



BIRTH CERTIFICATE -CERTIFIED COPY REQUEST: CITIZEN'S PORTAL USER MANUAL

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Following is the legend of icons / signs / symbols in the Application and in the User Manual

Buttons/Icons	Functionality	Usage/Remarks
	Previous	To go back to the previous tab / section
	Next	To move to next tab
	Proceed	To save data on screen and proceed to the next Tab
	Update	While editing a record, to save the modified data
	Cancel	To cancel all data entered in the current step
	Add	To add another record in the table
	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
	Search	To search to a file after providing file details
	Radio Button	To select between two options given
	Save as Draft	To save the present data entered as a draft to continue later
	Save and Continue	To save the present data entered and continue further



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FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your user name and password

FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for a copy of the Birth Certificate, click on **E-Services**

Step 2: Then select Certified copy

Step 3: Then click on **Birth/ Death**

FIGURE 3: SEARCH DOCUMENT

Step 1: Select the Document type from the drop-down menu

Step 2: Enter the Certificate No, Registration No, Applicant Name, Father's Name, Mother's Name and select the Date of Birth

FIGURE 4: SEARCH DOCUMENT

Step 1: Select the SRO Name, Village Name and From Subsequent years to till to subsequent years to

Step 2: Click on the Search button

SRO Name: - Select -

Village: - Select -

From Subsequent Years to: 1992

To Subsequent Years to: 1992

Search Reset

Document Details

Select	Registration No.	Applicant Name	Father's Name	Date Of Birth	Place Of Birth/Death
☒	1992	saranya	Ashok	10-Oct-1992	1.Balaji Street,Chengalpattu,Kancheepuram - 603001

Previous 1 Next

Apply Online

Online Services: Encumbrance Certificate, Stamp Vendor, Search/View EC

Search: Search

Duty and Fees: Duty and Fees

Reference: Citizen Charter, Tell me How, User Manual

Download: Utility Forms, Circulars, Latha Form

External Links: National Portal

Legal Information: Privacy Policy, Hyper Linking Policy, Co-ownership Policy

Quick Contact: Address: No.100, Santhome High Road, Chennai-600028, Tamil Nadu, India. Telephone: 044-24540160

FIGURE 5: DOCUMENT DETAILS

Step 1: Based on the search the document is displayed

Step 2: Click on select and then click on Apply Online

Home Registration E-Services Circulars Document Status Draft Listing Guideline Value Sitemap Help Support More

Home > E-Services > Certified Copy > Birth/Death

Search Document Personal Details Payment

Step 2 - Personal Details

Personal Details

Name* SARANYA

Identification Type Identification No.*

Voter's Id Issued By Election Comr 9876541233

Contact Details

Email* Cell No.*

FIGURE 6: PERSONAL DETAILS

Step 1: Enter the name

Step 2: Select the Identification type and enter the Identification No

The screenshot shows a web form for requesting a birth certificate. The form is divided into two main sections: 'Contact Details' and 'Address Details'. In the 'Contact Details' section, the 'Email*' field contains 'skeethu241@gmail.com' and the 'Cell No.*' field contains '8939078430'. The 'Address Details' section includes dropdown menus for 'Country' (India), 'State' (Tamil Nadu), 'District' (Kancheepuram), 'Taluk' (CHENGALPATTU), and 'Village' (GUDUVANCHERI). The 'Village Name' field contains 'guduvancheri'. Below these, the 'Door no, Street & Others' field contains '1,Balaji Street,Chengalpattu,Kancheepuram - 603001'. The 'Pincode' field contains '603001'. A 'Save & Next' button is located at the bottom right of the form. A green arrow icon is also visible next to the button.

FIGURE 7: CONTACT DETAILS

Step 1: Enter the Email and the cell No

Step 2: Enter the Address details by selecting the Country, State, District, Taluk, Village and Village Name

Step 3: Enter the Door no. Street & others

Step 4: Enter the Pincode

Step 5: Click on the tab Save & Next

The screenshot shows the same web form as Figure 7, but with a confirmation box displayed in the center. The confirmation box contains the text: 'You cannot edit the details once application is submitted. Click OK to submit. Click Cancel to Edit Details'. There are two buttons: 'OK' (yellow) and 'Cancel' (green). The form fields are dimmed in the background. The 'Save & Next' button is still visible at the bottom right.

FIGURE 8: CONFIRMATION BOX

Click on the **Ok** button on the confirmation box to proceed

Home > E-Services > Certified Copy > Request List

Search Document Personal Details **Payment** [Ok]

Step 3 - Payment and CC Collection

Application No. CCA/Online/1748/2019 Payment Status Paid

Fee Details

Sr.No.	Particulars	Amount (₹)
1	Certified Copy Fee	200
2	Search Fee	100
3	Application Fee	5
Total (₹)		305

[Previous]

Online Services Search Duty and Fees Reference Download External Links Legal Information Quick Contact

FIGURE 9: PAYMENT DETAILS

Step 1: View the Fee details and then click on the Pay button to continue

Home > E-Services > Certified Copy > Birth/Death

Search Document Personal Details **Payment** [Ok]

E-Payment All fields marked with * are mandatory

Applicant Name* SARAANYA **Office Name*** Gooduvancheri

Address Details

Country India State Tamil Nadu District Kancheepuram

Village Name GUDUVANCHERI

Door no, Street & Others

FIGURE 10: PAYMENT

Step 1: Select the **applicant name**

Step 2: Select the **office name**

Step 3: All the other details will be automatically populated

Pincode
603001

Applicant Details

Landline No. Cell No. 8939078430 Email skeethu241@gmail.com

Application Type* Birth and Death CC Service Type* Certified Copy - Birth/Death Application Number CCA/Online/1748/2019

Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
☒	Application Fee	5	-
☒	Search Fee	100	-
☒	Certified Copy Fee	200	200
Total		305	

Payment of Amount/excess amount against wrong Service will not be accepted for Registration. So please carefully enter the required amount against each service. For eg., For Sale deed of Value Rs. 1,00,000/- Stamp Duty at the rate of 7% ie., Rs.7000/- Registration fees at the rate of 4% ie., Rs. 4000/- have to be entered against the correct service. Paying the Total Amount of Rs. 11000/- by selecting either one of the Service will not be accepted for Registration.

Submit

FIGURE 11: FEE AMOUNT

Select the **service description** and click on **submit**

Pincode
603001

Applicant Details

Landline No. Cell No. 8939078430 Email skeethu241@gmail.com

Application Type* Birth and Death CC Application Number CCA/Online/1748/2019

Request Submitted Successfully,
Application Number
S01BDCCV201909030009004

Pay Later **Pay Now**

Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
☒	Application Fee	5	-
☒	Search Fee	100	-
☒	Certified Copy Fee	200	200
Total		305	

Payment of Amount/excess amount against wrong Service will not be accepted for Registration. So please carefully enter the required amount against each service. For eg., For Sale deed of Value Rs. 1,00,000/- Stamp Duty at the rate of 7% ie., Rs.7000/- Registration fees at the rate of 4% ie., Rs. 4000/- have to be entered against the correct service. Paying the Total Amount of Rs. 11000/- by selecting either one of the Service will not be accepted for Registration.

Submit

FIGURE 12: REQUEST SUBMISSION

Request submitted successfully. Click on **pay now**

Application No. S01BDCCV201909030009004

Service Type: Certified Copy - Birth/D...

Sr. No.	Description	Fees Amount (₹)
1	Application Fee	5
2	Search Fee	100
3	Certified Copy Fee	200
Total		305

Are you sure you want to pay Online?

Yes No

Select Payment Gateway: ☐ IEHRMS ☒ IEHRMS-TES

Select Payment Mode: ☒ Online

Submit

FIGURE 13: SERVICE DESCRIPTION

- Step 1: Select the **payment gateway**
- Step 2: Select the **Payment mode**
- Step 3: Click on the **Submit** button
- Step 4: Select if you want to **pay online** and click on the confirmation box

Terms and Conditions

I/We shall remit the Registration charges through online(e-Payment) /offline (Bank) payment.

I/We shall access this Web Portal only for lawful purposes and shall be responsible for complying with all applicable laws, statutes and regulations in connection with the use of this website.

I/We shall use this service to remit the charges collected as per (i) The Indian Stamp Act, 1899 (Central Act 2/1899), (ii) The Registration Act, 1908 (Central Act 16/1908), (iii) The Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27/1975) (iv) The Chit Funds Act, 1982 (Central Act 40/1982), (v) Indian Christian Marriage Act, 1872(Central Act 15/1872) (vi) The Indian Partnership Act, 1932 (Central Act 9/1932), (vii) The Special Marriage Act, 1954 (Central Act 43/ 1954), (viii) The Hindu Marriage Act, 1955 (Central Act 25/1955), (ix) Births and Deaths Act,1969 (Central Act 18/1969), (x) The Tamil Nadu Registration of Marriages Act,2009 (Tamil Nadu Act 21/2009).

I/We shall complete all the online/offline processes and steps required for the remittance of registration charges.The successful remittance of registration charges can be ascertained once the e-Receipt / e-Challan and e-knowledge generated through the website of Banks and Registration Department respectively. The Registration Department shall not be responsible in any way for incomplete online process during e-Payment.

I/We am / are entirely responsible for all the contents entered / uploaded, posted by me / us through the Web Portal of the Registration Department. The Registration Department does not control the content entered / posted through the Web Portal of Registration Department by the Public and as such does not guarantee the accuracy, integrity or quality of the contents. Under no circumstances Registration Department will be liable for any content including any errors or omissions or any loss or damage of any kind incurred as a result of the use of any content posted, e-mailed or otherwise transmitted through the Web Portal. Considering the global nature of the Internet, the Public shall comply with all the rules regarding online conduct and acceptable content.

It shall be the Public's responsibility to comply with the System requirements, like Hardware, Software and Internet connectivity to access the Web Portal of the Registration Department for remitting online/offline registration charges.

The Registration Department will try its best to ensure that its Web Portal functions properly. But any failure of any equipment or Software at our end or Internet connectivity shall not

☒ I Agree the Terms and Conditions

Submit

FIGURE 14: TERMS AND CONDITIONS

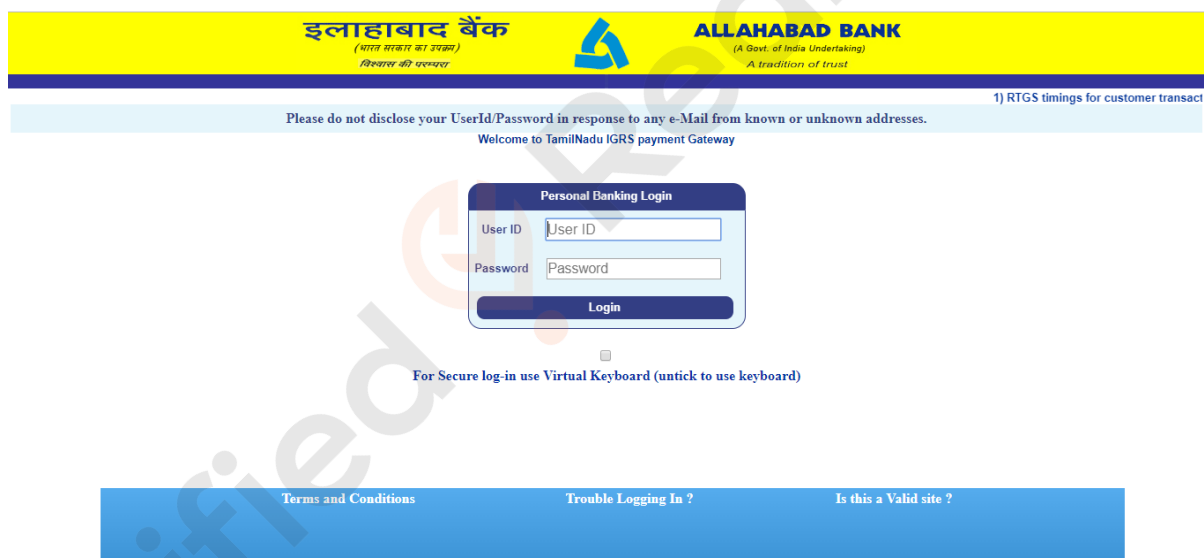
- Step 1: Read the terms and conditions then tick the check box **I Agree to the terms and conditions**
- Step 2: Click on the **Submit** button



Welcome to Allahabad Bank Internet Banking Payment Gateway

**Personal
Banking**
[Click here to Login](#)
**Corporate
Banking**
[Click here to Login](#)
FIGURE 15: ONLINE PAYMENT

The page is directed to a payment gateway for online payment



1) RTGS timings for customer transact

Please do not disclose your UserId/Password in response to any e-Mail from known or unknown addresses.

Welcome to TamilNadu IGRS payment Gateway

Personal Banking Login

User ID

Password

Login

☐ For Secure log-in use Virtual Keyboard (untick to use keyboard)

[Terms and Conditions](#) [Trouble Logging In ?](#) [Is this a Valid site ?](#)

FIGURE 16: ONLINE PAYMENT

On logging in complete the payment process

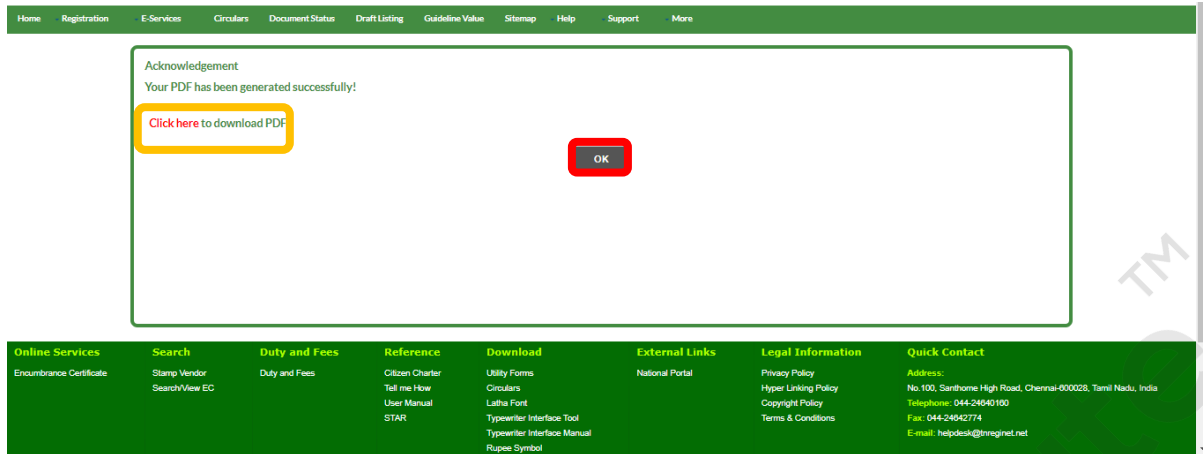


FIGURE 17: ACKNOWLEDGEMENT COPY

Step 1: Click on **click here** to download the PDF files

Step 2: Click **ok** button to your payment was successfully

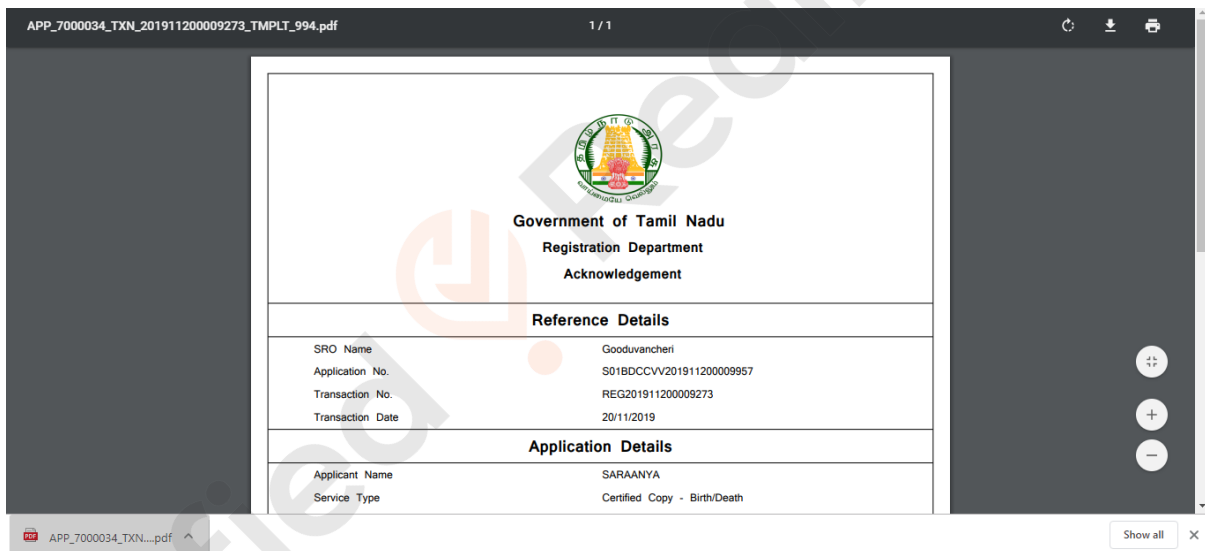


FIGURE 18: PRINT ON ACKNOWLEDGEMENT COPY

Printed the acknowledgement copy

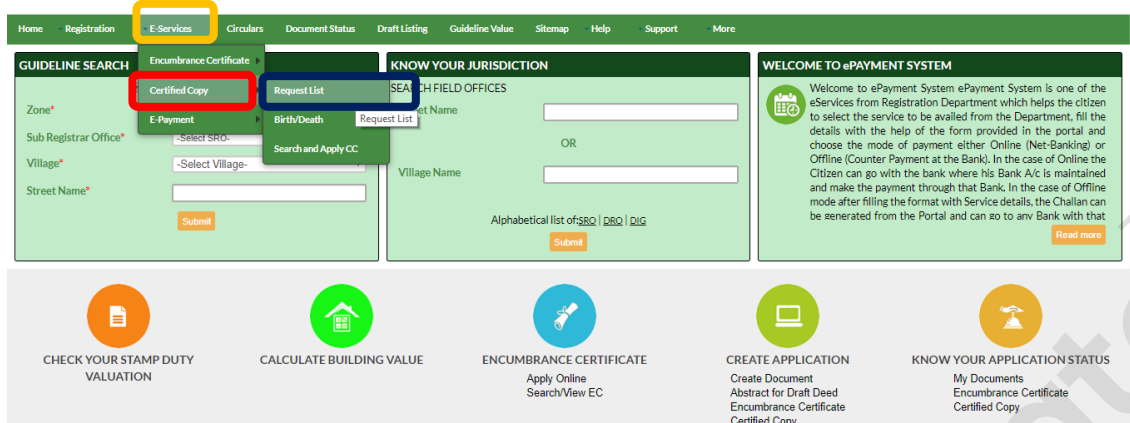


FIGURE 19: STATUS OF REQUEST LIST 1

Step 1: To Know the Status of the Request, the applicant can go to **E-Services**

Step 2: Click on **Certified copy** and then click on **Request List**

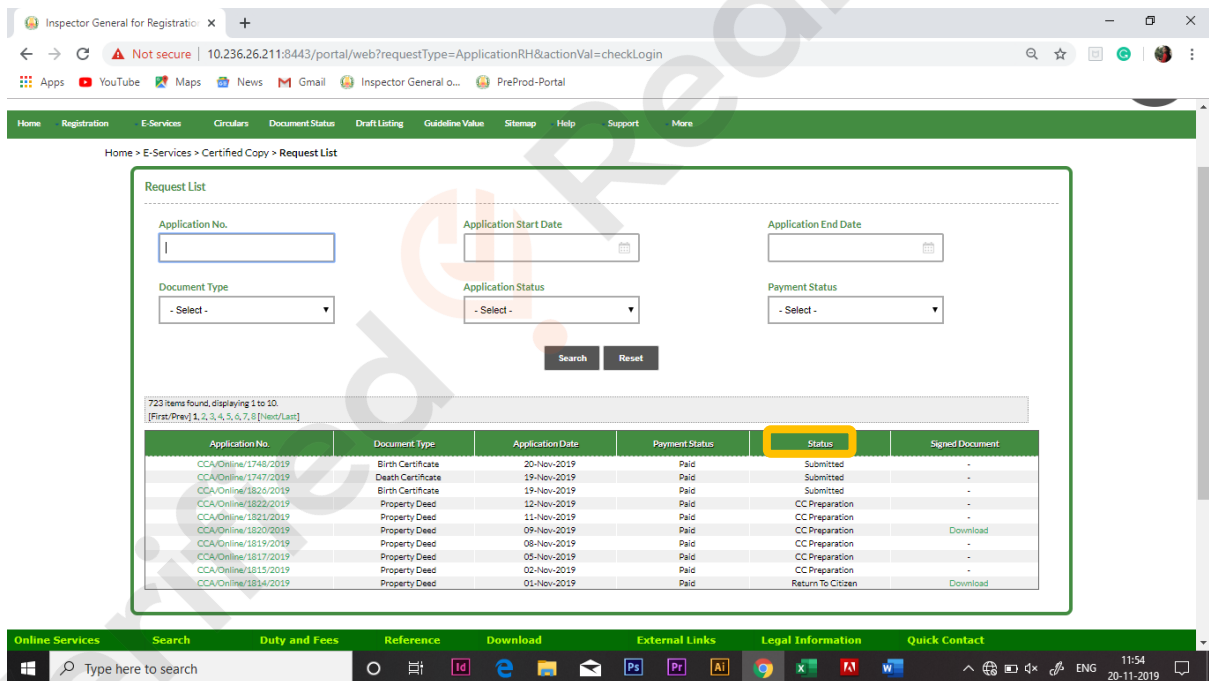


FIGURE 20: STATUS OF REQUEST LIST 2

The Citizen can view the Status of the Request list under **Status**