AADHAAR

Mera Aadhaar, Meri Pehchaan

List of Acceptable Documents for Enrolment and Update

List of Document that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for Enrolment for Aadhaar Number of Individual up to Five Years of Age

☑Means allowed | ☒Means not allowed

	Enrolment Type I: Head of the Family (HoF) based enrolment		
Sl. No.	**List of documents (see note below this tabular statement)**	**Proof of Relationship (POR) document, containing name of child and name of Head of Family (HoF)**	**Proof of Date of Birth (PDB) document, containing name and Date of Birth**
1.	Birth certificate issued by Authorised Authority (in the respective States) under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	☑	☑
2.	Valid Indian Passport (only applicable for NRIs)	☑	☑
3.	Document to prove legal guardianship	☑	☒

	Enrolment Type II: Document based Enrolment			
Sl. No.	**List of documents (see note below this tabular statement)**	**Proof of Identity (POI) document, containing name and photograph**	**Proof of Address (POA) document, containing name and address in India**	**Proof of Date of Birth (PDB) document, containing name and Date of Birth**
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).	☑	☑	☒
	Documents applicable for holders of Overseas Citizenship of India (OCI) card holder, nationals of Nepal and Bhutan and other foreign nationals seeking to enrol			
5.	Valid OCI card, along with valid foreign passport, for Individual who have stayed in India for 182 days or more in the immediately preceding 12 months	☑	☒*	☑#1
6.	Valid Long Term Visa (LTV) document, issued to minorities communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☒*	☑#2
7.	Valid visa, along with valid foreign passport issued, to other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months	☑	☒*	☑#3
8.	Passport of Nepal/Bhutan for nationals of Nepal/ Bhutan. In case passport is not available, both of the following documents to be submitted: (i) Valid Nepalese/ Bhutanese Citizenship Certificate (ii) Limited validity Photo Identity Certificate issued by Nepalese Mission / Royal Bhutanese Mission in India for stay of more than 182 days	☑	☒*	☑#4

*   Proof of Address documents as in the list of acceptable supporting documents for Aadhaar enrolment (above Five Years) will be applicable.
#1   For OCI Card holders – Valid foreign passport.
#2   For valid Long-Term Visa (LTV) holders - Long-Term Visa (LTV) document.
#3   For foreign nationals – Valid foreign passport.
#4   For nationals of Nepal and Bhutan – Nepalese / Bhutanese Passport or Nepalese/ Bhutanese Citizenship Certificate.

Note:

Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—

(a) It is currently valid (unless otherwise expressly provided for above);
(b) The person in respect of whom such document is issued is entitled for the same;
(c) If the information contained in the document is publicly displayed or otherwise accessible to UIDAI online or is verifiable offline through digital means made available by the authority issuing the same, such information is verified if such means are used; and
(d) The authority issuing the document presented to evidence proof of identity, address, date of birth or relationship has not made any declaration in respect of such category of document that such document is not proof of the same.

Important Note:

(a) For resident Indian and non-resident Indian (NRI) born on and after 1.10.2023, Birth Certificate is mandatory.
(b) Head of Family (HoF) based enrolment is mandatory (except for children residing in shelter homes or orphanages and foreign national seeking enrolment) for children below five years of age. Any one of the parent or legal guardian can become HoF.
(c) HoF must have a valid Aadhaar before performing HoF based enrolment.
(d) Aadhaar number of both the parents is required for HoF based enrolment and biometric authentication by one of the parents is mandatory.
(e) Name of the child and HoF must be mentioned in the PoR document.
(f) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information like parent/guardian first name, middle name and last name will be considered.
(g) The address mentioned in the HoF Aadhaar will be used in the child's Aadhaar.
(h) For foreign national seeking enrolment, 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 for a period of ten years.
(i) For OCI card holders, the Aadhaar issued will be valid only for a period of ten years.
(j) For LTV document holders, the Aadhaar issued will be valid only till the validity of LTV document.
(k) HoF is encouraged to provide any of the following Proof of Identity (PoI) documents issued in the name of the child:
    i.   Indian Passport
    ii. Photo Identity Card/Certificate with photograph issued by Central Government /State Government, such as Domicile Certificate, Resident Certificate etc.
    iii. ST/ SC/ OBC Certificate issued by Central Government /State Government
    iv. Disability Identity Card/Certificate of Disability issued under the Rights of Persons with Disabilities Rules, 2017

List of Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for Enrolment for Aadhaar Number of Individual Five Years and above of Age

☑ Means allowed | ☒ Means not allowed

Sl. No.	List of Documents (Document must be valid as on the date of application)	Proof of Identity (POI) document, containing name and photograph	Proof of Address (POA) document, containing name and address in India	Proof of Relationship (POR) document, containing name of child and name of Head of Family (HoF)	Proof of Date of Birth (PDB) document, containing name and Date of Birth
1.	Valid Indian Passport	☑	☑	☑	☑
2.	PAN Card/e-PAN Card	☑	☒	☒	☒
3.	Ration /PDS Photograph Card/e-Ration Card	☑	☑	☑	☒
4.	Voter Identity Card /e-Voter Identity Card whose details are displayed online on the website of the Election Commission of India or the Chief Electoral Officer concerned	☑	☑	☒	☒
5.	Driving License	☑	☒	☒	☒
6.	Service Photo Identity Card issued by Central Government/ State Government/ PSU/ regulatory body / statutory body	☑	☒	☒	☑
7.	Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government/ State Government/ PSU / regulatory body / statutory body	☑	☒	☑	☑
8.	CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Government/ State Government/ PSU	☑	☒	☒	☒
9.	Disability Identity Card / Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017	☑	☑	☒	☒
10.	Photograph Identity Card / Certificate with photograph issued by Central Government/ State Government, such as under Bhamashah scheme, Domicile Certificate, MGNREGA/NREGS Job Card, Labour Card, etc.	☑	☑	☑	☒
11.	Scheduled Tribe (ST)/ Scheduled Caste (SC)/ Other Backward Caste (OBC) Certificate issued by Central Government/ State Government	☑	☑	☑	☒
12.	Mark-sheet/Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act	☑	☒	☑	☑
13.	Passbook with photograph issued by a Public Sector Bank (as categorised by RBI), duly stamped and signed, along with a supporting certificate from the branch manager in charge certifying that KYC in respect of the account holder is complete and the proof of address for the address shown in the passbook is available in the bank's record	☑	☑	☒	☒
14.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019	☑	☑	☑	☑

No.	Document				
15.	Certificate issued on UIDAI Standard Certificate format by:				
	i. MP/ MLA/ MLC/ Municipal Councillor	☒	☑	☒	☒
	ii. Gazetted Officer Group 'A'/ EPFO Officer	☒	☑	☒	☒
	iii. Tehsildar/ Gazetted Officer Group 'B'	☒	☑	☒	☒
	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)	☑	☑	☒	☒
	v. Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages (for children of concerned shelter home or orphanage only)	☑	☑	☒	☒
	vi. Recognised educational institution (signed by the Head of Institute, only for the institute students concerned)	☒	☑	☒	☒
	vii. Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)	☒	☑	☒	☒
16.	Electricity bill (pre-paid/post-paid bill, not older than 3 months)	☒	☑	☒	☒
17.	Water bill (not older than 3 months)	☒	☑	☒	☒
18.	Telephone landline bill / post-paid mobile bill / broadband bill (not older than 3 months)	☒	☑	☒	☒
19.	Valid sale agreement / gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement	☒	☑	☒	☒
20.	Gas connection bill (not older than 3 months)	☒	☑	☒	☒
21.	Allotment letter of accommodation issued by Central Government/ State Government/ PSU / regulatory body/ statutory body (not older than 1 year)	☒	☑	☒	☒
22.	Life or medical insurance Policy (valid up to 1 year from the date of issue of the Policy)	☒	☑	☒	☒
23.	Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	☒	☒	☑	☑
24.	Family entitlement document issued by Central Government / State Government	☒	☒	☑	☒
25.	Prisoner Induction Document (PID) issued by Prison Officer, with signature and seal	☑	☑	☒	☒
26.	Document to prove legal guardianship	☒	☒	☑	☒
Documents applicable for holders of Overseas Citizen of India (OCI) card, or Long Term Visa (LTV), nationals of Nepal and Bhutan and other foreign nationals seeking enrolment					
27.	Valid OCI card, along with valid foreign passport, for individual who have stayed in India for 182 days or more in the immediately preceding 12 months	☑	☒	☒	☑[#1]

No.	Document				
28.	Valid Long Term Visa (LTV) document, issued to minorities communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☒	☒	☑ [#2]
29.	Valid Passport of Nepal/Bhutan for nationals of Nepal/Bhutan. In case passport is not available, any two of the following documents having the same address may be submitted: (i) Valid Nepalese/ Bhutanese Citizenship Certificate (ii) Valid Voter Identity Card issued by the Election Commission of Nepal/ Bhutan (iii) Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India	☑	☒	☒	☑ [#3]
30.	Valid visa, along with valid foreign passport issued, to other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months	☑	☒	☒	☑ [#4]
31.	Valid Registration Certificate or Residential permit issued by FRRO/FRO to the foreign national (except OCI Card holders, LTV document holders and Nepal/Bhutan nationals)	☒	☑	☒	☒

[#1] For OCI Card holders – Valid foreign passport.
[#2] For valid Long-Term Visa (LTV) holders - Long-Term Visa (LTV) document.
[#3] For nationals of Nepal and Bhutan – Nepalese / Bhutanese Passport or Nepalese/ Bhutanese Citizenship Certificate.
[#4] For foreign nationals – Valid foreign passport.

Note: Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—

(a) It is currently valid (unless otherwise expressly provided for above);
(b) The person in respect of whom such document is issued is entitled for the same;
(c) If the information contained in the document is publicly displayed or otherwise accessible to UIDAI online or is verifiable offline through digital means made available by the authority issuing the same, such information is verified if such means are used; and
(d) The authority issuing the document presented to evidence proof of identity, address, date of birth or relationship has not made any declaration in respect of such category of document that the same is not proof of the same.

Important Note:

(a) For resident Indian and Non Resident Indian (NRI) born on and after 01.10.2023, birth certificate is mandatory.
(b) A document is accepted as Proof of Identity (PoI) document only if it contains Name and Photograph of the individual.
(c) A document is accepted as Proof of Address (PoA) document only if it contains Name and Address of the individual.
(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 individual.
(e) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual''s Aadhaar. No additional information like parent/guardian first name, middle name and last name will be considered.
(f) All the PoI, PoA, DoB documents shall be issued on the name of the individual. Documents in the name of the family member/members cannot be considered for enrolment of the other family members.
(g) Head of Family (HoF) based enrolment shall be used in case individual does not have PoI and PoA documents.
(h) HoF must have a valid Aadhaar before performing HoF based enrolment. HoF must accompany the individual during enrolment for his / her Aadhaar Authentication.
(i) The address mentioned in the HoF Aadhaar will be used in the family member''s Aadhaar.
(j) For foreign national seeking enrolment, 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 for a period of ten years.
(k) For OCI card holders, the Aadhaar issued will be valid only for a period of ten years.
(l) For LTV document holders, the Aadhaar issued will be valid only till the validity of LTV document.
(m) All the documents should be latest and valid (except otherwise specified)

List of Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for Update of Information in respect of Aadhaar Number Holder of any Age

☑ Means allowed | ☒ Means not allowed

Sl. No.	List of Documents (Document must be valid as on the date of application)	Proof of Identity (POI) document, containing name and photograph	Proof of Address (POA) document, containing name and address in India	Proof of Relationship (POR) document, containing name of child and name of Head of Family (HoF)	Proof of Date of Birth (PDB) document, containing name and Date of Birth
1.	Valid Indian Passport	☑	☑	☑	☑*
2.	PAN Card/e-PAN Card	☑	☒	☒	☒
3.	Ration /PDS Photograph Card/e-Ration Card	☑	☑	☑	☒
4.	Voter Identity Card /e-Voter Identity Card whose details are displayed online on the website of the Election Commission of India or the Chief Electoral Officer concerned	☑	☑	☒	☒
5.	Driving License	☑	☒	☒	☒
6.	Service Photo Identity Card issued by Central Government / State Government / PSU / regulatory body / statutory body	☑	☒	☒	☑*
7.	Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government / State Government / PSU / regulatory body / statutory body	☑	☒	☑	☑*
8.	Kisan Photo Passbook	☑	☑	☒	☒
9.	CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Government/ State Government/ PSU	☑	☒	☒	☒
10.	Disability Identity Card / Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017	☑	☑	☒	☒
11.	Photograph Identity Card / Certificate with photograph issued by Central Government/ State Government, such as under Bhamashah scheme, Domicile Certificate, MGNREGA/NREGS Job Card, Labour Card, etc.	☑	☑	☑	☒
12.	Marriage Certificate with or without photograph issued by Central Government/ State Government (supporting PoI document of old name and photograph is required if the Marriage Certificate is without photograph)	☑	☑	☑	☒
13.	Scheduled Tribe (ST)/ Scheduled Caste (SC)/ Other Backward Caste (OBC) Certificate issued by Central Government/ State Government	☑	☑	☑	☒
14.	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)	☑	☒	☒	☒
15.	Mark-sheet / Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act	☑	☒	☑	☑*
16.	Passbook with photograph issued by a Public Sector Bank (as categorised by RBI), duly stamped and signed, along with a supporting certificate from the branch manager in charge certifying that KYC in respect of the account holder is complete and the proof of address for the address shown in the passbook is available in the bank's record	☑	☑	☒	☒

#	Document				
17.	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)	☒	☑	☒	☒
18.	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)	☒	☑	☒	☒
19.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019	☑	☑	☑	☑*
20.	Certificate issued on UIDAI Standard Certificate format by:				
	i. MP/ MLA/ MLC/ Municipal Councillor	☒	☑	☒	☒
	ii. Gazetted Officer Group 'A'/ Employees Provident Fund Organisation (EPFO) Officer	☒	☑	☒	☒
	iii. Tehsildar/ Gazetted Officer Group 'B'	☒	☑	☒	☒
	iv. Gazetted Officer at National AIDS Control Organisation (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 19.5.2022)	☑	☑	☒	☒
	v. Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages (for children of concerned shelter home or orphanage only)	☑	☑	☒	☒
	vi. Recognised educational institution (signed by the Head of Institute, only for the institute students concerned)	☒	☑	☒	☒
	vii. Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)	☒	☑	☒	☒
21.	Electricity bill (pre-paid/post-paid bill, not older than 3 months)	☒	☑	☒	☒
22.	Water bill (not older than 3 months)	☒	☑	☒	☒
23.	Telephone landline bill/ post-paid mobile bill/ broadband bill (not older than 3 months)	☒	☑	☒	☒
24.	Property Tax Receipt (not older than 1 year)	☒	☑	☒	☒
25.	Valid sale agreement/ gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement	☒	☑	☒	☒
26.	Gas connection bill (not older than 3 months)	☒	☑	☒	☒
27.	Allotment letter of accommodation issued by Central Government/ State Government/ PSU / regulatory body / statutory body (not older than 1 year)	☒	☑	☒	☒

No.	Document				
28.	Life or medical insurance Policy (valid up to 1 year from the date of issue of the Policy)	☒	☑	☒	☒
29.	Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	☒	☒	☑	☑
30.	Family entitlement document issued by Central Government / State Government	☒	☒	☑	☒
31.	Prisoner Induction Document (PID) issued by Prison Officer, with signature and seal	☑	☑	☒	☒
32.	Self-declaration from the Head of Family (HoF) certifying the relationship with the individual 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)	☒	☒	☑	☒
33.	Document to prove legal guardianship	☒	☒	☑	☒
Documents applicable for holders of Overseas Citizenship of India (OCI) card, Long Term Visa (LTV), nationals of Nepal and Bhutan and other foreign nationals					
34.	Valid OCI card, along with valid foreign passport	☑	☒	☒	☑[#1]
35.	Valid Long Term Visa (LTV) document, issued to minorities communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☑	☒	☑[#2]
36.	Passport of Nepal/Bhutan for nationals of Nepal/Bhutan. In case passport is not available, any two of the following documents having the same address may be submitted: (i) Nepalese/ Bhutanese Citizenship Certificate (ii) Valid Voter Identity Card issued by the Election Commission of Nepal/ Bhutan (iii) Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India	☑	☒	☒	☑[#3]
37.	Valid visa, along with valid foreign passport issued, to other foreign nationals	☑	☒	☒	☑[#4]
38.	Valid Registration Certificate or Residential permit issued by Foreigners Regional Registration Office (FRRO) /Foreigners Registration Office (FRO) to the foreign national (except OCI Card holders, LTV document holders and Nepal/ Bhutan nationals)	☒	☑	☒	☒
Documents applicable for exception cases of name, gender and date of birth (DoB):					
39.	For exception cases of name change: Gazette Notification of new name alongwith any supporting POI document of old name with Photograph (for first/full name change)/ Divorce Decree/ Adoption Certificate/ Marriage Certificate	☑	☒	☒	☒
40.	For Exception cases of Gender Change: Medical Certificate from surgeon, in case individual changed gender surgically	☑	☒	☒	☒
41.	For exception cases of DoB Change: Self Declaration as per notified format along with Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	☒	☒	☒	☑

* DoB update of all individual between the age group of 0-18 years mandatorily requires Birth Certificate issued by Authorized Authority of the respective States.

#1 For OCI Card holders – Valid foreign passport.

#2 For valid Long-Term Visa (LTV) holders - Long-Term Visa (LTV) document.

#3 For nationals of Nepal and Bhutan – Nepalese / Bhutanese Passport or Nepalese/ Bhutanese Citizenship Certificate.

#4 For foreign nationals – Valid foreign passport.

Note: Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—

(a) It is currently valid (unless otherwise expressly provided for above);

(b) The person in respect of whom such document is issued is entitled for the same;

(c) If the information contained in the document is publicly displayed or otherwise accessible to UIDAI online or is verifiable offline through digital means made available by the authority issuing the same, such information is verified if such means are used; and

(d) The authority issuing the document presented to evidence proof of identity, address, date of birth or relationship has not made any declaration in respect of such category of document that such document is not proof of the same.

Important Note:

(a) For resident Indian and Non Resident Indian (NRI) born on and after 01.10.2023, birth certificate is mandatory.

(b) A document is accepted as Proof of Identity (PoI) document only if it contains Name and Photograph of the individual.

(c) A document is accepted as Proof of Address (PoA) document only if it contains Name and Address of the individual.

(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 individual.

(e) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information like parent/guardian first name, middle name and last name will be considered.

(f) PoI, PoA and PDB documents shall be issued on the name of the individual. Documents in the name of the family member/members cannot be considered for Aadhaar update of the other family members.

(g) Head of Family (HoF) based Aadhaar update shall be used in case individual does not have PoI and PoA documents.

(h) HoF must have a valid Aadhaar before performing HoF based update. HoF must accompany the individual during update for his / her Aadhaar Authentication.

(i) The address mentioned in the HoF Aadhaar will be used in the family member's Aadhaar.

(j) 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 by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder.

(k) Aadhaar update for foreigner national will be conducted at Aadhaar adult enrolment centres only.

(l) For foreign national seeking update, 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 for a period of ten years.

(m) For OCI card holders, the Aadhaar issued will be valid only for a period of ten years.

(n) For LTV document holders, the Aadhaar issued will be valid only till the validity of LTV document.

(o) Please refer Self Declaration for DoB Change — [@]

(p) Please refer Exception Handling Mechanism — [$]

(q) Exception handling process is carried out under jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the Regional Office concerned.

(r) All the documents should be latest and valid (except otherwise specified).

(s) In case of date of birth update of woman who has changed their name post-marriage, proof of date of birth documents issued premarriage will be accepted along with marriage certificate or any other proof of relationship document evidencing the name change post-marriage.

(t) Head of Family (HoF) based minor updates in name (viz. addition/ deletion/ change in surname, change in spelling owing to phonetics, expansion/ abbreviation provided the primary name remains unchanged) of a minor (below 18 years of age) shall be permitted based on Birth Certificate bearing the revised name.

@- https://uidai.gov.in/images/SOP_for_DOB_update.pdf

$- https://uidai.gov.in/images/Biometric_exception_guidelines_01-08-2014.pdf

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*

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;*

| 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:

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

PIN Code:

Date of Birth:

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

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

Instructions: All details to be filled in Block Letters

To be printed on plain A4 paper size;   Not required to print on letter head;

(To be valid for 3 months from date of issue)

| 12 | 07 | 2022 |

Resident's Details

[✓] Resident   [ ] Non-Resident Indian (NRI)   [ ] New Enrolment   [✓] Update Request

Aadhaar Number: (For update only)   1 2 3 4 5 6 7 8 9 0 1 2

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: 9 8 7 8 5 4 X X X X

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/ Muncipal 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

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

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

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

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

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

S No	Filed Name	General Instructions
1	Name of Certifier	• Mention the name of Certifier
2	Designation and office name	• Specify the designation and office name of the Certifier.
3	Office Address	• Specify the complete address of the certifier, along with Department name.
4	Contact Number	• Specify the contact details of the certifier.
5	Certifier Type	• Mention the certifier type by tick mark one of box from below categories: ○ 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	• Verify the below checklist by tick mark the boxes: ○ No overwriting ○ Issue date is filled ○ Resident's signature ○ Certifier's details ○ Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper) • Please ensure that complete form is duly filled, and all boxes of checklist all selected.
7	Sign & Stamp of the certifier	• Provide certifier sign and stamp in the space specified.

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--