

# Application for Adding Surname in Birth Certificate

## 1. Application for Adding Surname in Birth Certificate Due to Adoption

To,  
The Registrar,  
Municipal Corporation,  
[City Name],  
[State Name],  
India.

Subject: Application for Adding Surname in Birth Certificate Due to Adoption

Respected Sir/Madam,

I, [Your Full Name], a resident of [Your Address], am writing this application to formally request the addition of the surname to my adopted child's birth certificate.

We were blessed with [Adopted Child's Full Name] through legal adoption process on [Date of Adoption]. As part of this process, we would like to add our family surname to [Adopted Child's Full Name]'s birth certificate to reflect our familial ties and for all future legal and personal purposes.

The original birth certificate was issued by your esteemed office, and we kindly request you to issue a new one reflecting the changes. We understand that this process may require verification of the adoption documents, which we are ready to provide upon request.

Here are the details of the birth certificate for your reference:

1. Name on Birth Certificate: [Adopted Child's Full Name]
2. Date of Birth: [Adopted Child's Date of Birth]
3. Place of Birth: [Adopted Child's Place of Birth]
4. Birth Certificate Number: [Adopted Child's Birth Certificate Number]

We are also enclosing a copy of the adoption certificate and the original birth certificate along with this application.

We kindly request you to update the surname to [New Surname] in the birth certificate at the earliest convenience. We would be truly grateful for your assistance in this matter.

Thank you for your understanding and cooperation.

Yours Sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

[Date of Application]

## **2. Application for Inserting Surname in Birth Certificate for Passport Requirement**

To,  
The Registrar,  
Office of Births and Deaths,  
[City Name],  
[State Name],  
India

Subject: Application for Inserting Surname in Birth Certificate

Respected Sir/Madam,

I, [Your Full Name], resident of [Your Residential Address], am writing this letter to bring to your kind attention that my birth certificate, registered under the birth registration number [Your Birth Registration Number], does not mention my surname.

This omission has presented a problem for me while applying for my passport, as the passport authorities require a birth certificate with the full name for validation. As you can understand, without a passport, it becomes challenging

to undertake international travel for various purposes such as studies, work, or tourism.

Therefore, I kindly request you to add my surname, [Your Surname], to my existing birth certificate. I am providing the necessary documents that can be used as proof of my full name.

I understand that there might be formalities and procedures to be followed, and I am ready to comply with them. I would be grateful if you could guide me through the steps.

Thank you for considering my application. I appreciate your prompt attention to this matter and look forward to your favorable response.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

[Date]

### **3. Application for Name Change in Birth Certificate After Marriage**

To,  
The Registrar,  
Municipal Corporation,  
[City Name],  
[State Name],  
India.

Subject: Application for Name Change in Birth Certificate After Marriage

Dear Sir/Madam,

I, [Your Full Name], resident of [Your Complete Address], would like to bring to your attention that I got married on [Marriage Date] and post marriage, I have changed my surname from [Your Maiden Surname] to [Your Married Surname] as per the custom of my community.

I have updated my surname in all significant legal documents such as PAN Card, Aadhaar Card, Passport, etc., but my birth certificate still carries my maiden surname. In order to ensure consistency in all my legal documents, I am writing this application to request a change of surname in my birth certificate.

I was born on [Your Birth Date] in [City Name], and my birth was registered with the [City Name] Municipal Corporation. The birth certificate number is [Birth Certificate Number]. I have attached a copy of my birth certificate, marriage certificate and other necessary documents verifying the change of my surname for your reference.

I kindly request you to initiate the necessary procedures to facilitate the change of my surname in my birth certificate from [Your Maiden Surname] to [Your Married Surname]. I am ready to provide any further documents or information required for this process.

I appreciate your attention and prompt action in this matter.

Thank you for your time and consideration.

Yours faithfully,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

Enclosures:

1. Copy of Birth Certificate
2. Copy of Marriage Certificate
3. Copy of PAN Card
4. Copy of Aadhaar Card
5. Copy of Passport

## **4. Application for Adding Surname in Birth Certificate After Paternity Determination**

To,  
The District Registrar,

Births and Deaths Registration Office,  
[City Name],  
[State Name],  
India.

Subject: Application for Adding Surname in Birth Certificate After Paternity Determination

Respected Sir/Madam,

I, [Your Full Name], the legal father of [Child's Full Name], am writing this letter to request a modification in my child's birth certificate.

Recently, through a paternity determination process, I have been legally identified as the father of my child, [Child's Full Name], born on [Date of Birth]. Hence, I am seeking your help to add my surname, [Your Surname], to my child's birth certificate.

I am enclosing herewith the necessary documents for your perusal and records. These include the copy of the court order establishing my paternity, copy of the existing birth certificate, and a certified copy of my identification.

I understand the importance of accurate official records and the role they play in a child's life. I hope this matter can be addressed promptly to ensure no future inconvenience for my child.

I sincerely thank you for your understanding and your assistance in this matter. I request you to kindly guide me through any other formalities, if necessary.

Thank you.

Yours faithfully,

[Your Full Name]  
[Your Address]  
[City, State, Pin]  
[Your Contact Number]  
[Your Email Address]  
[Date]

## **5. Application for Correction of Surname in Birth Certificate Due to Typographical Error**

To,  
The Registrar,  
Municipal Corporation,  
[City, State]

Subject: Application for Correction of Surname in Birth Certificate Due to Typographical Error

Respected Sir/Madam,

I, [Your Full Name], resident of [Your Full Address], am writing this letter to bring to your kind attention a typographical error in my birth certificate. I have noticed that there is a misspelling in my surname. The current spelling on the document is "[Incorrect Surname]", whereas the correct spelling is "[Correct Surname]".

This error has been causing me considerable inconvenience in various official procedures, such as school admissions and passport application. Hence, I kindly request your good office to take this matter into immediate consideration and rectify the error as soon as possible.

I am attaching herewith the necessary documents including the original birth certificate, my Aadhaar card, and my parents' identity proofs for your perusal and necessary action.

I hope that this request will be met with your immediate attention. I would be grateful if the corrected certificate could be issued at the earliest to avoid any further complications.

Thank you for your understanding and prompt action in this regard.

Yours sincerely,

[Your Full Name]  
[Your Contact Number]  
[Date]