

Sr.No	Particulars	Details
1	Name of approval/NOC /License/Registration	Birth Certificate Issue
2	Competent Authority	Sub Registrar
3	Applicability Criteria	Citizen who have lost or want to issue Duplicate Certificate
4	Stage	Pre-Admission
5	Timelines	10 Days
6	Documents Required	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Applicant UID</li> <li>3. Old Certificate Details</li> <li>4. UID of Person of whose certificate is to be issued</li> </ol>
7	Procedure For Getting License	<ol style="list-style-type: none"> <li>1. Visit Single Desk Portal &amp; Register</li> <li>2. Fill In The Application FORM</li> <li>3. Pay The Fees Online</li> <li>4. Approval By The Authority</li> </ol>
8	Fee & Mode Of Payment	Pay Rs 5/- Per Page Through Online Payment Mode