

MODEL – F

From:

Address:.....

Date:.....

To,
The Civil Registrar,

Sub:- Non availability Certificate.

Sir,

I have to request you to kindly issue me a Non availability Certificate of Birth/Death occurred at

The details are given below:

Name of the person:

Father's name:

Mother's name:

Place of birth/death:

Date of birth/death:

Nationality..... Indian

In case the aforesaid Birth/Death is found in your office kindly issue the necessary certificate, and, if not, then a Non availability Certificate.

Yours faithfully,,

Encl:- Copy of School leaving certificate/Baptism Certificate/Horoscope.