



Government of West Bengal
Directorate of Health Services

State Bureau of Health Intelligence (SBHI)

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Memo No. SBHI/2C-2-2022/ 200

Dated: 29.07.2025

CIRCULAR

Subject: Guideline for Name Correction in Birth Records under Section 15 of the RBD Act, 1969 (Amended 2023)

Section 15 of the Registration of Births and Deaths (RBD) Act, 1969, as amended in 2023, provides for correction or change in the birth record, if the concerned Registrar is satisfied on the basis of supportive documents furnished by the applicant.

Further, as per O/o the Registrar General of India, Ministry of Home Affairs, Government of India letter F. No. 1/2/WB/2010-VS (CRS)/969 dated 03.08.2021, the Registrar is empowered to make such corrections or changes in the birth records after verifying the authenticity of the documents submitted by the applicant under the provisions of Section 15 of the RBD Act.

This office has been receiving several queries from Districts/Registration Units regarding the procedure to be followed for effecting changes in names in birth records.

In pursuance of ORGI letter dated 07.04.2025, and in view of the requirement for issuing birth certificates with the correct name upon satisfaction of the Registrar/ Sub-Registrar regarding the authenticity of the documents, the need for a uniform and standardized guideline has been recognized.

Accordingly, a comprehensive guideline has been formulated in consultation with and with the approval of the Law Section of the Directorate.

The guideline will help the Registrar/ Sub-Registrar and the citizen as well.

This is has the approval of the higher authority.

Enclosure: Guideline for name change/correction.

29/07/25
Director of Health Services &
Chief Registrar of Births and Deaths
West Bengal

Dated: 29.07.2025

Memo No. SBHI/2C-2-2022/200/1(9)

Copy forwarded for information and necessary action to:

1. The Registrar General of India, ORGI - Vital Statistics Division (VS), West Block, Wing-1, R.K. Puram, New Delhi-110066
2. The District Magistrate & the District Registrar-All, West Bengal
3. The Director Census operations, Jangana Bhawan, West Bengal
4. The Commissioner, KMC, Kolkata, West Bengal
5. The Director, Dept. of Urban Development and Municipal Affairs, West Bengal
6. The Director, Dept. of Panchayat & Rural Development, West Bengal
7. The Chief Medical Officer of Health, All District including Health District
8. The Chief Municipal Health Officer, KMC, Kolkata, West Bengal
9. Office copy

29/07/25
Director, SBHI &
By Chief Registrar of Births & Deaths,
West Bengal

Guidelines for Change/Correction of Name and Surname in Birth Records

(Under the provisions of the Registration of Births and Deaths Act, 1969 (as amended in 2023) and the West Bengal Registration of Births and Deaths Rules, 2000)

Introduction:

1. The Section 14 of the Registration of Births& Deaths (RBD) Act, 1969 (Amendment 2023) allows the registration of name of child in the birth records in respect of those cases where the birth is registered without name.
2. The change of name is not allowed under the RBD Act 1969.
3. The request of change in name may be considered by the Registrar, if he/she is satisfied with the authenticity of the documents submitted by the applicant, the Registrar is authorized to consider the request of change in name.
4. In divorce cases, as such, there is no provision in the Act which allows deletion or change of father's name in the birth certificate of child for the already registered birth event of a child.

General Principles

As per the provisions of the **Registration of Births and Deaths (RBD) Act, 1969**, corrections in birth records can be made in case of clerical or factual errors. Such corrections are permissible under **Section 15 of the Act**, read with **Rule 12 of the West Bengal RBD Rules 2000**.

Permissible Corrections:

1. Clerical or Formal Errors:
 - o Spelling mistakes in names (e.g., minor typographical errors)
 - o Clerical Errors in date format or Typographical/Spelling mistake in place of birth
 - o Mistakes made while copying details into the register
2. Factual Errors:
 - o Wrong entry due to misreporting at the time of registration (e.g., gender marked incorrectly)
3. Inclusion of Name:
 - o A child's name can be added later if it was not entered at the time of initial registration (within the prescribed time frame)

Non-Permissible Corrections:

1. Change of date of birth without strong and valid justification
2. Alteration in parentage or biological identity
3. Substitution of names implying change in identity
4. Any correction intended to alter the legal status or personal identity of the individual

(Such corrections are **beyond the scope** of the RBD Act and must be adjudicated through a **competent court of law**).

Legal Recourse:

In such cases, the matter must be dealt with under the **Indian Evidence Act, 1872**, where the burden of proof lies with the applicant to establish the claim before the court. Upon receipt of a **court order/decrees**, the Registrar may then make the necessary corrections in compliance with the directive.

Requests for the following shall not be entertained:

(a) Change of **Date of Birth**

(b) Change of **Place of Birth**

(Such alterations fall outside the scope of these guidelines.)

These guidelines are applicable **only to births registered under the Registration of Births and Deaths Act, 1969 (Amendment 2023)**.

A. Procedure for Change in the Name/Surname of the Child in Birth Records

Required Documents:

1. Application in the prescribed format submitted by:

(a) A parent or legal guardian, or

(b) The individual concerned, if he/she is a **major (18 years or above)**.

2. Affidavit sworn before a Learned First Class Judicial Magistrate, clearly stating the reason for the proposed name change.

✓ 3. Supporting documents (any one or more, as applicable) showing the updated name:

(a) School Admission or Transfer Certificate

(b) Government-issued ID (e.g., Passport, EPIC, Ration card etc.)

(c) Aadhar Card (if issued)

4. Public Notice of the intended name change published in:

(a) One national newspaper, and

(b) One local (vernacular) newspaper.

5. Copy of the original Birth Certificate of the child.

B. Procedure for Correction/Change in the Name(s) of Parent(s) in Birth Records

Permissible Grounds:

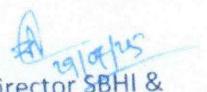
- (i). Spelling errors or typographical mistakes in the name(s) of the parent(s).
- (ii). Legal change of parent's name through **Gazette Notification**.
- (iii). Correction in the order of names or addition of names based on valid official records.

Required Documents:

1. Application submitted by the parent or legal guardian.
2. Affidavit sworn before a Learned First Class Judicial Magistrate, explaining the discrepancy and requesting the correction or change.
3. Proof of correct name (any one or more of the following):
 - (a) Aadhar Card / Voter ID (EPIC) / PAN Card / Passport
 - (b) Marriage Certificate (if applicable)
 - (c) Gazette Notification (for legal name changes)
4. Copy of the original Birth Certificate of the child.

Note:

The decision of the Chief Registrar or the designated District Registrar shall be final and binding upon due verification of the documents submitted. False declarations or submission of forged documents will attract penal action under applicable laws.


Director SBHI &
By Chief Registrar of Births and Deaths,
West Bengal

