



**HOSPET CMC**

**INSTRUCTIONS FOR DEATH CERTIFICATE FORM UDD-HE-E-F-JUL05-111**

Death records have been maintained by the Statistics and Registration section upto 19xx. The only records of earlier death events are court ordered delayed death certificates as provided by law.

Use a separate application for each different death record for which you are requesting a certificate

Complete the **APPLICANT section** using instructions below

(Numbers below correspond to box numbers on your form)

1. Enter full name of applicant (student) in (F, M, L) format.

**First name** - your most significant name, your given name, or the name by which people call you formally. Do not use this space for initials.

**Last name** - Your family name, surname, spouse's name, parent/father's name, or any other significant name you associate with yourself other than the given name.

**Middle name/ Initials** – Any other name that completes your full name. Use this space for all your initials.

Name Examples	First	Middle/Initials	Last
K K Latha Prasad	Latha	K K	Prasad
Lalgudi Shivaraman	Shivaraman		Lalgudi
R Srinivasan	Srinivasan	R	
P V R Subbu	Subbu	V R	Palanivel
Jaikishan Sharma	Jaikishan		Sharma

1. Your full address. In the first box, write only the street, flat/plot/house/number and floor, and locality. Fill up the rest of the address in the succeeding boxes. Fill up district/taluk only for village.

2. Telephone number at the permanent address, with STD code prefixed.

**Example:** If applicant currently lives in Bangalore, write 080-<local number>

3. Purpose that the certificate will be used for.
4. Write your relationship with the deceased.
5. If someone else is going to present the acknowledgement to receive the certificate, write that person's full name as normally written. Do not write nickname or used names.
6. Number of copies of certificate requested.
7. Look up the fees in section 4, calculate your amount and write it in the form.



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Complete the **CERTIFICATE section** as per instructions below. Information provided is used to locate the death record. If you furnish inaccurate or incomplete information, it may be impossible to locate the record.

8. Enter full name of the deceased in (F, M, L) format.
9. Enter full name of father or husband in (F, M, L) format, using examples above.
10. Enter age of the deceased.
11. Write date of death in (dd-date,mm-month,yy-year) format in the spaces provided.

**Example:** Today is 13 June, 2000. Fill up as 13/06/2000.

12. Tick the appropriate box for sex of the person, whose death certificate you are applying for.
13. Write the place of death
14. Write the place of death – city, state, pincode in the corresponding boxes.
15. Write name of hospital, if available.
16. Write the date that the death was registered in the state, if you know. (this is usually there on the death report, filed during the registration of death).
17. Write the registration number, if you know

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Complete the **DECLARATION section:**

18. 20 Fill in today's date and sign/thumbprint the application in the respective boxes on this section

21, 24 Office use only, do not fill up.

A fee-paid acknowledgment will be issued with a due date. The fee-paid token must be produced at the time of picking up the certificate.

Non-availability certificates are issued when a certified extract is not found in the records.

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