



Mera Aadhaar, Meri Pehchaan

02<sup>nd</sup> Nov, 2020

## LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

### POI (Proof of Identity) documents containing Name and Photo

1. Passport
2. PAN Card
3. Ration/ PDS Photo Card
4. Voter ID
5. Driving License
6. Government Photo ID Cards/ Service photo identity card issued by PSU
7. NREGS Job Card
8. Photo ID issued by Recognized Educational Institution
9. Arms License
10. Photo Bank ATM Card
11. Photo Credit Card
12. Pensioner Photo Card
13. 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
17. Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
18. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
19. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/ update
22. Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
23. 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 photograph
28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph
29. Extract of School Records issued by Head of School containing name and photograph
30. Bank Pass Book having name and photograph
31. Certificate of Identity containing name and photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update.

32. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

### POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)

1. PDS Card
2. MNREGA Job Card
3. CGHS/ State Government/ ECHS/ ESIC Medical card
4. Pension Card
5. Army Canteen Card
6. Passport
7. 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
10. Address card having name and photo issued by Department of Posts
11. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
12. Discharge card/ slip issued by Government hospitals for birth of a child
13. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor or Gazetted Officer on UIDAI standard certificate format for enrolment/ update
14. Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update

### DOB (Date of Birth) documents containing Name and DOB

1. Birth Certificate
2. SSLC Book/ Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update
5. A certificate (on UIDAI standard certificate format for enrolment/ update) or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority
6. Photo ID card having Date of Birth, issued by Recognized Educational Institution
7. PAN Card
8. Marksheet issued by any Government Board or University
9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB



**Mera Aadhaar, Meri Pehchaan**

## **LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION**

10. Central/ State Pension Payment Order
11. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card
12. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth
13. Extract of School Records issued by Head of School containing Name, Date of Birth and Photograph
14. Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
15. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
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
30. 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. (not more than 3 years old)
35. Marriage Certificate issued by the Government, containing address
36. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
37. Certificate from Superintendent/Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
38. Certificate of Address having photo issued by Municipal Councillor on UIDAI standard certificate format for enrolment/ update
39. Identity Card issued by recognized educational institutions
40. SSLC book having photograph
41. School Identity card
42. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address
43. Extract of School Records containing Name, Address and Photograph issued by Head of School
44. Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
45. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

### **POA (Proof of Address) documents containing Name and Address**

1. Passport
2. Bank Statement/ Passbook
3. Post Office Account Statement/ Passbook
4. Ration Card
5. Voter ID
6. Driving License
7. Government Photo ID cards/ service photo identity card issued by PSU
8. Electricity Bill (not older than 3 months)
9. Water Bill (not older than 3 months)
10. Telephone Landline Bill (not older than 3 months)
11. Property Tax Receipt (not older than 1 year)
12. Credit Card Statement (not older than 3 months)
13. Insurance Policy
14. Signed Letter having Photo from Bank on letterhead
15. Signed Letter having Photo issued by registered Company on letterhead
16. 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
19. Pensioner Card
20. Freedom Fighter Card
21. Kissan Passbook
22. CGHS/ ECHS Card
23. Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update

- **Bring original documents for Enrolment/ Update. No photocopy required.**
- **Original documents are scanned and given back to you.**

# 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. Nos. 17, 20, 21, 22, 31 & 32; POA documents at SI. Nos. 23, 24, 37, 38, 44 & 45; POR documents at SI. Nos. 13 & 14 DOB documents at SI. Nos. 4, 5, 14 & 15 of Schedule II of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time.

**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;

14 10 2020

**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:

DELHI

State:

DELHI

PIN Code:

110001

Date of Birth:

01 01 1990

Mohan

Signature of the Resident/  
Thumb/ Finger Impression

Attested &

Manoj Tiwari

14/10/20

OFFICE STAMP

**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- 305 D,

SHASTRI BHAWAN , NEW DELHI - 110001

Contact Number:

9876543210

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

उप-निदेशक / Dy. Director 14/10/20

OFFICE STAMP

Signature & Stamp of the Certifier

NOTE: This format is applicable for POI documents at Sl. Nos. 17, 20, 21, 22, 31 & 32; POA documents at Sl. Nos. 23, 24, 37, 38, 44 & 45; POR documents at Sl. Nos. 13 & 14 DOB documents at Sl. Nos. 4, 5, 14 & 15 of Schedule II of the Aadhaar (Enrolment and 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 –

r a m e s h

R A M E S H

#### Incorrect

#### Correct

- Use standard fonts and avoid stylized writing.
- Use black or blue ball point pen only. Do NOT fill the application form with ink-pen or pencil.
- Put a tick marks (✓), in the boxes where you have to select options as your answer and leave the other option(s) blank.
- Write clearly within the boxes without touching the boundaries. Try and write in the centre of the box, as shown in the image below–

M E H T A

M E H T A

#### Incorrect

#### Correct

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

R A M E S H G U P T A

R A M E S H G U P T A

#### Incorrect

#### Correct

- Do NOT write “NA” or “N/A” or “NOT APPLICABLE” in any boxes in the form to convey that the column is not relevant for your case. Leave that column blank.

### B. FIELD-WISE GUIDELINES FOR FILLING UP “CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE”- Resident section

Ensure all the fields are filled properly, as per below instructions.

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

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

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

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

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

### 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.