



# INSTRUCTIONS TO FOLLOW WHILE FILLING UP THE ENROLMENT FORM

<b>Field 3: 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.
<b>Field 5: 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.
<b>Field 6: ADDRESS</b>	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. <ul style="list-style-type: none"> <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>
<b>Field 7: 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.
<b>Field 8: DOCUMENTS</b>	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 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.
<b>Field 9 INTRODUCER/HOF</b>	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.

<p style="text-align: center;"><b>LIST A. POI Documents</b></p> <p>POI (Proof of Identity) documents containing Name &amp; Photo</p> <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. PAN Card</li> <li>3. Ration/ PDS Photo Card</li> <li>4. Voter ID</li> <li>5. Driving License</li> <li>6. Government Photo ID Cards/ Service photo identity card issued by PSU</li> <li>7. NREGS Job Card</li> <li>8. Photo ID issued by Recognized Educational Institution</li> <li>9. Arms License</li> <li>10. Photo Bank ATM Card</li> <li>11. Photo Credit Card</li> <li>12. Pensioner Photo Card</li> <li>13. Freedom Fighter Photo Card</li> <li>14. Kissan Photo Passbook</li> <li>15. CGHS/ ECHS Photo Card</li> <li>16. Address Card having Name and Photo issued by Department of Posts</li> <li>17. Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update</li> <li>18. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/Administrations</li> <li>19. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan</li> <li>20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/update</li> <li>21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor on UIDAI standard certificate format for enrolment/ update</li> <li>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</li> <li>23. Gazette notification for name change</li> <li>24. Marriage certificate with photograph</li> <li>25. RSBY Card</li> <li>26. SSLC book having candidates photograph</li> <li>27. ST/ SC/ OBC certificate with photograph</li> <li>28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph</li> <li>29. Extract of School Records issued by Head of School containing name and photograph</li> <li>30. Bank Pass Book having name and photograph</li> <li>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.</li> <li>32. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update</li> </ol>	<ol style="list-style-type: none"> <li>5. Voter ID</li> <li>6. Driving License</li> <li>7. Government Photo ID cards/ service photo identity card issued by PSU</li> <li>8. Electricity Bill (not older than 3 months)</li> <li>9. Water Bill (not older than 3 months)</li> <li>10. Telephone Landline Bill (not older than 3 months)</li> <li>11. Property Tax Receipt (not older than 1 year)</li> <li>12. Credit Card Statement (not older than 3 months)</li> <li>13. Insurance Policy</li> <li>14. Signed Letter having Photo from Bank on letterhead</li> <li>15. Signed Letter having Photo issued by registered Company on letterhead</li> <li>16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution</li> <li>17. NREGS Job Card</li> <li>18. Arms License</li> <li>19. Pensioner Card</li> <li>20. Freedom Fighter Card</li> <li>21. Kissan Passbook</li> <li>22. CGHS/ ECHS Card</li> <li>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</li> <li>24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update</li> <li>25. Income Tax Assessment Order</li> <li>26. Vehicle Registration Certificate</li> <li>27. Registered Sale/ Lease/ Rent Agreement</li> <li>28. Address Card having Photo issued by Department of Posts</li> <li>29. Caste and Domicile Certificate having Photo issued by State Govt</li> <li>30. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations</li> <li>31. Gas Connection Bill (not older than 3 months)</li> <li>32. Passport of Spouse</li> <li>33. Passport of Parents (in case of Minor)</li> <li>34. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)</li> <li>35. Marriage Certificate issued by the Government, containing address</li> <li>36. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan</li> <li>37. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update</li> <li>38. Certificate of Address having photo issued by Municipal Councillor on UIDAI standard certificate format for enrolment/ update</li> <li>39. Identity Card issued by recognized educational institutions</li> <li>40. SSLC book having photograph</li> <li>41. School Identity card</li> <li>42. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address</li> <li>43. Extract of School Records containing Name, Address and Photograph issued by Head of School</li> <li>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</li> <li>45. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update</li> </ol>	<p style="text-align: center;"><b>LIST C. POR Documents</b></p> <p>POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)</p> <ol style="list-style-type: none"> <li>1. PDS Card</li> <li>2. MNREGA Job Card</li> <li>3. CGHS/ State Government/ ECHS/ ESIC Medical card</li> <li>4. Pension Card</li> <li>5. Army Canteen Card</li> <li>6. Passport</li> <li>7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.</li> <li>8. Any other Central/ State government issued family entitlement document</li> <li>9. Marriage Certificate issued by the government</li> <li>10. Address card having name and photo issued by Department of Posts</li> <li>11. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan</li> <li>12. Discharge card/ slip issued by Government hospitals for birth of a child</li> <li>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</li> <li>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</li> </ol>
<p style="text-align: center;"><b>LIST B. POA Documents</b></p> <p>POA (Proof of Address) documents containing Name &amp; Address</p> <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Bank Statement/ Passbook</li> <li>3. Post Office Account Statement/ Passbook</li> <li>4. Ration Card</li> </ol>	<p style="text-align: center;"><b>LIST D. DOB Documents</b></p> <p>DOB (Date of Birth) documents containing Name and DOB</p> <ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. SSLC Book/ Certificate</li> <li>3. Passport</li> <li>4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update</li> <li>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</li> <li>6. Photo ID card having Date of Birth, issued by Recognized Educational Institution</li> <li>7. PAN Card</li> <li>8. Marksheets issued by any Government Board or University</li> <li>9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB</li> <li>10. Central/ State Pension Payment Order</li> <li>11. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card</li> <li>12. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth</li> <li>13. Extract of School Records issued by Head of School containing Name, Date of Birth and Photograph</li> <li>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</li> <li>15. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update</li> </ol>	

### Illustration for filling up EID No.

Acknowledgement/ Consent for enrolment / पावती / नामांकन हेतु सहमति

Enrolment No/ नामांकन संख्या: 00081234500020 \*\*\*This is not the Aadhaar Number\*\*\* Date/ तिथि: 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.