

PROCEDURE FOR ONLINE REGISTRATION OF BIRTH

1. Please go to Ministry of Home Affairs website at <https://indiancitizenshiponline.nic.in> for registration of the child as an Indian Citizenship. Kindly select the last option (Registration of birth of a minor child at an Indian consulate Under Section 4(1) of the Citizenship Act, 1955) for this purpose.
2. Click 'Apply Online' button to fill up the form.
 - a. Each online application form is meant for one person only. Separate application has to be filed for each child
 - b. The online form should be filled in Block/Capital letters.
 - c. Furnish information exactly in the manner asked for in the forms, especially the names, address and date of birth. This should match with the Birth Certificate of the child issued by local authority.
 - d. Applicants are required to verify the application details before submitting the online application.
 - e. Once the online application form is submitted by the applicant, then further modifications are not allowed. Hence applicants are requested to check and validate the details before submitting the online application form.
 - f. Applicant needs to upload passport size photograph of the child, and signature of both the parents on the website. The photograph and signatures should be in jpg format only. For Photo specification please "Photo Specifications" under "Consular Services" on our website.
 - g. Applicant needs to upload the requisite documents (Para 4 below) on the website. The uploaded documents should be in pdf format only.
 - h. After filing all the details in the online application form, the form is saved and submitted to the Embassy of India, Paramaribo.
3. As soon as the form is submitted, a MHA File number will be generated automatically and will appear on the screen as an acknowledgement.
4. The applicant shall take the print out of the online application form with MHA File number. The application along with the requisite supporting documents as mentioned below (both original and copies) is to be submitted to the Embassy of India, Paramaribo. The documents to be annexed are:
 - i) A Copy of the birth certificate of the child.
 - ii) A copy of the Indian Passport of both the parents.
 - iii) A declaration that the minor child does not hold the passport of any other country.
5. Physical application is to be submitted personally by both the parents at the Mission. If applicant desires to apply for passport of the child then please refer to the Passport section of this website. There will be separate fee for Registration of Birth of Child for Indian Citizenship and Passport Services.