Age at the time of nikah/ marriage  
YY/MM/DD \_\_\_\_/\_\_\_\_/\_\_\_\_  
Religion \_\_\_\_\_  
Sect \_\_\_\_\_  
Marital status \_\_\_\_\_  
Place of marriage \_\_\_\_\_  
Address \_\_\_\_\_

Date of marriage \_\_\_\_\_  
Marriage Solemnize / Registrar Name \_\_\_\_\_ CNIC No. \_\_\_\_\_  
Place of marriage registration \_\_\_\_\_  
Name of applicant \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Relationship with bride or groom \_\_\_\_\_  
Address \_\_\_\_\_

Signature of the Applicant



128



GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-N

LICENCE FOR MARRIAGE REGISTRAR

[see rule 36 (2) (c)]

(GRANTED IN PURSUANCE OF SECTION 5(2) OF THE MUSLIM FAMILY LAWS  
ORDINANCE 1961 OR ANY OTHER LAW FOR THE TIME BEING IN FORCE)

In pursuance of sub-section (2) of the section 5 of the Muslim Family Laws Ordinance, 1961  
(VIII of 1961), the Village/Neighbourhood Council / Union Committee / Town committee/ village  
Committee of \_\_\_\_\_

In the district of \_\_\_\_\_

Hereby grant this day of \_\_\_\_\_ 19

\_\_\_\_\_ to Mr. \_\_\_\_\_

Son of \_\_\_\_\_ resident of \_\_\_\_\_  
this licence,

subject to the conditions hereby specified to be from the said date the Marriage Registrar for the  
following Ward / Wards: -

- (1) Ward \_\_\_\_\_
- (2) Ward \_\_\_\_\_
- (3) Ward \_\_\_\_\_
- (4) Ward \_\_\_\_\_

(Seal)

Signature of the Chairman

CONDITIONS

1. This licence Is not transferable.
2. This licence is revocable for breach of any of the provisions of the Muslim Family Laws Ordinance, 1961 (VIII of 1961), or the rules made thereunder or any of the conditions of this licence.
3. The registers and seal supplied to the Marriage Registrar shall be returnable to the Village Council/Neighbourhood Council / Union Committee / Town Committee without refund of cost, when this licence of expired or revoked.
4. The Marriage Registrar shall not put the seal supplied to him/her to any improper use.
5. Such other conditions, if any, as may be specified by the Provincial Government.



GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-O

REGISTER FOR MARRIAGE REGISTRATION

[see 36 (2) (c)]

Page No. \_\_\_\_\_

\_\_\_\_\_ Local Council  
Taluka \_\_\_\_\_ District \_\_\_\_\_

Assstt. Legal Officer  
Govt. of Khyber Pakhtunkhwa  
Law Department

Sr.No.	Ward . Muhalla/ Village	Date of Registration	Particulars of Marriage				Bride's Particulars						Groom's Particulars						Applicant's particulars						
			Date of Marriage	Place of marriage	Particulars of Person who solemnized marriage			Name	CNIC No.	Age	Nationality	Religion & caste	Address	Father's name	CNIC No.	Name	CNIC No.	Age	Nationality	Religion & caste	Address	Father's name	CNIC No.	Name	CNIC No.
Name	CNIC	Licence No.	Address																						



[illegible]





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-P

MARRIAGE CERTIFICATE

[see rule 37 (5)]

CRMS NO. \_\_\_\_\_

FORM NO. \_\_\_\_\_

Particulars of Bride	
Whether the bride is having first marriage	Yes _____ No, _____
If "No" previous marriage (s) Registration No (s)	
1 <sup>st</sup>	N/A
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	
Name	
Nationality	
Religion	
Caste	
Age	
Address	
Marital status prior to current marriage	
Father's name	
CNIC No.	
Address (with Tehsil and District)	
Particulars of Groom	
Whether the groom is having first marriage	Yes _____ No, _____
If "No" previous marriage (s) Registration No (s)	
1 <sup>st</sup>	N/A
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	
Name	
Nationality	
Religion	
Caste	
Age	
Address	
Marital status prior to current marriage	
Father's name	

Asst. Secy. Local Government  
Govt. of Khyber Pakhtunkhwa  
Law Department



CNIC No.	
Address (with Tehsil and District)	

Marriage Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Marriage Place: \_\_\_\_\_

Name of Official /person who solemnized / registered marriage: \_\_\_\_\_

CNIC of Marriage Registrar / Official solemnized marriage: 

							-								-	
--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	---	--

Licence No. of Marriage Registrar / Official solemnized marriage: \_\_\_\_\_

Entry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Secretary \_\_\_\_\_ Council  
[Name & Signature and Stamp]







134

THE ENTRY OF THE SAID DATE IS ACCORDING TO THE STATEMENT FURNISHED BY THE INFORMING PERSON / INSTITUTION.

has been issued vide application dated \_\_\_\_/\_\_\_\_/\_\_\_\_,

Rs. \_\_\_\_\_/= regarding fee for the registration extract has been received, vide receipt No. \_\_\_\_\_ dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_,

No. \_\_\_\_\_ dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Book No. \_\_\_\_\_ Entry No. \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Checked By

SD/

Births, Deaths, Marriages . Divorce /  
Dissolution of Marriage

Name and Signature

Union Administration \_\_\_\_\_ (No. \_\_\_\_\_)

CRMS No.

[illegible]





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-R

REGISTER FOR REGISTRATION OF DIVORCE OR DISSOLUTION OF MARRIAGE

[see rule 39 (3)]

Local Taluka

District

Page No. \_\_\_\_\_

Asstt. Legal Draftsman  
Govt. of Khyber Pakhtunkhwa  
Law Department

Sr. No.	Ward / Muhalla/Village	Date of Dissolution of marriage				Date of dissolution of marriage	Particulars of woman / divorcee					Particulars of man / divorcer					Applicant's Particulars				Applicant's signature
		Divorce	Khula	Mubarat	Name		Name	CNIC	Age	Nationality	Religion	Address	Name	CNIC	Age	Nationality	Religion	Address	Name	CNIC No.	









GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-S

CERTIFICATE FOR DIVORCE OR DISSOLUTION OF MARRIAGE

[see rule 39 (3)]

CRSM NO. \_\_\_\_\_

FORM NO. \_\_\_\_\_

OLD /M. REG.NO. \_\_\_\_\_

Mode of the dissolution of marriage:

Divorce / talaq \_\_\_ Kula \_\_\_ Others \_\_\_

**Husband / Divorcer's Details**

Name of Man / Divorcer: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Age: \_\_\_\_\_

Nationality: \_\_\_\_\_

Religion & Caste: \_\_\_\_\_

Address: \_\_\_\_\_

Tehsil / Taluka & District: \_\_\_\_\_

Father's Name \_\_\_\_\_

CNIC No. \_\_\_\_\_

**Wife / Divorcee's Details**

Name of Wife / Divorcee \_\_\_\_\_

CNIC No. \_\_\_\_\_

Age \_\_\_\_\_

Nationality \_\_\_\_\_

Religion & Caste \_\_\_\_\_

Address \_\_\_\_\_

Tehsil / Taluka & District \_\_\_\_\_

Father's Name \_\_\_\_\_

CNIC No. \_\_\_\_\_

Authority that confirmed divorce / ordered dissolution of marriage

Details of Divorce / Dissolution of marriage and custody of child (ren)

Conciliation Proceeding failure date \_\_\_\_\_

Date of Notice for Divorce \_\_\_\_/\_\_\_\_/\_\_\_\_.



Date of Decision of Divorce / Dissolution of Marriage \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Effectiveness of Divorce / Dissolution of Marriage \_\_\_\_/\_\_\_\_/\_\_\_\_  
Entry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Secretary Village/Neighbourhood Council**  
(Signature and Stamp)

Asst. Secy. for  
Govt. of Khyber Pakhtunkhwa  
Law Department



138



GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-T

NOTICE FOR APPEARANCE IN DIVORCE / DISSOLUTION OF MARRIAGE CASE

[see rule 39 (4)]

Reference No. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Indictment under Section (7), Family Laws Ordinance, 1961

Mst. \_\_\_\_\_ daughter of / wife of \_\_\_\_\_

Is hereby informed that indictment under Section 7 of the Family Laws Ordinance, 1961, has been filed in the Village/Neighbourhood Council against Mst. \_\_\_\_\_ daughter of / wife of \_\_\_\_\_.

For amicable resolution of dispute you are directed to appear before the Convener of Arbitration Council either in person or through proxy with relevant evidence and papers on the given date and express your convention.

For any evidence produced in your absence/ lack of interest or ignorance to appear before the Arbitration Council the responsibility will be yours.

Date of hearing \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Asstt. Legal Officer  
Govt. of Khyber Pakhtunkhwa  
Law Department



GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT

Form-U

AFFIDAVIT/ VERIFICATION

[see rule 39 (7)]

We hereby solemnly affirm on oath that \_\_\_\_\_ s/o or d/o of \_\_\_\_\_ is his real son/daughter. We personally know the family of the person with CNIC No. \_\_\_\_\_. He / she is a citizen of Pakistan and we shall be responsible in case the said person is found to be fraud or foreigner upon investigation of any government agency.

Witness No.1

Witness No.2

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Father / husband's name \_\_\_\_\_

Father / husband's name \_\_\_\_\_

CNIC No. \_\_\_\_\_

CNIC No. \_\_\_\_\_

Gazetted Officer of Grade 17 and above / Senator / Member National Assembly / Member Provincial Assembly / Local Government Councilor / Councilor Cantonment Board

I hereby solemnly affirm on oath that \_\_\_\_\_ s/o or d/o of \_\_\_\_\_ is his real son/daughter. We personally know the family of the person with CNIC No. \_\_\_\_\_. He / she is a citizen of Pakistan and I shall be responsible in case the said person is found to be fraud or foreigner upon investigation of any government agency.

Name \_\_\_\_\_

Designation: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

CNIC No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature \_\_\_\_\_

Asst. Secy. (L.G.)  
Govt. of Khyber Pakhtunkhwa  
Law Department







Any evidence in support of the cancellation of registration certificate.

No \_\_\_\_\_ Yes \_\_\_\_\_

If 'Yes' details: \_\_\_\_\_

Signature VC & NC Secretary \_\_\_\_\_

Checked By \_\_\_\_\_

SD/ \_\_\_\_\_  
Name and Signature

Name of Issuing Authority \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Issue \_\_\_\_/\_\_\_\_/\_\_\_\_

Asstt. Secy. for  
Govt. of Karnataka  
Law Department





## REGISTER FOR CANCELLATION OF THE CERTIFICATES OF VITAL EVENTS

Page No. \_\_\_\_\_

[illegible]

*[Handwritten signature]*  
Assist. Legal Draft  
Govt. of Hyderabad  
Law Department



