REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI
GUIDELINES FOR ISSUANCE OF SURVIVING MEMBER CERTIFICATE

Eligibility Criteria

The applicant is entitled for Surviving Member Certificate if he/she is-
- ✓ An Individual who is a citizen of India.
- ✓ An Individual who is a resident of Delhi.

Documents to be attached with the Application Form

1. **Identity Proof of Applicant and all the surviving family members** *(Any One is mandatory)* –

   - Aadhaar Card
   - Voter ID Card
   - Any Govt. recognized document
   - PAN Card
   - Passport
   - Ration Card with Photo
   - Driving License

2. **Present Address Proof of Applicant** *(Any One is mandatory)* –

   - Aadhaar Card
   - Passport
   - Bank Passbook
   - Telephone Bill *(Landline or Post-paid)*
   - Voter ID Card
   - Ration Card
   - Electricity Bill
   - Gas Bill
   - Driving License
   - Rent Agreement *(Registered)*
   - Water Bill
   - Any Govt. recognized document

3. **Permanent Address Proof of Applicant** *(Any One is mandatory)* – Same as List in Col No.2 above.

4. **Death Certificate of Deceased Person**

5. **List of Surviving members if more than 4, as per the format in Annexure I.**

6. **Citizen must provide singed copy of the self-declaration form along with the application form.**

7. **One Passport size Coloured Photograph of the *Applicant and all the surviving family members (Size 5cm x 4.5cm Or 2"x1.75")***

   - Should include full face, front view and open eyes
   - should be in a plain white or off-white background
   - should have a natural expression (closed mouth)
   - should be of full head from top of hair to shoulder
   - shouldn't be shadows on the face or background
   - should not include sunglasses or hats

Important Note

- ❖ Applicant's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.
- ❖ Scanned copy of original Self-Declaration has to be uploaded while applying online and original declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/registered post along with Application /Acknowledgement number
- ❖ The Applicant himself/herself /any of his family member should submit photographs of deceased and all surviving members. In case of online application, applicant must upload deceased and al surviving members photographs *(As per specifications above)*

LIST OF SURVIVING NUMBERS

S.No	Name of Surviving Member	Age (in years)	Relation with Deceased	Identity Proof	Identity Proof No	Photo
1.						
2.						
3.						
4.						
5.						
6.						

Signature of Applicant