

Instructions to follow while filling up the enrolment form

Field 2 NPR NUMBER	Resident may bring his/her National Population Register Survey slip (if available) and fill up the column.
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 Pol is permissible as long as the change is minor spelling only, without altering the Name in Pol document. For Example: If Resident's Pol reads "Preeti", then "Priti" can be recorded if Resident wants so.
Field 5 DOB / AGE	Fill in Date of Birth in DDDMMYYYY 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. <ul style="list-style-type: none"> To include Parent / Guardian / Spouse name as part of the address, select the appropriate box and enter the name of the person. Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in the POA document.
Field 7 RELATIONSHIP	<ul style="list-style-type: none"> 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 Pol 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. PI contact nearest enrolment centre or your Registrar, for further details.

List A. POI documents

- Passport
- PAN Card
- Ration/ PDS Photo Card
- Voter ID
- Driving License
- Government Photo ID Cards/ service photo identity card issued by PSU
- NREGS Job Card
- Photo ID issued by Recognized Educational Institution
- Arms License
- Photo Bank ATM Card
- Photo Credit Card
- Pensioner Photo Card
- Freedom Fighter Photo Card
- Kissan Photo Passbook
- CGHS / ECHS Photo Card
- Address Card having Name and Photo issued by Department of Posts
- Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead
- Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations

List B. POA documents

- Passport
- Bank Statement/ Passbook
- Post Office Account Statement/Passbook
- Ration Card
- Voter ID
- Driving License
- Government Photo ID cards/ service photo identity card issued by PSU
- Electricity Bill (not older than 3 months)
- Water bill (not older than 3 months)
- Telephone Landline Bill (not older than 3 months)
- Property Tax Receipt (not older than one year)
- Credit Card Statement (not older than 3 months)
- Insurance Policy
- Signed Letter having Photo from Bank on letterhead
- Signed Letter having Photo issued by registered Company on letterhead
- Signed Letter having Photo issued by Recognized Educational Institution on letterhead
- NREGS Job Card
- Arms License
- Pensioner Card
- Freedom Fighter Card

- Kissan Passbook
- CGHS / ECHS Card
- Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead
- Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)
- Income Tax Assessment Order
- Vehicle Registration Certificate
- Registered Sale / Lease / Rent Agreement
- Address Card having Photo issued by Department of Posts
- Caste and Domicile Certificate having Photo issued by State Govt.
- Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations
- Gas Connection Bill (not older than 3 months)
- Passport of Spouse
- Passport of Parents(in case of Minor)
- Allotment letter of accommodation issued by Central/State Govt. of not more than 3 years old
- Marriage Certificate issued by the Government, containing address.

List C. POR documents

- PDS Card
- MNREGA Job Card
- CGHS/State Government/ECHS/ESIC Medical card
- Pension Card
- Army Canteen Card
- Passport
- Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
- Any other Central/State government issued family entitlement document
- Marriage Certificate Issued by the Government..

List D. DOB documents

- Birth Certificate
- SSLC Book/Certificate
- Passport
- Certificate of Date of Birth issued by Group A Gazetted Officer on Letterhead

- PAN Card
- Marksheet issued by any Govt. Board or University
- Govt. Photo ID Card/Photo Identity card issued by PSU containing DoB.
- Central/State Pension payment order.
- Central Govt. Health Service Scheme photo card or Ex-Servicemen

Illustration for filling up EID No.

Acknowledgement / Resident Copy- पावती / निवासी रसीद **AADHAAR**

Enrolment No./नामांकन संख्या: 0008/12345/00020 Date/तिथि 28/04/2011 15:50:16

*** This is not the Aadhaar number ***

OR EID No: 0008123450002028042011155016

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