



Mera Aadhaar, Meri Pehchaan

01st July, 2022

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

POI (Proof of Identity) Documents Containing Name and Photo

1. Passport
2. PAN Card/ e-PAN
3. Ration / PDS photo Card
4. Voter ID/ e-Voter ID
5. Driving License
6. Arms License
7. Photo Bank ATM Card
8. Photo Credit Card
9. Service photo identity card issued by Central Govt./ State Govt./ UT Govt./ PSU/ Banks
10. Pensioner Photo Card/Freedom Fighter Photo Card
11. Kissan Photo Passbook
12. CGHS/ ECHS/ ESIC/ Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card
13. Disability ID Card/ handicapped medical certificate issued by the respective Central/ State/ UT Governments
14. Photo ID Card/ Certificate with photo issued by Central/ State Govt. like Bhamashah, Domicile Certificate, Resident Certificate, Jan-Aadhaar, MGNREGA/ NREGS Job card etc.
15. Marriage certificate with photograph issued by State/ Central Govt.
16. ST/ SC/ OBC certificate with photograph ST/ SC/ OBC certificate with photograph
17. Valid School Identity card/ Photo ID issued by Recognized Educational Institution (during study course time i.e. while on the rolls only)
18. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ Extract of School Records issued by Head of School/ SSLC book/ SSC certificate/Mark Sheet issued by board/ University containing name and photograph
19. Bank Pass Book having name and Photograph Cross Stamped by bank official
20. Transgender ID card/ Certificate issued under the Transgender Persons (Protection of Right) Act, 2019
21. Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
22. Valid Visa along with Foreign Passport (valid only) issued in case of other Foreign Nationals who has stayed in India for 182 days or more in the 12 months
23. Certificate of Identity issued on UIDAI standard certificate format for enrolment/ update by:
 - i. MP/ MLA/ MLC/ Municipal Councillor.
 - ii. Tehsildar/ Gazetted Officer Group 'A'/Gazetted Officer Group 'B'/ EPFO Officer
 - iii. Superintendent/Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages

- iv. Recognized Educational Institution signed by Head of Institute
 - v. Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas), Village Panchayat Secretary or VRO or equivalent (for rural areas).
24. **For Full name/first name change requests:** Resident to submit the Gazette notification of new name along with any supporting PoI document of old name with photograph (**Even for 1st instance of the Full name/ first name change**)
25. **For Exception cases of Name Change:** Divorce Decree
26. **For Exception cases of Name Change:** Adoption certificate
27. **For Exception cases of Gender Change:** Medical Certificate from allopathic doctors, in case resident changed gender surgically

POR (Proof of Relationship) Documents Containing Name of applicant and Name of HoF (Head of Family)

1. Passport of Spouse/ Passport of Parents (in case of Minor)
2. Ration card/PDS Card
3. CGHS/ ECHS/ ESIC/ Medi-Claim Card with Photo issued by Centre/ State Govts./ PSUs
4. Pension Card
5. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
6. Any other Central/ State government issued family entitlement document
7. Marriage Certificate issued by the government
8. Photo ID card issued by Central/ State Govt. like Bhamashah, Jan-Aadhaar, MGNREGA card, ARMY canteen card etc.
9. Discharge card/ slip issued by Government/ Private hospitals for birth of a child (only for child aged between 0-5 years)
10. Self declaration from the Head of Family (HoF) certifying the relationship with the resident residing at the same address as HoF

DOB (Date of Birth) Documents Containing Name and DOB

1. Birth Certificate
2. Passport
3. PAN Card/e-PAN
4. Service photo identity card issued by Central Govt./State Govt./UT Govt./PSU/Banks
5. Photo ID card having Date of Birth, issued by Recognized Educational Institution
6. Transgender ID card/ Certificate issued under the Transgender Persons (Protection of Right) Act, 2019



Mera Aadhaar, Meri Pehchaan

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

7. Marksheet issued by any recognized Government Board or University
8. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ Extract of School Records issued by Head of School/ SSLC book/ SSC certificate containing Name and Date of Birth
9. Central/ State Pension Payment Order
10. CGHS/ ECHS/ Medi-Claim Card issued by Centre/ State/ UTs Govts./ PSUs having with Photo & Date of Birth
11. Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
12. Certificate of Identity having Name & DoB issued on UIDAI standard certificate format for enrolment/ update by:
 - i. Gazetted Officer Group 'A'/ EPFO officer
 - ii. Recognized Educational Institution signed by Head of Institute
13. **Exception cases of DoB Change:** Resident to submit self-declaration as per notified format
13. Valid School Identity card/Identity Card issued by recognized educational institutions (during study course time i.e. while on the rolls only)
14. Transgender ID card/ Certificate issued under the Transgender Persons (Protection of Right) Act, 2019
15. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ Extract of School Records issued by Head of School/ SSLC book/ SSC certificate containing name and Address
16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution
17. Electricity Bills (not older than 3 months) including prepaid receipts
18. Water Bill (not older than 3 months)
19. Telephone Landline Bill/ Phone (Postpaid Mobile) Bill/ Broadband Bill (not older than 3 months)
20. Insurance Policy (Life & Medical only)
21. Property Tax Receipt (not older than 1 year)
22. Registered Sale/ Rent Agreement/Registered Gift Deed in Registrar office/Registered or Non Registered Lease Agreement
23. Gas Connection Bill (not older than 3 months)
24. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)
25. Marriage Certificate issued by the Government containing Name and address
26. Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
27. Valid Visa (if comprises of Indian address) along with Foreign Passport (valid only) issued in case of other Foreign Nationals who has stayed in India for 182 days or more in the 12 months
28. Certificate of Address issued on UIDAI standard certificate format for enrolment/ update by:
 - i. MP/ MLA/ MLC/ Municipal Councillor.
 - ii. Tehsildar/ Gazetted Officer Group 'A'/ Gazetted Officer Group 'B'/EPFO Officer
 - iii. Superintendent/Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages
 - iv. Recognized Educational Institution signed by Head of Institute
 - v. Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas), Village Panchayat Secretary or VRO or equivalent (for rural areas)

POA (Proof of Address) Documents Containing Name and Address

1. Passport/ Passport of Spouse/ Passport of Parents (in case of Minor)
2. Bank Statement (with Bank stamp & signature of bank official)/ Passbook/ Post Office Account Statement/ Passbook
3. Ration Card
4. Voter ID/ e-Voter ID
5. Driving License
6. Arms License
7. Service photo identity card issued by PSU/ Banks/ State/ Central Governments
8. Pensioner Card/ Freedom Fighter Card
9. Kissan Passbook
10. CGHS/ ECHS/ ESIC/ Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs
11. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations/ Central Govt.
12. Photo ID Card/ Certificate having address issued by Central/State Govt. like Bhamashah, Domicile Certificate, Resident Certificate, Jan-Aadhaar, MGNREGA/ NREGS Job card etc.

Note:

- Only a Gazetted officer Group 'A', EPFO Officer & Head of Institute of a Recognized Educational Institution can issue UIDAI Standard certificate in case of DoB update.
- 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 you.**

SELF-DECLARATION FROM THE HEAD OF FAMILY (HOF) FOR SHARING ADDRESS WITH A RELATIVE 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

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;

D | D

M | M

Y | Y | Y | Y

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 Councilor
 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

Note: This format is applicable for POI documents at SI. No. 23, POA documents at SI. No. 28, & DOB documents at SI. No. 12 of Schedule II of the Aadhaar (Enrolment & Update) Regulations, 2016, as amended from time to time.

<https://www.staffnews.in>

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 Councilor
- 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

Note: This format is applicable for POI documents at Sl. No. 23, POA documents at Sl. No. 28, & DOB documents at Sl. No. 12 of Schedule II of the Aadhaar (Enrolment & Update) Regulations, 2016, as amended from time to time.

INSTRUCTIONS FOR FILLING UP CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

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

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

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

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

Please follow the instructions given below while filling the form:

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

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. • <u>Illiterate Resident can provide Thumb or Finger impression.</u>
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/ Muncipal Councilor ○ Tehsildar ○ Head of Recognized Educational Institution ○ Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages ○ EPFO Officer
6	Checklist for Certifier	<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.