

To,

**The Registrar,  
Vital Statistics  
Municipal Corporation, Jammu.**

**Subject:- Issuance of Birth Certificate.**

Sir,

Kindly issue the Birth certificate/ Particulars are as under:-

1) Date of Birth \_\_\_\_\_ Male/ Female

2) Name of the Child:- \_\_\_\_\_

3) Mother's name:- \_\_\_\_\_

4) Father's name:- \_\_\_\_\_

5) Address:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) Place of Delivery: Hospital/ Nursing Home/ Rented Home/ Home

\_\_\_\_\_

Kindly issue the same in my favour

Thanking you

**Dated:** \_\_\_\_\_

Yours faithfully

**Signature**

To,

**The Registrar,  
Vital Statistics  
Municipal Corporation, Jammu.**

**Subject:- Correction and Issuance of Birth Certificate.**

Sir,

Kindly issue the Birth certificate/ Particulars are as under:-

1) Date of Birth \_\_\_\_\_ Male/ Female

2) Name of the Child:- \_\_\_\_\_

3) Mother's name:- \_\_\_\_\_

4) Father's name:- \_\_\_\_\_

5) Address:-  
\_\_\_\_\_  
\_\_\_\_\_

6) Place of Delivery: Hospital/ Nursing Home/ Rented Home/ Home \_\_\_\_\_

Kindly do the corrections in the \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kindly issue the same in my favour

Thanking you

**Dated:** \_\_\_\_\_

Yours faithfully

**Signature**