



COLLECTORATE SOUTH GOA

**Requirement of various
documents for Services
provided by**

- ◆ **Collector**
- ◆ **Dy. Collector**
- ◆ **Mamlatdar, South Goa**

Courtesy
Citizen Facilitation Centre
Ground Floor
Room No. 024



COLLECTOR & DISTRICT MAGISTRATE, SOUTH GOA

1. DOMICILE CERTIFICATE

- Application in prescribed form addressed to Collector and District Magistrate (Annexure 1)
- Copy of Residence Certificate issued by Mamlatdar
- Affidavit to the effect that domicile has been renounced in case where the applicant is born outside Goa.(Annexure 2)

2. FOR OBTAINING ARM LICENCE

1. Arm licence for crop protection

- Apply in prescribed Form addressed to District Magistrate(Annexure 3) in triplicate along with
 - 1) Three passport size photographs duly attested.
 - 2) Crop Cultivation Document, if any, i.e. Form I and XIV

2. Arm licence for self protection

- Apply in same Form addressed to District Magistrate (Annexure 3) above in triplicate along with
 - 1) Three passport-size photographs duly attested
 - 2) A Note of justification

3. CONVERSION OF LAND

3(a) Area less than 500 sq.mts. the application to be made to concerned Dy. Collector & SDO.

3(b) Area more than 500 sq.mts. the application to be made to the Collector of South Goa.

- Application in prescribed Form in four sets affixing therein Court fee stamps of Rs. 5.00 (Annexure 4).
- Form I & XIV (certified copy of Record and Rights)/ Form 'D' as the case may be.
- Survey plan and three blue prints.
- Site plan on the basis of survey plan (Four copies)
- Location plan (Four copies)

4. SOUND PERMISSION UPTO 10.00 P.M.

- Application on plain paper addressed to the Dy. Collector and Sub Divisional Magistrate atleast 15 days before the event giving details of the events.
- Permission from Land owner.
- Permission from local authority.

5. CASTE CERTIFICATE

- Application in prescribed Form addressed to Dy. Collector & SDO (Annexure 5)
- Proof of residence in Goa prior to 19/2/1968.
- An affidavit in the prescribed form (Annexure E)
- Birth Certificate
- Ration Card
- Two Passport size Photographs
- Proof of income incase of OBC Certificate

6. PARTITION

- Application on plain paper addressed to Dy. Collector & SDO
- Certified copy of Record and Rights
- Ownership document
- Survey Plan and one blue print.
- Plan showing the area to be partitioned (Two sets)

7. REQUIREMENT FOR RATION CARDS

1. NEW RATION CARDS

- Application on plain paper addressed to Mamlatdar
- Cancellation Certificate/Negative Certificate from previous place of residence
- NOC from house owner, if residing on rented premises in Affidavit form or copy Leave & Licence/Rent Agreement.

2. SEPARATE RATION CARDS

- Application on plain paper addressed to Mamlatdar
- Affidavit.
- NOC from Head of Family
- Copy of ration card

