

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.

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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"> • Specify the date in DD-MM-YYYY format. • Ensure the Certificate is submitted within 3 months of date of issue. • Enrolment or Update Request will be rejected if Date of Issue is blank or Certificate has expired.
2	Resident Category	<ul style="list-style-type: none"> • Specify the resident is native Resident of India or belongs to Non Resident Indian (NRI) Category
3	Enrolment type	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Mention the name of Resident. • Name shall be mentioned in the format as to be recorded in the Aadhaar.
6	C/o	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Mention the House Number, Building Name or Apartment Name as per the address.
8	Street/Road/ Lane	<ul style="list-style-type: none"> • Mention Street Name, Road & Lane of the address.
9	Landmark	<ul style="list-style-type: none"> • Mention the Landmark near your address. • This field can be left blank as well, if not required.
10	Area/ Locality/ Sector	<ul style="list-style-type: none"> • Mention Area/ Locality/ Sector of your address.
11	Village/ Town/ City	<ul style="list-style-type: none"> • Mention Village/ Town/ City of your address.
12	Post Office	<ul style="list-style-type: none"> • Mention the nearest post office of your address. • This field can be left blank.
13	District	<ul style="list-style-type: none"> • Mention the District of your address.

14	State	<ul style="list-style-type: none"> • Mention the State of your address.
15	Pin Code	<ul style="list-style-type: none"> • Mention the pincode of your address.
16	Date of Birth	<ul style="list-style-type: none"> • Mention the Date of Birth.
17	Signature	<ul style="list-style-type: none"> • Resident shall put his/her Signature in the box specified for signature. • <u>Illiterate Resident can provide Thumb or Finger impression.</u>
18	Resident Photo	<ul style="list-style-type: none"> • 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 signed 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	<ul style="list-style-type: none"> • Mention the name of Certifier
2	Designation and office name	<ul style="list-style-type: none"> • Specify the designation and office name of the Certifier.
3	Office Address	<ul style="list-style-type: none"> • Specify the complete address of the certifier, along with Department name.
4	Contact Number	<ul style="list-style-type: none"> • Specify the contact details of the certifier.
5	Certifier Type	<ul style="list-style-type: none"> • Mention the certifier type by tick (✓) mark on one of the box provided against below mentioned categories: <ul style="list-style-type: none"> ○ 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
6	Checklist for Certifier	<ul style="list-style-type: none"> • Verify the below checklist by putting tick (✓) mark on the boxes: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • Provide certifier's signature and stamp in the space specified.

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.