

From: -

Dated: -

To,  
The Chief Officer  
Margao Municipal Council,  
Margao – Goa.

Sub: - Registration of Births occurring to Indian Citizen outside India Under  
Section 20 (1) of the RBD Act, 1969 .

Sir,

I Shri/Smt.....resident of .....wish to register the birth of  
my son/daughter who was born outside India, as I have returned to Goa with a view to settle down. Following  
are details for the purpose of registration.

1. Name (of son/daughter).....
2. Sex: - .....
3. Date of Birth .....
4. Place of Birth .....
5. Date of return to India .....
6. Name of father .....
7. Nationality .....
- .....
8. Date of return to India to settle down.....
9. Name of mother .....
10. Nationality .....
11. Date of return to India to settle down.....

I am enclosing attested copies of the following documents as a evidence of above mentioned details.

1. Certificate of birth/ baptism certificate of my son/daughter
2. Passport of my son/daughter
3. Father Passport
4. Mother Passport
5. Resident Certificate in original in respect of Parents
6. Joint affidavit in original (to the effect that parents have returned to Goa/India to settle down)

Requesting earliest action in the matter

Yours faithfully,