



BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH
ESWAR ELITE, TADEPALLI, GUNTUR

Date: 04.02.2023

From Sri. M.V.Seshagiri Babu, I.A.S., Secretary, Board of Intermediate Education, Tadepalli, Guntur	To All the Regional Joint Directors, Regional Inspection Officers, District Vocational Education Officers of Intermediate Education, A.P.
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CIRCULAR

Sub: - Intermediate Education - ERTW – Campaign drive for Biometric authentication in updating Aadhaar numbers to the students of Intermediate Education at Junior Colleges in the state of Andhra Pradesh from 07-02-2023 to 10-02-2023 (4 days)-Regarding.

Ref: - 1. Mandatory Biometric Update (MBU) amended vide Aadhaar (Enrolment and Update) (Ninth Amendment) Regulations, 2022 (No. 2 of 2022) published in Gazette Notification dated 03.03.2022

2. Internal meeting conducted on 01-02-2023 with the Director, UIDAI, A.P and Secretary, Board of Intermediate Education along with BIEAP Team members.

3. Internal meeting conducted on 03-02-2023 with the Additional Director, GSWS&VSWS Department and Officers from Board of Intermediate Education.

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This is to inform that the Govt. of India notified Gazette as per the reference cited 1st above, where an Aadhaar number holder who has attained the age of 5 or 15 years fails to update his/her biometric information within 2 years of attaining such age, his/her Aadhaar number shall be deactivated. The facility of biometric information update shall be available free of cost to the Aadhaar number holder till attaining the age of 7 or 17 years respectively. However the applicable charges for biometric information update is fixed by the authority from time to time shall be borne by the Aadhaar number holder after the completion of the above said years.

As per the 2nd reference cited above, the Director, UIDAI, A.P, approached the Secretary, Board of Intermediate Education for biometric updating of Aadhaar number holders, who are in the age group of 15-17 years in the Junior Colleges.

As per the 3rd reference cited above, the B.I.E.A.P, Team met the Additional Director, GSWS&VSWS Department for enrolment of biometric Aadhaar authentication to the students of Intermediate Education at Junior colleges at the nearby secretariats authorised by UIDAI for the purpose of Aadhaar biometric enrolment from 07-02-2023 to 10-02-2023 (4 days only) where biometric kits are available.


Therefore all the RJDs, DVEOs and RIOs are ordered to instruct the Principals of all managements of Junior Colleges in the state to create awareness to the students

and encourage the students to utilize the services of VSWS Department in availing the facility for updating biometric Aadhaar authentication at junior colleges from 10 AM to 5PM as per the above said schedule without fail. However availing the above facility as per schedule is voluntary and optional on the part of student and wide publicity may be given for the said purpose. The contents and directives of the notification given in reference 1st cited shall invariably be brought to the notice of all the students pursuing Intermediate Education in Government as well as Private Junior Colleges by the Principals concerned without fail.

It is further informed that the Board of Intermediate Education officials will conduct zoom meeting in coordination with GSWS&VSWS Department, UIDAI Officers to all the RJDs, DVEOs and RIOs on 06-02-2023 at 4PM to instruct the procedure in enrolling biometric to the students at Junior Colleges in the state.

Sd/-
M.V.Seshagiri Babu
Secretary

// True Copy Attested//


Professor 6/2/23
ERTW
06/02/23

Encls: -

1. MBU Gazette Notification dated 03-03-2022.
2. Aadhaar list of documents
3. Aadhaar charges banners – Telugu Copy
4. Aadhaar charges banners – English Copy
5. Letter dated 08-03-2022 request to update provision in MBU
6. O M dated 13-01-2023 for implementation of MBU Policy

To

1. Regional Joint Director of Rajahmundry, Guntur & Kadapa.
2. All the Regional Inspection Officers, BIE, A.P.
3. All the District Vocational Education Officers, A.P.
4. Copy submitted to the Principal Secretary to School Education to Government.


सत्यमेव जयते

भारत का राजपत्र

The Gazette of India

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EXTRAORDINARY

भाग III—खण्ड 4
PART III—Section 4

प्राधिकार से प्रकाशित
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नई दिल्ली, बृहस्पतिवार, मार्च 3, 2022/ फाल्गुन 12, 1943

No. 121]

NEW DELHI, THURSDAY, MARCH 3, 2022/PHALGUNA 12, 1943

भारतीय विशिष्ट पहचान प्राधिकरण

अधिसूचना

नई दिल्ली, 2 मार्च, 2022

आधार (नामांकन एवं अद्यतन) (नौवों संशोधन) विनियम, 2022

(2022 का संख्या 2)

सं.- एचक्यू-16041/4/2021-ईयू-1-HQ-भाग(I) (2022 का संख्या 2).—आधार (वित्तीय एवं अन्य साहायिकियों, प्रसुविधाओं और सेवाओं का लक्षित परिदान) अधिनियम, 2016 यथा संशोधित आधार एवं अन्य कानून (संशोधन) अधिनियम, 2019 (2019 का संख्या 14) की धारा 54 की उपधारा (2) की उपधारा (1) और उपखंड (ज)(1) और (ख) में प्रदत्त शक्तियों का प्रयोग करते हुए भारतीय विशिष्ट पहचान प्राधिकरण एतद्वारा आधार (नामांकन और अद्यतन) विनियम, 2016 (2016 की संख्या 02) को संशोधित करने के लिए निम्नलिखित विनियम बनाता है, नामतः-

अध्याय 1

प्रारंभिक

1. संक्षिप्त नाम और प्रारंभ-

(1) इन विनियमों को आधार (नामांकन एवं अद्यतन) (नौवां संशोधन) विनियम, 2022 (2022 का संख्या 2) कहा जाएगा।

(2) ये विनियम दिनांक 01 जनवरी, 2023 से प्रवृत्त होंगे।

2. आधार (नामांकन एवं अद्यतन) विनियम, 2016 समय-समय पर यथा संशोधित के विनियम 28(1)(ज) का संशोधन:-

1. आधार (नामांकन एवं अद्यतन) विनियम, 2016 (2016 का संख्या 2) समय-समय पर यथा संशोधित के विनियम 28(1)(ज) के लिए, निम्नलिखित विनियम को प्रतिस्थापित किया जाएगा, नामतः-

'(ज)(i) जहाँ आधार नंबर धारक ने 5 या 15 वर्ष की आयु प्राप्त कर ली है, उसके आधार में प्रथम अद्यतन के समय आवश्यक रूप से बायोमेट्रिक सूचना अद्यतित करनी अनिवार्य है।

(ii) जहाँ आधार नंबर धारक जिसने 5 वर्ष या 15 वर्ष की आयु प्राप्त कर ली हो और ऐसी आयु प्राप्त कर लेने के दो वर्ष की अवधि तक वह अपनी बायोमेट्रिक सूचना को अद्यतन करने में असफल रहता है तो उसका आधार असक्रिय कर दिया जाएगा। आधार नंबर धारक को कमशः 7 वर्ष या 17 वर्ष की आयु प्राप्त कर लेने तक निःशुल्क बायोमेट्रिक सूचना अद्यतन करने की सुविधा प्राप्त होगी। तत्पश्चात् आधार नंबर धारक अपने आधार नंबर को अपनी बायोमेट्रिक्स सूचना अद्यतन कराकर सक्रिय कर सकता है। तथापि आधार नंबर धारक को बायोमेट्रिक सूचना अद्यतन कराने के लिए प्राधिकरण द्वारा समय-समय पर निर्धारित लागू प्रभारों का भुगतान करना होगा।

(iii) आधार नंबर धारक द्वारा बायोमेट्रिक सूचना को अद्यतन नहीं कराने पर भी आधार नंबर को हटाया नहीं जाएगा और आधार नंबर असक्रिय अवस्था में रहेगा।'

3. आधार (नामांकन एवं अद्यतन) विनियम, 2016, समय-समय पर यथा संशोधित के विनियम 29(1) में संशोधन:-

आधार (नामांकन एवं अद्यतन) विनियम, 2016 (2016 का संख्या 2) समय-समय पर यथा संशोधित के विनियम 29(1) के लिए उक्त विनियम 29(1) के पश्चात् निम्नलिखित को जोड़ा जाए, नामतः-

'बशर्ते कि विनियम 28(1)(ज) के अनुसार बच्चे के आधार नंबर को आवश्यक बायोमेट्रिक सूचना को अद्यतन न कराए जाने के कारण असक्रिय करने पर ऐसी कोई भी जांच अपेक्षित नहीं होगी।'

4. आधार (नामांकन एवं अद्यतन) विनियम, 2016, समय-समय पर यथा संशोधित के विनियम 30(1) में संशोधन:-

आधार (नामांकन एवं अद्यतन) विनियम, 2016 (2016 का संख्या 2) समय-समय पर यथा संशोधित के विनियम 30(1) के लिए उक्त विनियम 30(1) के पश्चात् निम्नलिखित को जोड़ा जाए, नामतः-

'बशर्ते कि बच्चे के आधार नंबर को आवश्यक बायोमेट्रिक सूचना को अद्यतन न कराए जाने के कारण असक्रिय करने पर उपर्युक्त की आवश्यकता नहीं होगी।'

'आगे बशर्ते कि बच्चे के आधार नंबर को आवश्यक बायोमेट्रिक सूचना को अद्यतन न कराए जाने पर असक्रिय करने संबंधी व्योरा यूआईडीएआई पोर्टल पर उपलब्ध होगा जहां से आधार नंबर धारक अपनी सूचना को सत्यपित कर सकता/सकती है।

डा. सौरभ गर्ग, मुख्य कार्यकारी अधिकारी

[विज्ञापन-III/4/असा./673/2021-22]

टिप्पणी : प्रमुख विनियम भारत के राजपत्र, असाधारण, भाग-III, खंड 4 में दिनांक 14 सितंबर, 2016 की अधिसूचना संख्या 13012/64/2016/विधि/यूआईडीएआई (2016 का 02) के माध्यम से जारी किए गए। इन विनियमों को तत्पश्चात् संशोधित कर भारत के राजपत्र, असाधारण, भाग-III, खंड 4 में दिनांक 15 फरवरी, 2017 की अधिसूचना संख्या 13012/79/2017/विधि-यूआईडीएआई (2017 का 01); दिनांक 07 जुलाई, 2017 की सं. 13012/79/2017/विधि-यूआईडीएआई (2017 का 02); दिनांक 11 जुलाई, 2017 की सं. 13012/79/2017/विधि-यूआईडीएआई (2017 का 03); दिनांक 31 जुलाई, 2017 की सं. 13012/79/2017/विधि-यूआईडीएआई (2017 का 05); दिनांक 12 जनवरी, 2018 की सं. 13012/79/2017/विधि-यूआईडीएआई(13) (2018 का 01); दिनांक 31 जुलाई, 2018 की सं. 13012/79/2017/विधि-यूआईडीएआई(13) (2018 का 02); दिनांक 09 सितंबर, 2019 की सं. 13012/79/2017/विधि-यूआईडीएआई(13)खंड-II (2019 का 03); एवं दिनांक 02 जुलाई, 2020 की सं. 13012/79/2017/विधि-यूआईडीएआई(13)खंड-II (2020 का 03) द्वारा प्रकाशित किए गए।

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 2nd March, 2022

AADHAAR (ENROLMENT AND UPDATE) (NINTH AMENDMENT)

REGULATIONS, 2022

(No. 2 of 2022)

No. HQ-16041/4/2021-EU-I-HQ-Part(I) (No. 2 of 2022) : In exercise of the powers conferred by sub-section (1), and sub-clauses (e),(l) and (x) of sub-section (2) of Section 54 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act 2016 (18 of 2016) as amended vide the Aadhaar and Other Laws (Amendment) Act, 2019 (No. 14 of 2019), the Unique Identification Authority of India, hereby makes the following regulations to further amend the Aadhaar (Enrolment and Update) Regulations, 2016 (No.2 of 2016), namely:-

CHAPTER I

PRELIMINARY

1. Short title and commencement.— (1) These regulations may be called the Aadhaar (Enrolment and Update) (Ninth Amendment) Regulations, 2022 (No. 2 of 2022).

(2) These regulations shall come into force with effect from 1st January, 2023.

2. Amendment of Regulation 28(1) (e) of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time :-

(1) For Regulation 28(1) (e) of the Aadhaar (Enrolment and Update) Regulations, 2016 (No. 2 of 2016), as amended from time to time, the following regulation shall be substituted, namely :-

“(e) (i) Where an Aadhaar number holder has attained the age of 5 or 15 years, the first update in his/her Aadhaar has to be necessarily accompanied by a biometric information update.

(ii) Where an Aadhaar number holder who has attained the age of 5 or 15 years fails to update his/her biometric information within 2 years of attaining such age, his/her Aadhaar number shall be deactivated. The facility of biometric information update shall be available free of cost to the Aadhaar number holder till attaining the age of 7 or 17 years, respectively. Thereafter, the Aadhaar number holder can activate his/her Aadhaar number by updating his/her biometric information. However, the applicable charges for biometric information update as fixed by the Authority from time to time shall be borne by the Aadhaar number holder.

(iii) The Aadhaar number shall not be omitted even if the Aadhaar number holder does not update biometric information, and the Aadhaar number shall remain in deactivated state.”

3. Amendment of Regulation 29 (1) of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time :-

(1) For Regulation 29 (1) of the Aadhaar (Enrolment and Update) Regulations, 2016 (No. 2 of 2016), as amended from time to time, the following shall be inserted after said Regulation 29 (1), namely:-

“Provided that no such inquiry shall be required in case of deactivation of the Aadhaar number of a child for the want of mandatory biometric information update as per the Regulation 28(1)(e)”.

4. Amendment of Regulation 30 (1) of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time:-

For Regulation 30 (1) of the Aadhaar (Enrolment and Update) Regulations, 2016 (No. 2 of 2016) as amended from time to time, the following shall be inserted after said Regulation 30 (1), namely:—

“Provided that the same shall not be required in case of deactivation of Aadhaar number of a child for the want of mandatory biometric information update.

Provided further that the details of deactivation of Aadhaar number of a child for want of mandatory biometric update shall be available on the UIDAI portal from which the Aadhaar number holder can verify his/her details."

Dr. SAURABH GARG, Chief Executive Officer

[ADVT.-III/4/Exty./673/2021-22]

Note: The Principal regulations were published in the Gazette of India, Extraordinary, Part III, Section 4 vide Notification No. 13012/64/2016/Legal/UIDAI (No. 2 of 2016) dated 14th September, 2016. These regulations were subsequently amended and published in the Gazette of India, Extraordinary, Part III, Section 4 vide Notifications No. 13012/79/2017/Legal-UIDAI (No. 1 of 2017) dated 15th February, 2017; No. 13012/79/2017/Legal-UIDAI (No. 2 of 2017) dated 7th July, 2017; No. 13012/79/2017/Legal-UIDAI (No. 3 of 2017) dated 11th July, 2017; No. 13012/79/2017/Legal-UIDAI (No. 5 of 2017) dated 31st July, 2017; No. 13012/79/2017/Legal-UIDAI(13) (No.1 of 2018) dated 12th January, 2018; No. 13012/79/2017/Legal-UIDAI(13) (No. 2 of 2018) dated 31st July, 2018; No. 13012/79/2017/Legal-UIDAI(13)/Vol.II (No. 3 of 2019) dated 09th September, 2019 and No. 13012/79/2017/Legal-UIDAI (13)/Vol.II (No. 3 of 2020) dated 2nd July, 2020.



26th 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 — a. Nepalese/ Bhutanese Citizenship Certificate. 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"/>

Means allowed and | Means not allowed

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"/>

Means allowed and Means not allowed

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"/>
Documents applicable for OCI Card holders/ LTV document holders/ Nepal & Bhutan nationals/ other Resident Foreigners					
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 :- a. Nepalese/ Bhutanese Citizenship Certificate b. Voter Identity Card issued by the Election Commission of Nepal/ Bhutan 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
- j) Kindly refer Exception Handling Mechanism - 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 Pol 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"/> *

Means allowed and | Means not allowed

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"/>

Means allowed and Means not allowed

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"/>

Documents applicable for OCI Card holders/ LTV document holders/ Nepal & Bhutan nationals/ other Resident Foreigners

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 :- a. Nepalese/ Bhutanese Citizenship Certificate b. Voter Identity Card issued by the Election Commission of Nepal/ Bhutan 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"/>

Documents applicable for Exception cases of Name, Gender and DoB

37.	For Exception cases of Name Change: Gazette Notification of new name along with any supporting PoI 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"/>
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Means allowed and | Means not allowed

38.	For Exception cases of Gender Change: Medical Certificate from surgeon, in case resident changed gender surgically	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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
- m) Kindly refer Self Declaration for DoB Change - 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
- 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 valid for 3 months from date of issue)

Instructions: All details to be filled in Block Letters

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:

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

Signature of the Resident/
Thumb/ Finger Impression

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

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

Mohan

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 & Stamp of the Certifier

INSTRUCTIONS FOR FILLING UP CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

2. 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 in line 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 –

Incorrect

r a m e s h

Correct

R A M E S H

- 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–

Incorrect

M E H T A

Correct

M E H T A

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

Incorrect

R A M E S H G U P T A

Correct

R A M E S H G U P T A

- 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"> • 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	<ul style="list-style-type: none"> • Specify the resident is native Resident of India or belongs to Non Resident Indian (NRI) Category
3	Enrolment type	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Mention the name of Resident. • Name shall be mentioned in the format as to be recorded in the Aadhaar.
6	C/o	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Mention the House Number, Building Name or Apartment Name as per the address.
8	Street/Road/ Lane	<ul style="list-style-type: none"> • Mention Street Name, Road & Lane of the address.
9	Landmark	<ul style="list-style-type: none"> • Mention the Landmark near your address. • This field can be left blank as well, if not required.
10	Area/ Locality/ Sector	<ul style="list-style-type: none"> • Mention Area/ Locality/ Sector of your address.
11	Village/ Town/ City	<ul style="list-style-type: none"> • Mention Village/ Town/ City of your address.
12	Post Office	<ul style="list-style-type: none"> • Mention the nearest post office of your address. • This field can be left blank.
13	District	<ul style="list-style-type: none"> • Mention the District of your address.

14	State	<ul style="list-style-type: none"> • Mention the State of your address.
15	Pin Code	<ul style="list-style-type: none"> • Mention the pincode of your address.
16	Date of Birth	<ul style="list-style-type: none"> • Mention the Date of Birth.
17	Signature	<ul style="list-style-type: none"> • Resident shall put his/her Signature in the box specified for signature. • Illiterate Resident can provide Thumb or Finger Impression.
18	Resident Photo	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Mention the name of Certifier
2	Designation and office name	<ul style="list-style-type: none"> • Specify the designation and office name of the Certifier.
3	Office Address	<ul style="list-style-type: none"> • Specify the complete address of the certifier, along with Department name.
4	Contact Number	<ul style="list-style-type: none"> • Specify the contact details of the certifier.
5	Certifier Type	<ul style="list-style-type: none"> • Mention the certifier type by tick (✓) mark on one of the box provided against below mentioned categories: <ul style="list-style-type: none"> ○ 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
6	Checklist for Certifier	<ul style="list-style-type: none"> • Verify the below checklist by putting tick (✓) mark on the boxes: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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.

ఆధార్ సేవా కేంద్రం
आधार सेवा केन्द्र
AADHAAR SEVA KENDRA

ఆధార్ నమోదు

ఉచితం

ఉచితం

తప్పనిసరి బయోమెట్రిక్ అప్డేట్ (MBU)
డెమోగ్రాఫిక్ అప్డేట్ MBU తో పాటు

బయోమెట్రిక్ అప్డేట్ డెమోగ్రాఫిక్ అప్డేట్ తో
లేక కేవలం బయోమెట్రిక్ అప్డేట్ *

₹100*

₹50*

డెమోగ్రాఫిక్ అప్డేట్ *

డాక్యుమెంట్ అప్డేట్

₹50*

₹30*

ఈ - ఆధార్ డౌన్లోడ్ మరియు
A4 షీట్ పై కలర్ ప్రింట్

ఆధార్ సేవా కేంద్రం
आधार सेवा केंद्र
AADHAAR SEVA KENDRA

Aadhaar Enrolment

FREE

**Mandatory Biometric Update
with or without Demographic Update**

FREE

Demographic Update

(Name, Address, DOB, Gender, Mobile Number, E-mail)

₹50*

**Biometric Update with or
without Demographic Update**

₹100*

**Download & Colour Print
of Aadhaar**

₹30*

Document Update

₹50*

F.No. HQ-16041/4/2021-EU-I-HQ-Part(1)
Government of India Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

7 th Floor,UIDAI Headquarters,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001.
Dated : 8th March 2022.

To,

The ADG - Application,
Tech Development Division,
UIDAI Bangalore.

Subject: Request to update provision in Client for MBU in furtherance of amendment Gazette Notification - reg.

Sir,

Please refer to the Gazette Notification dated 03.03.2022 publishing the Aadhaar (Enrolment and Update) (Ninth Amendment) Regulations, 2022 (No. 2 of 2022) regarding amendment in the MBU which will be effective from 01-01-2023.

In furtherance of the same, I am directed to request you to make necessary changes in the client to accommodate the following provisions incorporated vide above gazette notification :

- (i) Where an Aadhaar number holder has attained the age of 5 or 15 years, the first update in his/her Aadhaar has to be necessarily accompanied by a biometric information update.
- (ii) Where an Aadhaar number holder who has attained the age of 5 or 15 years fails to update his/her biometric information within 2 years of attaining such age, his/her Aadhaar number shall be deactivated. The facility of biometric information update shall be available free of cost to the Aadhaar number holder till attaining the age of 7 or 17 years, respectively. Thereafter, the Aadhaar number holder can activate his/her Aadhaar number by updating his/her biometric information. However, the applicable charges for biometric information update as fixed by the Authority from time to time shall be borne by the Aadhaar number holder.
- (iii) The Aadhaar number shall not be omitted even if the Aadhaar number holder does not update biometric information, and the Aadhaar number shall remain in deactivated state.

You are requested to ensure necessary changes in the system to incorporate the following changes also in continuation to issuance of the notification.

1. The applicable rate should be mentioned as Zero for resident coming to the centre for mandatory biometric update on attaining the age of 5 and 15 till the resident attaining the age of 7 and 17.
2. Resident coming to the centre for mandatory biometric update on attaining the age of 7 and 17 shall be charged the prescribed fees (Rs.100/-), as applicable and the applicable charges to be displayed at the time of booking appointment and enrolment.
3. The cash receipt should be updated to have provision to mention the changes.

This issues with the approval of Competent Authority.

Signed by Prabhakaran

C.r.

Date: 08-03-2022 16:41:39

(Prabhakaran C R)

Deputy Director (E&U-I)

Copy to

1. DDG Tech Development
2. All UIDAI Regional Offices.
3. CRM Division.

F.No. HQ-16041/4/2021-EU-I-HQ-Part(1)
Government of India Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

7th Floor, UIDAI Headquarters,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001.
Date : 13 January, 2023.

Office Memorandum

**Subject: Implementation of MBU policy- messaging to residents-
reg.**

Ref: This office letter of even number dated 08.03.2022.

Provisions relating to Mandatory Biometric Update (MBU) were amended vide Aadhaar (Enrolment and Update) (Ninth Amendment) Regulations, 2022 (No. 2 of 2022) published in Gazette Notification dated 03.03.2022 (copy attached).

2. Tech Development Division was requested to make necessary changes in the client for implementation of the amended provisions vide this Office letter of even number dated 08.03.2022 (copy attached),

3. It is now provided to deactivate the Aadhaar of residents who have not completed MBU on attaining the age of 7 or 17 years, as the case may be. Accordingly, on attaining the age of 7 or 17 years, if the resident fails to complete MBU, the Aadhaar number to be deactivated and the information to be communicated to the resident. Prior to that, however, messages also to be sent to the residents on attaining the age of 5,6,15,16 years and 3 months before completion of 7 or 17 years.

4. Following message templates may be used in this regard:

- i. Message template for residents attaining the age of 5, 6,15 and 16 years (message to be sent only to those residents who have not updated MBU).

"H'Bday from Aadhaar. Your Aadhaar XXXXXXXXX1234 needs biometrics update. Kindly update free of cost at nearest centre. Visit <https://bhuvan.nrsc.gov.in/aadhaar/>"

- ii. Message template for residents attaining the age of 6 year 9 months and 16 year 9 months (message to be sent only to those

residents who have not updated MBU).

"Your Aadhaar XXXXXXXX1234 needs biometrics update. Kindly update free of cost before dd/mm/yyyy to avoid deactivation. Visit <https://bhuvan.nrsc.gov.in/aadhaar/>"

- iii. Message template for residents attained the age of 7 and 17 years (message to be sent only to those residents who have not updated MBU and whose Aadhaar number is deactivated).

"Your Aadhaar xxxxxxxx1234 is deactivated for want of biometrics update. Kindly update at nearest centre to re-activate. Visit <https://bhuvan.nrsc.gov.in/aadhaar/>"

5. This issues with the approval of Competent Authority.

Signed by Prabhakaran

C.r.

Date: 13-01-2023 15:30:26

Reason: Approved
(Prabhakaran C R)

Deputy Director (E&U-I)

To,

The Director (Operations),
Tech Operations Division,
UIDAI, Bangalore.

Copy to

1. Director (Development), Tech Development Division,
UIDAI, Bangalore.
2. All UIDAI Regional Offices
3. CRM Division
4. File