

Health Services Department
Application For Issuance of Birth / Death / Non Availability
(NAC) - Certificate

Instructions to fill this service:

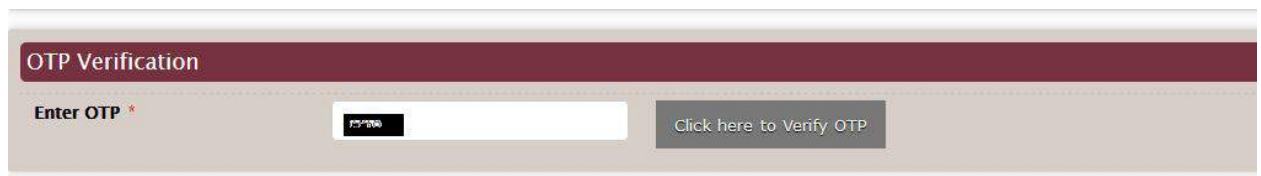
Case 1: I have Family ID



- Please enter your Family ID and click “Click here to fetch Family data” button as shown above.
- Select name of the applicant from the Applicant Details dropdown list and click “Send OTP” button as shown below:-



- Please enter the OTP received on your registered mobile number and click “Click here to Verify OTP” button as shown below:-



- On successfully submission of OTP, please fill rest of the form as per the instructions below.

Case 2: I forgot Family ID or I don't have Family ID

The screenshot shows a web browser window with the URL <https://saralharyana.gov.in/renderApplicationForm.do#>. The page title is "Application for Issuance of Birth / Death / Non Availability (NAC) – Certificate". The left sidebar contains navigation options: "Manage Profile", "Apply for services", "View all available services", and "View Status of Application". The main content area is titled "Application Details Through Family ID" and contains the following fields:

- Please Select Choice ***: Two radio button options: "I have Family ID" and "I forgot Family ID or I don't have Family ID". The second option is selected.
- Do you Stay in Haryana ***: Two radio button options: "Yes" and "No".
- Word verification**: A box displaying the characters "591775" and a refresh icon. Below it, the text reads "Please enter the characters shown above" and there is an empty input field.

At the bottom of the page, it states "Developed & Maintained by National Informatics Center, Haryana".

- If you select “I forgot Family ID or I don't have Family ID”, then select Yes or No from “Do you stay in Haryana” option as shown above.
 - If you select Yes, then you will be shown a message saying “Please create Family Id first from <https://meraparivar.haryana.gov.in/> website” and redirected to MeraParivar’s official website for creation of family Id
 - If you select No, then application form will be opened. Please fill rest of the form as per the instructions below.

Application for Issuance of Birth / Death / Non Availability (NAC) – Certificate

[HelpDocument](#)

Event Details

Note: If any birth/death event is registered within due period of 21 days, there is a provision under section –12 to provide one copy of extract (certificate) free of cost. That can be obtained from concerned Registrar (Births and Deaths).

Event * Birth Death **Select language of certificate *** Bilingual Hindi

Birth Year * **Month (Optional)** **Day (Optional)**

Registration Number (Optional) **Date of Registration (Optional)**

Search Year * 2009 2010 2011 2012 2013 2014 2015

Upto 2004 the application will be submitted to District Registrar and from 2005 onwards the application will be submitted to respective Registrar/SubRegistrar

(A) First choose Event i.e. Birth or Death.

(B) Select language of certificate i.e. Bilingual (Both English and Hindi Text fields are mandatory on the form) or Hindi (Only Hindi Text Field is mandatory on the form)

(C) Select value from “Year” (Birth Year / Death Year).

(D) Search Year – It is the range of years in which record has to be searched.

Details of Place of Event

Place of occurrence * Domiciliary (घर पर) Institutional (संस्थानिक)

Area of occurrence * Urban Rural

Select Institute * Community Health Centre
 Primary Health Centre
 Medical Institute
 Government Hospital (Rural)
 Government Medical Colleges

State *

District *

Primary Health Centre *

Place of Birth (English):

जन्म का स्थान (हिंदी):

Village Name (English):

गाँव का नाम (हिंदी):

Police Station

Personal Detail (For whom Certificate required)

(D) Select value from Place of occurrence.

Depending upon the value selected i.e. “**Domiciliary (घर पर)**” or “**Institutional (संस्थानिक)**” select on which type of Registration centre application is applied. It works in coordination with “**Area of occurrence**”.

(1) If value selected in “**Place of occurrence**” is “**Institutional (संस्थानिक)**”

1.) Area of occurrence: Rural

Then select from value on which citizen is applying from “**Select Institute**” and it have following options to choose upon:

- (a) **Community Health Centre**
- (b) **Primary Health Centre**
- (c) **Medical Institute**
- (d) **Government Hospital (Rural)**
- (e) **Government Medical Colleges**

Note: If Year selected is less than **2004** then select value only from District Registrar and if Year is greater than or equal to **2005** then select from following values **Community Health Centre, Primary Health Centre, Medical Institute, Government Hospital (Rural), Government Medical Colleges** - This condition is application if Area of occurrence is selected as “**Rural**”.

2.) Area of occurrence: Urban

Then select value option from “**Institution Type**” and it have following options:

- (a) **Private Hospitals / Nursing Homes**
- (b) **Government Institution**

(a) If option selected is “**Private Hospitals / Nursing Homes**” then choose from “**Municipalities**” from “**Select Registrar**”.

(b) If option selected is “**Government Institution**” then choose value on which citizen is applying from “**Select Registrar**” and it have following options to choose upon:

- (b1) **Government Hospital (Urban)**
- (b2) **Command Hospital / Cantonment Board**
- (b3) **Government Medical Colleges**

Note: For “**Institutional (संस्थानिक)**” option, **Place (English):** field becomes auto filled with value selected on which citizen is applying. For District Registrar and Municipalities **Place (English):** does not get auto filled because for this cases hospital could be anyone.

(2) If value selected in “**Place of occurrence**” is “**Domiciliary (घर पर)**”

1.) Area of occurrence: Rural

Then select from value on which citizen is applying from “**Select Registrar**” and it have following options to choose upon:

- (a) **Community Health Centre**
- (b) **Primary Health Centre**

Note: If Year selected is less than **2004** then select value only from District Registrar and if Year is greater than or equal to **2005** then select from following values **Community Health Centre, Primary Health Centre** - This condition is application if Area of occurrence is selected as “Rural”.

2.) Area of occurrence: **Urban**

Then select from value on which citizen is applying from “**Municipalities**” from “**Select Registrar**”.

Personal Detail (For whom Certificate required)			
Name (English):	<input type="text" value="name"/>	नाम (हिंदी):	<input type="text" value="नाम"/>
Gender *	<input type="text" value="Male"/>	Order of Birth (जन्म का क्रम): *	<input type="text" value="2"/>
Father / Husband Name (English):	<input type="text" value="father"/>	पिता / पति का नाम (हिंदी):	<input type="text" value="पिता"/>
Mother Name (English):	<input type="text" value="mother"/>	माता का नाम (हिंदी):	<input type="text" value="माता"/>
GrandFather Name (English):	<input type="text" value="gf name"/>	दादा का नाम (हिंदी):	<input type="text" value="दादा"/>
Permanent Address (English):	<input type="text" value="pAdd"/>	स्थायी पता (हिंदी):	<input type="text" value="स्थायी"/>

(E) **Police Station field** becomes mandatory on the Application form for application submitting to **District Registrar**.

Note: If Year selected is less than **2004** then select value only from District Registrar and if Year is greater than or equal to **2005** then select from following values **Community Health Centre, Primary Health Centre, Medical Institute, Government Hospital (Rural), Government Medical Colleges accordingly** - This condition is application if Area of occurrence is selected as “Rural”.

(F) In this service we have Hindi Fields and English Fields

Place (English): Only English characters are accepted.

स्थान (हिंदी): Only Hindi characters are accepted.

Village/Town Name (English): Only English characters are accepted.

गाँव/शहर का नाम (हिंदी): Only Hindi characters are accepted.

Name (English): Only English characters are accepted.

नाम (हिंदी): Only Hindi characters are accepted.

Father / Husband Name (English): Only English characters are accepted.

पिता / पति का नाम (हिंदी): Only Hindi characters are accepted.

Mother Name (English): Only English characters are accepted.

माता का नाम (हिंदी): Only Hindi characters are accepted.

GrandFather Name (English): Only English characters are accepted.

दादा का नाम (हिंदी): Only Hindi characters are accepted.

Permanent Address (English): English, Numeric and Special characters are accepted.

स्थायी पता (हिंदी): Hindi, Numeric and Special characters are accepted.

Note: If **Bilingual** is selected in Select language of certificate Both English and Hindi Text fields are mandatory on the form or **Hindi** is selected in Select language of certificate only Hindi Text Field is mandatory on the form.

GrandFather Name field (Hindi field and English field) become mandatory when **Year** value of Year selected is less than **1970** and it works accordingly option selected in Select language of certificate.

Step: 1 After login Click on View all available services and search “**Application For Birth / Death / Non Availability Certificate - NAC**” and fill all the mandatory field.

Application for Issuance of Birth / Death / Non Availability (NAC) – Certificate

[HelpDocument](#)

Event Details

Note: If any birth/death event is registered within due period of 21 days, there is a provision under section –12 to provide one copy of extract (certificate) free of cost. That can be obtained from concerned Registrar (Births and Deaths).

Event * Birth Death **Select language of certificate *** Bilingual Hindi

Birth Year * **Month (Optional)** **Day (Optional)**

Registration Number (Optional) **Date of Registration (Optional)**

Search Year * 2009 2010 2011 2012 2013 2014 2015

Upto 2004 the application will be submitted to District Registrar and from 2005 onwards the application will be submitted to respective Registrar/SubRegistrar

Details of Place of Event

Place of occurrence * Domiciliary (घर पर) Institutional (संस्थानिक)

Area of occurrence * Urban Rural

Select Institute *

- Community Health Centre
- Primary Health Centre
- Medical Institute
- Government Hospital (Rural)
- Government Medical Colleges

State *

District *

Primary Health Centre *

Place of Birth (English):

जन्म का स्थान (हिंदी):

Village Name (English):

गाँव का नाम (हिंदी):

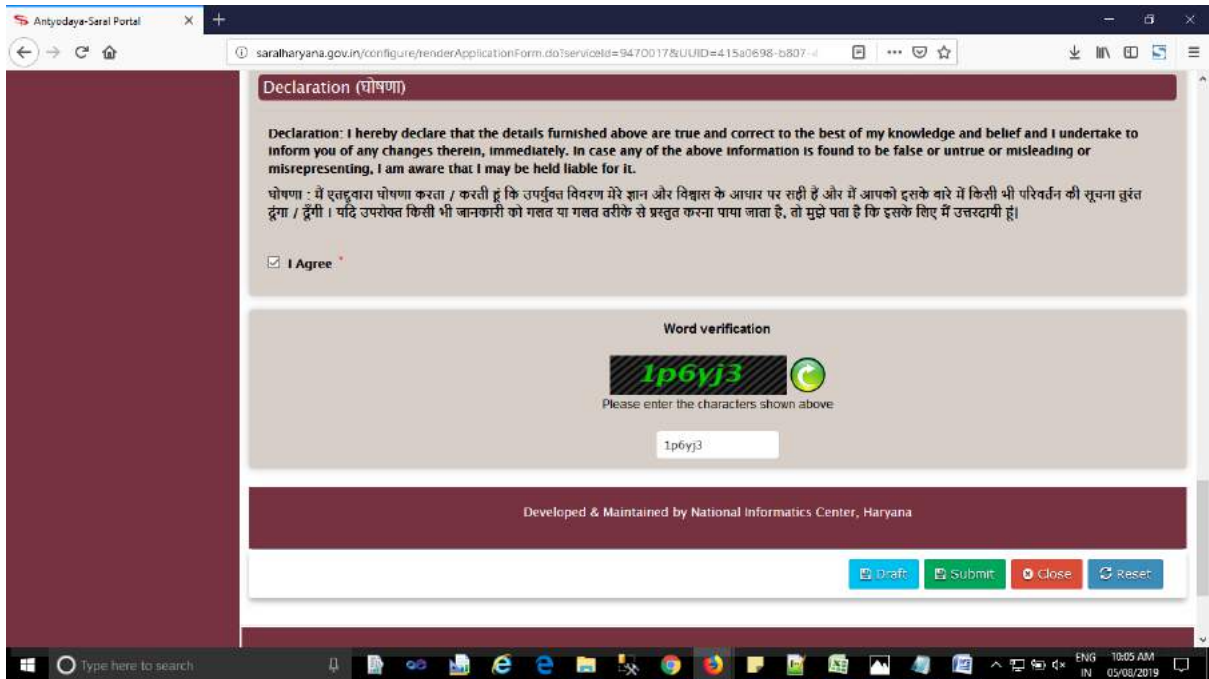
Police Station

Personal Detail (For whom Certificate required)

Personal Detail (For whom Certificate required)

Name (English):	<input type="text" value="name"/>	नाम (हिंदी):	<input type="text" value="नाम"/>
Gender *	<input type="text" value="Male"/>	Order of Birth (जन्म का क्रम): *	<input type="text" value="2"/>
Father / Husband Name (English):	<input type="text" value="father"/>	पिता / पति का नाम (हिंदी):	<input type="text" value="पिता"/>
Mother Name (English):	<input type="text" value="mother"/>	माता का नाम (हिंदी):	<input type="text" value="माता"/>
GrandFather Name (English):	<input type="text" value="gf name"/>	दादा का नाम (हिंदी):	<input type="text" value="दादा"/>
Permanent Address (English):	<input type="text" value="pAdd"/>	स्थायी पता (हिंदी):	<input type="text" value="स्थाई"/>

Step : 2 After Fill the Application form click on submit button, after submitted a preview screen show with your detail which one you use in your application form.



Event Details

Application Reference No :	Draft_HRBDNAC/2019/00626
Event :	Birth
Select language of certificate :	Bilingual
Year :	2012
Month (Optional) :	01
Day (Optional) :	04
Registration Number (Optional) :	123
Date of Registration (Optional) :	14/01/2012
Selected Year :	2011,2012,2013

Details of Place of Event

Place of occurrence :	Institutional (संस्थानिक)
Area of occurrence :	Rural
Select Institute :	Primary Health Centre
State :	HARYANA
District :	PANCHKULA
Primary Health Centre :	Primary Health Centre Old Panchkula
Place (English) :	Primary Health Centre Old Panchkula
Village/Town Name (English) :	village

Personal Detail (For whom NAC required)

Name (English) :	name
Gender :	Male
Order of Birth :	2

Step 3: Click on “**Attach Annexure**” for upload required document.

Declaration (घोषणा)

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

घोषणा : मैं एतद्वारा घोषणा करता / करती हूँ कि उपर्युक्त विवरण मेरे ज्ञान और विश्वास के आधार पर सही हैं और मैं आपको इसके बारे में किसी भी परिवर्तन की सूचना तुरंत दूंगा / दूंगी। यदि उपरोक्त किसी भी जानकारी को गलत या गलत तरीके से प्रस्तुत करना पाया जाता है, तो मुझे पता है कि इसके लिए मैं उत्तरदायी हूँ।

Additional Details

Application Reference Number(Token Number)	098
Register Number	098
Serial Number	098
Application Received On	09/06/2019
Apply to the Office	Primary Health Centre Registrar Rural(Primary Health Centre- Primary Health Centre Old Panchkula)

09/6/2019 06:09:13 IST

<http://saralharyana.gov.in/configure>

[Edit](#) [Attach Annexure](#) [Cancel](#) [Print](#) [Export to PDF](#) [Click here to initiate new application](#)

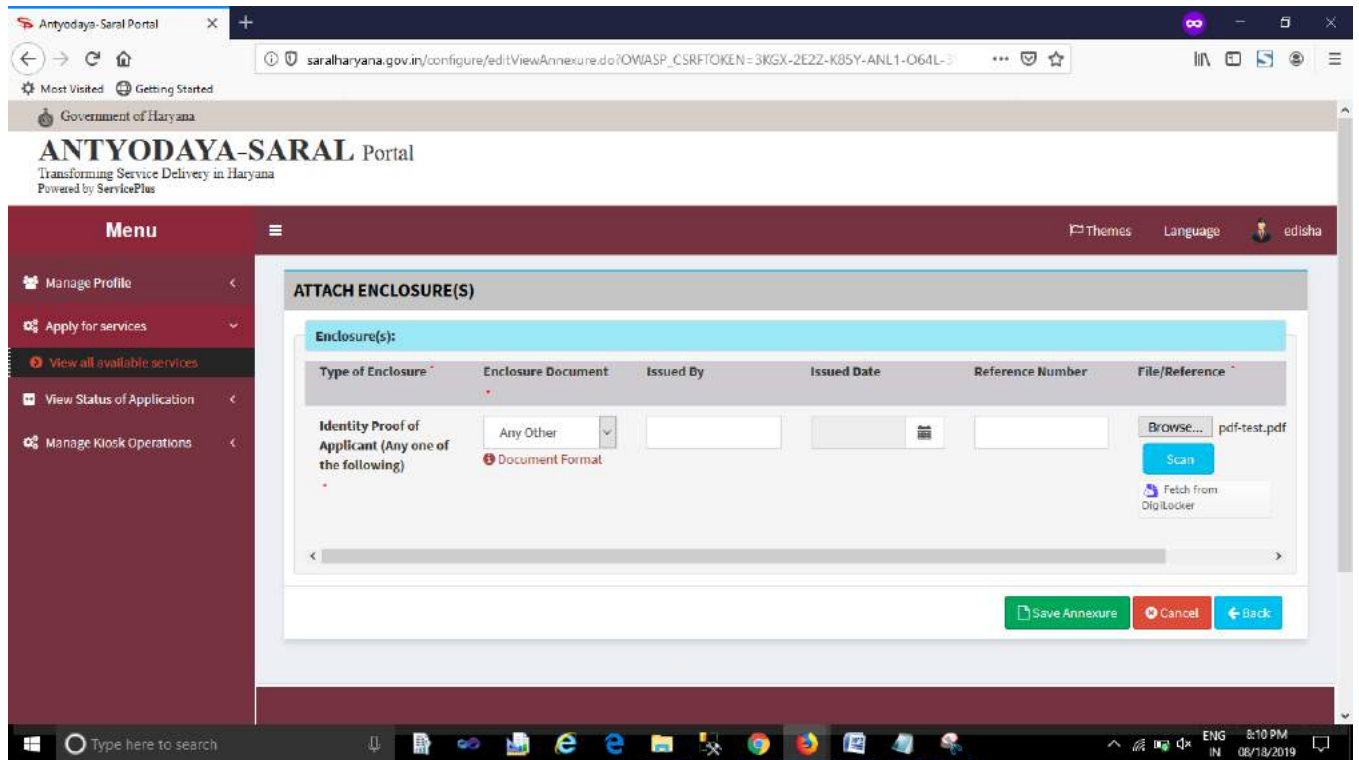
We have following enclosures required in this service:

(A) Identity Proof of Applicant (Any one of the following)

We have following document required for these enclosures which are as follows:

Ration Card,Driving License,Voter ID Card,Passport,Aadhaar Card,Id issued by Government,Id issued by Private Organisation,Any Other,Pan Card

Step 4: Select appropriate document from “Enclosure document” dropdown and browse the document, after browse document click on “**Save Annexure**” Button for submitting the document.



Step 5: After click **Save Annexure** a preview screen shows your document which you upload.

Name of Applicant : kjh
Address of Applicant : asdas

Declaration (घोषणा)
 Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.
 घोषणा : मैं एतद्वारा घोषणा करता/करती हूँ कि उपरोक्त विवरण मेरे ज्ञान और विश्वास के आधार पर सही है और मैं आपको इसके बारे में किसी भी परिवर्तन की सूचना तुरंत देना / देनी। यदि उपरोक्त किसी भी जानकारी को गलत या गलत तरीके से प्रस्तुत करना पाया जाता है, तो मुझे पता है कि इसके लिए मैं उत्तरदायी हूँ।

Annexure List
 1) Identity Proof of Applicant (Any one of the following) [Any Other](#)

Additional Details

Application Reference Number(Token Number)	098
Register Number	098
Serial Number	098098
Application Received On	18/08/2019

Step 6: Click on **Make Payment** Button for submitting application fee.

Menu
 Manage Profile
 Apply for services
 View all available services
 View Status of Application
 Manage Kiosk Operations

PAYMENT DETAILS
APPLICATION FOR ISSUANCE OF BIRTH / DEATH / NON AVAILABILITY CERTIFICATE - NAC

Mode Of Payment Cash

Search Charge: 30.0
Certificate Fee: 25.0

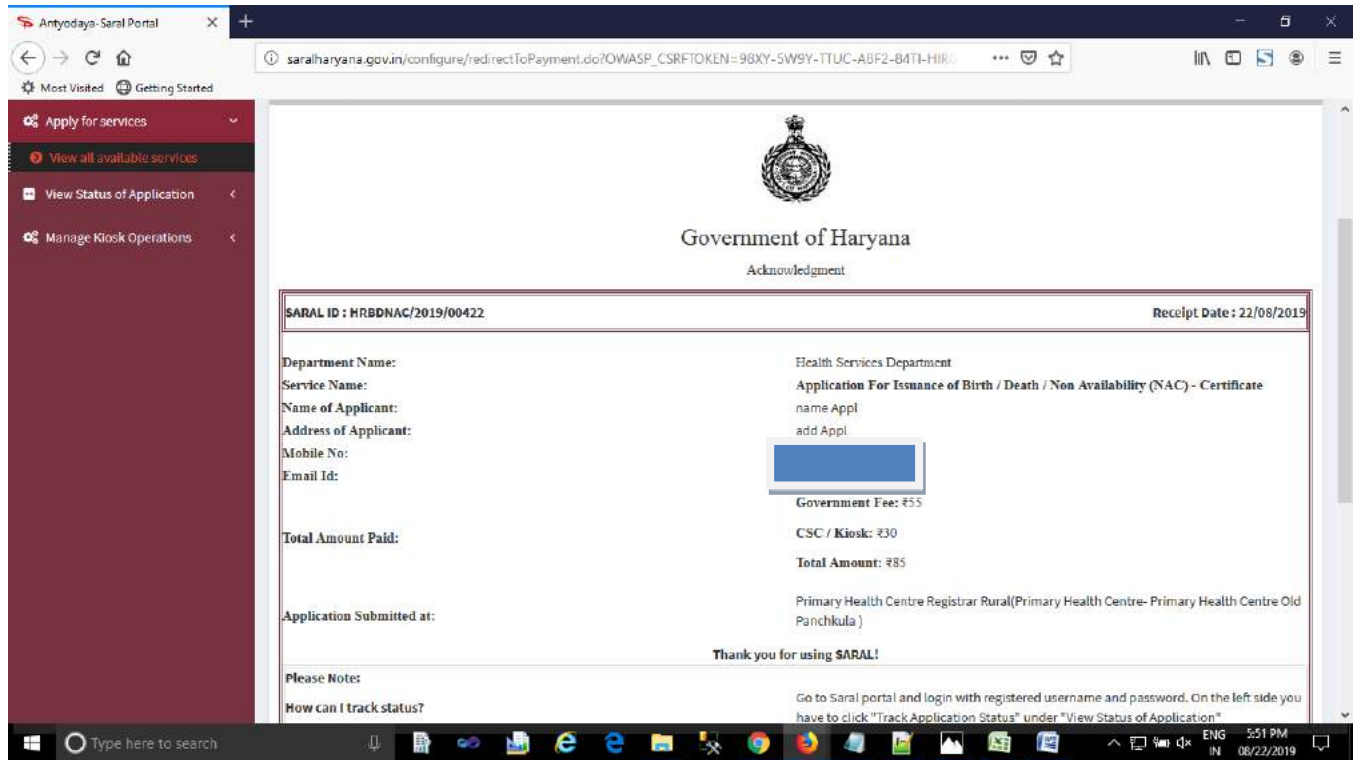
Total Amount to be paid (in Rs.) 55.0

Receipt No. *

Payment Date *
 (Select last 20 days from current date)

Make Payment **Reset** **Cancel**

Step 7: After click on Make Payment button than your application will be submitted finally, and a acknowledgement slip will be appear, take a printout of acknowledgement slip for further future reference.



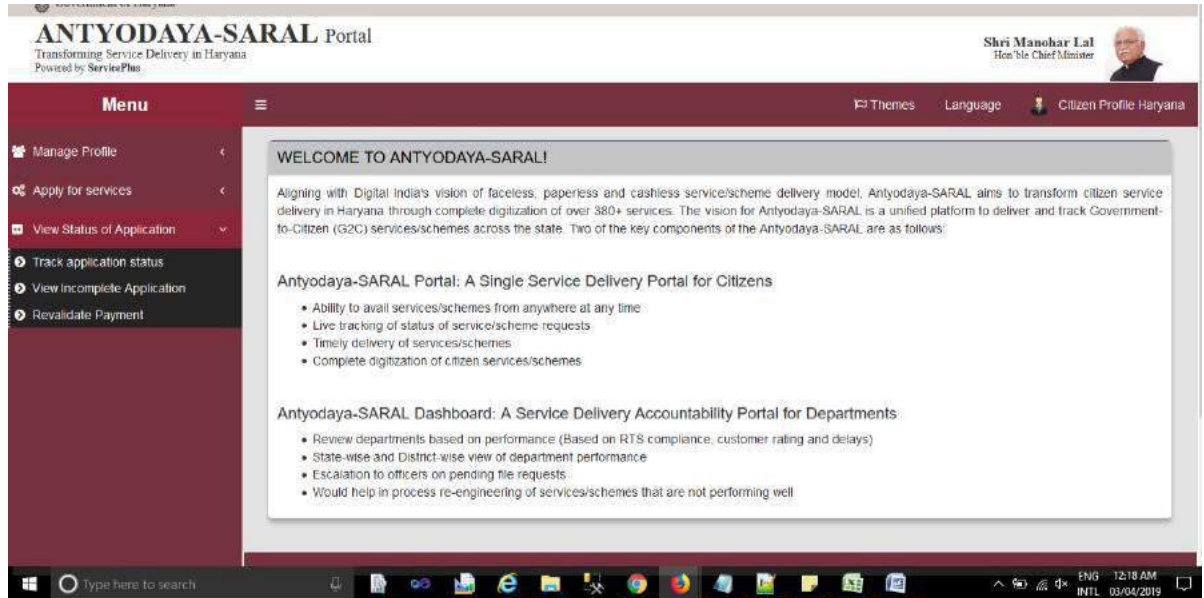
The screenshot displays the SARAL portal interface. The browser address bar shows the URL: saralharyana.gov.in/configure/redirectToPayment.do?OWASP_CSRFTOKEN=98XY-5W9Y-TTUC-ABF2-84TI-HIR... The left sidebar contains navigation options: Apply for services, View all available services, View Status of Application, and Manage Kiosk Operations. The main content area features the Government of Haryana logo and the title "Acknowledgment". Below this, a table provides application details:

SARAL ID : HRBDNAC/2019/00422		Receipt Date : 22/08/2019	
Department Name:	Health Services Department	Government Fee:	₹55
Service Name:	Application For Issuance of Birth / Death / Non Availability (NAC) - Certificate	CSC / Kiosk:	₹30
Name of Applicant:	name Appl	Total Amount:	₹85
Address of Applicant:	add Appl	Application Submitted at:	Primary Health Centre Registrar Rural(Primary Health Centre- Primary Health Centre Old Panchkula)
Mobile No:	[Redacted]	Thank you for using SARAL!	
Email Id:	[Redacted]	Please Note: Go to Saral portal and login with registered username and password. On the left side you have to click "Track Application Status" under "View Status of Application"	
Total Amount Paid:		How can I track status?	

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 08/22/2019 and time 5:51 PM.

For Track You Application Status:

(A) Click on Track Application Status under View Status of Application



(B) Click on Track Application status than a new window open. Search you id through Search box and click on Initiated (when file is not open by concerned official) / Under Process (when file opens by concerned official) to view your status.

Showing 10 entries

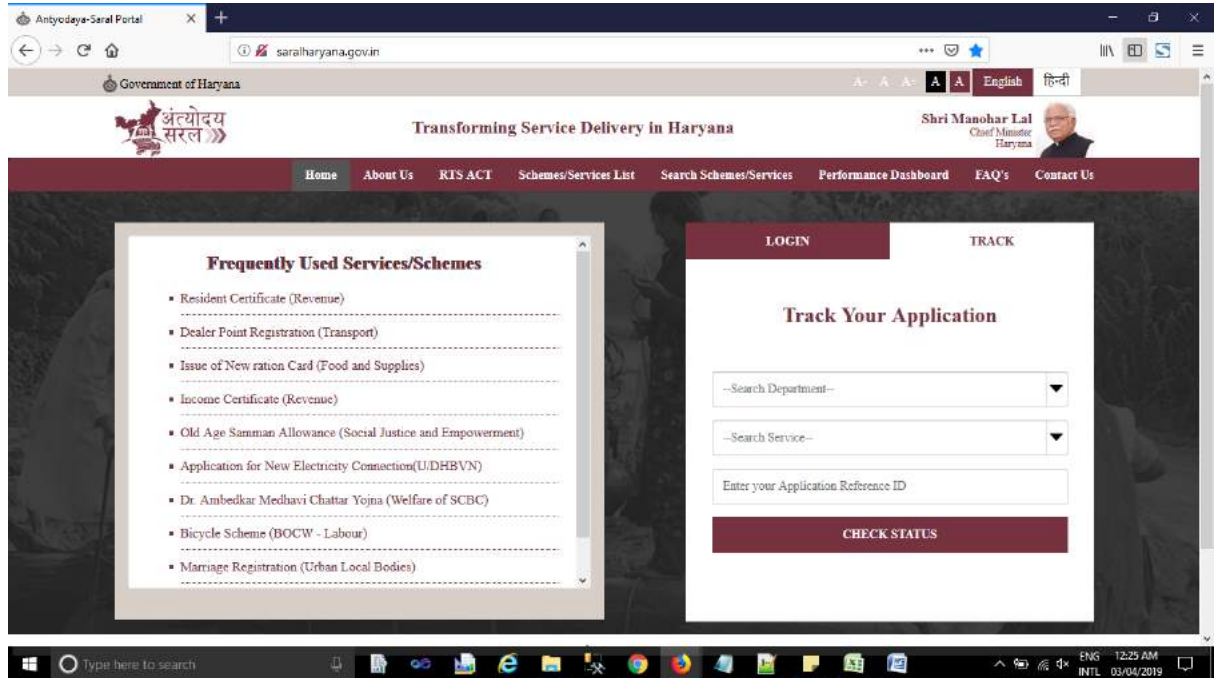
Search: 256

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
28	Application For Issuance of Birth / Death / Non Availability Certificate - NAC	HRBDNAC/2019/00256	14/06/2019	14/06/2019	NA	Initiated

Showing 1 to 1 of 1 entries (filtered from 33 total entries)

First Previous 1 Next Last

Second way to Track Application: Go in “Track” tab and select Department from dropdown “Search Department”, Select Service from “Search Service” dropdown and Enter “Saral ID (Application Reference Number)” in Enter your Application Reference ID Text Field then click “Check Status” Button.



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