



Under Section 3 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 (Aadhaar Act)

AADHAAR ENROLMENT/ CORRECTION/ UPDATE FORM Aadhaar Enrolment and Mandatory Biometric Update is free. No charges are applicable for Form. In case of Correction/ Update, provide your Aadhaar Number

_	Full Name and only that field which needs Correction							
R	esident Non-Resident Indian (NRI* Pre Enrolment ID (If applicable):) Please follow t	he in	1	provide Aadhaar Number (UID):			
1	(),,		2 Compare provide Addition (Old).					
2.1	Biometric Update (Photo + Fingerprint	t + Iris) Mobile		Date of Birth A	ddress Name Gender Email			
3	Full Name:							
4	Gender: Male Female Trai	nsgender	5	Age: Yrs (OR Date of Birth: DD MM YYYY Declared Verified			
	Address: C/o NAME							
	House No./ Bldg./ Apt:		St	reet/ Road/ Lane:				
	Landmark:		Aı	ea/ Locality/ Sector	:			
6	Village/ Town/ City:		Po	ost Office:				
	District:	Sub-District:			State:			
	E-Mail:	Mobile No.:			PIN Code:			
	Details of: Father Mother For children below 5 years Father/Mother/Guardian's detail		ısbar	_	n.			
7	Name:							
	EID/ Aadhaar No.:		dd	mm yyyy hh : n	nm : ss			
Sele	fication Type: Document Based III ect only one of the above. Select Introducer ddress. Introducer and Head of Family deta	or Head of Family	only		ss any documentary proof of identity and/			
8	For Document Based (Write Names of the docum	ents produced. Refer overle	eaf of t	his form for list of valid docu	ments)			
a.	POI		b. POA					
C. (Ma	DOB ndatory in case of Verified Date of Birth)		d. POR (Mandatory in case of HoF based Enrolment/ Update)					
9	For Introducer Based – Introducer's Aadhaar No.:		For HoF Based - Details of : Father Mother Guardian Husband Wife HoF's EID/ Aadhaar No.:					
Ιh	ereby confirm the identity and address of_				as being true, correct and accurate.			
Int	roducer/ HoF's Name:			Signature of Introdu	cer/ HoF			
I confine provide and au	Disclosure under section 3(2) of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 I confirm that I have been residing in India for at least 182 days in the preceding 12 months / I am Non Resident Indian (NRI) & information (including biometrics) provided by me to the UIDAI is my own and is true, correct and accurate. I am aware that my information including biometrics will be used for generation of Aadhaar and authentication. I understand that my identity information (except core biometric) may be provided to an agency only with my consent during authentication or as per the provisions of the Aadhaar Act. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.							
Verifie	r's Stamp and Signature:							
(Verifier must put his/ her Name, if stamp is not available) Applicant's signature/ Thur								
 To be f	lled by the Enrolment Agency only:		Date & time of Enrolment:					

INSTRUCTIONS TO FOLLOW WHILE FILLING UP THE ENROLMENT FORM

Field 3: NAME		Write full name without salutations/titles. Please bring the original* Proof of Identity (POI) document. (See list A below). Variation in Resident's Name in contrast to POI is permissible as long as the change is minor spelling only, without altering the Name in POI document. For Example: If Resident's POI reads "Preeti", then "Priti" can be recorded f Resident wants so.									
Field 5: DOB / AGE	Date of Birth (DOB), if available. (See list D I	ill in Date of Birth in DDMMYYYY format. If exact Date of Birth is not known, approximate age in Years may be filled in the space provided. Please bring the original Proof of Date of Birth (DOB), if available. (See list D below). Declared checkbox may be selected if Resident does not have a valid proof of Date of Birth document. Verified checkbox is selected where Resident has provided documents as proof of Date of birth.									
Field 6: ADDRESS	Write complete address. Please bring the original Proof of Address (POA) document. (See list B below). Please note that the Aadhaar letter will be delivered at the given address only. To include name of Parent / Guardian / Spouse as part of the address, enter the name of person in the c/o field. Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in POA document.										
Field 7: RELATIONSHIP	If the resident is not holding a Proof of Ident or EID number. Please refer illustration belo	In case of children below 5 years, it is mandatory to provide father/mother/guardian details with their Aadhaar or EID number. If the resident is not holding a Proof of Identity & using the Head of the Family identity for enrolment, it is mandatory to provide Head of the family's details with his/her Aadhaar or EID number. Please refer illustration below for filling EID. Please bring the original Proof of Relationship (POR) document. (See list C below). For other cases, it is optional for the resident to fill up the relationship details.									
Field 8: DOCUMENTS	Write the name of Documents for POI and POA. In case proof of Date of Birth is available, then write the name of Date of Birth document. If the resident is not holding a Proof of Identity & using the Head of Family based enrolment, then write the name of Proof of Relationship document. For Valid list of documents, please refer list of Documents below.										
Field 9 INTRODUCER/HOF Resident who does not have POI and POA may get enrolled through an Introducer/ Head of Family. PI contact nearest enrolment centre or your Registrar, for further details.											
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LIST A. POI Documents

POI (Proof of Identity) documents containing Name & Photo

- **Passport**
- PAN Card
- Ration/ PDS Photo Card 3.
- 4. Voter ID
- **Driving License** 5.
- 6. Government Photo ID Cards/ Service photo identity card
- NREGS Job Card
- Photo ID issued by Recognized Educational Institution 8.
- Arms License 9.
- 10. Photo Bank ATM Card
- Photo Credit Card
- 12 Pensioner Photo Card
- Freedom Fighter Photo Card 13.
- Kissan Photo Passbook 14.
- CGHS/ ECHS Photo Card
- Address Card having Name and Photo issued by 16. Department of Posts
- Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
- Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/Administrations
- 19 Bhamashah Card/Jan-Aadhaar card issued by Govt. of
- Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/update
- Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/ update
- Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
- Gazette notification for name change
- Marriage certificate with photograph 24.
- RSBY Card 25.
- SSLC book having candidates photograph
- 27 ST/ SC/ OBC certificate with photograph
- School Leaving Certificate (SLC)/ School Transfer 28. Certificate (TC), containing name and photograph
- Extract of School Records issued by Head of School containing name and photograph
- Bank Pass Book having name and photograph Certificate of Identity containing name and photo issued
- by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update.
- Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

LIST B. POA Documents

POA (Proof of Address) documents containing Name & Address

- Passport
- Bank Statement/ Passbook
- Post Office Account Statement/ Passbook
- Ration Card

- Voter ID
- **Driving License**
- Government Photo ID cards/ service photo identity card issued by PSU
- Electricity Bill (not older than 3 months)
- Water Bill (not older than 3 months)
- 10 Telephone Landline Bill (not older than 3 months)
- Property Tax Receipt (not older than 1 year)
- Credit Card Statement (not older than 3 months)
- Insurance Policy
- Signed Letter having Photo from Bank on letterhead
- Signed Letter having Photo issued by registered Company 15. on letterhead
- Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution
- 18 Arms License
- 19 Pensioner Card
- Freedom Fighter Card 20
- 21 Kissan Passbook
- CGHS/ ECHS Card
- Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
- Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
- Income Tax Assessment Order
- 26. Vehicle Registration Certificate
- 27. Registered Sale/ Lease/ Rent Agreement
- Address Card having Photo issued by Department of Posts
- Caste and Domicile Certificate having Photo issued by State Govt
- Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
- 31 Gas Connection Bill (not older than 3 months)
- Passport of Spouse
- Passport of Parents (in case of Minor)
- Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)
- Marriage Certificate issued by the Government, containing
- 36 Bhamashah Card/Jan-Aadhaar card issued by Govt. of Raiasthan
- Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
- Certificate of Address having photo issued by Municipal Councillor on UIDAI standard certificate format for enrolment/ update
- Identity Card issued by recognized educational institutions
- SSLC book having photograph 40
- School Identity card
- School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address
- Extract of School Records containing Name, Address and Photograph issued by Head of School
- Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ undate
- Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

LIST C. POR Documents

POR (Proof of Relationship) documents containing Name of applicant and Name of HoE (Head of Family)

- PDS Card
- MNREGA Job Card 2. 3.
- CGHS/ State Government/ ECHS/ ESIC Medical card
- 4. Pension Card
- 5. Army Canteen Card
- 6. Passport
- Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk Tehsil etc.
- Any other Central/ State government issued family entitlement document
- Marriage Certificate issued by the government
- Address card having name and photo issued by Department of Posts
- Bhamashah Card/Jan-Aadhaar card issued by Govt. of Raiasthan
- 12. Discharge card/slip issued by Government hospitals for birth of a child
- Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor or Gazetted Officer on UIDAI standard certificate format for enrolment/update
- Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update

LIST D. DOB Documents

DOB (Date of Birth) documents containing Name and DOB

- Birth Certificate
- SSLC Book/ Certificate
- Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ undate
- A certificate (on UIDAI standard certificate format for enrolment/ update) or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority
- Photo ID card having Date of Birth, issued by Recognized **Educational Institution**
- 7.
- Marksheet issued by any Government Board or University 9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB
- Central/ State Pension Payment Order
- Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card
- School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth Extract of School Records issued by Head of School
- containing Name, Date of Birth and Photograph Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
- Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

Illustration for filling up EID No.

Acknowledgement/ Consent for enrolment / पावती / नामांकन हेतु सहमति Enrolment No/ नामांकन संख्याः 0008/12345/00020 ***This is not the Aadhaar Number*** Date/ तिथिः 28/04/2011 15:50:16 $\begin{bmatrix}
 0 & 0 & 0 & 8 & 1 & 2 & 3 & 4 & 5 & 0 & 0 & 0 & 2 & 0
 \end{bmatrix}
 \begin{bmatrix}
 2 & 8 & 0 & 4 & 2 & 0 & 1 & 1 & 1 & 5 & 5 & 0 & 1 & 6
 \end{bmatrix}$ OR EID No:



02nd Nov, 2020

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

POI (Proof of Identity) documents containing Name and Photo

- 1. Passport
- 2. PAN Card
- 3. Ration/PDS Photo Card
- 4. Voter ID
- 5. Driving License
- 6. Government Photo ID Cards/ Service photo identity card issued by PSU
- 7. NREGS Job Card
- 8. Photo ID issued by Recognized Educational Institution
- 9. Arms License
- 10. Photo Bank ATM Card
- 11. Photo Credit Card
- 12. Pensioner Photo Card
- 13. Freedom Fighter Photo Card
- 14. Kissan Photo Passbook
- 15. CGHS/ ECHS Photo Card
- Address Card having Name and Photo issued by Department of Posts
- 17. Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
- Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
- 19. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
- 20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
- 21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/ update
- 22. Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
- 23. Gazette notification for name change
- 24. Marriage certificate with photograph
- 25. RSBY Card
- 26. SSLC book having candidates photograph
- 27. ST/ SC/ OBC certificate with photograph
- 28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph
- 29. Extract of School Records issued by Head of School containing name and photograph
- 30. Bank Pass Book having name and photograph
- 31. Certificate of Identity containing name and photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update.

32. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)

- 1. PDS Card
- 2. MNREGA Job Card
- 3. CGHS/ State Government/ ECHS/ ESIC Medical card
- 4. Pension Card
- 5. Army Canteen Card
- 6. Passport
- 7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
- 8. Any other Central/ State government issued family entitlement document
- 9. Marriage Certificate issued by the government
- 10. Address card having name and photo issued by Department of Posts
- 11. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
- 12. Discharge card/ slip issued by Government hospitals for birth of a child
- Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor or Gazetted Officer on UIDAI standard certificate format for enrolment/ update
- 14. Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/update

DOB (Date of Birth) documents containing Name and DOB

- 1. Birth Certificate
- 2. SSLC Book/ Certificate
- 3. Passport
- 4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update
- A certificate (on UIDAI standard certificate format for enrolment/ update) or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority
- 6. Photo ID card having Date of Birth, issued by Recognized Educational Institution
- 7. PAN Card
- Marksheet issued by any Government Board or University
- 9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB



LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

- 10. Central/ State Pension Payment Order
- 11. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card
- 12. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth
- 13. Extract of School Records issued by Head of School containing Name, Date of Birth and Photograph
- 14. Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
- 15. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

POA (Proof of Address) documents containing Name and Address

- 1. Passport
- 2. Bank Statement/ Passbook
- 3. Post Office Account Statement/ Passbook
- 4. Ration Card
- 5. Voter ID
- 6. Driving License
- 7. Government Photo ID cards/ service photo identity card issued by PSU
- 8. Electricity Bill (not older than 3 months)
- 9. Water Bill (not older than 3 months)
- 10. Telephone Landline Bill (not older than 3 months)
- 11. Property Tax Receipt (not older than 1 year)
- 12. Credit Card Statement (not older than 3 months)
- 13. Insurance Policy
- 14. Signed Letter having Photo from Bank on letterhead
- Signed Letter having Photo issued by registered Company on letterhead
- 16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution
- 17. NREGS Job Card
- 18. Arms License
- 19. Pensioner Card
- 20. Freedom Fighter Card
- 21. Kissan Passbook
- 22. CGHS/ ECHS Card
- 23. Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update

- 24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
- 25. Income Tax Assessment Order
- 26. Vehicle Registration Certificate
- 27. Registered Sale/ Lease/ Rent Agreement
- 28. Address Card having Photo issued by Department of Posts
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- 31. Gas Connection Bill (not older than 3 months)
- 32. Passport of Spouse
- 33. Passport of Parents (in case of Minor)
- 34. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)
- 35. Marriage Certificate issued by the Government, containing address
- 36. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
- 37. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
- 38. Certificate of Address having photo issued by Municipal Councillor on UIDAI standard certificate format for enrolment/ update
- 39. Identity Card issued by recognized educational institutions
- 40. SSLC book having photograph
- 41. School Identity card
- 42. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address
- 43. Extract of School Records containing Name, Address and Photograph issued by Head of School
- 44. Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
- 45. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update
- Bring original documents for Enrolment/ Update. No photocopy required.
- Original documents are scanned and given back to you.

CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE Instructions: All details to be filled in Block Letters (To be valid for 3 months from date of issue) To be printed on plain A4 paper size; Not required to print on letter head; Resident's Details Resident Non-Resident Indian (NRI) **New Enrolment Update Request** Aadhaar Number: (For update only) **Full Name:** C/o: House No./ Bldg./ Apt: Street/ Road/ Lane: Landmark: Area/ Locality/ Sector: Village/ Town/ City: Post Office: District: Resident's Recent Colour Photograph State: 3.5cm x 4.5 cm Cross Signed and Cross Stamped by the Certifier. PIN Code: NB: DO NOT OVERLAP WITH **TEXT BOXES** Signature of the Resident/ Date of Birth: Thumb/ Finger Impression Certifier's Details (To be filled by the certifier Only) Name of the Certifier: Designation: Office Address: **Contact Number: Checklist for Certifier** I hereby certify above mentioned details of the resident and I am a.... (Tick appropriate box below) ☐ Issue date is filled ☐ Resident's signature ☐ Certifier's details No overwriting Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper) Gazetted Officer - Group A Village Panchayat Head or Mukhiya Gazetted Officer - Group B MP/ MLA/ MLC/ Muncipal Councilor Tehsildar Head of Recognized Educational Institution Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages Signature & Stamp of the Certifier **EPFO Officer**

NOTE: This format is applicable for POI documents at SI. Nos. 17, 20, 21, 22, 31 & 32; POA documents at SI. Nos. 23, 24, 37, 38, 44 & 45; POR documents at SI. Nos. 13 & 14 DOB documents at SI. Nos. 4, 5, 14 & 15 of Schedule II of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time.

现得为上进工工及了200		OR AADHAAR ENROLMEN	I/ UPDATE						
Instructions: All details to be	filled in Block Letters		(To be vali	alid for 3 months from date of issue)					
To be printed on plain A4 pape	er size; Not required to print o		1 4 1	0 2020					
		Resident's Details							
	Resident	Non-Resident Indian (NRI)	New Enrolment	Update Request					
Aadhaar Number: (For update only)	12345	6789012							
Full Name:	MOHAN KU	MAR	L. Sugar						
		2							
C/o:	MAHESH	KUMAR							
House No./ Bldg./ Apt:	A-312/5	1							
Street/ Road/ Lane:	BLOCK - D	4							
Landmark:	NEAR OXI	FORD LIBRARY							
Area/ Locality/ Sector:	MOHAN N	AGAR							
Village/ Town/ City:	INDRAPUR	AM							
Post Office:	INDRAPU	RAM							
District:	DELHI			,					
State:	DELHI			Attente					
			1	M. Ton					
PIN Code:	110001		han	OFFICE STAMP					
Date of Birth:	01 01		of the Resident/ inger Impression	OFFICE 31A					
	Certifier's Deta	ils (To be filled by the certif	ier Only)	Control of the second second					
Name of the Certifier:	MANOJT	IWARI							
Designation:	DE PUTY DI	RECTOR							
Office Address:	MINISTRY	OF HEALTH , ROOM	M No- 305	5 D,					
	SHASTRI E	SHAWAN, NEW D	ELHI - 110	1001					
Contact Number:	9876543	210							
I hereby certify above menti and I am a (Tick appropriate	e box below)			nature Certifier's details o photo or photo to paper)					
Village Panchayat Head		$M \cdot T$							
Gazetted Officer - Group		/ and livari							
MP/ MLA/ MLC/ Muncip Tehsildar	ai Councilor	उप ^{चे} शक/Dy. Director 14 10 20							
Head of Recognized Edu	cational Institution	THE STAMP							
Superintendent/ Warder	n/ Matron/ Head of Institution	OFFICE STAMP							
of Recognized shelter ho	mes/ Orphanages	Signature & Stamp of the Certifier							

NOTE: This format is applicable for POI documents at SI. Nos. 17, 20, 21, 22, 31 & 32; POA documents at SI. Nos. 23, 24, 37, 38, 44 & 45; POR documents at SI. Nos. 13 & 14 DOB documents at SI. Nos. 4, 5, 14 & 15 of Schedule II of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time.

INSTRUCTIONS FOR FILLING UP CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

A. GENERAL INSTRUCTIONS - Please read the below instructions carefully before filling the application form

The Application Form consists of two parts, i.e., Resident details and Certifier details.

A Sample filled form is provided inline with the instructions for reference. Residents are advised to also view the sample filled form provided after reading these instructions.

Please note: Incomplete or inappropriately-filled application form will not be accepted.

Please follow the instructions given below while filling the form:

- Certificate has to be printed on Plain paper.
- Use CAPITAL LETTERS only, as shown in the image below -

				,	,	 					
r	а	m	е	S	h	R	Α	М	Е	S	Н

Incorrect

Correct

- Use standard fonts and avoid stylized writing.
- Use black or blue ball point pen only. Do NOT fill the application form with ink-pen or pencil.
- Put a tick marks (√), in the boxes where you have to select options as your answer and leave the other option(s) blank.
- Write clearly within the boxes without touching the boundaries. Try and write in the centre of the box, as shown in the image below-

	M E H T A
Incorrect	Correct

Incorrect Correct

• Leave one box blank after each complete word, while filling up the boxes.

R	Α	М	Ε	S	Н	G	U	Р	Τ	Α		R	Α	М	E	S	Н	G	U	Р	Τ	Α	
_				_		_	_									_			_				

Incorrect

Correct

Do NOT write "NA" or "N/A" or "NOT APPLICABLE" in any boxes in the form to convey that the column is not relevant for your case.
 Leave that column blank.

B. FIELD-WISE GUIDELINES FOR FILLING UP "CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE"- Resident section

Ensure all the fields are filled properly, as per below instructions.

S No	Filed Name	General Instructions
1	Date of Issue	 Specify the date in DD-MM-YYYY format. Ensure the Certificate is submitted within 3 months of date of issue. Enrolment or Update Request will be rejected if Date of Issue is blank or Certificate has expired.
2	Resident Category	Specify the resident is native Resident of India or belongs to Non Resident Indian (NRI) Category
3	Enrolment type	 Specify the current request is either for obtaining a Aadhaar card which is known as "New Enrolment" or for updating an existing Aadhaar details which is known as "Update Request".
4	Aadhaar Number	 Mention your Aadhaar Number. In case of Enrolment, Kindly leave it blank. In case of Update, it is mandatory to specify the aadhaar number.
5	Full Name	 Mention the name of Resident. Name shall be mentioned in the format as to be recorded in the Aadhaar.
6	C/o	 Mention the Care of (C/o) if required in the address field. This field can be left blank as well.
7	House No/ Bldg./ Apt:	Mention the House Number, Building Name or Apartment Name as per the address.
8	Street/Road/ Lane	Mention Street Name, Road & Lane of the address.
9	Landmark	Mention the Landmark near your address. This field can be left blank as well, if not required.
10	Area/ Locality/ Sector	Mention Area/ Locality/ Sector of your address.
11	Village/ Town/ City	Mention Village/ Town/ City of your address.
12	Post Office	 Mention the nearest post office of your address. This filed can be left blank.
13	District	Mention the District of your address.

14	State	Mention the State of your address.
15	Pin Code	Mention the pincode of your address.
16	Date of Birth	Mention the Date of Birth.
17	Signature	 Resident shall put his/her Signature in the box specified for signature. Illiterate Resident can provide Thumb or Finger impression.
18	Resident Photo	 Resident shall paste latest color photograph of size 3.5 cm X 4.5 cm. Ensure photo is pasted in the space provided. It shall not overlap in text boxes. Photo needs to be cross signed by the certifier. Photo needs to be cross stamped by the certifier.

C. FIELD-WISE GUIDELINES FOR FILLING UP "CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE"- Certifier section

Kindly ensure all the fields are filled properly by the Certifier, as per below instructions.

S No	Filed Name	General Instructions
1	Name of Certifier	Mention the name of Certifier
2	Designation and office name	Specify the designation and office name of the Certifier.
3	Office Address	Specify the complete address of the certifier, along with Department name.
4	Contact Number	Specify the contact details of the certifier.
5	Certifier Type	Mention the certifier type by tick (✓) mark on one of the box provided against below mentioned categories: Gazetted Officer - Group A Village Panchayat Head or Mukhiya Gazetted Officer - Group B MP/ MLA/ MLC/ Muncipal Councilor Tehsildar Head of Recognized Educational Institution Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages EPFO Officer
6	Checklist for Certifier	 Verify the below checklist by putting tick (✓) mark on the boxes: No overwriting Issue date is filled Resident's signature Certifier's details Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper) Please ensure that complete form is duly filled, and all boxes of checklist all selected.
7	Sign & Stamp of the certifier	Provide certifier's signature and stamp in the space specified.

D. IMPORTANT INSTRUCTIONS

Below are few important steps that resident shall ensure before submitting the form:

- Certificate must be printed on Plain paper.
- Form must be submitted within 3 months of date of issue.
- Ensure No overwriting in the form.
- Date of issue must be filled properly in DD-MM-YYYY format.
- Resident signature or thumb impression is must.
- Certifier details must be filled in properly.
- Latest colored photograph of 3.5cm X 4.5 cm should be pasted within the defined area.
- Certifier cross sign & cross stamp must be available on the resident photograph.
- Certifier complete details must be filled in.