Mera Aadhaar
Meri Pehchaan

Unique Identification
Authority of India

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

List I -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for **Aadhaar of individual up to five years of age**

List II -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for **Aadhaar of individual five years and above and less than eighteen years of age**

List III -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for **Aadhaar Number of individual eighteen years and above of age**

List IV -

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**

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

List I - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar 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 under the Registration of Births and Deaths Act, 1969 and the rules made thereunder	☑	☑
2.	Valid Indian Passport (only applicable for NRIs)	☑	☑
3.	Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts	☑	☒

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 District Child Protection Officer (DCPO) along with the order of placement of child in a Child Care Institution (CCI) in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022)	☑	☑	☒
Documents applicable for Overseas Citizen of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months				
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**
5.	For Overseas Citizen of India (OCI) cardholders - Valid foreign passport (along with OCI card)	☑	☒*	☑
6.	For nationals of Nepal and Bhutan – (a) Passport of Nepal/Bhutan	☑	☒*	☑
	(b) Valid Nepalese/ Bhutanese Citizenship Certificate (along with Limited validity Photo Identity Certificate issued by Nepalese Mission / Royal Bhutanese Mission in India)	☑	☒*	☑
7.	For Long Term Visa holders - Valid Long Term Visa (LTV), issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☑*	☑#3
8.	For other foreign nationals - Valid foreign passport (along with valid visa)	☑	☒*	☑

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

* Proof of Address documents as in the "List III - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar Number of individual eighteen years and above of age" will be applicable

Note:

(a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—
- (i) It is currently valid;
- (ii) The person in respect of whom such document is issued is entitled for the same;
- (iii) The information contained in the document is verifiable from the source; and
- (iv) The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented

(b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:
- (i) A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
- (ii) PoI, PoA, PoR and PDB documents submitted for enrolment must be issued in the name of the individual seeking enrolment
- (iii) A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
- (iv) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
- (v) Name and date of birth of the individual across all the documents submitted as PoI, PoR and PDB must be uniform

(c) Head of Family (HoF) based enrolment is mandatory for children below five years of age except for children in Child Care Institutions and foreign nationals

(d) Criteria for Head of Family and Proof of Relationship based enrolment:
- (i) HoF must have a valid Aadhaar before performing HoF based enrolment
- (ii) Any one of the parents or the legal guardian can be HoF
- (iii) Aadhaar number of both the parents is required for HoF based enrolment. In case the child is living with only one parent or living with a legal guardian, the Aadhaar number of only such parent or legal guardian may be given
- (iv) Biometric authentication by one of the parents or the legal guardian is mandatory
- (v) The address mentioned in the Aadhaar of HoF will be used for the address in the Aadhaar of the child

(e) Validity period of the Aadhaar issued to the OCI cardholders, Nepal & Bhutan nationals, LTV holders and other foreign nationals is specified below:
- (i) OCI cardholders - ten years
- (ii) Nepal/Bhutan nationals - ten years
- (iii) LTV holders - till the validity of LTV
- (iv) Other foreign nationals - till the validity of visa

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

List II - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar of individual five years and above and less than eighteen years of age

☑ Means allowed | ☒ Means not allowed

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 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 under the Registration of Births and Deaths Act, 1969 and the rules made thereunder	☒	☒	☑	☑
2.	Valid Indian Passport	☑	☑	☑	☑
3.	Domicile Certificate issued by State Government	☑	☑	☑	☒
4.	Scheduled Tribe (ST) / Scheduled Caste (SC) / Other Backward Caste (OBC) Certificate issued by Central Government / State Government	☑	☑	☑	☒
5.	Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts	☒	☒	☑	☒
6.	Certificate issued on UIDAI Standard Certificate format by District Child Protection Officer (DCPO) along with order of placement of child in Child Care Institution (CCI) in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022)	☑	☑	☒	☒
7.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019 and rules made thereunder	☑	☑	☑	☑

Documents applicable for Overseas Citizen of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

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
8.	For OCI cardholders - Valid foreign passport (along with OCI card)	☑	☒*	☑
9.	For nationals of Nepal and Bhutan – (a) Passport of Nepal/Bhutan	☑	☒*	☑
	(b) Valid Nepalese/ Bhutanese Citizenship Certificate (along with Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India)	☑	☒*	☑
10.	For Long Term Visa holders - Valid Long Term Visa (LTV) document, issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☑*	☑
11.	For other foreign nationals - Valid foreign passport (along with valid visa)	☑	☒*	☑

* Proof of Address documents as in the "List III - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar Number of individual eighteen years and above of age" will be applicable

Note:

(a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—
- (i) It is currently valid
- (ii) The person in respect of whom such document is issued is entitled for the same;
- (iii) The information contained in the document is verifiable from the source; and
- (iv) The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented

(b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:
- (i) A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
- (ii) PoI, PoA, PoR and PDB documents submitted for enrolment must be issued in the name of the individual seeking enrolment
- (iii) A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
- (iv) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
- (v) Name and date of birth of the individual across all the documents submitted as PoI, PoR and PDB must be uniform

(c) Criteria for Head of Family and Proof of Relationship based enrolment:
- (i) HoF must have a valid Aadhaar before performing HoF based enrolment
- (ii) Any one of the parents or the legal guardian can be HoF
- (iii) Aadhaar number of both the parents is required for HoF based enrolment. In case the child is living with only one parent or living with a legal guardian, the Aadhaar number of only such parent or legal guardian may be given
- (iv) Biometric authentication by one of the parents or the legal guardian is mandatory
- (v) The address mentioned in the Aadhaar of HoF will be used for the address in the Aadhaar of the child

(d) Individuals aged 5 years and above and less than 18 years of age are encouraged to enrol through Head of Family based enrolment. However, if HoF or Proof of Relationship document is not available, such individual may enrol through document-based enrolment using PoI, PoA and PDB documents

(e) Validity period of the Aadhaar issued to the OCI cardholders, Nepal & Bhutan nationals, LTV holders and other foreign nationals is specified below:
- (i) OCI cardholders - ten years
- (ii) Nepal/Bhutan nationals - ten years
- (iii) LTV holders - till the validity of LTV
- (iv) Other foreign nationals - till the validity of visa

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

List III - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar Number of individual eighteen years and above of age

☑ Means allowed | ☒ Means not allowed

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
1.	Valid Indian Passport	☑	☑	☑
2.	Ration /PDS Photograph Card/e-Ration Card	☑	☑	☒
3.	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	☑	☑	☒
4.	Driving licence	☑	☒	☒
5.	Service Photo Identity Card issued by Central Government/ State Government/ PSU/ regulatory body / statutory body	☑	☑	☑
6.	Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government/ State Government/ PSU / regulatory body / statutory body	☑	☑	☑
7.	CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Government/ State Government/ PSU	☑	☒	☒
8.	Certificate as per the UIDAI prescribed format, jointly signed and stamped by the Head of Shelter Home registered under RPwD Act, 2016 and the District Social Welfare Officer (DSWO) / Authorized Officer of equivalent rank for disability related matters in the district	☑	☑	☒
9.	MGNREGA/NREGS Job Card and Domicile Certificate issued by State Government	☑	☑	☒
10.	Scheduled Tribe (ST)/ Scheduled Caste (SC)/Other Backward Caste (OBC) Certificate issued by Central Government/ State Government	☑	☑	☒
11.	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	☑	☒	☑
12.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019 and rules made thereunder	☑	☑	☑
13.	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'	☒	☑	☒

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

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
	(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) Recognised educational institution (signed by the Head of Institute, only for the institute students concerned)	☒	☑	☒
	(vi) Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)	☒	☑	☒
14.	Electricity bill (pre-paid/post-paid bill, not older than 3 months)	☒	☑	☒
15.	Water bill (not older than 3 months)	☒	☑	☒
16.	Telephone landline bill/ post-paid mobile bill/ broadband bill (not older than 3 months)	☒	☑	☒
17.	Valid sale agreement/ gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement	☒	☑	☒
18.	Gas bill (not older than 3 months)	☒	☑	☒
19.	Allotment letter of accommodation issued by Central Government/ State Government/ PSU / regulatory body / statutory body (not older than 1 year)	☒	☑	☒
20.	Life or medical insurance policy (valid up to 1 year from the date of issue of the Policy)	☒	☑	☒
21.	Birth certificate issued under the Registration of Births and Deaths Act, 1969 and the rules made thereunder	☒	☒	☑
22.	Prisoner Induction Document (PID) issued by Prison Officer with signature and seal	☑	☑	☒

Document for Head of Family based enrolment of persons in respect of whom a legal guardian has been appointed

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 Relationship (PoR) document, containing name of individual and name of Head of Family (HoF)	Proof of Date of Birth (PDB) document, containing name and date of birth
23.	Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts	☒	☒	☑	☒

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

Documents applicable for Overseas Citizen of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months

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
24.	For OCI cardholders - Valid foreign passport (along with OCI card)	☑	☒*	☑
25.	For nationals of Nepal and Bhutan – (a) Passport of Nepal/Bhutan	☑	☒*	☑
	(b) Any two of the following documents having the same address may be submitted: (i) Valid Nepalese/ Bhutanese Citizenship Certificate (acceptable as proof of date of birth also) (ii) Valid Voter Identity Card issued by the Election Commission of Nepal/ Bhutan (not acceptable as proof of date of birth) (iii) Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India (not acceptable as proof of date of birth)	☑	☒*	☑
26.	For Long Term Visa holders - Valid Long Term Visa (LTV), issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☑*	☑
27.	For other foreign nationals - Valid foreign passport (along with valid visa)	☑	☒*	☑
28.	Valid Registration Certificate or Residential permit issued by FRRO/FRO to the foreign national (except OCI cardholders, LTV document holders and Nepal/Bhutan nationals)	☒	☑	☒

* Proof of Address documents as in the above list will also be applicable for Overseas Citizens of India (OCI) cardholders, or Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals seeking enrolment

Note:

(a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—
- (i) It is currently valid
- (ii) The person in respect of whom such document is issued is entitled for the same;
- (iii) The information contained in the document is verifiable from the source; and
- (iv) The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented

(b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:
- (i) A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
- (ii) PoI, PoA, PoR and PDB documents submitted for enrolment must be issued in the name of the individual seeking enrolment
- (iii) A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
- (iv) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
- (v) Name and date of birth of the individual across all the documents submitted as PoI, PoR and PDB must be uniform

(c) Validity period of the Aadhaar issued to the OCI cardholders, Nepal & Bhutan nationals, LTV holders and other foreign nationals is specified below:
- (i) OCI cardholders - ten years
- (ii) Nepal/Bhutan nationals - ten years
- (iii) LTV holders - till the validity of LTV
- (iv) Other foreign nationals - till the validity of visa

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

List IV -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 (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 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.	Ration / PDS Photograph Card / e-Ration Card	☑	☑	☑	☒
3.	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	☑	☑	☒	☒
4.	Driving licence	☑	☒	☒	☒
5.	Service Photo Identity Card issued by Central Government/ State Government/ PSU/ regulatory body / statutory body	☑	☑	☒	☑#
6.	Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government/ State Government/ PSU / regulatory body / statutory body	☑	☑	☑	☑#
7.	Kisan Photo Passbook	☑	☑	☒	☒
8.	CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Government/ State Government/ PSU	☑	☒	☒	☒
9.	Certificate as per the UIDAI prescribed format, jointly signed and stamped by the Head of Shelter Home registered under RPwD Act, 2016 and the District Social Welfare Officer (DSWO)/Authorized Officer of equivalent rank for disability related matters in the district	☑	☑	☒	☒
10.	MGNREGA/NREGS Job Card and Domicile Certificate issued by State Government	☑	☑	☑	☒
11.	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)	☑	☑	☑	☒
12.	Divorce Decree issued by family court	☑	☒	☒	☒
13.	Scheduled Tribe (ST)/ Scheduled Caste (SC)/ Other Backward Caste (OBC) Certificate issued by Central Government/ State Government	☑	☑	☑	☒

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

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 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
14.	Marksheet/Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act	☑	☒	☑	☑#
15.	Passbook issued by a scheduled commercial bank or a State cooperative bank 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)	☒	☑	☒	☒
16.	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)	☒	☑	☒	☒
17.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019 and rules made thereunder *(also acceptable for gender and full name change)*	☑	☑	☑	☑#
18.	For change in first name or change in full name: Gazette notification	☑	☒	☒	☒
19.	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. Certificate issued on UIDAI Standard Certificate format by District Child Protection Officer (DCPO) along with order of placement of child in Child Care Institution (CCI) in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022)	☑	☑	☒	☒

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

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 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
	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)	☒	☑	☒	☒
20.	Electricity bill (pre-paid/post-paid bill, not older than 3 months)	☒	☑	☒	☒
21.	Water bill (not older than 3 months)	☒	☑	☒	☒
22.	Telephone landline bill/ post-paid mobile bill/ broadband bill (not older than 3 months)	☒	☑	☒	☒
23.	Property Tax Receipt (not older than 1 year)	☒	☑	☒	☒
24.	Valid sale agreement/ gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement	☒	☑	☒	☒
25.	Gas bill (not older than 3 months)	☒	☑	☒	☒
26.	Allotment letter of accommodation issued by Central Government/ State Government/ PSU / regulatory body / statutory body (not older than 1 year)	☒	☑	☒	☒
27.	Life or medical insurance Policy (valid up to 1 year from the date of issue of the Policy)	☒	☑	☒	☒
28.	Birth certificate issued under the Registration of Births and Deaths Act, 1969 and the rules made thereunder	☒	☒	☑	☑#
29.	Prisoner Induction Document (PID) issued by Prison Officer with signature and seal	☑	☑	☒	☒
30.	Self-declaration from an immediate family member certifying the relationship with the individual residing at the same address. (Valid only for borrowing the address of an immediate family member for address update)	☒	☒	☑	☒
31.	Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts	☒	☒	☑	☒

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

Documents applicable for Overseas Citizens of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals					
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 Relationship (PoR) document, containing name of individual and name of Head of Family (HoF)**	**Proof of Date of Birth (PDB) document, containing name and date of birth**
32.	For OCI cardholders - Valid foreign passport (along with OCI card)	☑	☒*	☒	☑
33.	For nationals of Nepal and Bhutan – (a) Passport of Nepal/Bhutan	☑	☒*	☒	☑
	(b) Any two of the following documents having the same address may be submitted: (i) Valid Nepalese/ Bhutanese Citizenship Certificate (acceptable as proof of date of birth also) (ii) Valid Voter Identity Card issued by the Election Commission of Nepal/ Bhutan (not acceptable as proof of date of birth) (iii) Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India (not acceptable as proof of date of birth)	☑	☒*	☒	☑
34.	For Long Term Visa holders - Valid Long Term Visa (LTV), issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	☑	☑*	☒	☑
35.	For other foreign nationals - Valid foreign passport (along with valid visa)	☑	☒*	☒	☑
36.	Valid Registration Certificate or Residential permit issued by Foreigners Regional Registration Office (FRRO) /Foreigners Registration Office (FRO) to the foreign national (except for OCI cardholders, LTV holders and Nepal/ Bhutan nationals)	☒	☑	☒	☒

LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE

* Proof of Address documents as in the above list will also be applicable for Overseas Citizens of India (OCI) cardholders, or Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals seeking update.

Note:

(a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely: –
  (i) It is currently valid
  (ii) The person in respect of whom such document is issued is entitled for the same;
  (iii) The information contained in the document is verifiable from the source; and
  (iv) The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented

(b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:
  (i) A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
  (ii) A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
  (iii) PoI, PoA, PoR and PDB documents submitted for update must be issued in the name of the individual seeking update
  (iv) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
  (v) Name and date of birth of the individual across all the documents submitted as PoI, PoR and PDB must be uniform

(c) Criteria for Head of Family and Proof of Relationship based update:
  (i) HoF must have a valid Aadhaar before performing HoF based update
  (ii) Any one of the parents or the legal guardian can be HoF
  (iii) Aadhaar number of both the parents is required for HoF based update. In case the child is living with only one parent or living with a legal guardian, the Aadhaar number of only such parent or legal guardian may be given.
  (iv) Biometric authentication by one of the parents or the legal guardian is mandatory
  (v) The address mentioned in the Aadhaar of HoF will be used for the address in the Aadhaar of the individual

(d) #Request for update of date of birth in Aadhaar shall be accepted, in the following manner:
  (i) If date of birth is recorded as declared or approximate:
    a. For resident Indians below 18 years of age: - Aadhaar number holder shall mandatorily submit birth certificate as proof of date of birth
    b. For Non-Resident Indian (NRI) below 18 years of age: - Aadhaar number holder shall submit birth certificate or Indian Passport as proof of date of birth
    c. For resident Indians and Non-Resident Indian (NRI) of 18 years and above of age: - Aadhaar number holder shall submit any of the acceptable proof of date of birth documents as specified in the above list
  (ii) If the Aadhaar number holder had earlier submitted birth certificate as proof of date of birth, the Aadhaar number holder shall submit corrected birth certificate bearing same Birth Registration Number (BRN)
  (iii) If the Aadhaar number holder had earlier submitted any proof of date of birth document except birth certificate (for e.g. Marksheet, Passport etc.), the Aadhaar number holder shall submit corrected version of the same document or submit a birth certificate
  (iv) In case of date of birth update of woman who has changed her name post-marriage, proof of date of birth documents issued pre-marriage will be accepted along with evidence of name change (Aadhaar with old name or marriage certificate with both names)

(e) Request for update of name, gender and date of birth in Aadhaar beyond the limits prescribed in Regulation 19 (3), update of such information shall be done only in accordance with the process as specified below:
  (i) Name – [$]
  (ii) Gender – [$]
  (iii) Date of birth – [@]

(f) 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 and the rules made thereunder

(g) 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

(h) Head of Family (HoF) based address update of Aadhaar may be used in case individual does not have PoA documents

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 USED ONLY AS PROOF OF ADDRESS*)

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;

INDIVIDUAL SEEKING TO ENROL / AADHAAR NUMBER HOLDER DETAILS

☐ Resident ☐ Non-Resident Indian (NRI) ☐ OCI / LTV/ Nepal / Bhutan national / Foreign national ☐ **New Enrolment** ☐ **Update Request**

Aadhaar Number:
(For update only)

Full Name:

House No./ Bldg./ Apt:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

Signature/Thumb/Finger Impression of
Individual seeking to enrol / Aadhaar number holder

Individual seeking to enrol / Aadhaar number holder 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 Individual seeking to enrol /Aadhaar number holder and i am a....
(Tick appropriate box below)

☐ MP / MLA / MLC / Municipal Councillor

☐ Gazetted Officer Group 'A'/ Employees Provident Fund Organisation (EPFO) Officer

☐ Tehsildar/ Gazetted Officer Group 'B'

☐ Gazetted Officer at National AIDS Control Organisation (NACO)/State Health Department / Project Director of the State AIDS Control Society or his nominee

☐ Head of recognised educational institution (only for the institute students concerned)

☐ Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)

Checklist for Certifier

☐ No overwriting ☐ Issue date is filled ☐ Resident's signature ☐ Certifier's details
☐ Individual seeking to enrol /Aadhaar number holder 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 FOR FILLING UP CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

(To be used only as proof of address*)

Please read these instructions carefully below filling the application form

A. GENERAL INSTRUCTIONS

The Application Form consists of two forms, i.e., INDIVIDUAL SEEKING TO ENROL / AADHAAR NUMBER HOLDER DETAILS and CERTIFIER details. Incomplete or inappropriately filled application form will not be accepted. Please follow the instructions given below while filling the form:-

- Certificate MUST BE printed on A4 SIZE plain paper.
- Use CAPITAL LETTERS only while filling form

r	a	m	e	s	h

Incorrect

R	A		M	E	S	H

Correct

- Use standard fonts and avoid stylized writing.
- Use black or blue ballpoint pen only. Do NOT fill in the 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

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

R	A	M	E	S	H	G	U	P	T	A		

Incorrect

R	A	M	E	S	H		G	U	P	T	A	

Correct

- Do NOT write "NA" or "N/A" or "NOT APPLICABLE" in any boxes in the form which are not relevant for your case. Leave those column blank.

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

S No	Filed Name	General Instructions
	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 "Non Resident Indian (NRI) or "OCI / LTV/ Nepal / Bhutan national / Foreign national"

3	Enrolment type	• Specify the current request is either for obtaining a Aadhaar number which is known as "New Enrolment" or for updating an existing Aadhaar details which is known as "Update Request".
4	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 in BLOCK LETTER • Name shall be mentioned in the format as to be recorded in the Aadhaar.
6	House No/ Bldg./ Apt:	• Mention the House Number, Building Name or Apartment Name as per the address.
7	Street/Road/ Lane	• Mention Street Name, Road & Lane of the address.
8	Landmark	• Mention the Landmark near your address. • This field can be left blank as well, if not required.
9	Area/ Locality/ Sector	• Mention Area/ Locality/ Sector of your address.
10	Village/ Town/ City	• Mention Village/ Town/ City of your address.
11	Post Office	• Mention the nearest post office of your address. • This filed can be left blank.
12	District	• Mention the District of your address.
13	State	• Mention the State of your address.
14	Pin Code	• Mention the pincode of your address.
15	Signature of individual seeking to enrol / Aadhaar number holder	• Resident shall do the Signature in the box specified for signature. • Illiterate Resident can provide Thumb or Finger impression.
16	Photo of individual seeking to enrol / Aaadhaar number holder	• Individual seeking to enrol / Aaadhaar number holder 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

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: o MP / MLA / MLC / Municipal Councillor o Gazetted Officer Group 'A'/ Employees Provident Fund Organisation (EPFO) Officer o Tehsildar/ Gazetted Officer Group 'B' o Gazetted Officer at National AIDS Control Organisation (NACO)/State Health Department / Project Director of the State AIDS Control Society or his nominee o Head of recognised educational institution (only for the institute students concerned) o Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)
6	Checklist for Certifier	• Verify the below checklist by tick mark the boxes: o **No** overwriting o Issue date is filled o Individual seeking to enrol / Aaadhaar number holder's signature o Certifier's details o Individual seeking to enrol / Aaadhaar number holder'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

- 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 (Pol).
- Kindly ensure No writing on the form. In case of overwriting the certificate will be rejected

----------End of Instructions----------

CERTIFICATE FOR AADHAAR ENROLMENT OF CHILDREN IN CHILD CARE INSTITUTIONS TO BE ISSUED BY DCPO

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)

(to be valid for 3 months from the *date of issue)*

D D M M Y Y Y Y

Note:

1. The certificate shall be used as a Proof of Identity (PoI) and a Proof of Address (PoA) for Aadhaar enrolment of Children in Child Care Institutions.
2. **In addition to this certificate, Order of Placement of Child in the CCI issued by CWC in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended) is also required to be submitted**.

Resident Details

Full Name:

Address:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

Date of Birth (Declared/Estimated):

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: To be filled by the District Child Protection Officer (DCPO)

Name of the Certifier:

Designation:

Office Address:

Contact Number:

Checklist for Certifier

- No overwriting
- Issuance 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)*

I certify to the best of my knowledge that the particulars of the child stated above are true and accurate, and that the child is eligible for obtaining Aadhaar as per section 2(v) and 3 of The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

Signature & Stamp of the
District Child Protection Officer (DCPO)

CERTIFICATE FOR AADHAAR ENROLMENT OF DESTITUTE PERSON WITH DISABILITY, ABOVE 18 YEARS OF AGE

Instructions: **All details to be filled in Block Letters** *(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

Full Name:

Address:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

DoB (Declared/Estimated):

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

We jointly certify the credentials of the person stated above and that the person is eligible for obtaining Aadhaar as per section 2(v) and 3 of The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

Certifier's Details (To be filled by the Head of the Shelter Home)

Name of the Initiator:

Designation:

Office Address:

Contact Number:

Signature & Stamp of the Head of the Shelter Home

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)*

Certifier's Details (To be filled by the District Social Welfare Officer/Authorized Officer of Equivalent Rank)

Name of the Certifier:

Designation:

Office Address:

Contact Number:

Signature & Stamp of the District Social Welfare Officer/ Equivalent rank 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)*

Note: To be used as Proof of Identify (PoI) and Proof of Address (PoA) only in the case of destitutes above 18 years with disability.