



26<sup>th</sup> January 2023

## LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR ENROLMENT (0-5 YEARS)

| Enrolment Type I: Head of the Family (HoF) based enrolment |   |  |  |
|--|---|--|--|
| Sl. No.  | List of documents (Document must be valid as on the date of application)  | POR (Proof of Relationship) Document Containing Name of child and Name of HoF (Head of Family) | DOB (Date of Birth) Document Containing Name and DOB               |
| 1.   | Birth Certificate issued by Authorized Authority (in the respective States) under the Registration of Births and Deaths Act, 1969 read with Registration of Births and Deaths Rules 1999/2000/2002 of respective States.  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                                |
| 2.   | Indian /Foreign Passport ( for children born outside India)   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>   |
| 3.   | Passport of Nepal/Bhutan for Nepal/Bhutan nationals. In case passport is not available, both the below mentioned documents to be submitted —<br>a. Nepalese/ Bhutanese Citizenship Certificate.<br>b. Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India for stay more than 182 days. | <input checked="" type="checkbox"/>  | <input type="checkbox"/>   |
| Enrolment Type II: Document based enrolment                |   |  |  |
| Sl. No.  | List of Documents (Document must be valid as on the date of application)  | POI (Proof of Identity) Document Containing Name and Photograph                                | POA (Proof of Address) Document Containing Name and Indian Address |
| 4.   | Certificate issued on UIDAI Standard Certificate format by: Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages (for children of concerned shelter home or orphanage only).   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                                |

Means allowed and |  Means not allowed

### Important Note:

- Head of the Family (HoF) based enrolment is mandatory (except for children residing in shelter homes or orphanages) for children below 5 years of age. Any one of the parents can become HoF
- Head of the Family (HoF) must have a valid Aadhaar before performing HoF based enrolment
- Aadhaar number of both the parents is required for HoF based enrolment and biometric authentication by one of the parents is mandatory
- Name of the Child and Head of the Family (HoF) must be mentioned in the PoR Document
- The address mentioned in the Head of the Family (HoF) Aadhaar will be used in the Child's Aadhaar
- For Resident Foreigners, the Aadhaar issued will be valid only till validity of the VISA. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid only for a period of ten years
- For OCI Card holders, the Aadhaar issued will be valid only for a period of ten years
- For LTV document holders, the Aadhaar issued will be valid only till validity of LTV document
- HoF is encouraged to provide any of the below mentioned Proof of Identity (PoI) documents issued in name of the Child:-
  - Indian Passport
  - Photo Identity Card/Certificate with photograph issued by Central Govt. /State Govt. like Domicile Certificate, Resident Certificate etc.
  - ST/ SC/ OBC Certificate issued by Central Govt. /State Govt.
  - Disability Identity Card/Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017
  - Valid OCI Card along with valid Foreign Passport for residents who have stayed in India for 182 days or more in the immediately preceding 12 months
  - Valid Long Term VISA (LTV) document along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jains, Parsis and Christians
  - Valid VISA along with valid Foreign Passport issued to other Resident Foreigners who have stayed in India for 182 days or more in the immediately preceding 12 months
- Exception handling process is carried out under jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the concerned Regional Office
- Bring original documents for Enrolment/ Update. No photocopy required. Original documents are scanned and given back to the resident.

## LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR ENROLMENT (ABOVE 5 YEARS)

| Sl. No. | List of Documents (Document must be valid as on the date of application)   | POI (Proof of Identity) Document Containing Name and Photograph | POA (Proof of Address) Document Containing Name and Indian Address | POR (Proof of Relationship) Document Containing Name of applicant and Name of HoF (Head of Family) | DOB (Date of Birth) Document Containing Name and DOB |
|---------|--|---|--|--|--|
| 1.      | Indian Passport  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 2.      | PAN Card/e-PAN Card  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 3.      | Ration /PDS Photograph Card/e-Ration Card  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 4.      | Voter Identity Card Card/e-Voter Identity Card Card  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 5.      | Driving License  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 6.      | Service Photo Identity Card issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies   | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input checked="" type="checkbox"/>                  |
| 7.      | Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies                                     | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 8.      | CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Govt./ State Govt./ PSU/ Rashtriya Swasthya Bima Yojana (RSBY) Card  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 9.      | Disability Identity Card / Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 10.     | Photograph Identity Card / Certificate with Photograph issued by Central Govt./ State Govt. like Bhamashah, Domicile Certificate, Resident Certificate, Jan-Aadhaar, MGNREGA/ NREGS Job Card, Labour Card etc. | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 11.     | Marriage Certificate with/without Photograph issued by Central Govt./ State Govt. (Supporting Poi document of old name and Photograph is required if the Marriage Certificate is without Photograph)           | <input type="checkbox"/>  | <input type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 12.     | ST/ SC/ OBC Certificate issued by Central Govt./ State Govt.   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 13.     | Mark sheet/ Certificate issued by recognized Board of Education/ University  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |

# LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR ENROLMENT (ABOVE 5 YEARS)

| Sl. No. | List of Documents (Document must be valid as on the date of application)   | POI (Proof of Identity) Document Containing Name and Photograph | POA (Proof of Address) Document Containing Name and Indian Address | POR (Proof of Relationship) Document Containing Name of applicant and Name of HoF (Head of Family) | DOB (Date of Birth) Document Containing Name and DOB |
|---------|--|---|--|--|--|
| 14.     | Transgender Identity Card / Certificate issued under Transgender Persons (Protection of Rights) Act, 2019  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 15.     | Certificate issued on UIDAI Standard Certificate format by:  |   |  |  |  |
|         | i. MP/ MLA/ MLC/ Municipal Councillor  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
|         | ii. Gazetted Officer Group 'A'/ EPFO Officer   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
|         | iii. Tehsildar/ Gazetted Officer Group 'B'   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
|         | iv. Gazetted Officer at NACO/ State Health Department/ 'Project Director of the State Aids Control Society or his nominee' (in pursuance of Hon'ble Supreme Court Judgment in Criminal Appeal No(s).135/2010 dated 19.05.2022) | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
|         | v. Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages (for children of concerned shelter home or orphanage only)  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
|         | vi. Recognized Educational Institution signed by Head of Institute (for the concerned Institute students only)   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
|         | vii. Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ VRO or equivalent (for rural areas)   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 16.     | Electricity Bill (Prepaid/Postpaid bill, not older than 3 months)  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 17.     | Water Bill (not older than 3 months)   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 18.     | Telephone Landline Bill/ Postpaid Mobile Bill/ Broadband Bill (not older than 3 months)  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 19.     | Valid Registered Sale Agreement/ Registered Gift Deed in Registrar office/ Registered or Non Registered Rent/ Lease Agreement / Leave and License Agreement  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 20.     | Gas Connection Bill (not older than 3 months)  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 21.     | Allotment letter of accommodation issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies (not older than 1 year)   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |
| 22.     | Life/Medical Insurance Policy ( valid up to 1 year from the date of issue of the Policy)   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>                  |

|   |   |                                     |                                     |                                     |                                     |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 23.   | Birth Certificate issued by Authorized Authority (in the respective States) under the Registration of Births and Deaths Act, 1969 read with Registration of Births and Deaths Rules 1999/ 2000/2002 of respective States  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 24.   | Family entitlement document issued by Central Govt./ State Govt.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 25.   | Prisoner Induction Document (PID) issued by Prison Officer with signature and seal  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Documents applicable for OCI Card holders/ LTV document holders/ Nepal &amp; Bhutan nationals/ other Resident Foreigners</b> |   |                                     |                                     |                                     |                                     |
| 26.   | Valid OCI Card along with valid Foreign Passport for residents who have stayed in India for 182 days or more in the immediately preceding 12 months   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 27.   | Valid Long Term VISA (LTV) document along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jains, Parsis and Christians   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 28.   | Passport of Nepal/Bhutan for Nepal/ Bhutan nationals. In case Passport is not available, any two of the following documents having same address may be submitted :-<br>a. Nepalese/ Bhutanese Citizenship Certificate<br>b. Voter Identity Card issued by the Election Commission of Nepal/ Bhutan<br>c. Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29.   | Valid VISA along with valid Foreign Passport issued to other Resident Foreigners who have stayed in India for 182 days or more in the immediately preceding 12 months   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30.   | Valid Registration Certificate or Residential permit issued by FRRO/FRO to the Resident Foreigners (except OCI Card holders, LTV document holders and Nepal/ Bhutan nationals )   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Means allowed and |  Means not allowed

**Important Note:**

- a) A document is accepted as Proof of Identity (PoI) document only if it contains Name and Photograph of the resident
- b) A document is accepted as Proof of Address (PoA) document only if it contains Name and Address of the resident
- c) A document is accepted as both Proof of Identity (PoI) and Proof of Address (PoA) document only if it contains Name, Photograph and Address of the resident
- d) All the PoI, PoA, DoB documents shall be issued on the name of the resident. Documents in the name of the family member/members cannot be considered for enrolment of the other family members
- e) HoF based enrolment shall be used in case resident does not have PoI and PoA documents. Head of Family (HoF) based enrolment shall be used for immediate family members, whose names are recorded in the PoR document. HoF must accompany the resident during enrolment for his/her Aadhaar Authentication. The address mentioned in the Head of Family (HoF) Aadhaar will be used in the family member's Aadhaar
- f) For Resident Foreigners, the Aadhaar issued will be valid only till validity of the VISA. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid only for a period of ten years
- g) For OCI Card holders, the Aadhaar issued will be valid only for a period of ten years
- h) For LTV document holders, the Aadhaar issued will be valid only till validity of LTV document
- i) Kindly refer Self Declaration for DoB Change - [https://uidai.gov.in/images/SOP\\_for\\_DOB\\_update.pdf](https://uidai.gov.in/images/SOP_for_DOB_update.pdf)
- j) Kindly refer Exception Handling Mechanism - [https://uidai.gov.in/images/Biometric\\_exception\\_guidelines\\_01-08-2014.pdf](https://uidai.gov.in/images/Biometric_exception_guidelines_01-08-2014.pdf)
- k) Exception handling process is carried out under jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the concerned Regional Office
- l) Bring original documents for Enrolment/ Update. No photocopy required. Original documents are scanned and given back to the resident.

## LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR UPDATE (ALL AGE GROUPS)

| Sl. No. | List of Documents (Document must be valid as on the date of application)   | POI (Proof of Identity) Document Containing Name and Photograph | POA (Proof of Address) Document Containing Name and Indian Address | POR (Proof of Relationship) Document Containing Name of applicant and Name of HoF (Head of Family) | DOB (Date of Birth) Document Containing Name and DOB |
|---------|--|---|--|--|--|
| 1.      | Indian Passport  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> *                |
| 2.      | PAN Card/e-PAN Card  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 3.      | Ration /PDS Photograph Card/e-Ration Card  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 4.      | Voter Identity Card Card/e-Voter Identity Card   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 5.      | Driving License  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 6.      | Service Photo Identity Card issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies   | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input checked="" type="checkbox"/> *                |
| 7.      | Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies                                     | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> *                |
| 8.      | Kisan Photo Passbook   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 9.      | CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Govt./ State Govt./ PSU/ Rashtriya Swasthya Bima Yojana (RSBY) Card  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 10.     | Disability Identity Card / Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017  | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 11.     | Photograph Identity Card / Certificate with Photograph issued by Central Govt./ State Govt. like Bhamashah, Domicile Certificate, Resident Certificate, Jan-Aadhaar, MGNREGA/ NREGS Job Card, Labour Card etc. | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 12.     | Marriage Certificate with/without Photograph issued by Central Govt./ State Govt. (Supporting PoI document of old name and Photograph is required if the Marriage Certificate is without Photograph)           | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 13.     | ST/ SC/ OBC Certificate issued by Central Govt./ State Govt.   | <input checked="" type="checkbox"/>                             | <input checked="" type="checkbox"/>                                | <input checked="" type="checkbox"/>  | <input type="checkbox"/>                             |
| 14.     | School Leaving Certificate (SLC)/ School Transfer Certificate (TC)   | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>                             |
| 15.     | Mark sheet/ Certificate issued by recognized Board of Education/ University  | <input checked="" type="checkbox"/>                             | <input type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> *                |

|     |  |                                     |                                     |                                     |                                       |
|-----|--|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| 16. | Scheduled Commercial Bank's (notified by RBI) Passbook having Name and Photograph (cross stamped with Bank seal) and signed by Bank Official/ Post Office Savings Account Passbook (with stamp and signature of issuing Official of Post Office) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 17. | Bank Account Statement/ Credit Card Statement (with Bank stamp & signature of issuing Bank Official)/ Post Office Savings Account Statement (with stamp and signature of issuing Official of Post Office) (not older than 3 months)              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 18. | Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> * |
| 19. | Certificate issued on UIDAI Standard Certificate format by:  |                                     |                                     |                                     |                                       |
|     | i. MP/ MLA/ MLC/ Municipal Councillor  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
|     | ii. Gazetted Officer Group 'A'/ EPFO Officer   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
|     | iii. Tehsildar/ Gazetted Officer Group 'B'   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
|     | iv. Gazetted Officer at NACO/ State Health Department/ 'Project Director of the State Aids Control Society or his nominee' (in pursuance of Hon'ble Supreme Court Judgment in Criminal Appeal No(s).135/2010 dated 19.05.2022)                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
|     | v. Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages (for children of concerned shelter home or orphanage only)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
|     | vi. Recognized Educational Institution signed by Head of Institute (for the concerned Institute students only)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
|     | vii. Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ VRO or equivalent (for rural areas)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 20. | Electricity Bill (Prepaid/Postpaid bill, not older than 3 months)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 21. | Water Bill (not older than 3 months)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 22. | Telephone Landline Bill/ Postpaid Mobile Bill/ Broadband Bill (not older than 3 months)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 23. | Property Tax Receipt (not older than 1 year)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 24. | Valid Registered Sale Agreement/ Registered Gift Deed in Registrar office/ Registered or Non Registered Rent/ Lease Agreement / Leave and License Agreement  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 25. | Gas Connection Bill (not older than 3 months)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |
| 26. | Allotment letter of accommodation issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies (not older than 1 year)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   |

|   |   |                                     |                                     |                                     |                                     |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 27.   | Life / Medical Insurance Policy (valid up to 1 year from the date of issue of the Policy)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 28.   | Birth Certificate issued by Authorized Authority (in the respective States) under the Registration of Births and Deaths Act, 1969 read with Registration of Births and Deaths Rules 1999/2000/2002 of respective States   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29.   | Family entitlement document issued by Central Govt./ State Govt.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30.   | Prisoner Induction Document (PID) issued by Prison Officer with signature and seal  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 31.   | Self Declaration from the Head of Family (HoF) certifying the relationship with the resident residing at the same address as HoF, valid only for borrowing address of HoF. (To be used only for address update of immediate family member/members of HoF)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Documents applicable for OCI Card holders/ LTV document holders/ Nepal &amp; Bhutan nationals/ other Resident Foreigners</b> |   |                                     |                                     |                                     |                                     |
| 32.   | Valid OCI Card along with valid Foreign Passport for residents who have stayed in India for 182 days or more in the immediately preceding 12 months   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 33.   | Valid Long Term VISA (LTV) document along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jains, Parsis and Christians   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 34.   | Passport of Nepal/Bhutan for Nepal/ Bhutan nationals. In case Passport is not available, any two of the following documents having same address may be submitted :-<br>a. Nepalese/ Bhutanese Citizenship Certificate<br>b. Voter Identity Card issued by the Election Commission of Nepal/ Bhutan<br>c. Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 35.   | Valid VISA along with valid Foreign Passport issued to other Resident Foreigners who have stayed in India for 182 days or more in the immediately preceding 12 months   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 36.   | Valid Registration Certificate or Residential permit issued by FRRO/FRO to the Resident Foreigners (except OCI Card holders, LTV document holders and Nepal/ Bhutan nationals)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Documents applicable for Exception cases of Name, Gender and DoB</b>   |   |                                     |                                     |                                     |                                     |
| 37.   | For Exception cases of Name Change: Gazette Notification of new name along with any supporting Pol document of old name with Photograph ( For first/full name change)/Divorce Decree/ Adoption Certificate/ Marriage Certificate  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

|     |   |                                     |                          |                          |                                     |
|-----|---|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| 38. | For Exception cases of Gender Change: Medical Certificate from surgeon, in case resident changed gender surgically  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| 39. | For exception cases of DoB Change: Self Declaration as per notified format along with Birth Certificate issued by Authorized Authority (in the respective States) under the Registration of Births and Deaths Act, 1969 read with Registration of Births and Deaths Rules 1999/2000/2002 of respective States | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Means allowed and |  Means not allowed

**Important Note:**

- a) \*DoB update of all residents between the age group of 0-18 years mandatorily requires Birth Certificate issued by Authorized Authority of the respective States
- b) A document is accepted as Proof of Identity (PoI) document only if it contains Name and Photograph of the resident
- c) A document is accepted as Proof of Address (PoA) document only if it contains Name and Address of the resident
- d) A document is accepted as both Proof of Identity (PoI) and Proof of Address (PoA) document only if it contains Name, Photograph and Address of the resident
- e) All the PoI, PoA, DoB documents shall be issued on the name of the resident. Documents in the name of the family member cannot be considered for enrolment of other family members
- f) HoF based update shall be used in case resident does not have PoI and PoA documents. Head of Family (HoF) based update shall be used for immediate family members, whose names are recorded in the PoR document. The address mentioned in the Head of the Family (HoF) Aadhaar will be used in the family member's Aadhaar
- g) In case of Child (0-5 years) having name as "Baby of ...." in Aadhaar, the first update request for full name change shall be allowed by submission of Birth Certificate issued under the Registration of Births and Deaths Act, 1969 read with Registration of Births and Deaths Rules 1999/2000/2002 of respective States
- h) Aadhaar update for Resident Foreigners will be conducted at Aadhaar Adult Enrolment Centers only
- i) For Resident Foreigners, the Aadhaar issued will be valid only till validity of the VISA. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid only for a period of ten years
- j) For OCI Card holders, the Aadhaar issued will be valid only for a period of ten years
- k) For LTV document holders, the Aadhaar issued will be valid only till validity of LTV document
- l) Kindly refer to clarification regarding minor updation in the resident name- [https://uidai.gov.in/images/SOP\\_28.10.2021-Name\\_And\\_Gender\\_UpdateRequest\\_under\\_Exception\\_Handling\\_Process.pdf](https://uidai.gov.in/images/SOP_28.10.2021-Name_And_Gender_UpdateRequest_under_Exception_Handling_Process.pdf)
- m) Kindly refer Self Declaration for DoB Change - [https://uidai.gov.in/images/SOP\\_for\\_DOB\\_update.pdf](https://uidai.gov.in/images/SOP_for_DOB_update.pdf)
- n) Kindly refer Exception Handling Mechanism - [https://uidai.gov.in/images/Biometric\\_exception\\_guidelines\\_01-08-2014.pdf](https://uidai.gov.in/images/Biometric_exception_guidelines_01-08-2014.pdf)
- o) Exception handling process is carried out under jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the concerned Regional Office
- p) Bring original documents for Enrolment/ Update. No photocopy required. Original documents are scanned and given back to the resident.



## SELF-DECLARATION FROM THE HEAD OF FAMILY (HOF) FOR SHARING ADDRESS WITH IMMEDIATE FAMILY MEMBER RESIDING AT THE SAME ADDRESS

I, \_\_\_\_\_ (Name as in Aadhaar), resident of \_\_\_\_\_ (Address as provided in Aadhaar) holding Aadhaar Number \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

- i. That resident Mr./Ms. \_\_\_\_\_ holding Aadhaar number \_\_\_\_\_ is related to me as my \_\_\_\_\_ (Please specify the relation with applicant) and is residing with me at the above mentioned address.
- ii. That I agree to share my address in my Aadhaar with Mr./Ms. \_\_\_\_\_ for updating his/her address in Aadhaar in my capacity of Head of the Family (HoF).
- iii. That the undersigned undertakes that, the above mentioned information is correct to the best of my knowledge and belief and at any point of time if any of the said information is found to be incorrect/fraudulent/false, the Aadhaar of Mr./Ms. \_\_\_\_\_ and mine can be deactivated and legal action may be initiated against me, as per the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) and, Regulations framed there under and other applicable Acts and Rules, etc.

Date DD/MM/YYYY

Name & Signature of Head of the Family (HoF)

**Note:**

1. This document is valid for Head of Family (HoF) based Aadhaar address update purpose only.
2. This document is valid for 3 months from date of issue

# CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE (TO BE USED ONLY AS PROOF OF ADDRESS\*)

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 be printed 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:

State:

PIN Code:

Date of Birth:

Signature of the Resident/  
Thumb/ Finger Impression

Resident's Recent  
Colour Photograph  
**3.5cm x 4.5 cm**

Cross Signed and  
Cross Stamped  
by the Certifier.

**NB: DO NOT  
OVERLAP WITH  
TEXT BOXES**

## Certifier's Details (To be filled by the certifier Only)

Name of the Certifier:

Designation:

Office Address:

  

Contact Number:

I hereby certify above mentioned details of the resident and I am a.... (Tick appropriate box below)

- Gazetted Officer - Group A  
 Village Panchayat Head or Mukhiya  
 Gazetted Officer - Group B  
 MP/ MLA/ MLC/ Municipal Councillor  
 Tehsildar  
 Head of Recognized Educational Institution  
 Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages  
 EPFO Officer

### Checklist for Certifier

- 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*)

Signature & Stamp of the Certifier

**CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE (TO BE USED ONLY AS PROOF OF ADDRESS\*)**

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;

12

07

2022

**Resident's Details**
 Resident
  Non-Resident Indian (NRI)
  New Enrolment
  Update Request
Aadhaar Number:  
(For update only)

123456789012

Full Name:

MOHAN KUMAR

C/o:

MAHESH KUMAR

House No./ Bldg./ Apt:

A-312/5

Street/ Road/ Lane:

BLOCK - D4

Landmark:

NEAR OXFORD LIBRARY

Area/ Locality/ Sector:

MOHAN NAGAR

Village/ Town/ City:

INDRAPURAM

Post Office:

INDRAPURAM

District:

GHAZIABAD

State:

UTTAR PRADESH

PIN Code:

201007

Date of Birth:

01 / 01 / 1990

Signature of the Resident  
Thumb/ Finger Impression**Certifier's Details (To be filled by the certifier Only)**

Name of the Certifier:

MANOJ TIWARI

Designation:

DEPUTY DIRECTOR

Office Address:

MINISTRY OF HEALTH, ROOM No - 305D

SHASTRI BHAWAN, NEW DELHI - 110001

Contact Number:

987854XXXX

I hereby certify above mentioned details of the resident and I am a.... (Tick appropriate box below)

- 
- Gazetted Officer - Group A
- 
- 
- Village Panchayat Head or Mukhiya
- 
- 
- Gazetted Officer - Group B
- 
- 
- MP/ MLA/ MLC/ Municipal Councillor
- 
- 
- Tehsildar
- 
- 
- Head of Recognized Educational Institution
- 
- 
- Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages
- 
- 
- EPFO Officer

**Checklist for Certifier**

- 
- 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)

Manoj Tiwari

Signature &amp; Stamp of the Certifier

**INSTRUCTIONS FOR FILLING UP Certificate for AADHAAR ENROLMENT/ UPDATE**  
(To be used only as proof of address\*)

**A. GENERAL INSTRUCTIONS** – Please read these instructions carefully before filling the application form

The Application Form consists of two forms, i.e., Resident details and Certifier details. Sample filled form is available at the end of these instructions. Residents are advised to view the sample filled form after reading these instructions.

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 a m e s h

R A M E S H

**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

M E H T A

**Incorrect**

**Correct**

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

R A M E S H G U P T A

R A M E S H G U P T A

**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          | <ul style="list-style-type: none"> <li>• Specify the date in DD-MM-YYYY format.</li> <li>• Ensure Certificate is submitted within 3 months of date of issue.</li> <li>• Enrollment or Update Request will be rejected if Date of Issue is blank or Certificate has expired.</li> </ul> |
| 2    | Resident Category      | <ul style="list-style-type: none"> <li>• Specify the resident is native Resident of India or belongs to Non Resident Indian (NRI) Category</li> </ul>  |
| 3    | Enrolment type         | <ul style="list-style-type: none"> <li>• 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”.</li> </ul>   |
| 4    | Aadhaar Number         | <ul style="list-style-type: none"> <li>• Mention your Aadhaar Number.</li> <li>• In case of Enrolment, Kindly leave it blank.</li> <li>• In case of Update, it is mandatory to specify the Aadhaar number.</li> </ul>  |
| 5    | Full Name              | <ul style="list-style-type: none"> <li>• Mention the name of Resident.</li> <li>• Name shall be mentioned in the format as to be recorded in the Aadhaar.</li> </ul>   |
| 6    | C/o                    | <ul style="list-style-type: none"> <li>• Mention the Care of (C/o) if required in the address field.</li> <li>• This field can be left blank as well.</li> </ul>   |
| 7    | House No/ Bldg./ Apt:  | <ul style="list-style-type: none"> <li>• Mention the House Number, Building Name or Apartment Name as per the address.</li> </ul>  |
| 8    | Street/Road/ Lane      | <ul style="list-style-type: none"> <li>• Mention Street Name, Road &amp; Lane of the address.</li> </ul>   |
| 9    | Landmark               | <ul style="list-style-type: none"> <li>• Mention the Landmark near your address.</li> <li>• This field can be left blank as well, if not required.</li> </ul>  |
| 10   | Area/ Locality/ Sector | <ul style="list-style-type: none"> <li>• Mention Area/ Locality/ Sector of your address.</li> </ul>  |
| 11   | Village/ Town/ City    | <ul style="list-style-type: none"> <li>• Mention Village/ Town/ City of your address.</li> </ul>   |
| 12   | Post Office            | <ul style="list-style-type: none"> <li>• Mention the nearest post office of your address.</li> <li>• This field can be left blank.</li> </ul>  |
| 13   | District               | <ul style="list-style-type: none"> <li>• Mention the District of your address.</li> </ul>  |
| 14   | State                  | <ul style="list-style-type: none"> <li>• Mention the State of your address.</li> </ul>   |

|    |                |   |
|----|----------------|---|
| 15 | Pin Code       | <ul style="list-style-type: none"> <li>• Mention the pincode of your address.</li> </ul>  |
| 16 | Date of Birth  | <ul style="list-style-type: none"> <li>• Mention the Date of Birth.</li> </ul>  |
| 17 | Signature      | <ul style="list-style-type: none"> <li>• Resident shall do the Signature in the box specified for signature.</li> <li>• Illiterate Resident can provide Thumb or Finger impression.</li> </ul>  |
| 18 | Resident Photo | <ul style="list-style-type: none"> <li>• Resident shall paste latest color photograph of size 3.5 cm X 4.5 cm.</li> <li>• Ensure photo is pasted in the space provided. It shall not overlap in text boxes.</li> <li>• Photo needs to be cross sign by the certifier.</li> <li>• Photo needs to be cross stamped by the certifier.</li> </ul> |

### 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             | <ul style="list-style-type: none"> <li>• Mention the name of Certifier</li> </ul>  |
| 2    | Designation and office name   | <ul style="list-style-type: none"> <li>• Specify the designation and office name of the Certifier.</li> </ul>  |
| 3    | Office Address                | <ul style="list-style-type: none"> <li>• Specify the complete address of the certifier, along with Department name.</li> </ul>   |
| 4    | Contact Number                | <ul style="list-style-type: none"> <li>• Specify the contact details of the certifier.</li> </ul>  |
| 5    | Certifier Type                | <ul style="list-style-type: none"> <li>• Mention the certifier type by tick mark one of box from below categories: <ul style="list-style-type: none"> <li>○ Gazetted Officer - Group A</li> <li>○ Village Panchayat Head or Mukhiya</li> <li>○ Gazetted Officer - Group B</li> <li>○ MP/ MLA/ MLC/ Municipal Councillor</li> <li>○ Tehsildar</li> <li>○ Head of Recognized Educational Institution</li> <li>○ Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages</li> <li>○ EPFO Officer</li> </ul> </li> </ul> |
| 6    | Checklist for Certifier       | <ul style="list-style-type: none"> <li>• Verify the below checklist by tick mark the boxes: <ul style="list-style-type: none"> <li>○ No overwriting</li> <li>○ Issue date is filled</li> <li>○ Resident's signature</li> <li>○ Certifier's details</li> <li>○ Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper)</li> </ul> </li> <li>• Please ensure that complete form is duly filled, and all boxes of checklist all selected.</li> </ul>  |
| 7    | Sign & Stamp of the certifier | <ul style="list-style-type: none"> <li>• Provide certifier sign and stamp in the space specified.</li> </ul>   |

### D. IMPORTANT INSTRUCTIONS

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

- This document can only be used as Proof of Address (PoA). For the specified cases defined in the list of acceptable supporting documents, this certificate can also be considered as valid Proof of Identity (PoI).
- Certificate has to be printed on Plain paper.
- Form has to be submit with 3 months of date of issue.
- Kindly ensure No writing on the form.
- Date of issue has to be filled properly in DD-MM-YYYY format.
- Resident signature or thumb impression is must.
- Certifier details have to be properly filled in.
- Resident shall paste the latest colored photograph of 3.5cm X 4.5 cm with in the defined area.
- Certifier cross sign & cross stamp is must on the resident photograph.
- Certifier complete details must be filled in.

*\*To be used as Proof of Identify (PoI) only in specific cases as mentioned in the list of applicable supporting documents.*

-----End of Instructions-----