



# APPLICATION FORM LEGAL HEIR CERTIFICATE

(Please paste court fee stamp here)

Fields marked with (\*) are mandatory

### Details of Letter from Department :

|                     |  |                                   |  |
|---------------------|--|-----------------------------------|--|
| Letter No.*         |  | Letter Date*                      |  |
| Issuing Department* |  | Designation of Issuing Authority* |  |
| Address*            |  |                                   |  |
| Purpose*            |  |                                   |  |

### Applicant's Details :

|                           |                                                                                                    |                         |  |
|---------------------------|----------------------------------------------------------------------------------------------------|-------------------------|--|
| Applicant's Name*         |                                                                                                    | Relation With Deceased* |  |
| Father's/ Husband's Name* |                                                                                                    | Date of Birth*          |  |
| Gender*                   | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender | Aadhaar No              |  |
| Mobile No*                |                                                                                                    | E-mail*                 |  |

### Applicant's Address:

|                        |  |                   |  |
|------------------------|--|-------------------|--|
| House No / Flat No *   |  | Sector / Village* |  |
| Tehsil / Sub-District* |  | District*         |  |
| State/UT*              |  | Pin Code*         |  |

### Details of the Deceased :

|                   |                                                                                                    |                           |                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------|
| Name of Deceased* |                                                                                                    | Father's/ Husband's Name* |                                                                    |
| Designation*      |                                                                                                    | Aadhaar No                |                                                                    |
| Gender*           | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender | Marital Status*           | <input type="checkbox"/> Single <input type="checkbox"/> Married   |
| Date of Death*    |                                                                                                    |                           | <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced |
| Religion*         | <input type="checkbox"/> Buddhism <input type="checkbox"/> Hinduism                                | Mother's life Status*     | <input type="checkbox"/> Alive <input type="checkbox"/> Deceased   |
|                   | <input type="checkbox"/> Jainism <input type="checkbox"/> Christianity                             | Father's life Status*     | <input type="checkbox"/> Alive <input type="checkbox"/> Deceased   |
|                   | <input type="checkbox"/> Islam <input type="checkbox"/> Sikhism                                    | Husband's/ Wife's Status* | <input type="checkbox"/> Alive <input type="checkbox"/> Deceased   |
|                   | <input type="checkbox"/> Others (Please Specify)                                                   |                           |                                                                    |

### Address of the Deceased:

|                        |            |                   |            |
|------------------------|------------|-------------------|------------|
| House No / Flat No *   |            | Sector / Village* |            |
| Tehsil / Sub-District* | Chandigarh | District*         | Chandigarh |
| State/UT*              | Chandigarh | Pin Code*         |            |

### Details of Directly Related Legal Heir: (Mother, Father, Son, Wife, Husband)

| Sr. No. | Name* | Relationship with Deceased* | Age* | Marital Status* | Occupation* | Living Status (Alive/Dead) |
|---------|-------|-----------------------------|------|-----------------|-------------|----------------------------|
| 1       |       |                             |      |                 |             |                            |
| 2       |       |                             |      |                 |             |                            |
| 3       |       |                             |      |                 |             |                            |
| 4       |       |                             |      |                 |             |                            |
| 5       |       |                             |      |                 |             |                            |
| 6       |       |                             |      |                 |             |                            |

### Details of Indirectly Related Legal Heir (Grandson, Grand Daughter, Daughter-in-Law etc.)

| Sr. No. | Name* | Relationship with Deceased* | Name of Deceased Direct Legal Heir (mentioned above)* | Age* | Marital Status* | Occupation* | Living Status (Alive/Dead) |
|---------|-------|-----------------------------|-------------------------------------------------------|------|-----------------|-------------|----------------------------|
| 1       |       |                             |                                                       |      |                 |             |                            |
| 2       |       |                             |                                                       |      |                 |             |                            |
| 3       |       |                             |                                                       |      |                 |             |                            |
| 4       |       |                             |                                                       |      |                 |             |                            |
| 5       |       |                             |                                                       |      |                 |             |                            |

### Self-Undertaking

I.....Son/Daughter of Sh. .... aged ..... resident of ....., verify and declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information and document given by me is proved to be incorrect/not true, I shall be liable for prosecution under section 177 & 191 of the Indian Penal Code, which stipulates imprisonment and fine.

Date : ..... Signature : .....

Place: ..... Name : .....

Photograph of the person applying for the certificate **with cross signature**)

**\*Without cross signature on photograph and undertaking the application will be rejected**

# Check List of Requisite Document Required while Applying

(Please check against the document being provided while applying)

## Applicant has to bring original documents for verification and scanning at Sampark

|   |                                                                                                       |                          |
|---|-------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | Court fee of 1.25 /-                                                                                  | <input type="checkbox"/> |
| 2 | Self-undertaking/affidavit                                                                            | <input type="checkbox"/> |
| 3 | Letter from the Govt. Department of deceased employee to obtain Legal Heir Certificate from DC office | <input type="checkbox"/> |
| 4 | Identity Proof of Applicant                                                                           | <input type="checkbox"/> |
| 5 | Residence proofs of all Legal Heir                                                                    | <input type="checkbox"/> |
| 6 | Date of Birth proofs of all Legal Heir                                                                | <input type="checkbox"/> |
| 7 | Death Certificate of deceased employee in original                                                    | <input type="checkbox"/> |
| 8 | Death Certificate of deceased direct legal heir in original(if required)                              | <input type="checkbox"/> |
| 9 | Residence Certificate of the deceased                                                                 | <input type="checkbox"/> |

Date: .....

Signature : .....

Name : .....

### Undertaking from Sampark Operator

It is hereby certified that the original documents as specified in the above checklist have been personally seen by me and the same have been uploaded in the online application

Date: .....

Signature : .....

Name : .....

| Documentary Proof of Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Documentary Proof of Identity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Documentary Proof of Date of Birth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Passport</li> <li>● Telephone (BSNL landline or post-paid mobile bill) on the Name of Applicant</li> <li>● Election Commission Photo ID card</li> <li>● Applicant's current and valid ration card</li> <li>● Aadhaar Card / E-Aadhaar letter issued by government of India.</li> <li>● Registered Rent Agreement (for a period of more than one year)</li> <li>● Photo Passbook of running Bank Account (Scheduled Public Sector Banks and Regional Rural Banks only)</li> <li>● House Allotment Letter</li> <li>● Revenue Record</li> <li>● Registered Sale Deed</li> <li>● Certified Voter List</li> </ul> | <ul style="list-style-type: none"> <li>● Election Commission Photo ID card</li> <li>● Aadhaar Card / E-Aadhaar letter issued by government of India.</li> <li>● Driving License</li> <li>● Passport</li> <li>● Arm's License with Photo Graph</li> <li>● Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card</li> <li>● Applicant's current and valid ration card with Photograph</li> <li>● Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking</li> <li>● Pensioner Card having photograph of the applicants</li> <li>● Certificate of identity in original signed by Member of Parliament or Member of Legislative Assembly or a Gazetted Officer containing duly attested photograph</li> <li>● Bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant(Scheduled Public Sector Banks and Regional Rural Banks only)</li> </ul> | <ul style="list-style-type: none"> <li>● Birth certificate issued by a Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births &amp; Deaths</li> <li>● School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution</li> <li>● Passport</li> <li>● Affidavit sworn before a magistrate stating the date of birth in case of illiterate and Semi-literate(Below Class 5)</li> <li>● Pan Card</li> </ul> |