

From :
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Date :

To,
The Civil Registrar/Secretary/Chief Officer,
V. P.
_____ Taluka,
_____ - Goa.

Sub.: Non-Availability Certificate.

I have to request you to kindly issue me a Non-availability Certificate of Birth/Death Occurred at

The details are given below :

Name of the person :
Father's Name :
Mother's Name :
Grandfather's Name :
Grandmother's Name :
Place of Birth/Death :
Date of Birth/Death :
Nationality :

In case the aforesaid Birth/Death is found in your office kindly issue the necessary certificate, if not, then a Non-Availability Certificate.

Yours faithfully,

(.....)

Encl. : School Leaving Certificate/Baptism Certificate/Horoscope.