Tamil Nadu e-District
Application Training Manual
Nativity Certificate (REV-102)
Revenue Department

National e-Governance Plan
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1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let’s Start!!

2.1. Tools Required

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

2.2. Starting your Computer

Steps
1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch ‘ON’ the electrical socket
4. Switch ‘ON’ the UPS
5. Press the (power button) on the computer
6. Allow the system to boot up.

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3. Purpose
This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Nativity Certificate through the e-District Portal.

4. Scope
The scope of this document covers the ‘Nativity Certificate’ service offered under the Revenue Department.

5. Getting Started
Following points and guidelines may be referred while accessing the e-Sevai/e-District application:
- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

6. Services Offered under Revenue Department
Following services are offered under the Revenue Department:
1. REV-101 Community Certificate
2. REV-102 Nativity Certificate
3. REV-103 Income Certificate
4. REV-104 First Graduate Certificate
5. REV-105 Deserted Woman Certificate
6. REV-106 Agricultural Income Certificate
7. REV-107 Family Migration Certificate
8. REV-108 Unemployment Certificate
9. REV-109 Widow Certificate
10. REV-111 Certificate for Loss of Educational Records due to Disaster
7. Nativity Certificate

Following steps describe how to apply for the Nativity Certificate through the e-District Portal:

**STEP 1:** Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

**STEP 2:** Enter the login credentials.

Make sure ‘Operator’ is selected in the **Operator Type** field.

**STEP 3:** Enter Captcha code.

**STEP 4:** Click on Login.
e-Sevai Dashboard will appear.

**STEP 5:** Click on Services on the left panel.

Department Wise service listing will appear.

**STEP 6:** Click on Revenue Department.

You can also switch to the Service Wise listing, or switch to Search and search a particular service using keywords.

**STEP 7:** Click on REV-102 Nativity Certificate.
You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

**STEP 8:** Click on Proceed to continue.
Applicant Search form will appear. Search can be performed using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth

The green asterisk signifies that the available search options are optional mandatory.

An applicant can apply for the Nativity Certificate provided he/she is having a unique CAN number.

If the applicant doesn’t have a unique CAN Number, he must register for CAN to access the application form for Nativity Certificate.

**7.1. Registering for CAN (Citizen Access Number)**

**STEP 1:** Click on the ‘Click here’ link to apply for CAN Registration.
The below figure shows the CAN Registration form.

**STEP 2:** Fill up all mandatory details in the form prescribed format.
**STEP 3**: Click on Register to submit form.
Note: You would be required to generate and verify OTP before submitting the form.

**Contact Details**

<table>
<thead>
<tr>
<th>Phone / Landline No. With STD Code</th>
<th>Mobile Number / எம்டி நூலையுடன் வலை வண்டி எண்</th>
<th>Email Id / இலை வண்டி எண்</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Generate OTP

Enter OTP: 1902

confirm OTP

On successful CAN Registration, the CAN Number will be shown.

<table>
<thead>
<tr>
<th>Application</th>
<th>Check Status</th>
<th>Collection Amount</th>
<th>Reprint Receipt</th>
<th>TNEB Recheck</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CAN Registration Successful**

*Your CAN Number is 1331603011212*, Please click on proceed button to move further.

Proceed

The applicant may now proceed with applying for the Nativity Certificate by clicking on the **Proceed** button.

**7.2. Applying for Nativity Certificate**

If the applicant is having a unique CAN Number his/her record will be shown in the search results.
**STEP 1**: Select the record by clicking on the *option button* against the desired record.

**STEP 2**: Click on *Proceed*.

CAN details of the applicant may be modified by clicking on the *Edit CAN Detail* button.

The *Save as New* option allows you to save the same CAN Number with different applicant details.

### 7.2.1. Filling up Nativity Certificate form

**SECTION 1: Category**

Specify a category for Nativity Certificate (Nativity by Birth/ Nativity by Residence).
SECTIONS: Applicant Details

Applicant details will appear pre-filled in the form. These details are non-editable. Enter Ration Card Number.

<table>
<thead>
<tr>
<th>Applicant Detail</th>
<th></th>
<th>Ration Card Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appellation</td>
<td>Shri / Sir</td>
<td>[ ]</td>
<td>03/G/5210487</td>
</tr>
<tr>
<td>Applicant Name</td>
<td>Krishnan P</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td>Guardian</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Father / Husband</td>
<td>R L Murugan</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Mother Name</td>
<td>Swathi P</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>15 Oct 1966</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td>Unmarried</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Community</td>
<td>SC</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 3: Current Address

Applicant’s current address details will appear pre-filled in the form. These details are non-editable.

<table>
<thead>
<tr>
<th>Current Address/தற்கால வாழ்நிலை விளக்கம்</th>
<th></th>
<th>District / பொதுத் தலைமையில்</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State / மாநிலம்</td>
<td>TAMIL NADU</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Taluk / தாலுக்</td>
<td>Perambalur / பெரம்பலூர்</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Street Name / வீடு வழித்தடம்</td>
<td>101 Willow Bound Rd</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Building / Door / Flat No. / கட்டிடம் / மலர் / பலை எண்ணிடும்</td>
<td>201</td>
<td>[ ]</td>
<td>621103</td>
</tr>
</tbody>
</table>

SECTION 4: Permanent Address

Applicant’s permanent address details will appear pre-filled in the form. These details are non-editable.
SECTION 5: Contact Details

Applicant’s contact details will appear pre-filled in the form. These details are non-editable.

SECTION 6: Form Details with Address for the Past Years

Specify address details for the past years. Enter details using the available fields. Click on the ‘Add’ button to add a record. Added records will be shown on the top.

Note:
1. You would be required to provide the address details for above 5 years.
2. Begin adding with your current address.
3. You need not fill this section if you select “Nativity by Birth” under Certificate Category.
Click on **Submit**. The ‘Cancel’ button closes the application form.

### Next screen will show a list of required documents.

Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the **cross** sign.

Please note that the ‘Upload’ button will appear once you browse and add a document.
After uploading the documents, click on 'Make Payment'.

Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on Confirm Payment.
Acknowledgement receipt will be shown.

Click on Print Receipt to download/print the receipt.

The below figure shows the preview of the acknowledgement receipt.
தமிழகத்தில்

சமவெளி. 60.00

மாநிலத்தில் மாவட்டமுறை நூலகம் REV-102 செய்திகள் வழங்கும் நிறுவனத்தின் வழங்குதலால், 453, பாலூர், பாலூர், பாலூர், சிங்களமாளிகை, 665465 வழங்கு நிறுவனம் வழங்குதலால், சிங்களமாளிகை வழங்கு, 453, பாலூர், பாலூர், பாலூர், சிங்களமாளிகை, 665465 வழங்கு நிறுவனம் வழங்குதலால் வழங்கு நிறுவனமாக குழுத்தப்பட்டு (CAN) 1333106011635 மார்ச் 18/01/2018 காலத்தில் விளக்கப்பட்டது சட்ட தொகுதி தொகுதிய TN-3201801118101 பிரங்கூரக நிறுவனம் வழங்குதலால் வழங்குதலால்.

தமிழ்நாடு தொடர் பல்கலைக் கழகம் தி. எஸ். 60.00/- (சமவெளி ஆனையும் பணம்) வழங்குதலால்.

தமிழ்நாட்டை ஆணையாள் தொலை டெலிபொஸ்ட் TACCHN023

திருச்சூர் மாநகர் பல்கலைக் கழகம்

தி.நு. பல்கலைக் கழகம்

திருச்சூர் புதுமான பகுதியில் இயக்குனர் இயக்குனர் கட்டுமான நடவடிக்கைகள்

தி.நு. பல்கலைக் கழகம்

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Please Note:

After submission (clicking on the Submit button), the application will be saved as draft. You can find draft applications under the Saved Application section and upload documents or make payment as required.

Submitted applications can be viewed under the Submitted Application section.

The current status of an application can be checked from the Check Status section.
7.3. Downloading Certificate

Once the application is approved and digitally signed, the Nativity Certificate can be downloaded from the Operator’s desk and handed over to the applicant.

**STEP 1:** Click on Check Status.

**STEP 2:** Enter Application Number.

**STEP 3:** Click on Search.
STEP 4: Click on Download certificate link.

The certificate will be downloaded.

The below figure shows the preview of the Nativity Certificate.
This is to certify that Mrs. Prabha daughter of Thiru Raja residing at Door No. 34 street of Kuruku Street, Village / Town of Athikkudi, Taluk of Lalgudi, Thiruchirappalli District, is a native of the State of Tamil Nadu by birth.

Signature / Designation :  Zonal Deputy Tahsildar

Remarks:
This certificate is digitally signed and does not require any seal or signature.

Certification of the certificate can be verified by:

2. Scanning the 2D barcode with mobile barcode reader and verify through online.

The Certificate was printed on 09-Feb-2018 at 11:32:20.
8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.