

So/-

# APPLICATION FOR THE DEATH CERTIFICATE VERIFICATION

To,

The District Collector,  
East District, Gangtok.

Sir,

On the basis of the following information and documents enclosed I may be granted death verification certificate as per details here under:

1. Name of Informant ; .....
2. Name of Deceased Person : (Late).....
3. Name of Deceased Father / Husband of Deceased.....
4. Date of Death..... 5. Place of Death.....
6. Age of Deceased ; .....
7. Address ; .....
8. GPU. ....

Documents enclosed in original/attested form.

- a) Death Report Form.
- b) B.R. No. .... dt : .....MH-0070/LR.
- c) SSC / COI / Citizenship Certificate / any other.
- d) Electoral Card.
- e) MLA recommendation/ Panchayat Report
- f) Police Report (in UD and other related Cases)
- g) Certificate of Medical Officer or Autopsy / Hospital Certificate.
- h) Passport No. ....(For Foreign National) Only.

**Signature & name of Informant.**

Strike out whichever not applicable.

Date : .....

Place : .....

# PROCESS SHEET FOR DEATH CERTIFICATE.

A. The following attested/ Certified documents have been submitted by the applicant.

1. SSC/COI/Citizenship Certificate.
2. MLA recommendation/ Panchayat Report.
3. Police Report.
4. Certificate of Medical Action, if any.
5. Br. No.....dated :.....

Submitted for approval.

**Dealing Assistant.**

B. Remark if any.

**Office Superintendent.**

C. Orders.

**District Collector, East.**

- D. Follow up Action :.....
- a) Entries in issue register made vide No. ....dated :.....
  - b) Issue No. entered in Certificate . Yes / No.
  - c) Certificate issued after taking proper receipt. Yes / No.

**Dealing Assistant.**