JEEVANTREE LIFE EVENT GUIDE · INDIA

Welcoming a new baby

घर में नन्हे मेहमान के आने पर

Between feeds and sleepless nights, a newborn also needs a few documents. The birth certificate comes first, because almost everything else is built on it. Here is everything to do in the first year, in order.

Tip: Check the spelling of the baby's and both parents' names on the birth certificate before you leave the hospital. Correcting it later takes much longer.

STAGE 1 OF 4 First weeks

- [ ] **Register the birth within 21 days**
  Hospitals usually report the birth; for a birth at home, the family registers it with the municipality or gram panchayat. Registration within 21 days is free.
  When: Within 21 days · **Where:** Hospital / local registrar · crsorgi.gov.in

- [ ] **Add the baby's name and collect the birth certificate**
  If the name was not decided at registration, add it later: free within 12 months, and with a fee after that. For children born since October 2023, the birth certificate is the main proof of date of birth for school, passport, Aadhaar and more. Keep several copies.
  When: Within 12 months · **Where:** Local registrar, Civil Registration System · crsorgi.gov.in

- [ ] **Add the baby to health insurance**
  Inform your insurer or employer HR quickly. Many policies cover a newborn only if added within a set time.
  When: First weeks · **Where:** Insurer / employer HR

- [ ] **Start the vaccination record**
  Register the baby on U-WIN, the government's digital vaccination record, for reminders and a QR certificate for every dose.
  When: At birth · **Where:** U-WIN portal or app · uwin.mohfw.gov.in

- [ ] **Maternity and paternity leave**
  Confirm leave dates and benefit papers with your employer. Eligible mothers may also claim the government's maternity benefit scheme through the local Anganwadi or health centre.
  When: Before and after birth · **Where:** Employer HR / Anganwadi

STAGE 2 OF 4 First months

- [ ] **Baal Aadhaar**
  Children under 5 get a blue Baal Aadhaar without fingerprints. Take the birth certificate and one parent's Aadhaar to an enrolment centre. Fingerprints are added at 5 and updated at 15.
  When: Any time after the birth certificate · **Where:** Aadhaar centre · myaadhaar.uidai.gov.in

- [ ] **Passport, if you plan to travel**
  A minor's passport needs the birth certificate and both parents' details and consent. It is valid for 5 years.

When: Before any travel abroad · **Where:** Passport Seva · www.passportindia.gov.in

- [ ] **Add the baby to family records**
  Ration card, employer records for medical benefits, and your family tree.
  When: First 3 months · **Where:** Food and supplies office / HR

STAGE 3 OF 4 Money for the future

- [ ] **Open a savings account in the baby's name**
  A minor account run by a parent is useful for gifts received at birth and naming ceremonies.
  When: First 6 months · **Where:** Your bank

- [ ] **Sukanya Samriddhi (for a girl)**
  A government savings scheme for daughters, open before she turns 10.
  When: Before age 10 · **Where:** Bank or post office

- [ ] **PPF or mutual funds in the child's name**
  Long-term savings for education. A minor PAN is needed for mutual funds.
  When: First year · **Where:** Bank, post office, or fund house · www.mfcentral.com

- [ ] **Review life insurance**
  A new dependant usually means more term cover is needed. Check that the cover would pay for the child's upbringing and education.
  When: First 6 months · **Where:** Insurer or agent

- [ ] **Update nominees and make a will**
  Review nominees on bank accounts, EPF, insurance and investments. In your will, name a guardian for the child.
  When: First year · **Where:** Each institution / a lawyer

STAGE 4 OF 4 Family

- [ ] **Plant the name in the family tree**
  Send the baby's name, date and time of birth, and a photo to your family record keeper.
  When: Any time · **Where:** JeevanTree family form

- [ ] **Record the first stories**
  Write down who chose the name and why, the naming ceremony, and the family traditions followed. These are the stories the child will ask about one day.
  When: First year · **Where:** At home

Please note: general guidance for families in India, not legal, tax or financial advice. Rules change and can differ by state and institution; confirm with each bank, office or company. Last checked 19 October 2026.

- Civil Registration System FAQ: birth registration and adding the name: https://dc.crsorgi.gov.in/assets/download/FAQ_of_CRS_Latest.pdf
- UIDAI rules on Baal Aadhaar (Business Today): https://www.businesstoday.in/amp/personal-finance/news/story/uidai-baal-aadhaar-duplicate-enrolment-prevention-rules-update-491125-2025-08-26
- U-WIN digital vaccination record: https://vajiramandravi.com/current-affairs/u-win-portal/