



Royal Government of Bhutan
Ministry of Education & Skills Development
Department of School Education



7 November 2023

Subject: Clarification on the documents required for school admission

It has come to our attention that the parents are confused with regard to the submission of necessary documents while seeking admission of their children. In line with the meeting held with the relevant authorities from the Department of Civil Registration and Census, and Public Service Delivery in October 2022, a consensus has been reached on this matter. It has been decided that the children's Citizenship ID number will suffice to pull the household information from the DCRC. Hence, there is no need for other household information except for Parent's CID copy and Parent's concern letter.

1. Parent's CID Copy
2. Parent's concern letter

Dorji Wangchuk
(Chief Programme Officer)

1. Director, Department of Civil Registration and Census for kind information
2. Offtg. Chief ICT Officer, ICT Division for record and information.