LEGAL NOTICE / REPRESENTATION

For delay in issuance, non-delivery or correction of a birth certificate in Maharashtra

Use where the birth is already registered or a certificate/correction application is pending. If the birth itself was never registered, the Section 13 delayed-registration process applies and this template must be adapted. This is not a substitute for a statutory appeal or court application.

1. PARTICULARS

Date:	_____	Application / receipt no.:	_____
Child / person:	_____	Date of birth:	_____
Place of birth:	_____	Ward / village:	_____
Parent / applicant:	_____	Mobile / email:	_____
Registration no. (if known):	_____	Date applied:	_____

2. ADDRESSEE

To,
The Registrar of Births and Deaths, _____ Municipal Corporation / Municipal Council / Gram Panchayat
Copy to: District Registrar / Chief Officer / Municipal Commissioner / Chief Registrar (as applicable)
District: _____ Maharashtra

3. SUBJECT

Representation seeking issuance / delivery of birth certificate or a reasoned decision on the pending application concerning the birth of _____.

4. FACTS

I, _____, am the parent / applicant / authorised person in respect of the above birth. The birth occurred on _____ at _____. It was reported / registered with your office; the registration number (if available) is _____. I applied for the certificate / correction on _____ vide application / inward number _____.

Despite the application and documents submitted, the certificate has not been issued / delivered, or the correction request remains pending. No written defect memo, reasoned order or clear status has been communicated. The certificate is required for lawful identification and official purposes. Copies of the acknowledgement and supporting records are enclosed.

Section 12 of the Registration of Births and Deaths Act, 1969 provides for a certificate extracted from the register after registration. Section 17 provides for search and obtaining a certificate from the register. Where correction of an existing entry is sought, Section 15 and the applicable Maharashtra Rules govern the inquiry and correction process. I request action within the statutory framework and the notified service timeline applicable to your local body.

5. REQUEST / DEMAND

I request that your office:
a) verify the birth-register entry and provide the current status in writing;
b) issue and deliver the certificate / certified extract if the birth is already registered and no lawful impediment exists;
c) if correction is sought, conduct the inquiry required by Section 15 and communicate any documents or evidence required;
d) provide copies of any defect memo, objection, order or record relied upon to keep the application pending or reject it;
e) if the application cannot be granted, pass a reasoned order identifying the statutory basis and proper appellate authority; and
f) preserve the physical register, electronic CRS entry, application, correspondence and audit trail relating to this matter.

Please acknowledge this representation and communicate action taken at the address / email stated above. This is without prejudice to my right to pursue statutory appeals, Maharashtra Right to Public Services Act, 2015 remedies where applicable, and other lawful proceedings.

Yours faithfully,

Signature: _____
Name: _____
Address: _____
Date: _____

6. ANNEXURE CHECKLIST

■ Birth registration acknowledgement / application receipt / registration number
■ Hospital birth report, discharge summary or institutional record (if available)
■ Existing birth certificate / old extract / non-availability certificate, as applicable
■ Parent / applicant identity and address proof
■ School or vaccination records, where relevant
■ Proof of relationship / authorisation, if applicant is not a parent
■ Prior representations, grievance numbers and delivery proof
■ Correction-supporting documents and affidavits, if correction is requested

7. IMPORTANT LEGAL AND PROCEDURAL NOTES

• **Already registered:** This template concerns delayed issuance/delivery or a pending correction. Section 12 relates to the certificate after registration; Section 17 permits a search and certificate from the register.

• **Not registered:** Apply under Section 13. From 1 October 2026, information after one year but within two years requires an order of the DM / SDM / authorised Executive Magistrate; information after two years requires an order of a Judicial Magistrate First Class, after verification and prescribed fee. Confirm the current local process and rules.

• **Section 25A appeal:** An aggrieved person may appeal an action/order of the Registrar to the District Registrar, and an action/order of the District Registrar to the Chief Registrar, generally within 30 days. The authority is to decide within 90 days. Verify prescribed form and local designation.

• **RTS appeal:** If the service is notified under the Maharashtra Right to Public Services Act, 2015, use the designated officer and first/second/third appeal ladder within the applicable period. Timelines vary by service and local body; do not assume one statewide deadline.

• **Correction vs registration:** Section 15 correction is different from delayed registration under Section 13. Do not use a correction request to create a new entry or resolve disputed identity facts without required evidence.

• **Judicial precedent:** In ABC v. State (NCT of Delhi), Civil Appeal No. 5003/2015 (6 July 2015), the Supreme Court directed that a single/unwed mother applying for a certificate for a child born from her womb may be required to provide an affidavit, absent a contrary court direction. In Court on Its Own Motion v. State of Maharashtra, PIL No. 132/2018 (10 Dec 2019), the Bombay High Court stressed compliance with statutory procedure for delayed registration.

• This representation is not a Section 80 CPC notice. If a civil suit against Government / a public officer is contemplated, assess Section 80 CPC separately. Seek advice promptly where statutory appeal or limitation is running.

8. AUTHORITIES FOR REFERENCE

Registration of Births and Deaths Act, 1969: Sections 12, 13, 15, 17, 23 and 25A; Registration of Births and Deaths (Amendment) Act, 2026 (Act 12 of 2026), effective 1 October 2026; Maharashtra Registration of Births and Deaths Rules, 2000; Maharashtra Right to Public Services Act, 2015 and applicable notified service schedule.

General information and drafting aid only. Verify current amendments, local service timelines, jurisdiction, facts and prescribed forms before use.