

I Am Here: obtaining your identification and vital documents

Bhutan

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National Identification Cards

What type of document can youth seek which will allow them to move around the country?

CID – Citizenship Identification

Passport

[The Bhutanese national identity card is an electronic ID card](#), compulsory for all Bhutanese nationals and costs 100 [Bhutanese ngultrum](#).

What is the process for getting a National ID card?

To apply, go to link below:

[Service Application Forms – Department of Civil Registration and Census \(moha.gov.bt\)](#)

NB: for youth, there is an application for [15-17](#) and 18 and above

Where can I find information online about getting a National ID?

As above

What documents do I have to have to get a National ID? Is there any document that I must have to get an ID?

Supporting Documents as perform in the above link:

- Produce original health card/MCH book used during the initial registration in BCRS.
- Produce original Citizenship Kasho if citizenship is acquired by Naturalization
- Concerned Gup/Thromde Representative/Thromde Tshogpa shall verify with their Official Seal and Signature if above document is not available

What if my documents do not have my correct name/address?

You have to complete another application to update individual details, go to link

[Service Application Forms – Department of Civil Registration and Census \(moha.gov.bt\)](#)

What if I only have foreign documents?

Visitors need visas, to apply visa, one would need a passport and a photo, see link to apply

[Visit Bhutan - FAQ \(doi.gov.bt\)](#)

What happens if my documents are not accepted to get a National ID card?

If you don't have the required documents, you have to apply, e.g., [Child's Health Card – Royal Insurance Corporation of Bhutan Limited](#)

Do I have to be a resident of the country to get a National ID card?

Yes

What does it mean to be a resident of this country? How do I prove residency?

APPLICATION GUIDE FOR PROCESSING AND ISSUANCE OF NEW CID/SR CARD

A. Pre-application process

Am I eligible to apply?

Yes, if you are Bhutanese citizen/special resident registered in the Bhutan Civil Registration System and have completed 15 years of age.

What can I do if I do not have residency in this country?

[The Bhutan Citizenship Act](#)

1. CITIZENSHIP BY BIRTH
2. CITIZENSHIP BY REGISTRATION
3. CITIZENSHIP BY NATURALIZATION - The person must have resided in Bhutan for 15 years in the case of Government employees and also in the case of applicants, either of whose parents is a citizen of Bhutan, and 20 years in all other case, and this period of residence must be registered in the records of the Department of Immigration and Census.

Will I need a mailing address? What can I do if I am homeless?

If one is able to prove the above to be a citizen, it helps to confirm you are eligible to apply for CID.

What is the application process? Can I complete it online?

Online application

[Service Application Forms – Department of Civil Registration and Census \(moha.gov.bt\)](#)

[Aged 15-17 years – Department of Civil Registration and Census \(moha.gov.bt\)](#)

Is there an application fee? Is there a waiver option if I cannot afford to pay it?

Yes, card fee of Nu. 100 at the time of processing the card.

Waiver not stated

How old do I have to be to apply for a National ID card by myself?

15 and above

What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

Application doesn't state to have one

At what age can I get a National ID card by myself?

15 and above

Are there any special provisions for foster youth (children in custody of the government)?

[cover \(oag.gov.bt\)](#)

Are there any special provisions for homeless youth?

[National Housing Policy.pdf \(moit.gov.bt\)](#)

Will I have to take a test?

None stated

If applicable, do I have to make an appointment to take the test?

NA

Driver's License

What organization issues a driver's license in this country?

Road Safety & Transport Authority (RSTA)

What is the process for getting a driver's license?

A person applying for an Ordinary Driving License must:

- Book a test date online from RSTA website;
- Come in person for the test;
- Hold a Learner's license for at least 6 months;
- Produce a Certificate to have attended an Introductory course;
- Have undergone both theoretical and practical tests and achieved the minimum pass score set in the 'Evaluation Form for Driving Test';
- Produce a copy of the latest passport-size photograph in national dress for Bhutanese
- Produce Citizenship Identity card or other accepted identification documents for Bhutan nationals, and passport or other identification cards in case of foreigners
- Pay fee as prescribed in Schedule 1.

https://bcta.gov.bt/bctaweb/load.html?id=64&field_cons=PAGE

Where can I find information online about getting a driver's license?

https://bcta.gov.bt/bctaweb/load.html?id=64&field_cons=PAGE

What documents do I have to have to get a driver's license? Is there any document that I must have to get a driver's license?

Yes

- Introductory Course Certificate
- Copy of the latest passport-size photograph
- a Citizenship Identity card or other accepted identification documents for Bhutan nationals, and passport or other identification cards in case of foreigners.

https://bcta.gov.bt/bctaweb/load.html?id=64&field_cons=PAGE

What if I only have foreign documents?

See below.

What does it mean to be a resident of this country? How do I prove residency?

Bhutanese Citizen / Special Resident registered in the Bhutan Civil Registration System.

Produce either the Bhutanese citizenship identity card, Bhutanese passport describing him / her as a Bhutanese citizen; or any certificate duly issued by or on behalf of the Government certifying that he is a citizen of Bhutan, or Special Resident Card issued by the Department of Civil Registration and Census.

(Immigration Act of the Kingdom of Bhutan, Immigration Rules and Regulations of the Kingdom of Bhutan)

What can I do if I do not have residency in this State? Or country?

Exemption from requirement for a Bhutan driving license

The Authority may exempt a person from obtaining a driving license for a period of three months if the person:

- has a valid international driving license;
- holds a diplomatic passport and a valid driving license issued in another country;
- is a foreigner who resides in Bhutan for a period not exceeding three months and in possession of a valid driving license issued in the country of residence; and.
- is a member of the armed forces and holds a valid driving license issued by the respective Motor Transport Officers for driving military and police vehicles;
- Only professional Bhutan Armed Forces drivers will be eligible for a civilian driving license upon producing an endorsement letter from the Motor Transport Officer concerned, along with a Certificate of having attended a one day Introductory Course.
- Other Armed Force personnel holding a non-professional military driving license shall follow the procedures prescribed in Part 2, Section 60 other than having to produce a Learner License.

Issuance of Bhutan Driving License to Foreigners

A Foreigner may apply for a Bhutan Driving License. The Foreigner must

- fulfill all the requirements for obtaining a fresh driving license.
- hold a valid driving license issued in his/her home country; and
- produce a valid Visa or a Work Permit.

If in the opinion of the Authority, any Foreign national is found to be incompetent to drive a vehicle in spite of the person holding a valid driving license issued from another country, the Authority may direct the person to attend a driving test conducted by the Authority.

https://bcta.gov.bt/bctaweb/load.html?id=66&field_cons=PAGE

What is the application process? Can I complete it online?

See above. Yes, it is possible to complete the application online.

Is there an application fee? Is there a waiver option if I cannot afford to pay it?

Yes. You need to pay a prescribed fee.

How old do I have to be to apply for an state driver's license by myself?

You must be of 18 years of age or more at the time of applying for a license.

At what age can I get a driver's license card by myself?

18 years of age.

Will I have to take a test?

Yes. You will need to take a theoretical test and a practical driving test and achieve minimum pass score.

If applicable, do I have to make an appointment to take the test?

Yes.

Where can I take the driving test? What can I do if I cannot get to a testing location?

Test locations: Thimphu, Samdrup Jongkhar, Trashigang Base, Dagana Base

<https://eralis.rsta.gov.bt/services/driving-test/book-test>

Do I need to get a permit or authorization to practice driving before I get my driver's license?

Yes – You need to apply for and have held a Learner's license for at least 6 months

Birth Certificate

What is the document detailing a person's birth called in this country?

The document is a CID number that is auto-generate after the registration of the " Birth certificate".

I'm not sure I have a birth certificate, what can I do to find out if I have one and where to get it?

You will need to visit the department of civil Registration and Census.

You can look at the department online to access the forms you need and the contact number to enquiry about your birth certificate status.

Here is the link to the department:

[From the Current Place of Residence – Department of Civil Registration and Census \(moha.gov.bt\)](#)

How do I get a copy of my birth certificate?

To get a birth certificate, you will need to complete a "Birth registration Form (the number of this form is BCRS-BR-01)

Here is the link to the form:

[Birth Registration Form -BCRS-BR-01 | Thimphu Dzongkhag Administration](#)

Can I order my birth certificate online?

At the Citizen Services Portal you are able to create a single sign on (SSO) and Select 'Birth Registration' from the list of DCRC Services.

[Birth Registration Form -BCRS-BR-01 | Thimphu Dzongkhag Administration](#)

What documents will I need to get my birth certificate?

Please note that you will need one of the followings to help complete the form:

1. Notification of Birth documents
2. Court marriage certificate of parents

3. Or statement of a guarantor
4. Or statement of Tshogpa

What happens if I don't have some or all of the documents that are required?

You will need to obtain a statement of Tshogpa

How old do I have to be to get a copy of my birth certificate by myself?

Aged 15-17 years

if you are Bhutanese citizen/special resident registered in the Bhutan Civil Registration System and have completed 15 years of age.

Here is the link for the online application and to check all requirements:

[Aged 15-17 years – Department of Civil Registration and Census \(moha.gov.bt\)](#)

What can I do if I do not have a parent or guardian who can go with me to get a birth certificate (and the application says I have to have one)?

If you don't have a parent or guardian, you can

Representative/Thromde Tshogpa on the form needs to be obtained and submitted

you will need the following form completed CID/Special Resident Card application form No. BCRS-CID/SRC-01

One recent passport size photograph (in national dress and white background)

One legal stamp

Follow this link to get the form:

[Civil Registration & Census | ROYAL GOVERNMENT OF BHUTAN \(samtse.gov.bt\)](#)

What is the cost to get a birth certificate?

birth certificate is free in Bhutan

Is there a waiver if I cannot afford the fee?

birth certificate is free in Bhutan

Are there any special laws or provisions that can help get a birth certificate if I have been in the foster care system (children in custody of the government)?

There are specific procedures depending on the circumstances to register a birth in the Bhutan Civil Registration System (BCRS). If the birth occurs in a health facility, the doctor issues a Notification of Birth. For births occurring outside a health facility, the tshogpa (Member of the Census Committee in the village)/thromde provides information on the specified Birth form, which is submitted to the hospital by the parents and designated informants to obtain the birth notification

Are there any special laws or provisions that can help get a birth certificate if I am homeless?

the Child Care and Protection Act of Bhutan 2011, the special Act that ensures that the child rights are never compromised

Where do I get my birth certificate if I was born in another country?

You will need to fill the form

[From the Current Place of Residence – Department of Civil Registration and Census \(moha.gov.bt\)](http://moha.gov.bt)

Is there a way to get my birth certificate without going somewhere in person?

You can apply online following this link:

[From the Current Place of Residence – Department of Civil Registration and Census \(moha.gov.bt\)](http://moha.gov.bt)

Where can I find information online about getting a birth certificate?

Please visit the government site via this link:

[From the Current Place of Residence – Department of Civil Registration and Census \(moha.gov.bt\)](http://moha.gov.bt)

Making Changes to Government ID Documents

What vital doc should I start with to change my name?

Name Change Application Forms

Please see an example of a name change and age correction application form, provided by the Royal Government of Bhutan (Dzongkhag Administration, Paro), at <http://www.paro.gov.bt/downloads/nameage-correction>.

Other application forms (depending on the part of Bhutan you are located in) can be found here:

- Dzongkhag Administration, Bumthang, at: <http://www.bumthang.gov.bt/downloads/application-form-name-change-correction-date-birth>
- Dzongkhag Administration, Zhemgang, at <http://www.zhemgang.gov.bt/downloads/name-change-correction-date-birth-bcrs-nc-ac-01>

How do I change my name on my Birth Certificate?

Guidelines for Name Change and Date of Birth Correction 2021

(Source: Royal Government of Bhutan, Ministry of Home Affairs - Department of Civil Registration & Census, accessible at: <https://dcrc.moha.gov.bt/index.php/new-procedure-for-name-change-correction-of-dob-correction/>)

In order to change your name on your birth certificate, please take note of the following conditions:

- Religious Ground: Certification by Zhung Dratshang/Udzin/Head of institution must be produced in original along with duly completed Name Change form No. BCRS-NC&AC-01 for change of name owing to prolonged illness before, during and after the issuance of a new Citizenship Identity card.
- Prior to enrollment in schools: The parents shall complete the following:
 - (a) Complete Name Change form No. BCRS-NC&AC-01
 - (b) Application of parents specifying the reason for change
- The name change for students till Class IX shall be facilitated based on the School Progress Report/Academic transcript.

- The name change for students who are in possession of Class X academic transcript shall be facilitated based on such academic transcript if the applicant is processing for the first time. However, such name change shall not be facilitated if they are already issued with 3G CID cards.
- For all other categories irrespective of the profession, the name change shall not be entertained if they are issued with 3rd Generation Citizenship Identity card.

Please note that any name spelling correction shall be approved based on relevant testimonials and documentary evidence, and is not the same as name change.

The Civil Registration and Census Officials of the Department, Dzongkhag, Thrombe and Drungkhag shall be guided by the above procedures for Name Change.

How do I change my name on my National ID?

You will need to check with the service centers in Thimphu located as follows:
(Source: Royal Government of Bhutan, Ministry of Home Affairs - Department of Civil Registration & Census, <https://dcrc.moha.gov.bt/index.php/aged-15-17-years/>)

Department of Civil Registration and Census, Head Office, Chhophel lam, Kawajangsa
Above golf course

Dzongkhag Civil Registration and Census Office

Thimphu Dzongkhag Administration

Chogyel lam, Near Changlimithang ground

Contact # 02-321934

Thromde Civil Registration and Census Office

Gongzin lam Near 8 11 convenience store

contact # 02-332429

Other contact numbers from the Dzongkhag Office can be found here:

<https://dcrc.moha.gov.bt/index.php/dzongkhag-office/>

Other avenues to provide feedback, suggestions and grievances are as follows:

- ServE Tool link (open feedback)
- Eakasel link
- Toll free number, new division RCSC

How do I change my name on my Driver's License?

Variation of Driving Licence

(Source: Bhutan Construction and Transport Authority, accessible at: https://bcta.gov.bt/bctaweb/load.html?id=66&field_cons=PAGE)

The Bhutan Construction and Transport Authority (the "Authority") may require an applicant for renewal or variation of a driving licence (including name change) as applicable to:

- Fill in an application form;
- Provide any additional information (including any evidence that the Authority may reasonably require as to those particulars);
- undergo any test which the Authority may require for license variation;
- provide one recent passport size photograph; and
- pay fee as per Schedule1.

At what age can I change my name by myself?

There does not seem to be a minimum age requirement stipulated in the application forms above, or on the government websites.

What can I do if I have a parent or guardian with to change my name and do not have anyone who can help me?

There does not seem to be a requirement for a parent or guardian to help you with your name change (whether on the application form or government websites above). You should be able to fill up and submit the application form on your own.

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