

Under Section 3 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 (Aadhaar Act)

# **AADHAAR ENROLMENT/UPDATE FORM**



Aadhaar Enrolment is free and voluntary.No charges are applicable for Form & Aadhaar Enrolment. In case of Update, provide your UID, Name and only that field which needs Update.

Please follow the instructions overleaf while filling up the form. Use capital letters only.

1	Pre-Enrolment ID :		Ī	JID (In case		•	- /
3	Full Name:						
4	Gender: Male ( ) Female ( ) Transgend	der()	5	Age:	Yrs or		of Birth:   DD   MM   YYYY
6	Address: C/o() NAME						
	House No/ Bldg./Apt.		Street/Road/Lane				
	Landmark		Area/locality/sector				
	Village/Town/City		Post Office				
	District Sub-Distric		ct State				
	E Mail	Mobile No	0			PIN CODE	
7	Details of: Father() Mother() Guardian() Husband() Wife()  For children below 5 years Father/Mother/Guardian's details are mandatory. Adults can opt to not specify this information, if they cannot/do not want to disclose.						
	Name						
	EID/ Aadhaar No.:						
8	ty and/or address. Introducer and Head of Family details are not required in case of Document based Verification.  For Document Based (Write Names of the documents produced. Refer overleaf of this form for list of valid documents)						
a.	POI		b. POA				
	DOB ndatory in case of Verified Date of Birth)		d. POR				
9	For Introducer Based – Introducer's Aadhaar No.	For HoF Based - Details of : Father ( ) Mother ( ) Guardian ( ) Husband ( ) Wife ( ) HoF's Eld/Aadhaar No.:                             dd   mm   yyyy hh: mm: ss					
I he	reby confirm the identity and address of						rue, correct and accurate.
Intr	oducer/HoF's Name:				Signatur	re of In	troducer/HOF
confirm covide ill be a ay be	ure under section 3(2) of THE AADHAAR (TAES) ACT, 2016  In that I have been residing in India for at lead by me to the UIDAI is my own and is true used for generation of Aadhaar and authen provided to an agency only with my consentances my identity information (except core	st 182 days , correct an itication. I u it during au	in th d acc under thent	e preceding urate. I am stand that ication or a	g 12 mont aware th my ident as per the	ths & ir nat my ity info provis	oformation (including biometrical information including biometrical formation (except core biometrical ions of the Aadhaar Act. I have
	's Stamp and Signature: ust put his/her Name, if stamp is not available)					Applic	ant's signature/Thumbprint
be filled	t by the Enrolment Agency only:	 Date & t	 ime of I	 Enrolment:			

## Instructions to follow while filling up the enrolment form

Field 3 NAME	Write full name without salutations/titles. Please bring the original* Proof of Identity (POI) document. (See list A below). Variation in Resident's Name in contrast to PoI is permissible as long as the change is minor spelling only, without altering the Name in PoI document. For Example: If Resident's PoI reads "Preeti", then "Priti" can be recorded if Resident wants so.
Field 5 DOB / AGE	Fill in Date of Birth in DDMMYYYY format. If exact Date of Birth is not known, approximate age in Years may be filled in the space provided. Please bring the original Proof of Date of Birth (DoB), if available. (See list D below). Declared checkbox may be selected if Resident does not have a valid proof of Date of Birth document. Verified checkbox is selected where Resident has provided documents as proof of Date of birth.
Field 6 ADDRESS	Write complete address. Please bring the original Proof of Address (POA) document. (See list B below). Please note that the Aadhaar letter will be delivered at the given address only.  To include Parent / Guardian / Spouse name as part of the address, select the appropriate box and enter the name of the person.  Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in the POA document.
Field 7 RELATIONSHIP	<ul> <li>In case of children below 5 years, it is mandatory to provide father/mother/guardian details with their Aadhaar or EID number.</li> <li>If the resident is not holding a Proof of Identity &amp; using the Head of the Family identity for enrolment, it is mandatory to provide Head of the family's details with his/her Aadhaar or EID number. Please refer illustration below for filling EID. Please bring the original Proof of Relationship (POR) document. (See list C below).</li> <li>For other cases, it is optional for the resident to fill up the relationship details.</li> </ul>
Field 8 DOCUMENTS	Write the name of Documents for Pol and PoA. In case proof of Date of Birth is available, then write the name of Date of Birth document. If the resident is not holding a Proof of Identity & using the Head of Family based enrolment, then write the name of Proof of Relationship document. For Valid list of documents, please refer list of Documents below.
Field 9 INTRODUCER/HoF	Resident who does not have POI and POA may get enrolled through an Introducer/ Head of Family. PI contact nearest enrolment centre or your Registrar, for further details.

#### List A. POI documents

## 1. Passport

- PAN Card
- 3. Ration/ PDS Photo Card
- 4. Voter ID
- 5. Driving License
- Government Photo ID Cards/ service photo identity card issued by PSU
- 7. NREGS Job Card
- 8. Photo ID issued by Recognized Educational Institutio
- 9. Arms License
- 10. Photo Bank ATM Card
- 11. Photo Credit Card
- 12. Pensioner Photo Card13. Freedom Fighter Photo Card
- 14. Kissan Photo Passbook
- 15. CGHS / ECHS Photo Card
- 16. Address Card having Name and Photo issued by Department of Posts
- Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead

## 18. Disability ID

- Card/handicapped medical certificate issued by the respective
- State/UT/Administrations
- Bhamashah Card
   Certificate from
- superintendent/ warden/matron/ head of institution of recognized
- Certificate of Identity having photo issued by MP or MI-A or MLC or municipal
- Certificate of identity having photo issued by village panchayat head or mukhiya for rural areas
- Gazette notification for name change
- 24. Marriage certificate with photograph
- 25. RSBY card
- 26. SSLC book having candidates photograph
- 27. ST/SC/OBC certificate with photo

# List B. POA documents

- Passport
- 2. Bank Statement/ Passbook
- 3. Post Office Account Statement/Passbook
- 4. Ration Card
- 5. Voter ID
- Driving License
- Government Photo ID cards/ service photo identity card issued by PSU
- n 8. Electricity Bill (not older than 3 months)
- 9. Water bill (not older than 3 months)
- Telephone Landline Bill (not older than 3 months)
- Property Tax Receipt (not older than one year)
- Credit Card Statement (not older than 3 months)
- 13. Insurance Policy
- 4. Signed Letter having Photo from Bank on letterhead
- Signed Letter having Photo issued by registered Company on letterhead
- Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution
- 17. NREGS Job Card
- 18. Arms License
- Pensioner Card
- 20. Freedom Fighter Card
- 21. Kissan Passbook
- 22. CGHS / ECHS Card
- Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead
- 24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)

- 25. Income Tax Assessment Order
- 26. Vehicle Registration Certificate
- 27. Registered Sale / Lease / Rent Agreement
- 28. Address Card having Photo issued by Department of Posts
- 29. Caste and Domicile Certificate having Photo issued by State Govt.
- Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations
- 31. Gas Connection Bill (not older than 3 months)
- 32. Passport of Spouse
- 33. Passport of Parents(in case of Minor)
- 34. Allotment letter of accommodation issued by Central/State Govt. of not more than 3 years old
- Marriage Certificate issued by the Government, containing address.
- 36. Bhamashah card
- 37. Certificate from superintendent/ warden/matron/ head of institution of recognized shelter homes for orphanages homes etc on letter head
- 38. Certificate of address having photo issued by municipal councilor on letterhead
- 39. Identity card issued by recognized educational institutions
- 40. SSLC book having photograph
- 41. School Identity card

### List C. POR documents

PDS Card

1

- 2. MNREGA Job Card
- CGHS/State
   Government/ECHS/ESIC
   Medical card
- 4. Pension Card
- 5. Army Canteen Card
- 6. Passport
- Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk. Tehsil etc.
- 8. Any other Central/State government issued family entitlement document
- 9. Marriage Certificate Issued by the Government..

- Address card having name and photo issued by Department of Posts
- Bhamashah card
- 12. Discharge card/slip issued by Govt hospitals for birth of a
- Certificate of Identity having photo issued by MP or MLA or MLC or municipal councillor or gazette officer on letterhead
- 14. Certificate of Identity having photo and relationship with HoF issued by village panchayat head or mukhiya (for rural areas)

## List D. DOB documents

- . Birth Certificate
- 2. SSLC Book/Certificate Passport
- Certificate of Date of Birth issued by Group A Gazetted Officer on Letterhead
- 5. PAN Card
- Marksheet issued by any Govt. Board or University
- Govt. Photo ID Card/Photo Identity card issued by PSU containing DoB.
- 8. Central/State Pension payment order.
- Central Govt. Health Service Scheme photo card or Ex-Servicemen Contributory Health Scheme Photo card
- A certificate or i card having photo and Date of Birth (DoB) duly signed and issued by a Government authority
- Photo ID card having Date of Birth, issued by Recognized Educational Institution

<sup>\*</sup>In instances where original documents are not available, copies attested / certified by a public notary / gazetted officer will be accepted.