

MINISTRY OF HOME AND CULTURAL AFFAIRS
DEPARTMENT OF CIVIL REGISTRATION AND CENSUS

SERVICE: BIRTH REGISTRATION

AVAILABLE FROM:

- Community center (CC)
- Dungkhang Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)
- Thromde Civil Registration and Census Office
- Dzungkhag Civil Registration and Census Office
- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs

ELIGIBILITY:

A child born to Bhutanese parents both inside and outside the country.

DOCUMENTS REQUIRED:

- Duly completed application form: BCRS-BR-01
Forms available at <http://www.mohca.gov.bt/forms/49BirthRegistrationform.pdf>
- Copies of parents' Citizenship Identity Cards
- Notification of birth/birth documents. In absence of notification of birth/birth documents, statement from concerned Tshogpa endorsed by the Gup/Thromde Tshogpa confirming the parentage of the child.
- Copy of Court Marriage Certificate of parents of the new born "OR" Statement of Tshogpa/Thromde Tshogpa to confirm the parentage of the child (Gup's endorsement is compulsory if birth is certified by Tshogpa).

TURN AROUND TIME (TAT):

The TAT for processing of Birth Registration is 30 days from the date of submission of duly completed application.

FEE:

Service charge is applicable at Community Center.

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

IMPORTANT NOTES:

1. Birth should be registered within ONE YEAR from the time of birth occurrence.
2. The applicant must collect the Acknowledgement receipt from the point of Registration

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SERVICE: BIRTH REGISTRATION

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MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: CENSUS TRANSFER

AVAILABLE FROM:

- Community center (CC)
- Dungkha Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)
- Thromde Civil Registration and Census Office
- Dzongkhag Civil Registration and Census Office
- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCSR-CT-01* (inter Dzongkhag), *02* (within Dzongkhag) and *03* (within Gewog)
Forms available at <http://www.mohca.gov.bt/index.php/census-forms/>
 - Consent of both relieving and receiving HoH
 - Endorsement from:
 - Both relieving and receiving Gup
 - Both relieving and receiving Dzongda
 - Dzongkhag/Thromde CRCO for census intra Gewog/Dzongkhag/Thromde transfer
- Copy of Lagthram of applicant in case of transfer to a new household

TURN AROUND TIME (TAT):

The TAT for processing of Census Transfer is three days from the date of submission of duly completed application.

FEE:

Service charge is applicable from Community Center.

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

**MINISTRY OF HOME AND CULTURAL AFFAIRS
DEPARTMENT OF CIVIL REGISTRATION AND CENSUS**

SERVICE: CHANGE OF HEAD OF HOUSEHOLD

AVAILABLE FROM:

- Department of Civil Registration & Census
- Dzongkhag Civil Registration & Census Office
- Thromde Civil Registration & Census Office
- Dungkhag Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)

DOCUMENT REQUIREMENT:

- Duly completed application form: BCRS-HoH-01 signed by the Gup/Thromde Tshogpa
Form available at http://www.mohca.gov.bt/forms/HoH_changeForm.pdf

TURN AROUND TIME (TAT):

The TAT for processing of Change of Head of Household is one day from the date of submission of duly completed application.

FEE:

Not applicable

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

**MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: CHANGE OF CITIZEN INFORMATION (OTHER THAN NAME AND DOB)

AVAILABLE FROM:

- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs
- Dzongkhag Civil Registration and Census Office
- Thromde Civil Registration and Census Office
- Dungkhag Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCRS-CI/SRP & DS-01* signed by the Gup/Thromde Tshogpa
Form available at
<http://www.mohca.gov.bt/forms/53changeofcitizenindividualinformationanddetailsofpouseform.pdf>

TURN AROUND TIME (TAT):

The TAT for processing of Change of Citizen Information is one day from the date of submission of duly completed application.

FEE:

Not applicable

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: ISSUANCE OF HOUSEHOLD INFORMATION

AVAILABLE FROM:

- Community center (CC)
- Dungkha Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)
- Thromde Civil Registration and Census Office
- Dzongkhag Civil Registration and Census Office
- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCRS-SAF-01*
Form available at <http://www.mohca.gov.bt/forms/60ServiceApplicationForm28BCRS-SAF-01%29.pdf>
- Original CID/SRP Card for verification if applied from the CC

TURN AROUND TIME (TAT):

The TAT for issuance of Household Information is half a day from the date of submission of duly completed application.

FEE:

Service charge is applicable at Community Center and at other government offices identified by the government

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: ISSUANCE OF NATIONALITY CERTIFICATE

AVAILABLE FROM:

- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs
- Dzongkhag Civil Registration and Census Office
- Thromde Civil Registration and Census Office
- Dungkhag Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)

ELIGIBILITY:

- For minors (in lieu of CID Card)
- For others - on need basis

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCRS-SAF-01*
Form available at
<http://www.mohca.gov.bt/forms/60ServiceApplicationForm28BCRS-SAF-01%29.pdf>
- Two recent passport-sized pictures

TURN AROUND TIME (TAT):

The TAT for processing of Nationality Document is half a day from the date of submission of duly completed application.

FEE:

Not applicable

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: PROCESSING/ISSUANCE OF NEW CITIZENSHIP IDENTITY CARD (CID)/SPECIAL RESIDENT PERMIT (SRP) CARD

AVAILABLE FROM:

- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs
- Dzongkhag Civil Registration and Census Office
- Thromde Civil Registration and Census Office

ELIGIBILITY:

Applicant must be 15 years and above at the time of processing.

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCRS-CID/SRP-01* with endorsement from the Gewog (Gup)/Thromde (Tshogpa), Dzongkhag/Thromde Civil Registration and Census Officer, Dzongda/Thrompon.
Form available at <http://www.mohca.gov.bt/forms/551sttimeCID.pdf>
- The (recent) passport-size photograph affixed must be stamped with the seal of Gewog/Thromde Office.

TURN AROUND TIME (TAT):

The TAT for processing of new CID/SRP card is two days from the submission of duly completed application (excluding the time required for the collection and disbursement of the Cards).

FEE:

Nu.100 (The revenue receipt must be produced at the time of collecting the new Card).

CONTACT/FOCAL PERSON:

Call 330847 OR email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

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MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: NAME CHANGE/CORRECTION OF DATE OF BIRTH (DOB)

AVAILABLE FROM:

- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs
- Dzongkhag Civil Registration and Census Office
- Thromde Civil Registration and Census Office

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCRS-NC&AC-01*
Form available at <http://www.mohca.gov.bt/forms/59namechangeandagecorrectionform.pdf>
- Supporting document:
 - **Civil servants:** Copy of service record certified by the RCSC along with class X, XII and degree certificates or highest academic certificate obtained (original certificates must be produced for authentication).
 - **Armed forces:** Copy of service record certified by record officer along with class X, XII and degree certificates or highest academic certificate obtained (original certificates must be produced for authentication).
 - **Judiciary, autonomous agencies and corporations:** Copy of service record certified by personnel/HR officer along with class X, XII and degree certificates or highest academic certificate obtained (original certificates must be produced for authentication).
 - **Monks and Nuns:** Certification by Zhung Dratshang/Uzin/Head of Institution.
 - **Students:** Copy of academic certificate or highest academic certificate obtained (original certificates must be produced for authentication).
 - **Others:** Certification by Thromde CRCO/Tshogpa and Gup.

TURN AROUND TIME (TAT):

The TAT for processing of Name Change/Correction of DoB is one day on production of duly required documents which is not inclusive of time for printing/collection/disbursement of the Cards.

FEE:

Card replacement fee is applicable.

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

IMPORTANT NOTE:

Date of Birth correction shall not be entertained for those births registered on or after the implementation of the online Birth Registration service unless there is error in the data punching during initial registration.

MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: PROCESSING/ISSUANCE OF REPLACEMENT OF CID/SRP CARD

TYPES OF REPLACEMENT SERVICES:

Replacement due to:

1. Lost Card
2. Renewal of Card
3. Change of Image/Occupation
4. Correction of Citizen Details (Name/DoB/Gender)

AVAILABLE FROM:

- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs
- Dzongkhag Civil Registration and Census Office
- Thromde Civil Registration and Census Office

DOCUMENT REQUIREMENT:

- Submit the duly completed application form along with a recent passport size photograph affixed:
 - i. Lost Card: Form *BCRS-LOST-01*
 - ii. Renewal of Card: Form *BCRS-REP-01*
 - iii. Change of Image: Form *BCRS-REP-01*
 - iv. Change of Occupation: Form *BCRS-REP-01*

Forms available at <http://www.mohca.gov.bt/index.php/census-forms/>

For (ii), the applicant must produce the expired CID/SRP Card;

For (iii), the applicant must surrender the old CID/SRP Card.

For (iv), the applicant must produce supporting document duly endorsed by the competent authority and surrender the old CID/SRP Card.

TURN AROUND TIME (TAT):

The TAT for processing of replacement CID/SRP Card is two days from the submission of duly completed application (excluding the time required for the printing, collection, and disbursement of the Cards).

FEE:

The fees are applicable as:

- | | |
|------------------------------|---|
| i. Lost CID/SRP Card: | Nu. 400 |
| ii. Renewal of CID/SRP Card: | Nu. 100 upon production of old CID Card |
| iii. Replacement of Card: | Nu. 300 |
| a. Change of Image: | Nu. 300 upon production of old CID Card |
| b. Change of Occupation: | Nu. 300 upon production of old CID Card |

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LOCATION/ADDRESS OF THE OFFICE:

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MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: UPDATE/CHANGE SPOUSE INFORMATION

AVAILABLE FROM:

- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs
- Dzongkhag Civil Registration and Census Office
- Thromde Civil Registration and Census Office
- Dungkhag Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)

DOCUMENT REQUIREMENT:

- Duly completed application form: BCRS-CI/SRP & DS-01
Form available at
<http://www.mohca.gov.bt/forms/53changeofcitizenindividualinformationanddetailsofpouseform.pdf>
- Copy of the Marriage Certificate/Divorce document

TURN AROUND TIME (TAT):

The TAT for processing of Update/Change of Spouse Information is one day from the date of submission of duly completed application.

FEE:

Not applicable

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Kawajangsa, Thimphu

MINISTRY OF HOME AND CULTURAL AFFAIRS
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SERVICE: DEATH REGISTRATION

AVAILABLE FROM:

- Community center (CC)
- Dungkha Civil Registration and Census Office (Phuentsholing, Gelephu, Lhamoizingkha & Sipsu)
- Thromde Civil Registration and Census Office
- Dzongkhag Civil Registration and Census Office
- Department of Civil Registration and Census, Ministry of Home and Cultural Affairs

DOCUMENT REQUIREMENT:

- Duly completed application form: *BCRS-DR-01*
Form available at <http://www.mohca.gov.bt/forms/56DeathReportingform.pdf>
- Death notification (Death Certificate issued by health facilities “OR” statement from Tshogpa/Thromde Tshogpa/Gup)
- Original CID/SRP Card

TURN AROUND TIME (TAT):

The TAT for processing of Death Registration is 30 days from the date of submission of duly completed application.

FEE:

Service charge is applicable from Community Center.

IMPORTANT NOTE:

Death occurrence must be reported within one year.

CONTACT/FOCAL PERSON:

Call 330847 or email us at: jzangmo@mohca.gov.bt or sonam.c@mohca.gov.bt

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