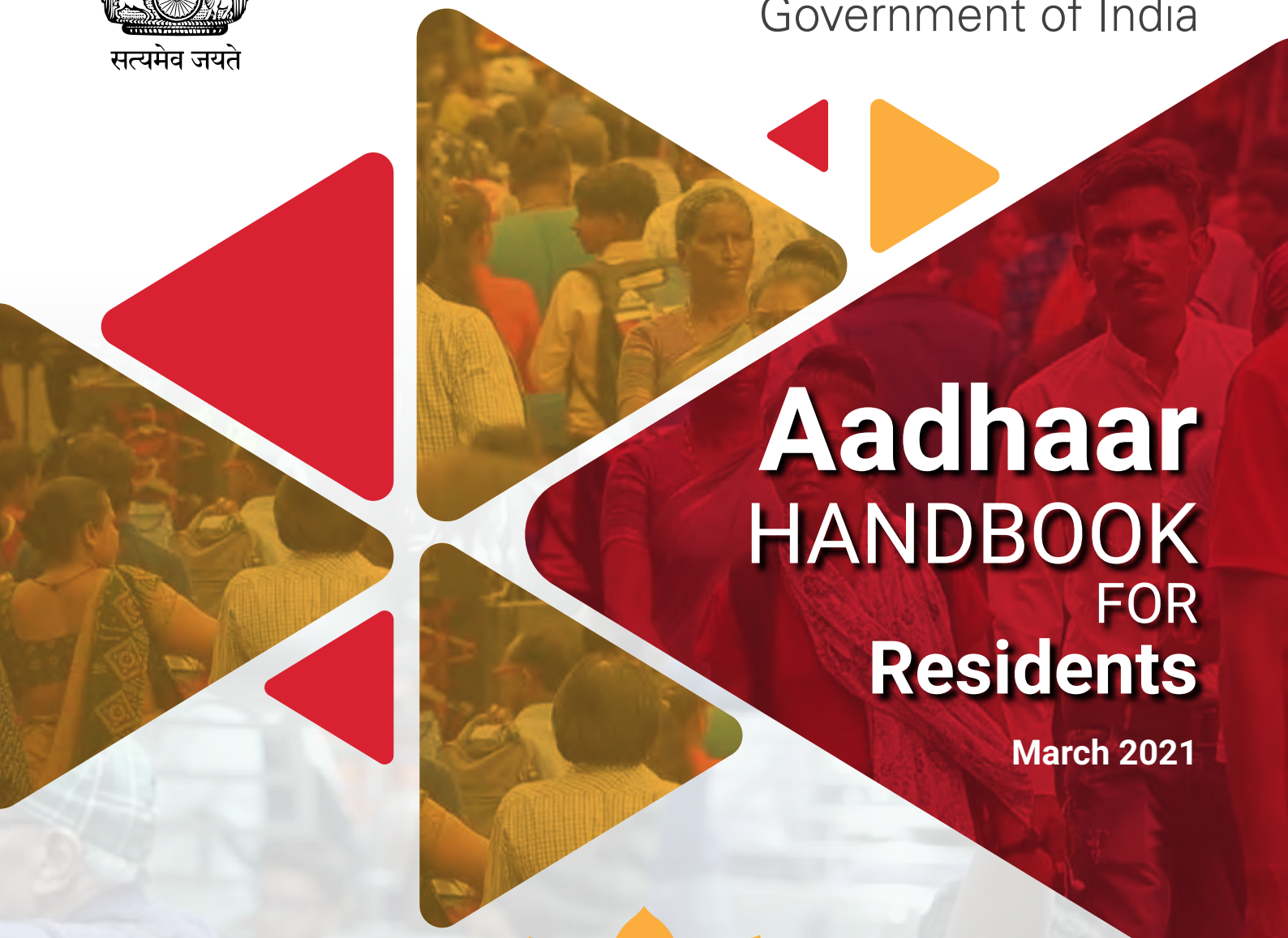
सत्यमेव जयते

भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India
भारत सरकार
Government of India



Aadhaar HANDBOOK FOR Residents

March 2021

आधार
मेरा आधार, मेरी पहचान

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SECTION 1: INTRODUCTION



Dear Resident,

Welcome to Aadhaar family!

The Aadhaar handbook is designed to serve as your guide for Aadhaar. We urge you to read through this document and absorb the meaning and purpose of Aadhaar.

This handbook will help you understand your Aadhaar. All your questions - from how to get Aadhaar, and how to get any detail updated in your Aadhaar how you can use your Aadhaar - will be answered in this handbook. You will also find detailed descriptions of Aadhaar processes and services related to your Aadhaar. With each section, you will also see QR Codes. You can scan the relevant QR code with any QR code scanner app in your Smartphone to visit the relevant webpage or watch a video tutorial on the mentioned service.

Let's begin your Aadhaar journey with a sneak peek into the world of Aadhaar, the related processes, the services available for you and the power of this 12-digit number that is unique to you.

1.1 Aadhaar Overview

Aadhaar is a 12-digit unique identification number issue by the **Unique Identification Authority of India (UIDAI)** to the residents of India after satisfying the verification process (described in Section 2) laid down by the Authority.

1.2 Who can get Aadhaar?

Any individual in India, irrespective of age and gender, who is a resident of India, or a non resident Indian (NRI), can enroll to obtain Aadhaar number. For an individual, only one Aadhaar number is generated, as the **uniqueness** is achieved through the process of demographic and biometric de-duplication.

1.2.1. Aadhaar for residents of India

You are eligible for Aadhaar Enrolment if you are a resident of India. This, by definition, means that you have resided in India for a period or periods amounting in all to one hundred and eighty-two days (182 days) or more in the twelve months immediately preceding the date of application for Aadhaar enrolment.

1.2.2 Aadhaar for NRIs

If you are a non-resident Indian (NRI), you can enroll for Aadhaar if you have an Indian Passport. The mandate of 182 days does not apply for NRIs. You can visit an Aadhaar Enrolment Centre and enroll for Aadhaar as an NRI. Indian Passport is mandatory as Proof of Identity (PoI) for NRIs. The applicant may choose to give any other Indian Proof of Address (PoA) from amongst the documents accepted by UIDAI (see Section 13.1, Annex – I of this handbook).

Indian Passport is mandatory Identity proof for Aadhaar Enrolment of NRIs.

1.3 Features of Aadhaar

1.3.1 Aadhaar is an identifier

Aadhaar is a 12-digit unique ID issued to an individual. Aadhaar uses demographic information (name, date of birth, gender and address), photograph of the face, fingerprints and iris to identify a resident. These items of information are mandatory. In addition, you have the option of providing your mobile phone number and email. We recommend that you provide these details also.

1.3.2 Aadhaar is an ID, nothing more

Aadhaar number is a proof of identity. It does not confer any right of citizenship or domicile in respect of an Aadhaar number holder. Your Aadhaar is a random number devoid of any intelligence and it cannot be used to profile people based on caste, religion, income, health and geography.

1.4 Usage of Aadhaar

Aadhaar system provides single source offline/online identity verification across the country for the residents. Once you enroll, you can use the Aadhaar number to authenticate and establish your identity multiple times using electronic means or through offline verification, as the case may be. It eliminates the need for providing identity documents each time you wish to access services, benefits and subsidies.

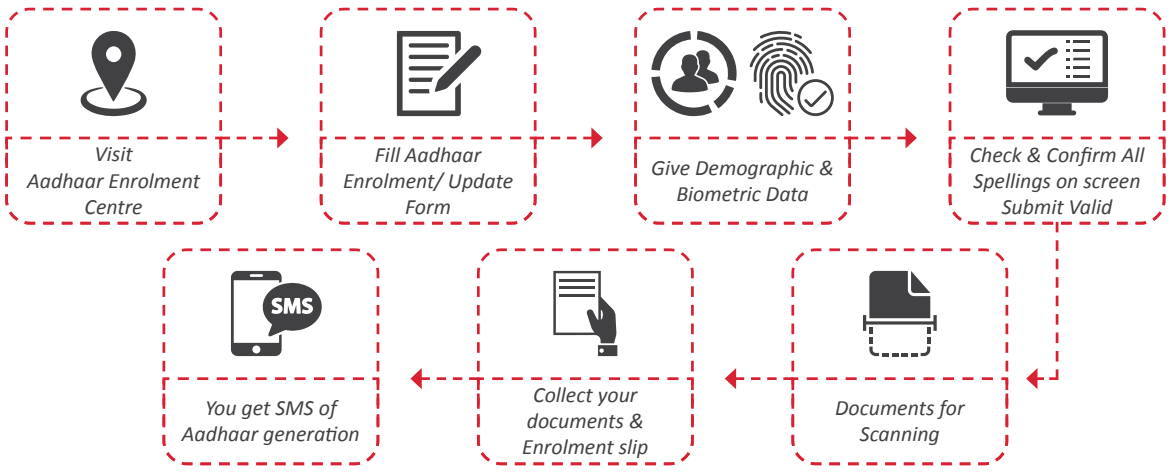
Aadhaar provides a portable proof of identity that can be verified through Aadhaar Authentication online anytime, anywhere.

SECTION 2: HOW TO ENROL FOR AADHAAR?



To get Aadhaar, you have to enroll by providing minimal demographic and biometric information during the **enrolment process**, which **is totally free of cost**. Please note that you need to enroll for Aadhaar only once.

2.1 Enrolment Process



Please do Check & Confirm all data shown on the resident screen, before the operator submits your Packet

Whether you are a resident of India or an NRI, you can enroll to obtain Aadhaar number by following the process outlined below:

- Visit an Aadhaar Enrolment Centre
- Fill the Aadhaar Enrolment Form
- Give demographic and biometric data
- Submit valid Proof of Identity (PoI) and Proof of Address (PoA) and Proof of Date of Birth (DoB) document for scanning by the operator
- Collect your original documents along with acknowledgement slip containing EID (Enrolment ID)

If the resident is enrolling under Head of Family based enrolment (Ref. to Section 2.1.1.2), he/ she needs to give only a Proof of Relationship (PoR) document.

To download Aadhaar Enrolment Form:
SCAN

To get details of nearby Aadhaar Enrolment Centre:
SCAN

Carry original documents to Aadhaar centre. These are scanned and given back to you.

The above process has exceptions for residents who do not have the required documents in their name like family members/ homeless/ orphans etc. or for residents who have biometrics exceptions where the required biometric details cannot be captured. Each case of enrolment is explained below:

2.1.1 Document Based Enrolment

You can enrol for Aadhaar by providing a valid Proof of Identity (PoI) and a valid Proof of Address (PoA) as per the list of acceptable documents available on enrolment form or UIDAI website (see Section 13.1, Annex-I):

- Proof of Identity (POI) - Mandatory
- Proof of Address (POA) – Mandatory
- Date of Birth (DOB) – You are required to submit one of the valid DoB documents as per UIDAI list. If you do not have that, you can declare your Date of Birth or give approximate age.

For List of Valid Supporting Documents
SCAN

If you have a valid document, you have to produce that for Aadhaar enrolment. In case you do not have documents in your name, you can also use a certificate issued by authorized official (refer to Annex. II). UIDAI has defined a standard format for this certificate. Refer to the List of Acceptable Supporting Documents for Verification available at: https://uidai.gov.in/images/commdoc/valid_documents_list.pdf

The document for Aadhaar enrolment should have your name.

2.1.2 Head of Family (HoF) Based Enrolment

For enrolment of family members where individual documents are not available, the enrolment can be done by providing the following details for HoF based enrolment:

- Name of Head of the Family
- Proof of Relationship (PoR) of the resident and HoF
- Head of Family's Aadhaar number
- Biometric confirmation of the Head of Family at time of enrolment

For HoF based enrolment, the Head of Family has to give biometric confirmation at the time of enrolment.

2.1.3 Introducer Based Enrolment

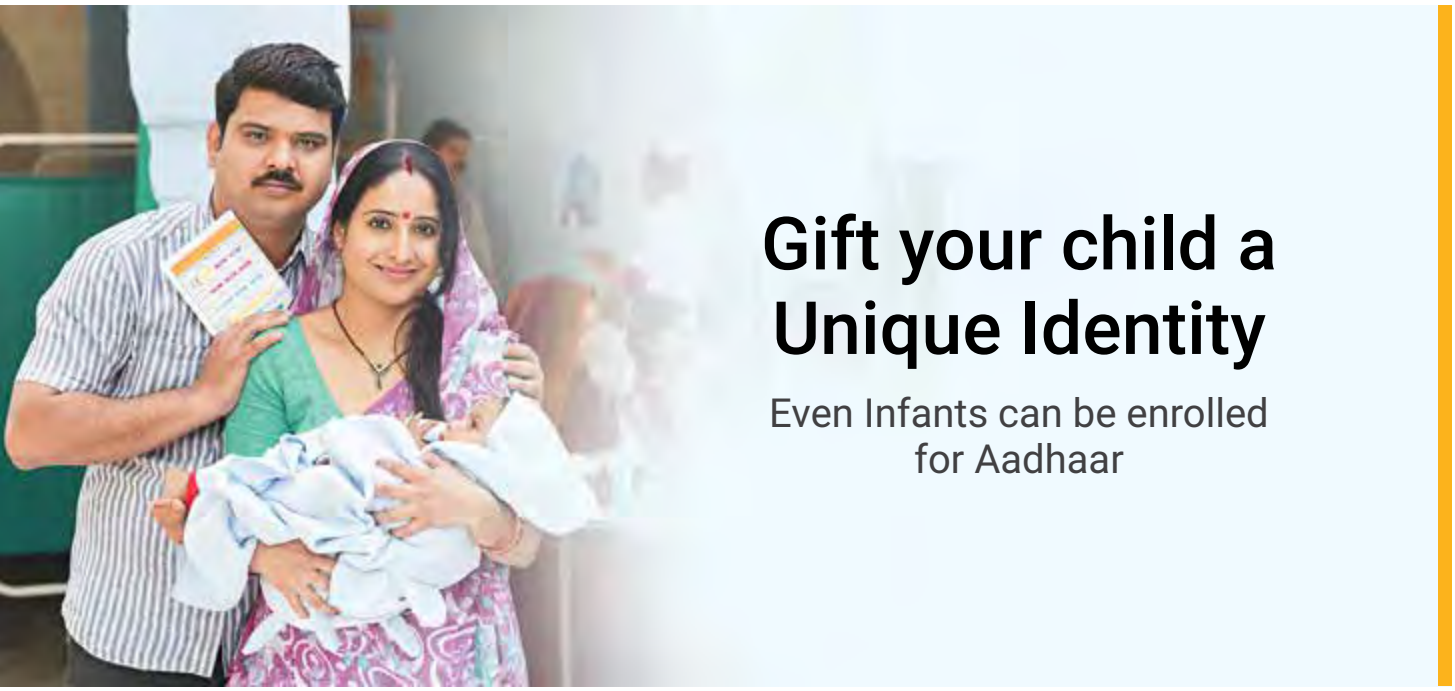
If you do not have either of the above documents, you can enroll under Introducer based enrolment. These 'Introducers' are verified officials appointed by registrars. These can be:

- Registrars' own employees
- Elected local body members
- Members of local administrative bodies
- Postman
- Influencers such as teachers
- Health workers
- Doctors
- Anganwadis/Asha workers
- Representatives of local NGOs

The information captured during Introducer-based Enrolment is:

- Introducer's name
- Introducer's Aadhaar number
- One modality of biometric information of the Introducer

2.1.4 Enrolment of Children



Children, including new born babies, can enroll for Aadhaar. The enrolment of children follows the below two methods as per the age of the child being enrolled.

For children below 5 years of age:
To enroll a child (from a **new born to one below 5 years of age**), Aadhaar authentication by one of the parents or guardian of the child is required. **Biometric data of children below the age of 5 years is not captured during their enrolment**. The child's name, date of birth, gender and photograph are captured. Their Aadhaar is linked to that of their parent/ guardian.

The parent/ guardian needs to take the child to any nearby Aadhaar Enrolment Centre with the following documents:

- **Child's Birth Certificate** issued by Registrar of Birth, Municipal Corporation or any other notified local government bodies like Taluk, Tehsil etc. **OR Discharge card/ slip** issued by Government hospitals for birth of a child
- Aadhaar (or Enrolment slip) of one of the parents, preferably that of the mother in the event both parents are alive, or guardian

Please note that if you have to update the present address in your Aadhaar and wish to have the new address in the child's Aadhaar, update your details before enrolling the child for Aadhaar. Once your Aadhaar is updated, you can take the child for Aadhaar enrolment and use your updated Aadhaar for this.

For children aged between 5 to 18 years:
To enroll a child, the parent/ guardian can take the child to any nearby Aadhaar Enrolment Centre with the following documents:

- **If enrolling with child's own documents** - Child's School ID (issued by recognized educational institutions) OR any other UIDAI acceptable document.
- **If enrolling under Head of Family based enrolment** - If the child does not have a valid school ID or other listed document, the parent/ guardian can enroll the child under HoF based enrolment wherein a Proof of Relationship (PoR) document is required (Refer to 2.1.1.2)

Note: *For Aadhaar enrolment of minor, the parent/ guardian gives consent for Aadhaar enrolment on behalf of the child.*

Child's school ID can be used for Aadhaar enrolment.

2.1.5 Enrolment of Residents with Biometric Exceptions

In the case of residents with biometric exceptions such as missing finger/missing eye etc., the following information needs to be captured:

- Complete Demographic Information
- One iris, if not possible to capture both the irises
- Fingerprints of remaining fingers in case of missing finger
- Exception photograph

2.2 Points to remember for Aadhaar Enrolment



- Aadhaar data is stored in two languages for each resident – English (default) and Regional Language (as chosen by the resident at the time of enrolment). Resident can select from Hindi, Telugu, Tamil, Kannada, Malayalam, Punjabi, Marathi, Gujarati, Bangla, Odia, Assamese and English
- Your details given in the enrolment form are visible on the screen in front of you. It is important that you check and confirm all details entered by the operator in both English and Regional Language before the operator submits them. **You can check the details again on the acknowledgement slip before signing it**.
- **Resident needs to enrol only once**, as multiple enrolments will result in rejections unless it is advised by the Authority.
- The waiting time for Aadhaar generation may vary up to 90 days after receipt of resident data packet.

Carefully check all details in English as well as regional language and get any mistakes corrected before the operator submits them for your Aadhaar enrolment.

2.3 Aadhaar Enrolment Centre

UIDAI has set up Aadhaar enrolment centres across the country to offer Aadhaar services. These are available in Banks, Post Offices, BSNL Centres, CSCs, designated State Government Offices and exclusive Aadhaar Enrolment Centre.

You can enrol for Aadhaar by visiting any Aadhaar enrolment centre. For update of demographic details (name, address, date of birth, gender, mobile number, email) or biometrics (photograph, fingerprints or iris scan), you can visit a centre with your Aadhaar and valid supporting documents.



2.3.1 Locate Aadhaar Enrolment Centre near you

You can get details of any nearby Aadhaar Enrolment Centre from:

- By calling 1947
- From Aadhaar website: https://appointments.uidai.gov.in/easearch.aspx
- From mAadhaar App

How to locate Aadhaar Kendra tutorial

SCAN

2.3.2 Types of Enrolment Centres

The Aadhaar Enrolment Centres can be broadly classified into two categories based on the format of service delivery. These are:

2.3.2.1 Registrar-run Aadhaar Enrolment Centre

These are the Aadhaar Enrolment Centre available in Banks, Post Offices, BSNL centres, CSCs and State Government offices across the country. These are run by respective Enrolment Registrars.

2.3.2.2 UIDAI-run Aadhaar Seva Kendra

Aadhaar Seva Kendras or ASKs are exclusive Aadhaar centres run by UIDAI that provide Aadhaar services to residents in a state-of-the-art environment.

To get more details on Aadhaar Seva Kendra

SCAN

Aadhaar Seva Kendra are open on all seven days of the week, except on public holidays, from 9.30 a.m. to 5.30 p.m. Each ASK has the capacity to handle 250 to 1000 service requests per day.

2.4 Online Appointment Service

UIDAI also offers the online facility to book appointment for Aadhaar enrolment or update. You can use the online appointment service to book appointment for yourself or a family member or friend.

2.4.1 How to book an online appointment

The facility is for booking an appointment at an Aadhaar Enrolment Centre (ASK) or any other listed Aadhaar Enrolment Centre is available for the below Aadhaar services:

- New Aadhaar enrolment
- Name Update
- Address Update
- Date of Birth Update
- Gender Update
- Biometric (Photo + Fingerprints + Iris) Update
- Mobile No. Update
- Email ID Update

To book your appointment
SCAN

You need to fill the Aadhaar enrolment/ update form online, book the appointment Centre time-slot and visit the selected Aadhaar centre. **The acknowledgement slip containing your Appointment ID and QR Code is also your Enrolment/ Update Form. You may carry a printed copy to the centre to save time**. Print facility is also available at the ASK.

Book free online appointment for yourself or your family member/friend and save time

2.4.2 Appointment for Aadhaar Services

You can book an appointment from UIDAI website or mAadhaar mobile app. If you are booking an appointment for Aadhaar update, the Aadhaar number and mobile number needs to be entered. This facility is **not restricted** to Aadhaar registered mobile number only. The process for online appointment booking is as below:

- Visit the page https://appointments.uidai.gov.in/bookappointment.aspx
- Select the centre name and click 'Proceed to Book Appointment'
- Choose the service you want to access - New Aadhaar or Aadhaar Update
- Fill your mobile number and enter Captcha and submit
- Enter the OTP received on the mobile number you entered
- On successful authentication of your mobile, a form to fill in the required details is displayed. Fill the required details and submit the form
- **You can manage the appointment details (date and time) by visiting the 'Manage Appointment' tab**

To watch tutorial
SCAN

2.5 Aadhaar Generation Status

2.5.1 Aadhaar Enrolment Status Check

If you have given mobile number/email ID during enrolment, you will get SMS/email notifications related to your Aadhaar generation. You can also check if your Aadhaar is generated from UIDAI website or by calling our helpline 1947.

To check your Aadhaar generation status, you will require your EID (Enrolment ID). The **top left side of your enrolment acknowledgement slip contains 14 digit enrolment number and 14 digit time stamp having date and time** (dd/mm/yyyy hh:mm:ss) of enrolment.

To watch the tutorial on EID

SCAN

2.5.2 What to do if EID is lost?

The **enrolment ID is mentioned on the acknowledgement slip that you received after enrolment**. Please keep this slip carefully. You are advised to click a clear picture of the slip for your records. In case, you misplace the slip, **you can retrieve your EID by these two methods:**

- **Online from uidai.gov.in (registered mobile number mandatory for this) or click here.** On the online page select option EID, enter your full name, mobile number and Captcha, after entering required information then on click Send OTP button. OTP will be sent to your Registered Mobile number. After authentication is successful please check your mobile for the OTP. On the vary page enter the OTP which you have received on your mobile and click on the Login button. After successful login, EID will be sent to your registered mobile number.
- **On-call from Aadhaar helpline 1947**

To watch tutorial on how to retrieve lost EID/ UID

SCAN

To retrieve your EID or UID (Aadhaar number)

SCAN

SECTION 3: AADHAAR UPDATE



You can update any demographic details **(name, address, date of birth, gender, mobile number or email ID)**, or biometric details **(photograph, fingerprints, iris scan) in your Aadhaar from any Aadhaar Enrolment Centre across the country**.

You can get more than one entry updated in Aadhaar Enrolment Centre at the same time. The **fee for update of single entry** (such as address) **and multiple entries** (such as address, mobile phone number, email address etc.) **is the same**. So updating all those entries together which need to be updated is both convenient and cost effective for you. Therefore, before visiting Aadhaar Enrolment Centre for an update, you should check details of your Aadhaar for any other required update.

When you update your Aadhaar, only your Aadhaar details get updated, the Aadhaar number shall remain same.

3.1 Documents Required for Update

You need to submit a valid supporting document for verification for updating following details in your Aadhaar:

- Name
- Address
- Date of Birth

The document should be in the name of the applicant. The list of acceptable documents is available on Aadhaar website and mAadhaar App. (see Section 13.1, Annex-I).

No document is required for updating the following details:

- Gender
- Mobile Number
- Email ID
- Photograph
- Fingerprints & Iris Scans
- Local Language

Note: *Father's/ Mother's/ Husband's Name is Aadhaar is a part of address field. The Aadhaar holder can update this anytime. Refer to Section 3.4 for details.*

3.2 Online Demographic Update Facility



UIDAI also offers the facility to update address online from the Self-Service and Update Portal (SSUP) - https://ssup.uidai.gov.in/ssup/. You need to have your registered mobile number to get the OTP to login to SSUP. If the registered mobile number is not available, you can visit any Aadhaar Enrolment Centre with your Aadhaar and supporting document to place an update request.

3.2.1 Updating Demographic details online with Document

You can place a request to update the Demographic (Name (Minor Update), Address, DOB, Gender, Regional Language) details in your Aadhaar with a valid Proof of documents in your(applicant) name (see list in Section 13.1, Annex–I). The process for online update is as follows

1. Visit SSUP - https://ssup.uidai.gov.in/ssup/
2. Login with your Aadhaar number
3. Enter the OTP received on your mobile
4. Enter the Demographic details
5. Allow UIDAI to do transliteration to your regional language in your Aadhaar or correct the regional language yourself from the auto-translated text
6. Once you are satisfied with all details and spellings, submit
7. Upload a clear copy of the supporting document (in pdf, png, or jpeg format) along with your request. If the document has multiple pages, scan all the relevant pages and save as a single pdf file before upload.
8. It is advised to scan the original document for upload. If the original document is not available, residents can upload a copy of the document duly attested/ certified by the Notary Public or Gazetted Officer.
9. Review details and spellings and supporting document again, please use Edit option to make corrections if any.
10. Kindly click on Make Payment button and process the payment
11. Fee for SSUP is Rs.50/- per request, also request for one than field will be considered as one request and Rs.50/- shall be charged.
12. Resident can also cancel the update request before UIDAI processing (On cancellation or payment failure amount if paid shall be refunded to the resident).
13. If you have previous request failed (on account of payment failure), you can cancel that request after log-in to SSUP portal

To see tutorial on Online Demographic Update
SCAN

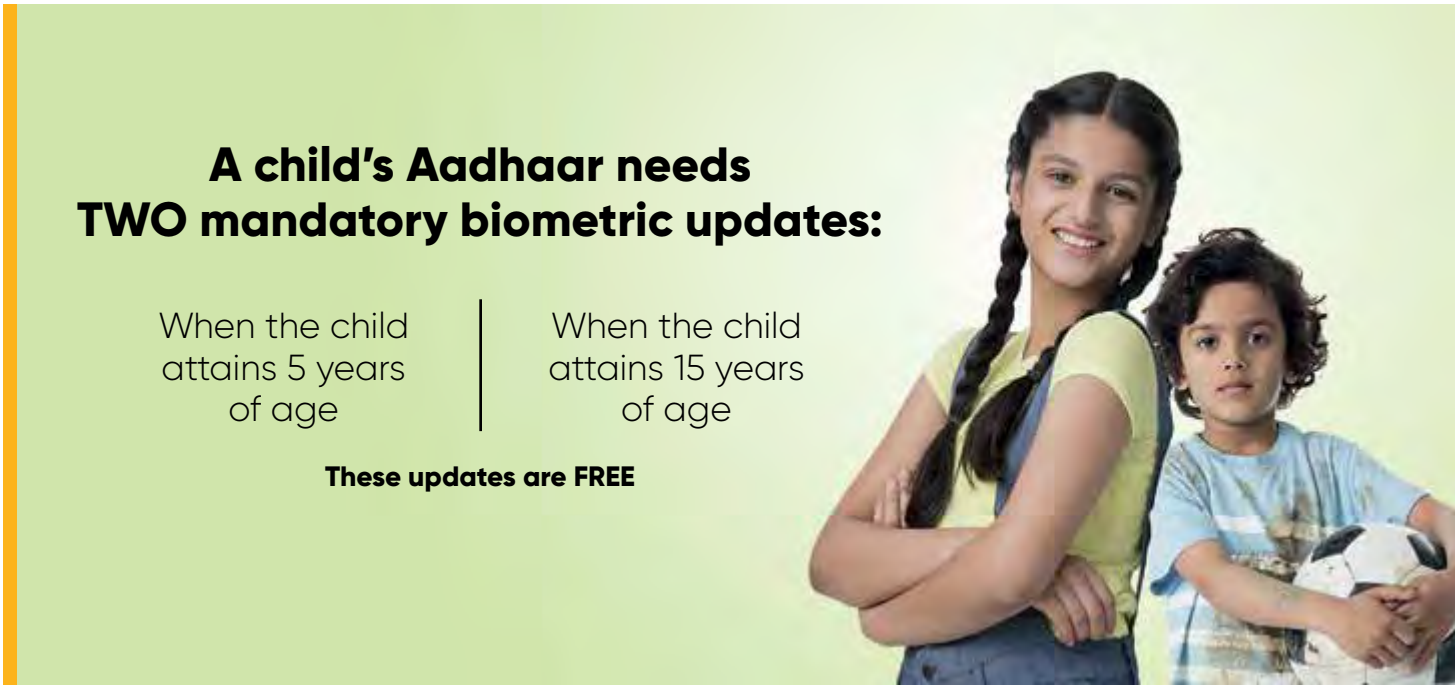
To refer to the list of acceptable documents
SCAN

Note: The update limit for Name, DOB and Gender mentioned below -
a) For DoB Correction- 1 time | b) For Name Correction- 2 times | c) For Gender Correction- 1 time

3.2.2 Checkpoints to avoid rejection of update request placed through SSUP

- Please enter valid data in online SSUP form; ensure data entered matches with the uploaded documents in update request.
- Please ensure document uploaded has resident name for whom update request is made.
- Please select correct document name; which is uploaded and ensure it matches with the document proof.
- Please use high resolution images of original documents while uploading them as valid proof document.
- Age mentioned on the document and photo on Aadhaar should match.
- The gender of the resident and photo should be in sync (match).
- Please don't submit request with incomplete details.

3.3 Mandatory Biometric Update for Children



The biometric details of children need to be updated in their Aadhaar when the child attains the age of 5 years, and once again at the age of 15 years. The **child's fingerprints, iris scans and photographs are captured and updated in their Aadhaar data. This helps the child in using his/her Aadhaar as an identifier wherever required.** The **Aadhaar number assigned to the child remains the same. This mandatory biometric update for children is FREE.**

For book appointment
SCAN

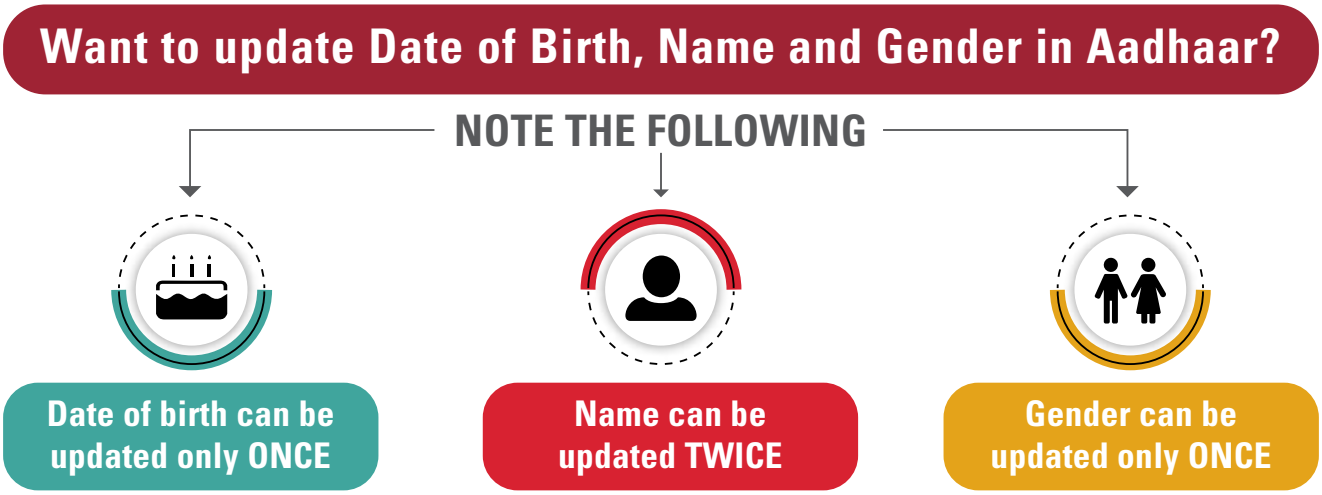
3.4 Updating 'Care of' field in Aadhaar Address

The 'Care of' details in Aadhaar are a part of Address field. These were earlier mentioned as W/o, D/o, S/o or C/o. These have now been standardized to C/o. If you update your Aadhaar or download latest Aadhaar, it will show the relation details as C/o.

If you wish to update this, you can place an address update request (either from Aadhaar Enrolment Centre or online via SSUP – ref. Sec. 3.2.1). The document should be in your name and does not need to have the name of the person whose name you wish to update in C/o field. This is not a mandatory field. You may choose to leave C/o field in your address blank.

C/o field is not a mandatory field. You may choose to leave C/o field in your address blank.

3.5 Limits on number of updates



As per the update policy of UIDAI, the following limits have been set for update of demographic information in their Aadhaar:

- Name – Can be updated twice
- Gender – Once
- Date of Birth – Once

The process for the above updates within the permissible limits is same as described in Section 3.1 above. Any other information in your Aadhaar can be updated as and when required. **There is no limit on the number of updates for any other demographic information – address, email ID, mobile number; or biometrics – photograph, fingerprints, iris scans.**

3.6 Exception Process for Aadhaar Update

If for any reason, you need to update the above three fields (name, gender and date of birth) in your Aadhaar again (beyond the permissible limit), you need to:

1. Visit any Aadhaar Enrolment Centre (with valid supporting document for Name & Date of Birth update)
2. Place an update request
3. Send the latest URN (Update Request Number) to Aadhaar help centre by calling 1947 or via email to help@uidai.gov.in and request for 'exception update'

The case is then assigned to the UIDAI's Regional Office that handles your region for due diligence. Once verified, your update request will be processed and the outcome communicated to you.

3.7 Update in case of Aadhaar Deactivation

Your Aadhaar data is subject to periodic quality checks. During such quality checks by UIDAI, if any discrepancy is found in the supporting documents or captured biometric data of a resident, his/her Aadhaar is deactivated temporarily and the Aadhaar holder is duly notified of this. If your Aadhaar gets suspended, you would not be able to avail any service based on Aadhaar OTP/ biometric authentication.

In such cases, the Aadhaar holder needs to follow the below steps:

1. Refer to the email/ SMS/ letter by UIDAI or call 1947 to know subsequent course of action.
2. If the deactivation is due to biometrics related reason, visit any Aadhaar Enrolment Centre and update your biometrics.

3. If the deactivation is due to documents related reason, contact/visit the concerned Aadhaar Regional Office for update after due diligence.

3.8 Aadhaar Update Status Check

You can use the 8 digit Update Request Number (URN) mentioned on the update acknowledgement slip to check the status of your Aadhaar update request from:

- Calling Aadhaar helpline – 1947
- Sending email to help@uidai.gov.in
- Visiting uidai.gov.in
- Through mAadhaar App

On successful submission of an online address update request via SSUP, you receive a URN (Update Request Number). This is shown on screen and also sent via SMS to your registered mobile number. Use this URN and your Aadhaar number to track status of your Aadhaar update from: https://ssup.uidai.gov.in/checkSSUPStatus/checkupdatestatus.

To check status of your update request

SCAN

To check status of your online address update request

SCAN

3.9 Points to remember for Aadhaar Update at Aadhaar Enrolment Centre

1. **Any Aadhaar holder can request for Aadhaar, update**
2. Aadhaar update request requires authentication by the Aadhaar holder. This authentication is done either as biometric authentication at Aadhaar Enrolment Centre or OTP authentication for online address update. For children below 5 years of age, this authentication is done by the parent/ guardian whose Aadhaar was linked to the child's at the time of enrolment
3. In case of children below the age of 18 consent of the parent/guardian is collected for updating the Aadhaar.
4. If you lose your update slip or do not have your Update Request Number, follow the process to retrieve EID as described in Sec. 2.5.1
5. **If your update request gets rejected, you can call 1947 and get the reason for rejection and take corrective measure before you place another update request.**
6. If your Aadhaar shows 'Invalid', call 1947 to get further guidance.
7. **If your Aadhaar letter has only 'Year of Birth' printed, DO NOT UPDATE. Just download your latest Aadhaar or Order Aadhaar Reprint from uidai.gov.in to get your Aadhaar showing complete Date of Birth.**

3.10 Points to remember for Aadhaar Update

A resident who is an Aadhaar number holder may, upon attaining the age of eighteen years, make an application for cancellation of his/her Aadhaar number to Regional Office of UIDAI within a period of six months from the date of attaining the age of eighteen years.

The resident will be required to visit the Regional Office at a stipulated date and time for establishing his/her identity through Aadhaar authentication or any other means so that, the Regional Office can initiate the process of cancellation of the Aadhaar number, which will be cancelled within a period of three months.

SECTION 4: VALID LIST OF DOCUMENTS FOR AADHAAR ENROLMENT/ UPDATE



You can enroll for Aadhaar or update the demographic details in your Aadhaar by providing a valid supporting document for verification. This list of Proof of Identity (POI)/ Proof of Address (POA)/ Proof of Date of Birth (DOB)/ Proof of Relationship (POR) is available on our website uidai.gov.in, mAadhaar App and also provided at Annex-I (Section 13.1).

A valid supporting document is mandatory for:

- Aadhaar Enrolment
- Name Update
- Address Update
- Date of Birth Update

To refer to the list of acceptable documents
SCAN

You can directly visit an Aadhaar Enrolment Centre with your Aadhaar for update of any other demographic or biometric details in your Aadhaar. Also note that, **for NRI enrolment, Indian Passport is a mandatory POI.** The NRI can choose to give any other document (as per the valid documents list) as POA.

4.1 Proof of Identity (POI)

For Aadhaar enrolment or name update, you need to provide at least one POI document with photograph as per the list of valid documents.

4.2 Proof of Address (POA)

For address update at Aadhaar Enrolment Centre or online through SSUP, you have to provide a POA document in your name. You can also use the Address Validation Letter service (ref. Sec. 3.2.2)

4.3 Date of Birth (DOB)

For updating Date of Birth in your Aadhaar, you have to provide a DOB document in your name as per the list of valid documents accepted by UIDAI.

4.4 Proof of Relationship (POR)

For 'Head of Family' based enrolment or 'Child enrolment', you have to provide a Proof of Relationship (POR) document as per the list of valid POR documents accepted by UIDAI.

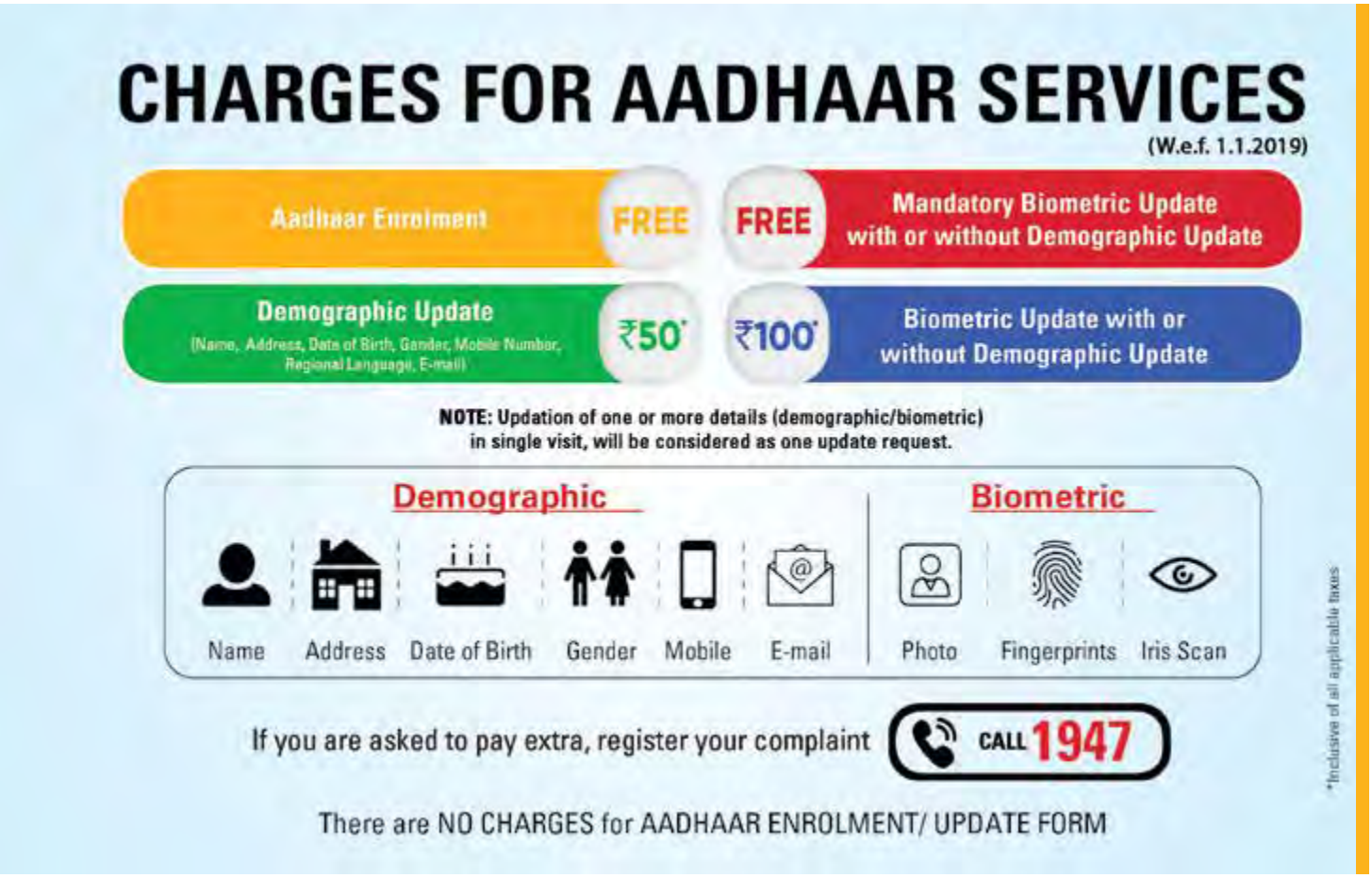
4.5 Certificate for Aadhaar Enrolment/ Update

As per the list of supporting documents, you can use a certificate issued by competent authority for Aadhaar enrolment/update as POI/POA/DOB proof/POR. UIDAI has prescribed a standard format for this certificate (see Section 13.2, Annex-II). You should use such certificate only if you do not have any other document in the list of accepted documents for POI/POA/DOB.

To see the standard format for certificate for Aadhaar Enrolment/ Update

SCAN

SECTION 5: CHARGES/ FEES FOR AADHAAR ENROLMENT/ UPDATE (W.e.f. 1.1.2019)



UIDAI has specified the maximum amount to be charged by all Registrars, for various Aadhaar related services from residents. Update of more than one field on single instance is considered as one update. It is recommended that you check your Aadhaar details and update all the fields requiring update during your visit to any Aadhaar Enrolment Centre to save time and money.

For latest charges for Aadhaar services
SCAN

5.1 No charges for Aadhaar Enrolment/ Update Form

While visiting any registrar-run Aadhaar Enrolment Centre in banks, post offices, BSNL centres, CSCs or State Government offices or Common Services Centres offices or UIDAI-run Aadhaar Seva Kendra, please note that there are no charges to be paid for the Aadhaar enrolment/ update form. **The charges are only for Aadhaar update or print as mentioned above. If you book your appointment online, you can choose to pay the applicable charges online**. Resident

Download your Aadhaar Enrolment/ Update Form from uidai.gov.in.
Do not pay any charges to any agent/ agency for the form.

can download and print the Aadhaar Enrolment/Update from the link below https://www.uidai.gov.in/images/commdoc/valid_documents_list.pdf. Resident can bring the filled form to any centre to avoid mistakes

5.2 How to complaint if the centre charges you extra or if you are not satisfied with the service

If the centre charged you more than the prescribed service charge mentioned above, you can file a complaint in following ways:

- Call 1947 and register a complaint
- Email the centre details along with your URN and contact details to help@uidai.gov.in
- File a complaint online from: https://resident.uidai.gov.in/file-complaint
- Resident can complaint with the concerned Registrar, details of the registrar are available at your centre.

To file a complaint
SCAN

SECTION 6: GETTING AADHAAR

6.1 Aadhaar Generation



Once Aadhaar is generated or the update request submitted by you is completed, your Aadhaar Letter is printed and sent to your registered address via regular postal service of India Post.

You can call 1947 to get dispatch date of your Aadhaar letter and coordinate with your local post office for delivery of the Aadhaar letter.

To know more about Aadhaar Generation Process

SCAN

6.2 Aadhaar Letter



Once Aadhaar is generated or the update request submitted by you is completed, your Aadhaar letter is printed and sent to your registered address via regular postal service of India Post. You will receive an SMS on your registered mobile number if you had mentioned it on the enrolment form when your Aadhaar letter is dispatched.

You can also call 1947 to get dispatch date of your Aadhaar letter and coordinate with your local post office for delivery of the Aadhaar letter.

If you do not receive the Aadhaar letter within 15 days of the date of dispatch, you can contact your local post office to check the reason for delay in delivery.

6.3 Download eAadhaar



You can also download your Aadhaar from UIDAI website - https://eaadhaar.uidai.gov.in/#/ or mAadhaar App. You can download your Aadhaar by:

- **Using EID (Enrollment ID):** Use your 28 digit enrolment number along with full name and Pin code (as given during enrolment) to download your Aadhaar.
- **Using UID (Aadhaar Number):** Use your 12 digit Aadhaar number along with full name and Pin code to download your Aadhaar.



6.3.1 OTP to download Aadhaar & Password

The OTP to download Aadhaar is received on your Aadhaar registered mobile number. Instead of this OTP, you may also use T-OTP (or Time-based OTP) to download eAadhaar. T-OTP can be generated using mAadhaar App.

The **downloaded Aadhaar, also known as eAadhaar, is a password protected electronic copy of your Aadhaar**. It is downloaded as a .pdf document. **The password for your eAadhaar .pdf file is a combination of the first 4 letters of name in CAPITAL and the year of birth (YYYY).**

To read more about eAadhaar
SCAN

6.3.2 Validating the digital signature on eAadhaar





Your eAadhaar is digitally signed by UIDAI. If the digital signature on your eAadhaar shows a question mark '?' sign, you will have to validate the digital signature on the downloaded Aadhaar before using it for any purpose.

To see tutorial to help verify the digital signature on eAadhaar
SCAN

6.3.3 Downloaded Aadhaar is legally valid

The downloaded Aadhaar is **(eAadhaar)** legally valid document and can be used in the same way as the Aadhaar letter. This can also be verified by scanning the QR Code present on the downloaded Aadhaar.

To see the circular regarding eAadhaar validity
SCAN

6.3.4 Features of eAadhaar



6.4 mAadhaar Mobile App



You can also carry your Aadhaar in your smartphone via the official mobile app of Aadhaar – mAadhaar. This app offers over 35 online Aadhaar services to the Aadhaar holder. mAadhaar is available for download from Google Play Store and Apple App Store.

6.5 Aadhaar PVC Card



Aadhaar PVC Card is the latest form of Aadhaar introduced by UIDAI. Other than being easy to carry and durable, the PVC-based Aadhaar Card has a digitally signed secure QR code with photograph and demographic details with multiple security features. It can be ordered online through uidai.gov.in or resident.uidai.gov.in by paying a nominal charge of Rs. 50/-.

Aadhaar PVC card contains security features like:

- Secure QR Code
- Micro text
- Issue Date & Print Date
- Embossed Aadhaar Logo
- Hologram
- Ghost image
- Guilloche Pattern





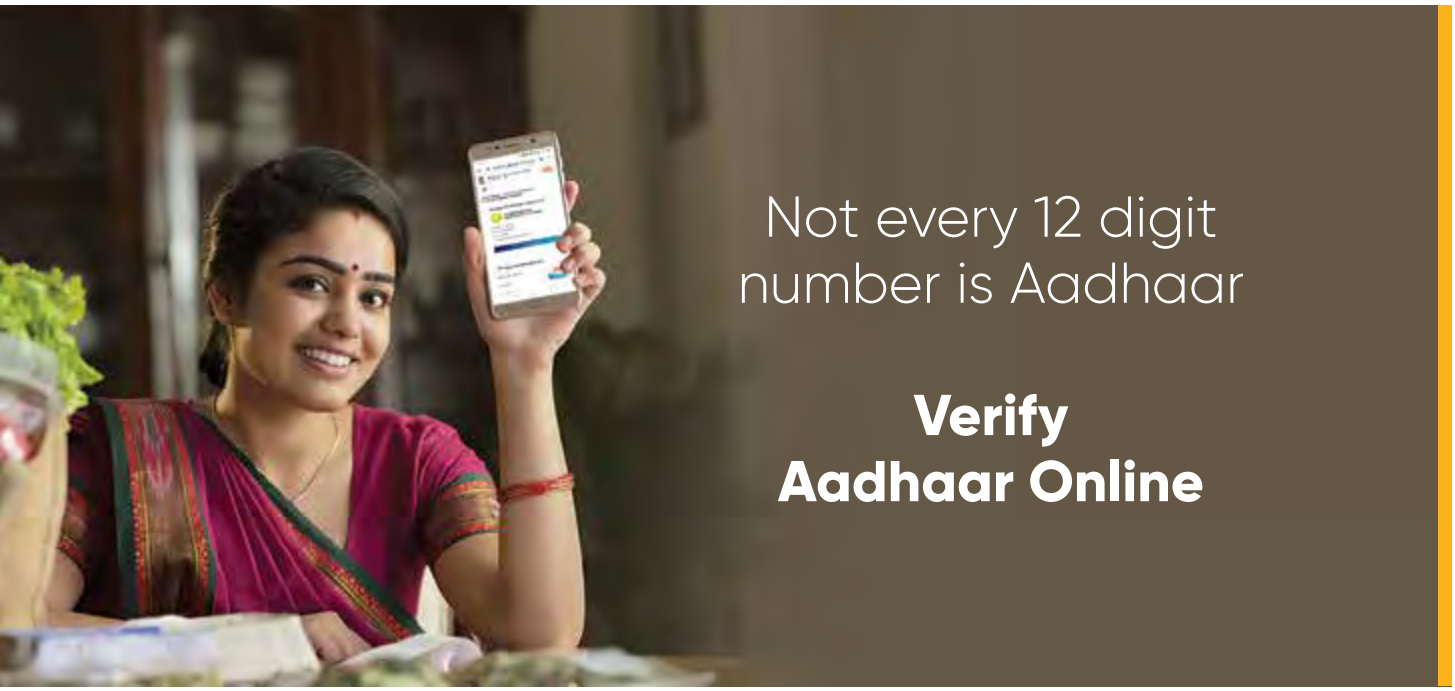
Aadhaar PVC Card is delivered to the resident's address by speed post. Residents who do not have registered mobile number can also order using Non-Registered /Alternate Mobile Number. You can use these identifiers to order Aadhaar PVC card:

- Aadhaar number (12 digit)
- Virtual ID (16-digit VID is a token identifier that can used in place of Aadhaar number)
- EID (28 digit enrolment ID)

You can make the payment for your Aadhaar PVC Card online using Credit/ Debit Card, Net Banking or UPI. SMS notifications are sent to your registered/ given mobile number for SRN (Service Request Number), status of the request and AWB (Airway Bill Number) for tracking the Speed Post.

SECTION 7: VERIFICATION OF AADHAAR

7.1 Verify any Aadhaar Online



Any Aadhaar number can be verified online from uidai.gov.in. You can use this service to check the authenticity of any Aadhaar number that is presented to you. For the entered Aadhaar number, you get the following details of the Aadhaar holder:

- If the Aadhaar number exists
- Age band
- Gender
- State of residence
- Mobile Number (in masked form showing only last 4 digits)



Besides, a service provider can also verify the Aadhaar presented by a person using following services:

1. Online from: https://resident.uidai.gov.in/verify
2. From mAadhaar App
3. Scan the QR Code on presented Aadhaar using the Aadhaar QR Code Scanner App or mAadhaar App

To watch tutorial on Verify Aadhaar Service
SCAN

7.2 Secure QR Code on Aadhaar



The Aadhaar letter, Aadhaar PVC Card and eAadhaar contain a digitally signed secure QR code that has demographic details of the Aadhaar holder with photograph. This QR Code can be used to verify the identity of the Aadhaar holder.

The service provider needs to use Aadhaar QR Code Scanner App (also available in mAadhaar) to scan the Secure QR Code on the presented Aadhaar.

To watch tutorial on the Secure QR Code

SCAN

To read more about Secure QR Code

SCAN

SECTION 8: AADHAAR ONLINE SERVICES



UIDAI offers several online services related to Aadhaar on the Aadhaar website uidai.gov.in and mAadhaar App. You can use these services to get a better visibility and control of your Aadhaar data.

8.1 Aadhaar Online Services (that DO NOT require Registered Mobile Number)

- **Locate Enrolment Centre:** You can get details of all nearby Aadhaar Enrolment Centre using different search parameters.
- **Book an Appointment:** You can book an appointment for Aadhaar Enrolment or update at any convenient Aadhaar Enrolment Centre for yourself or a family member or friend.
- **Check Aadhaar Status:** You can check status of your Aadhaar enrolment/ update request by entering the 14-digit Enrolment ID/ URN and 14-digit time stamp along with Full Name and Pin Code details.
- **Order PVC Card:** You can order Aadhaar PVC Card of your Aadhaar or a family member's Aadhaar. This is a paid service. More details in Sec. 6.4 above.
- **Check PVC Card Status:** You can check status of your Aadhaar PVC Card request by entering the SRN (Service Request Number) and Aadhaar number.
- **Verify an Aadhaar:** This service can be used by anyone to verify any presented Aadhaar.

8.2 Aadhaar Online Services (that require Registered Mobile Number)



Some of the Aadhaar online services require OTP authentication and hence, registered mobile number is mandatory to use them. Instead of this OTP, you may also use T-OTP (or Time-based OTP) to download eAadhaar. T-OTP can be generated using mAadhaar App.

- **Download Aadhaar:** You can download your Aadhaar anytime and use it. This is a free service and requires mandatory OTP authentication.

Download Aadhaar
SCAN

You can download your Aadhaar maximum 20 times in a calendar year.

- **Retrieve Lost/ Forgotten UID/ EID:** Using this service, you can retrieve your lost Enrolment ID or Aadhaar number (UID). This service requires mandatory OTP authentication.

Retrieve Lost/ Forgotten UID/ EID
SCAN

- **Update Demographic Online:** If you have your Aadhaar registered mobile number, you can place an online demographic details update request using the SSUP (self-service update portal) of Aadhaar. This service requires mandatory OTP authentication

To update demographic details online
SCAN

- **Aadhaar Bank Linking Status:** You can check your Aadhaar and Bank Account Linking Status in NPCI mapper using this service. This service requires mandatory OTP authentication.

Aadhaar Bank Linking Status
SCAN

You will receive any Aadhaar-based credits in only one account that you have mapped to the NPCI mapper.

- **Aadhaar Update History:** You can use this service to get a chronological history of all updates done in your Aadhaar. The OTP for this service will be sent to your registered mobile number

To check your Aadhaar Update History,
SCAN

- **Verify Email/ Mobile Number:** You can use this service to verify their email or mobile number in your Aadhaar. The OTP for this service will be sent to your registered mobile number.

To Verify your Email or Mobile Number in Aadhaar,
SCAN

- **Aadhaar Authentication History:** Using this service, you can get details of authentication performed by you in past 6 months. The OTP for this service will be sent to your registered mobile number.

To know more about Aadhaar Authentication History
SCAN

- **Offline eKYC Service:** Using this service, you can generate your digitally signed Aadhaar details that you may use for KYC purposes.

To know more about Aadhaar Paperless Offline eKYC:
SCAN

8.3 Frequently Asked Questions



UIDAI also has extensive FAQs section on the website and mAadhaar app to help residents understand Aadhaar process, services and products.

To read FAQs
SCAN

SECTION 9: PRIVACY AND SECURITY OF YOUR AADHAAR DATA



Security of your data is inherent in the design of the Aadhaar project. From having a random number which does not reveal anything about the individual to other features listed below, UIDAI keeps the interest of the resident at the centre of its purpose and objectives.

9.1 UIDAI Protecting privacy and information

- **Collecting limited information:** Data collected by UIDAI is limited to the purpose of issuing Aadhaar number, and confirming the identity of Aadhaar number holder. Only basic data is captured to establish identity – name, date of birth, gender, and address, and biometric data comprising photograph, ten finger prints and iris scan. Parent's/guardian's name is essential for children but not for others. Mobile number and email id are optional.
- **No profiling and tracking information collected:** The UIDAI policy bars it from collecting sensitive personal information such as religion, caste, community, class, ethnicity, income and health status. Profiling of individuals is not possible through the UID system as the data collected is limited to that required for identification and identity confirmation.
- **Certified machines with Data Encryption:** Aadhaar enrolment/update happens with software provided by UIDAI using certified devices only. The data is encrypted as soon as it is collected in order to prevent any leak in transit.
- **Release of information – yes or no response:** UIDAI does not reveal personal information in the Aadhaar database. If you use your Aadhaar for verification purpose, the only

response from UIDAI will be a 'yes' or 'no' to the request.

- **Convergence and linking of UIDAI information to other databases:** Aadhaar database is not linked to any other database, or to information held in other databases. Its only purpose is to verify a person's identity at the point of receiving a service, and that too with the consent of the Aadhaar holder.

9.2 Data Security in CIDR

Data of all Aadhaar holders is safe and secure in the Central Identities Data Repository (CIDR) of UIDAI. The CIDR is guarded both electronically and physically by selected individuals with required security clearance. The data is secured with the best encryption technologies available in a highly secure data vault. All access details are properly logged.

UIDAI has strict security and storage protocols in place. The penalties for security violation are severe, and include penalty for disclosing identity information. Any unauthorized access to CIDR, including hacking or any tampering with data in the CIDR, also has severe penal consequences as per the Aadhaar Act, 2016.

9.3 How you can further protect your Aadhaar Information

Besides these security practices, UIDAI also offers a few more online services that help you keep your Aadhaar details private and add another layer of security to your data. These are:

- **Virtual ID (VID) Generator:** If you do not wish to share your Aadhaar number while using Aadhaar-based authentication service, you can use the Virtual ID or VID – a 16-digit token for your Aadhaar. You can generate your VID from uidai.gov.in, mAadhaar App or via Aadhaar SMS service.

- **Biometric Lock/ Unlock:** This service enables you to lock and temporarily unlock your biometrics in Aadhaar. The OTP for this service will be sent to your registered mobile number.

- **Aadhaar Lock/ Unlock:** If you do not wish to use your Aadhaar, you can lock your Aadhaar number. By doing this, you will not be able to perform any authentication using Aadhaar, VID & ANCS Token for biometric, demographic & OTP based authentication. **Aadhaar can be unlocked only using VID (Virtual ID)**. The OTP for this service will be sent to your registered mobile number.

To know more about VID
SCAN

To know more about Biometric Lock/ Unlock service
SCAN

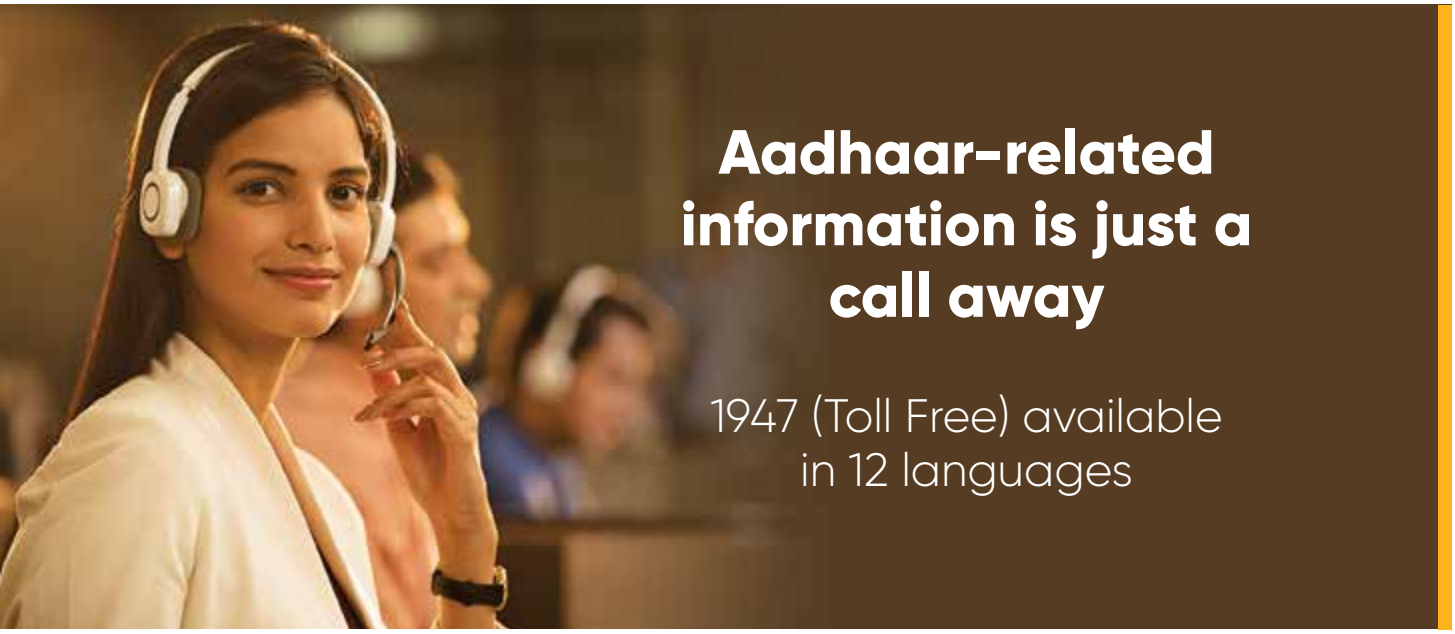
To know more about Aadhaar Lock/ Unlock service
SCAN

SECTION 10: GRIEVANCE HANDLING



UIDAI has created various touch-points for you to express your concerns or share feedback related to Aadhaar. All such platforms are easily accessible and enable you to reach out for assistance by dedicated help centre teams of UIDAI. The platforms through which you can contact UIDAI are:

10.1 Aadhaar Sampark Kendra - Helpline 1947



Dial 1947 from your phone and take assistance via automated IVRS mode. The Aadhaar Sampark Kendra offers assistance in 12 regional languages - Hindi, Telugu, Tamil, Kannada, Malayalam, Punjabi, Marathi, Gujarati, Bangla, Odia, Assamese and English.

You can get details of nearby Aadhaar Enrolment Centre, check status of your Aadhaar service requests, get assistance on the correct process in case of update rejection, get your lost enrolment ID, file a complaint or get information on any Aadhaar service on call.

10.2 Help via Email



You can also email your queries/ feedback/ suggestions or grievances to Aadhaar via email to help@uidai.gov.in. The ticketing system enables creation of ID of your case, which is shared with you in response to your email. You can also track the status of your case by quoting this Case ID.

10.3 Aadhaar Website



The Aadhaar website is a one-stop destination for all Aadhaar-related information, Aadhaar online services, repository of all UIDAI documents and other useful resources. You can access the UIDAI website www.uidai.gov.in from your mobile phone, desktop or laptop from anywhere in India. The information is segregated under the following heads:

- **My Aadhaar Section:** Enrollment/update procedure, location of Aadhaar Centres, booking prior appointments, downloading eAadhaar, check Aadhaar status after enrollment/update, retrieve lost EID/UID, order Aadhaar PVC Card etc.
- **About UIDAI Section:** This section comprehensively provides information about Aadhaar in terms of UIDAI Vision and Mission, organizational structure, composition of the authority along with the legal framework, rules, regulations, notifications and working opportunities with UIDAI at https://uidai.gov.in/about-uidai.html
- **Ecosystem Section:** Information on authentication devices, biometric devices, authentication documents, QR Code reader and paperless e-KYC can be accessed through this section at https://uidai.gov.in/ecosystem.html
- **Contact and Support Section:** You can reach out to the UIDAI directory and concerned Regional Office and also the complaint section of Redressal Mechanism maintained on the UIDAI website from https://uidai.gov.in/contact-support.html

You can make use of the various services available on the website. You can also get contact details of UIDAI team. The website also has a dedicated section for Frequently Asked Questions (FAQs) which give detailed answers to all Aadhaar processes and services related queries.

For any grievance, you can file a complaint online from: https://resident.uidai.gov.in/file-complaint and even track status of your complaint from: https://resident.uidai.gov.in/check-complaintstatus

10.4 Aadhaar Chatbot



Adding a new touch point for you, UIDAI has launched Chatbot service on the Aadhaar website. You can ask your queries related to Aadhaar via chat. You simply need to visit uidai.gov.in and click on 'Ask Aadhaar' icon at the right hand bottom corner of the page. The 'Ask Aadhaar' Chatbot gives accurate response to your questions instantly. You can also leave a feedback for our Chatbot and we will be happy to incorporate your suggestions to improve this service.

With a motive of providing resolutions to the raised queries related to Aadhaar, the 'Ask Aadhaar' Chatbot gives accurate response to the your questions instantly. You can also leave a feedback for our Chatbot and we will be happy to incorporate your suggestions.

10.5 Social Media



Social Media is quickly turning into the most preferred and accessible mode of communication in today's world. Aadhaar understands the influence and usage of social media and offers multi-platform reach to the Aadhaar holders.

10.5.1 Official Social Media Profiles:

You can reach out to team UIDAI on the following social media platforms:

10.5.1.1 Twitter:

UIDAI has the below official Twitter handles:

National Level:

- @Aadhaar_Care (https://twitter.com/Aadhaar_Care) – the official Aadhaar Customer Care handle
- @UIDAI (https://twitter.com/UIDAI) – The handle where you will get all information/ announcements related to Aadhaar
- @ceo_uidai (https://twitter.com/ceo_uidai) – The official profile of the CEO of UIDAI

Regional Level:

- @UIDAIChandigarh (https://twitter.com/UIDAIChandigarh) - The official twitter account of Aadhaar Regional Office Chandigarh. Residents can contact this account for queries related to Chandigarh, J&K, Ladakh, Haryana, HP & Punjab.

- @UIDAIDelhi (https://twitter.com/UIDAIDelhi) – The official twitter account of Aadhaar Regional Office, Delhi. Residents can contact this account for any query related to New Delhi, Madhya Pradesh, Rajasthan or Uttarakhand region.

- @UIDAIMumbai (https://twitter.com/UIDAIMumbai) - The official twitter account of UIDAI Regional Office Mumbai. Residents can contact this account for queries related to Maharashtra, Gujarat, Goa, Daman & Diu and Dadra & Nagar Haveli regions.

- @UIDAIBengaluru (https://twitter.com/UIDAIBengaluru) - The official twitter account of UIDAI Regional Office Bengaluru. Residents can contact this account for queries related to Karnataka, Kerala, Tamil Nadu, Puducherry and Lakshadweep.

- @UIDAIHyderabad (https://twitter.com/UIDAIHyderabad) - The official twitter account of UIDAI Regional Office Hyderabad. Residents can contact this account for queries related to Andhra Pradesh, Telangana, Odisha, Chhattisgarh and Andaman & Nicobar Islands.

- @UIDAIRanchi (https://twitter.com/UIDAIRanchi) - The official twitter account of UIDAI Regional Office Ranchi. Residents can contact this account for queries related to Jharkhand, Bihar & West Bengal regions.

- @UIDAILucknow (https://twitter.com/UIDAILucknow) - The official twitter account of UIDAI Regional Office Lucknow. Residents can contact this account for queries related to Uttar Pradesh region.

- @UIDAIGuwahati (https://twitter.com/UIDAIGuwahati) - The official twitter account of UIDAI Regional Office Guwahati. Residents can contact this account for queries related to Assam, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Tripura & Sikkim.

You can reach out UIDAI via direct tweets or direct message. Our social media grievance management team will help you.

10.5.1.2 Facebook:

UIDAI has only one official page on Facebook - www.facebook.com/AadhaarOfficial. You can simply search for @AadhaarOfficial on Facebook and Like/ Follow us for all latest information. For specific queries, you can send us a private message or comment on any of our Facebook posts.

10.5.1.3 YouTube:

The official Aadhaar channel is accessible to all users on YouTube via https://www.youtube.com/user/AadhaarUID. You can also search for 'Aadhaar UID' on YouTube and subscribe to our official channel. This channel has dedicated playlists of all tutorial videos of our online services, informational videos related to Aadhaar, all our TV ads, special messages, news reports, contest videos and more. Besides being informative, the channel gives you a glimpse of the amazing video content created by Aadhaar holders across the country. You can also leave a comment on our videos or share feedback.

10.5.1.4 Instagram:

UIDAI recently launched the official customer care account of Aadhaar on Instagram. You can follow us @aadhaar_official (https://instagram.com/aadhaar_official). For any specific queries, you can send us a direct message and our team will respond.

10.5.1.5 LinkedIn:

The official page for Unique Identification Authority of India is https://www.linkedin.com/company/unique-identification-authority-of-india-uidai-. We share information and news related to Aadhaar on this profile.

10.5.2 Beware of Fake Profiles/ User Accounts



All official social media profiles of UIDAI are verified and it is advised that you follow/contact only the official profiles. DO NOT believe anything on fake profile posts. DO NOT engage in conversation or share your information with any other social media account posing to be Aadhaar or UIDAI.

Please note that if an individual has added the official profile of Aadhaar as their work place in their social media profile, it does not mean that he/she is an employee of UIDAI. Please refer to the contact directory on uidai.gov.in to confirm the workplace claim made by any individual.

10.6 Aadhaar Regional Offices



Delhi | Bengaluru | Ranchi
Chandigarh | Mumbai | Guwahati
Lucknow | Hyderabad

UIDAI has set up 8 Regional Offices (ROs) to facilitate the functioning, operations management and issue resolution with respect to the assigned States & Union Territories. Each RO has its designated jurisdiction in accordance to the territory it covers and handles operations and grievances related to the particular territory. The contact details of the respective Regional Office are available at: https://uidai.gov.in/contact-support/contact-directory/regional-offices.html.

The 8 Regional Offices are located in:

- **Delhi** –
  Covers New Delhi, Madhya Pradesh, Rajasthan or Uttarakhand region
  Address: Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi-110001

- **Bengaluru, Karnataka** –
  Covers Karnataka, Kerala, Tamil Nadu, Puducherry and Lakshadweep region
  Address: Khanija Bhavan, No. 49, 3rd Floor, South Wing Race Course Road, Bengaluru - 560001

- **Chandigarh** –
  Covers Chandigarh, Jammu & Kashmir, Ladakh, Haryana, Himachal Pradesh & Punjab region
  Address: SCO 95-98, Ground and Second Floor , Sector 17- B, Chandigarh 160017

- **Mumbai, Maharashtra** –
  Covers Maharashtra, Gujarat, Goa, Daman & Diu and Dadra & Nagar Haveli regions
  Address: 7th Floor, MTNL Exchange, GD Somani Marg, Cuff Parade, Colaba, Mumbai - 400 005

- **Ranchi, Jharkhand –**
  Covers Jharkhand, Bihar & West Bengal regions
  Address: 1st Floor, RIADA Central Office Building, Namkum Industrial Area,Near STPI Lowadih, Ranchi - 834 010

- **Guwahati, Assam –**
  Covers Assam, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Tripura & Sikkim regions
  Address: Block-V, First Floor, HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati - 781 006

- **Lucknow, Uttar Pradesh –**
  Covers entire Uttar Pradesh region
  Address: 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/V,Vibhuti Khand, Gomti Nagar, Lucknow- 226 010

- **Hyderabad, Telangana –**
  Covers Andhra Pradesh, Telangana, Odisha, Chhattisgarh and Andaman & Nicobar Islands regions
  Address: 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State

To get contact details of regional offices:
SCAN

SECTION 11: THE AADHAAR ACT 2016



UIDAI is a statutory authority established under the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 published in official gazette on 26th March 2016.

UIDAI was notified as an Authority on 12th July, 2016. Dr. A B Pandey was appointed as the first CEO of UIDAI on 21st July, 2016. Chairperson and Authority members were appointed on 12th September 2016. All sections of Aadhaar Act, barring Section 21, were notified on the same day.

Following regulations were notified on 14th September, 2016:

- Unique Identification Authority of India (Transaction of Business at Meetings of the Authority) Regulations, 2016 (No. 1 of 2016)
- Aadhaar (Enrolment and Update) Regulations, 2016 (No. 2 of 2016)
- Aadhaar (Authentication) Regulations, 2016 (No. 3 of 2016)
- Aadhaar (Data Security) Regulations, 2016 (No. 4 of 2016)
- Aadhaar (Sharing of Information) Regulations, 2016 (No. 5 of 2016)

The Unique Identification Authority of India (UIDAI) functions as a statutory authority, under the Ministry of Electronics and Information Technology (MeitY), Government of India.

11.1 Responsibilities of UIDAI

UIDAI is responsible for Aadhaar enrolment and authentication under the Aadhaar Act 2016. The responsibilities include:

- Operation and management of all stages of Aadhaar life cycle
- Policy development
- Procedure and system for issuing Aadhaar numbers to individuals
- Authentication performance

To download a copy of
The Aadhaar Act 2016
SCAN

SECTION 12 AADHAAR (ENROLMENT AND UPDATE) REGULATIONS, 2016



Your enrolment and update is governed by the Aadhaar (Enrolment and Update) Regulations, 2016. Regulations of direct relevance to you are reproduced below for your information:

12.1 CHAPTER II - Resident Enrolment Process

3. Biometric information required for enrolment. —

(1) The following biometric information shall be collected from all individuals undergoing enrolment (other than children below five years of age):

(i) Facial image;

(ii) All ten fingerprints; and

(iii) Scans of both irises.

(2) The standards for collecting the biometric information shall be as specified by the Authority for this purpose.

4. Demographic information required for enrolment. —

(1) The following demographic information shall be collected from all individuals undergoing enrolment (other than children below five years of age):

(i) Name
(ii) Date of Birth
(iii) Gender
(iv) Residential Address

(2) The following demographic information may also additionally be collected during enrolment, at the option of the individual undergoing enrolment:
(i) Mobile number
(ii) Email address

(3) In case of Introducer-based enrolment, the following additional information shall be collected:
(i) Introducer name
(ii) Introducer's Aadhaar number

(4) In case of Head of Family based enrolment, the following additional information shall be collected:
(i) Name of Head of Family
(ii) Relationship
(iii) Head of Family's Aadhaar number
(iv) One modality of biometric information of the Head of Family

(5) The standards of the above demographic information shall be as may be specified by the Authority for this purpose.

(6) The demographic information shall not include race, religion, caste, tribe, ethnicity, language, record of entitlement, income or medical history of the resident.

5. Information required for enrolment of children below five years of age. —

(1) For children below the five years of age, the following demographic and biometric information shall be collected:
(a) Name
(b) Date of Birth
(c) Gender
(d) Enrolment ID or Aadhaar number of any one parent, preferably that of the mother in the event both parents are alive, or guardian. The Aadhaar number or EID of such parent or guardian is mandatory, and a field for relationship will also be recorded.
(e) The address of such child which is the same as that of the linked parent / guardian.
(f) Facial image of the child shall be captured. The biometric information of any one parent / guardian shall be captured or authenticated during the enrolment.

(2) The Proof of Relationship (PoR) document as listed in schedule II for establishing

the relationship between the linked parent/guardian and the child shall be collected at the time of enrolment. Only those children can be enrolled based on the relationship document (PoR), whose names are recorded in the relationship document.

6. Enrolment of residents with biometric exceptions. —

(1) For residents who are unable to provide fingerprints, owing to reasons such as injury, deformities, amputation of the fingers/ hands or any other relevant reason, only iris scans of such residents will be collected.

(2) For residents who are unable to provide any biometric information contemplated by these regulations, the Authority shall provide for handling of such exceptions in the enrolment and update software, and such enrolment shall be carried out as per the procedure as may be specified by the Authority for this purpose.

12.2 CHAPTER IV - Update of Resident Information

16. Request for update of identity information. —

An Aadhaar number holder may seek alteration of his demographic information or biometric information in cases specified under Section 31 of the Act in accordance with update procedure specified in this Chapter.

17. Mandatory update for children. —

The Authority shall require the biometric information of children to be updated upon attaining five years of age and fifteen years of age in accordance with the procedure specified by the Authority.

19. Mode of updating residents' information. —

The process of updating residents' information in the CIDR may be carried out through the following modes:—

(a) At any enrolment centre with the assistance of the operator and/ or supervisor. The resident will be biometrically authenticated and shall be required to provide his Aadhaar number along with the identity information sought to be updated.

(b) Online mode: Demographic information may be updated online through designated portals upon submission of Aadhaar number and the registered mobile number. Authentication will be carried out through a One-Time Password (OTP) sent to the registered mobile number.

The resident shall be assigned an update ID for tracking the status update, and the revised Aadhaar letter may be made available to the resident in physical or electronic form in accordance with the procedure as may be specified by the Authority for this purpose. The procedures for update, standards and guidelines to be followed along with the formats, templates, checklist to be used for carrying the update shall be as may be specified by the Authority for this purpose.

20. Convenience fee. —

The Authority may authorise Registrars to charge convenience fee from the residents, not exceeding an amount specified by the Authority, for update of demographic information and biometric information.

12.3 CHAPTER VI - Omission or Deactivation of Aadhaar Number and Identity Information

27. Cases requiring omission of Aadhaar Number. —

(1) The Aadhaar number of an Aadhaar number holder shall be cancelled in the following circumstances:—

(a) If it is established that more than one Aadhaar numbers have been issued to the same person, then the Aadhaar number assigned from the earlier enrolment shall be retained, and all subsequent Aadhaar numbers shall be cancelled .

(b) Where the Aadhaar number has been generated in violation of the prescribed guidelines:—

(i) "Photo on Photo" case where core biometric information is not available: Where an existing photograph is used for enrolment instead of capturing a new photograph at the enrolment centre, and where core biometric information has not been captured during enrolment, the resident's Aadhaar number shall be cancelled.

(ii) "False Biometric Exception" cases: Where the enrolment has been wrongly carried out as a 'biometric exception' case, the Aadhaar number shall be cancelled.

(iii) Where an adult has been enrolled as a child below five years of age to avoid capturing of biometric information, Aadhaar number shall be cancelled.

(iv) Any other case requiring cancellation owing to the enrolment appearing fraudulent to the Authority

(2) Upon cancellation, services that are provided by the Authority to the Aadhaar number holder shall be disabled permanently.

28. Cases requiring deactivation of Aadhaar Number. —

(1) The Aadhaar number of an Aadhaar number holder shall be deactivated in the following circumstances:

(a) "Photo on Photo" and core biometric information is available: Where an existing photograph is used instead of capturing a fresh photograph at the enrolment centre, and where core biometric information of the resident has been captured, the Aadhaar number shall be de-activated, and the resident asked to update his photograph. Upon successful update of his photograph, the Aadhaar number may be re-activated.

(b) "False Partial Biometric Exception" cases: Where certain attributes constituting biometric information have not been captured despite the resident being in a position to provide them, the Aadhaar number shall be de-activated.

(c) Where it is found at a later stage that enrolment has been carried out without valid supporting documents, the Aadhaar number shall be deactivated till it is updated by the Aadhaar number holder after furnishing valid supporting documents.

(d) Where the information captured has been flagged as having bad data and requiring update (such as mixed/anomalous biometrics information, abusive/expletive words and unparliamentary language in resident demographics, multiple names in single name using 'urf' or 'Alias'), the Aadhaar number shall be deactivated till it is updated by Aadhaar holder.

(e) Where a child having attained the age of five or fifteen years of age fails to update his biometric information within two years of attaining such age, his Aadhaar number shall be deactivated. In cases where such update has not been carried out at the expiry of one year after deactivation, the Aadhaar number shall be omitted.

(f) Any other case requiring deactivation as deemed appropriate by the Authority.

(2) Upon deactivation, services that are provided by the Authority to the Aadhaar number holder shall be discontinued temporarily till such time the Aadhaar number holder updates or rectifies the information, owing to which his Aadhaar number has been deactivated by the Authority.

29. Inquiry into cases requiring omission or deactivation. —

(1) Any case reported or identified as a possible case requiring omission or deactivation may require field inquiry which may include hearing the persons whose Aadhaar number is sought to be omitted or deactivated.

(2) An agency nominated by the Authority shall examine/inquire and submit a report to the Authority as per the procedures as may be specified by the Authority for this purpose.

(3) The Authority may initiate necessary action upon receiving the report and the decision to omit or deactivate an Aadhaar number shall lie with the Authority.

30. Communication to the Aadhaar number holder. —

(1) An Aadhaar number holder shall be informed of the omission or deactivation of their Aadhaar number along with reasons through SMS, registered e-mail ID, tele-calling, letter or through such means as deemed fit by the Authority.

(2) Any complaint of an Aadhaar number holder in respect of such omission or deactivation may be addressed through the grievance redressal mechanism set up by the Authority.

31. Rectification action. —

(1) In case of omission of Aadhaar number for reasons other than multiple Aadhaar numbers having been issued, residents shall be required to re-enrol.

(2) In case of deactivation, a resident shall be required to update his identity information partly or fully as required, as per the guidelines or policies as may be specified by the Authority.

SECTION 13: APPENDIX

13.1 Annexure I - List of valid supporting documents

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 Councillor 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
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

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
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

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

13.2 Annexure II – Format for Certificate for Aadhaar Enrolment/ Update

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/ 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)*

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.

13.3 Annexure III – How to fill (Certificate For Aadhaar Enrolment/Update)

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-305D,
	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
Dy. Director 14/10/20
OFFICE STAMP
Signature & Stamp of the Certifier

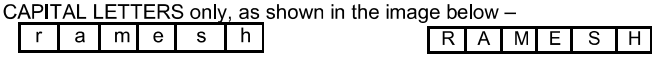
NOTE: This format is applicable for POI documents at Sl. Nos. 17, 20, 21, 22, 31 & 32; POA documents at Sl. Nos. 23, 24, 37, 38, 44 & 45; POR documents at Sl. Nos. 13 & 14 DOB documents at Sl. Nos. 4, 5, 14 & 15 of Schedule II of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time 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 –



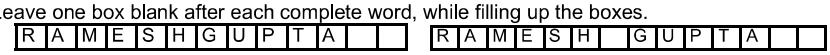
Incorrect **Correct**

- 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–



Incorrect **Correct**

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



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	• 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	• Specify the resident is native Resident of India or belongs to Non Resident Indian (NRI) Category
3	Enrolment type	• 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	• 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	• Mention the name of Resident. • Name shall be mentioned in the format as to be recorded in the Aadhaar.
6	C/o	• 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:	• Mention the House Number, Building Name or Apartment Name as per the address.
8	Street/Road/ Lane	• Mention Street Name, Road & Lane of the address.
9	Landmark	• Mention the Landmark near your address. • This field can be left blank as well, if not required.
10	Area/ Locality/ Sector	• Mention Area/ Locality/ Sector of your address.
11	Village/ Town/ City	• Mention Village/ Town/ City of your address.
12	Post Office	• Mention the nearest post office of your address. • This filed can be left blank.
13	District	• Mention the District of your address.

14	State	• Mention the State of your address.
15	Pin Code	• Mention the pincode of your address.
16	Date of Birth	• Mention the Date of Birth.
17	Signature	• Resident shall put his/her Signature in the box specified for signature. • Illiterate Resident can provide Thumb or Finger impression.
18	Resident Photo	• 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	• 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 on one of the box provided against below mentioned categories: ○ 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	• Verify the below checklist by putting tick (✓) mark on the boxes: ○ 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	• 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.

13.4 Annexure IV – Enrolment Form

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
6	Address: C/o NAME		
	House No./ Bldg./ Apt:		Street/ Road/ Lane:
	Landmark:		Area/ Locality/ Sector:
	Village/ Town/ City:		Post Office:
	District:	Sub-District:	State:
	E-Mail:	Mobile 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.: | | | | | | | | | | | | | | dd | mm | yyyy | hh : mm : ss|		

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.	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.: | | | | | | | | | | | | | | dd | mm | yyyy | hh : mm : ss|		

I hereby confirm the identity and address of _____ as being true, correct and accurate.

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/ Thumbprint

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 3: **NAME**	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.
Field 5: **DOB / AGE**	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 6: **ADDRESS**	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. • To include name of Parent / Guardian / Spouse as part of the address, enter the name of person in the c/o field. • Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in POA document.
Field 7: **RELATIONSHIP**	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 8: **DOCUMENTS**	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.
Field 9 **INTRODUCER/HOF**	Resident who does not have POI and POA may get enrolled through an Introducer/ Head of Family. Pl contact nearest enrolment centre or your Registrar, for further details.

LIST A. POI Documents

POI (Proof of Identity) documents containing Name & 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

LIST B. POA Documents

POA (Proof of Address) documents containing Name & 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
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

LIST C. POR Documents

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 Councillor 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

LIST D. DOB Documents

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
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

Illustration for filling up EID No.

Acknowledgement/ Consent for enrolment / पावती / नामांकन हेतु सहमति

Enrolment No/ नामांकन संख्या: 0008/12345/00020 ***This is not the Aadhaar Number*** **Date/ तिथि:** 28/04/2011 15:50:16

OR EID No: 0008 12345 00020 28042011155016

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

13.5 Aadhaar Tutorial Videos

Verify Aadhaar **SCAN**	*Download Aadhaar* **SCAN**	*Locate Aadhaar Enrolment Centre* **SCAN**	*Update Address Online* **SCAN**
Update Address Without Documents **SCAN**	*Check Status of your online update request* **SCAN**	*Check status of your Aadhaar enrolment or update request* **SCAN**	*Order Aadhaar Reprint* **SCAN**
Check your Aadhaar Update History **SCAN**	*Check your Aadhaar Authentication History* **SCAN**	*Get back your lost Aadhaar number or Enrolment ID* **SCAN**	*Lock/ Unlock Biometrics* **SCAN**
Lock/ Unlock Aadhaar **SCAN**	*Generate/ Retrieve VID* **SCAN**	*Verify Digital Signature* **SCAN**	*What is EID* **SCAN**
Secure QR Code **SCAN**	*Online Appointment Booking* **SCAN**	*mAadhaar App* **SCAN**	*Aadhaar Chatbot* **SCAN**

13.6 Aadhaar Online Services

Locate Enrolment Centre **SCAN**	*Book an Appointment* **SCAN**	*Check Aadhaar Status* **SCAN**	*Download Aadhaar* **SCAN**
Retrieve Lost/ Forgotten UID/ EID **SCAN**	*Order Aadhaar Reprint* **SCAN**	*Check Reprint Status* **SCAN**	*Update Address Online* **SCAN**
Request for Validation letter **SCAN**	*Aadhaar Update History* **SCAN**	*Verify an Aadhaar* **SCAN**	*Verify Email/ Mobile Number* **SCAN**
Virtual ID (VID) Generator **SCAN**	*Aadhaar Authentication History* **SCAN**	*Aadhaar Bank Linking Status* **SCAN**	*Biometric Lock/ Unlock* **SCAN**
Aadhaar Lock/ Unlock **SCAN**	*Offline eKYC Service* **SCAN**	*To download Android mAadhaar* **SCAN**	*To download iOS mAadhaar* **SCAN**

13.7 Aadhaar on Social Media

NATIONAL

Follow **@Aadhaar_Care**
Official Aadhaar Customer Care handle
SCAN

Follow **@UIDAI**
Get all information/ announcements related to Aadhaar
SCAN

Follow **@ceo_uidai**
Official profile of the CEO of UIDAI
SCAN

Follow **@AadhaarOfficial**
For specific queries, they can send us a Private Message or Comment
SCAN

Follow **@AadhaarUID**
For tutorial videos related to Aadhaar, all our TV ads, Special Messages, News reports, contest videos
SCAN

Follow **@Aadhaar_official**
For any specific queries, they can send us a Direct Message and our team will help
SCAN

Follow **Unique Identification Authority of India (UIDAI Page)**
We share information and news related to Aadhaar on this profile
SCAN

Aadhaar Chat Support
Questions answered by Aadhaar Chatbot
SCAN

REGIONAL

Follow **@UIDAIDelhi**
For queries related to New Delhi, Madhya Pradesh, Rajasthan or Uttarakhand
SCAN

Follow **@UIDAIMumbai**
For queries related to Maharashtra, Gujarat, Goa, Daman & Diu and Dadra & Nagar Haveli
SCAN

Follow **@UIDAIBengaluru**
For queries related to Karnataka, Kerala, Tamil Nadu, Puducherry and Lakshadweep
SCAN

Follow **@UIDAIHyderabad**
For queries related to Andhra Pradesh, Telangana, Odisha, Chhattisgarh and Andaman & Nicobar Islands
SCAN

Follow **@@UIDAIRanchi**
For queries related to Jharkhand, Bihar & West Bengal
SCAN

Follow **@UIDAILucknow**
For queries related to Uttar Pradesh
SCAN

Follow **@UIDAIGuwahati**
For queries related to Assam, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Tripura & Sikkim
SCAN

Follow **@UIDAIChandigarh**
For queries related to Chandigarh, J&K, Ladakh, Haryana, HP & Punjab
SCAN

For any comments/ feedback,
Please write to us at:
resident.handbook@uidai.net.in

To get a soft copy of this book scan:

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