

INSTRUCTIONS TO FOLLOW (CHILD 0-5 years) WHILE FILLING UP THE ENROLMENT FORM

Field S.No	Field	Instruction
1	Type of Enrolment	Please tick the requirement – New Enrolment or Update
2	Status	Please select the residential status. Separate form should be used by Resident Foreigners. In case of NRIs, approved POI shall be valid Indian Passport.
3 & 10	Demographic Update (Mobile, DOB, Address, Name, Gender, Email)	Resident to enter the Aadhaar number and to select the required service only. In case of update other than name, name as in existing Aadhaar to be mentioned (the name in document and Aadhaar should match). Only required field to be filled in case of other update requests.
4	Name	Write full name without salutations/titles. Please bring the original Proof of Identity (POI) document. Variation in Resident’s Name in contrast to POI is permissible as long as the change is minor spelling only. For Example: If Resident’s POI reads “Preeti”, then “Priti” can be recorded if Resident wants so.
7	DOB	Accepted DOB document for residents up to 18 years shall be Birth Certificate with specified exception. Full Date of Birth shall be printed only in case of verified DOB.
8	HOF based Child enrolment	Name and Aadhaar number of both the parents are compulsory for child up to the age of 18 for HOF based enrolment. Biometric authentication of one of the parent is compulsory. Please specify the reason if parent Aadhaar number is not available. Please ensure that the Birth Certificate contains proper name of the Child as required in Aadhaar. Variation in Resident’s Name in contrast to document is permissible as long as the change is minor spelling only. The resident and HOF should visit the Aadhaar Centre for HOF based enrolment and to produce the Proof of Relationship document containing the name of HOF & the applicant and the latest Aadhaar of HOF. HOF based enrolment shall not be available for Resident Foreigners.
9	Address	Write complete address. Please bring the original Proof of Address document. PIN Code and Post Office is mandatory. The Name of State, District, Sub district and VTC shall be auto fetched based on the PIN Code selected. C/o Field is part of address only and does not require any documentary support. Minor Corrections/enhancements are permissible to make the address complete without altering the base address as mentioned in POA document. Kindly note that the Aadhaar letter will be delivered at the given address only.
	List of Documents	The valid list of documents is available on UIDAI website at https://uidai.gov.in/images/commdoc/02_01_2022_Aadhaar_List_of_documents.pdf . Resident and the Aadhaar operator to ensure that the document submitted is as per the list published by the Authority from time to time.
	Resident Foreigner	Resident Foreigner to fill separate the Aadhaar enrolment/update form.