



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

## AADHAAR ENROLMENT/ CORRECTION/ UPDATE FORM

Aadhaar Enrolment and Mandatory Biometric Update is free. No charges are applicable for Form. In case of Correction/ Update, provide your Aadhaar Number (UID), Full Name and only that field which needs Correction/ Update.

Resident Non-Resident Indian (NRI*) Please follow the instructions overleaf while filling up the form. Use capital letters only.						
1	Pre Enrolment ID (If applicable):		2     In case of Update provide Aadhaar Number (UID):			
2.1	Biometric Update (Photo + Fingerprint + Iris) Mobile Date of Birth Address Name Gender Email					
3	Full Name:					
4	Gender: Male Female Transgender		5       Age:       Yrs       OR       Date of Birth:       DD       MM       YYYY         Declared       Verified			
	Address: C/o NAME					
	House No./ Bldg./ Apt:		Street/ Road/ Lane:			
	Landmark:		Area/ Locality/ Sector:			
6	Village/ Town/ City:		Post Office:			
	District: Sub-District:			State:		
	E-Mail:	Mobile No.:	e No.: 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 not to specify this information.					
	Name:           EID/ Aadhaar No.:					
Verification Type: Document Based Introducer Based Head of Family (HoF) Based Select only one of the above. Select Introducer or Head of Family only if you do not possess any documentary proof of identity and/ or address. Introducer and Head of Family details are not required in case of Document based verification.						
8	For Document Based (Write Names of the documents produced. Refer overleaf of this form for list of valid documents)					
a.	POI		b. POA			
C. (Mai	C. DOB (Mandatory in case of Verified Date of Birth)		d. POR (Mandatory in case of HoF based Enrolment/ Update)			
9	For Introducer Based – Introducer's Aadhaar No.:	For HoF Based - Details of :       Father       Mother       Guardian       Husband       Wife         HoF's EID/ Aadhaar No.:				
۱h	ereby confirm the identity and address of_			as being true, correct and accurate.		
Inti	Introducer/ HoF's Name: Signature of Introducer/ HoF					
Disclosure under section 3(2) of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 I confirm that I have been residing in India for at least 182 days in the preceding 12 months / I am Non Resident Indian (NRI) & information (including biometrics) provided by me to the UIDAI is my own and is true, correct and accurate. I am aware that my information including biometrics will be used for generation of Aadhaar and authentication. I understand that my identity information (except core biometric) may be provided to an agency only with my consent during authentication or as per the provisions of the Aadhaar Act. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.						
Verifier's Stamp and Signature: (Verifier must put his/ her Name, if stamp is not available) Applicant's signature/ Thumbpri						

To be filled by the Enrolment Agency only:

Date & time of Enrolment: \_\_\_\_

Note: In case of minor, the signature will be done by parent/guardian. In case of incapacitated person, the signature will be done by Legal Guardian of Incapacitated Person \* In case of NRI, only Indian Passport will be valid as POI.

# INSTRUCTIONS TO FOLLOW WHILE FILLING UP THE ENROLMENT FORM

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.					
Field 8: Write the name of Documents for POI 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 P 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					
Field 7: <b>RELATIONSHIP</b>	In case of children below 5 years, it is mandatory to provide father/mother/guardian details with their Aadhaar or EID number. If the resident is not holding a Proof of Identity & 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). For other cases, it is optional for the resident to fill up the relationship details.				
Field 6: ADDRESS	<ul> <li>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.</li> <li>To include name of Parent / Guardian / Spouse as part of the address, enter the name of person in the c/o field.</li> <li>Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in POA document.</li> </ul>				
Field 5: <b>DOB / AGE</b>	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 3: <b>NAME</b>	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.				

#### **LIST A. POI Documents** POI (Proof of Identity) documents containing Name & Photo

Government Photo ID Cards/ Service photo identity card

Photo ID issued by Recognized Educational Institution

Address Card having Name and Photo issued by

Certificate of Identity having photo issued by Gazetted

Officer or Tehsildar on UIDAI standard certificate format

Disability ID Card/ handicapped medical certificate issued

by the respective State/ UT Governments/Administrations

Certificate from Superintendent/ Warden/ Matron/ Head of

Institution of recognized shelter homes or orphanages etc.

on UIDAI standard certificate format for enrolment/update

MLA or MLC or Municipal Councilor on UIDAI standard

Certificate of Identity having photo issued by MP or

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

certificate format for enrolment/ update

Gazette notification for name change

Marriage certificate with photograph

containing name and photograph

SSLC book having candidates photograph

School Leaving Certificate (SLC)/ School Transfer

Certificate (TC), containing name and photograph

Extract of School Records issued by Head of School

Bank Pass Book having name and photograph Certificate of Identity containing name and photo issued

Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on

by Recognized Educational Institution signed by Head

of Institute on UIDAI standard certificate format for

UIDAI standard certificate format for enrolment/ update

LIST B. POA Documents

POA (Proof of Address) documents containing Name & Address

ST/ SC/ OBC certificate with photograph

Bhamashah Card/Jan-Aadhaar card issued by Govt. of

Passport

PAN Card

Voter ID

**Driving License** 

issued by PSU

Arms License

NREGS Job Card

Photo Credit Card

Photo Bank ATM Card

Pensioner Photo Card

Kissan Photo Passbook

CGHS/ ECHS Photo Card

Department of Posts

for enrolment/ update

enrolment/ update

enrolment/ update.

Bank Statement/ Passbook

Post Office Account Statement/ Passbook

Passport

Ration Card

RSBY Card

Raiasthan

Freedom Fighter Photo Card

Ration/ PDS Photo Card

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## Voter ID

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- 6. **Driving License** 7. Government Photo ID cards/ service photo identity card issued by PSU
- 8. Electricity Bill (not older than 3 months)
- Water Bill (not older than 3 months) 9.
- 10 Telephone Landline Bill (not older than 3 months)
- 11 Property Tax Receipt (not older than 1 year)
- Credit Card Statement (not older than 3 months) 12
- 13 **Insurance Policy**
- 14
- Signed Letter having Photo from Bank on letterhead Signed Letter having Photo issued by registered Company 15. 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 Freedom Fighter Card 20
- 21 Kissan Passbook
- CGHS/ ECHS Card 22
- Certificate of Address having photo issued by MP or MLA 23 or MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
- Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard 24 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
- Passport of Parents (in case of Minor) 33 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 Raiasthan
- 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
- Identity Card issued by recognized educational institutions 39 SSLC book having photograph 40
- 41. School Identity card
- School Leaving Certificate (SLC)/ School Transfer 42 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
- Certificate of identity containing Name, DOB and Photograph 45 issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

### **LIST C. POR Documents** POR (Proof of Relationship) documents containing

Name of applicant and Name of HoF (Head of Family)

- PDS Card 1.
  - MNREGA Job Card
- 2. 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
- 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
- Raiasthan
- 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 Councillor or Gazetted Officer on UIDAI standard certificate format for enrolment/update
- Certificate of Identity having photo and relationship with 14. HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update

#### LIST D. DOB Documents

DOB (Date of Birth) documents containing Name and DOB

- **Birth Certificate** 1.
- SSLC Book/ Certificate 2.
- 3. Passport
- 4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ undate
- A certificate (on UIDAI standard certificate format for 5 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
- Central/ State Pension Payment Order 10.
- 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
- Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format 15 for enrolment/ update

Illustration for filling up EID No.							
Acknowledgement/ Consent for enrolment / पावती / नामांकन हेतु सहमति							
Enrolment No/ नामांकन संख्याः	0008/12345/00020 ***This is not the Aadhaar Number*** Date/ নিষ্ণি: 28/04/2011 15:50:16						
or EID No:	0 0 0 8 1 2 3 4 5 0 0 0 2 0 2 8 0 4 2 0 1 1 1 5 5 0 1 6						

Note: In instances where original documents are not available, copies attested / certified by a public notary/gazetted officer will be accepted.