

From:- Shri/ Smt. \_\_\_\_\_  
H.No:- \_\_\_\_\_  
Quepem – Goa.

Date:-

To,  
The Sarpanch,  
V.P. Balli- Adnem,  
Balli - Goa

Sub: Issue of Residence certificate for Civil Registration

Sir/Madam,

With reference to the above, I kindly request you to issue Residence Certificate for Civil Registration of my Son/daughter \_\_\_\_\_ aged \_\_\_ yrs resident of H.No. \_\_\_\_\_ . The details are as under:-

1. Full name of applicant :
2. Age :
3. Place of Birth :
4. Fathers name:
5. Mothers name:
6. Address:

This certificate is required to produce before Civil Registrar, \_\_\_\_\_ for Civil Registration of his/her marriage.

Kindly do the needful,

Thanking you,

Yours Faithfully

Place :

Date :

Signature of the applicant