

# THE AADHAAR (ENROLMENT AND UPDATE) REGULATIONS, 2016<sup>1</sup>

[Updated as on 23.10.2023]

*In exercise of the powers conferred by sub-section (1), and sub-clauses (a), (b), (d), (e), (j), (k), (l), (n), (r), (s) and (v) of sub-section (2) of section 54 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016), the Unique Identification Authority of India hereby makes the following regulations, namely:—*

## CHAPTER I PRELIMINARY

**1.Short title and commencement.**—(1) These regulations may be called the Unique Identification Authority of India (Enrolment and Update) Regulations, 2016 (1 of 2016).

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.**—(1) In these regulations, unless the context otherwise requires,—

- (a) “Act” means the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016;
- (b) “Aadhaar Letter” means a document for conveying the Aadhaar number to a resident;
- (c) “Aadhaar number holder” means an individual who has been issued an Aadhaar number under the Act;
- (d) “authentication” means the process by which the Aadhaar number along with demographic information or biometric information of an individual is submitted to the Central Identities Data Repository for its verification and such Repository verifies the correctness, or the lack thereof, on the basis of information available with it;
- (e) “Authority” means the Unique Identification Authority of India established under sub-section (1) of section 11 of the Act;
- (f) “Central Identities Data Repository” or “CIDR” means a centralised database in one or more locations containing all Aadhaar numbers issued to Aadhaar number holders along with the corresponding demographic information and biometric information of such individuals and other information related thereto;

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<sup>1</sup>Published in the Gazette of India, Extraordinary, Part III, Section 4, dated 14.9.2016, *vide* notification No. 13012/64/2016/Legal/UIDAI (No. 2 of 2016) dated 12.9.2016, and subsequently amended *vide* notifications No.13012/79/2017/Legal-UIDAI (No. 1 of 2017) dated 15.2.2017, No. 13012/79/2017/Legal-UIDAI (No. 2 of 2017) dated 7.7.2017, No. 13012/79/2017/Legal-UIDAI (No. 3 of 2017) dated 11.7.2017, No. 13012/ 79/ 2017/ Legal-UIDAI (No. 5 of 2017) dated 31.7.2017, No. 13012/79/2017/Legal-UIDAI (13) (No. 1 of 2018) dated 12.1.2018, No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018) dated 31.7.2018, No. 13012/ 79/2017/Legal-UIDAI(13)/Vol.II (No. 3 of 2019) dated 5.9.2019 (w.e.f. 9.9.2019), No. 13012/79/2017/Legal-UIDAI (13)/Vol.II (No. 3 of 2020) dated 30.6.2020 (w.e.f. 2.7.2020), No. HQ-16041/4/2021-EU-I-HQ-Part(I) (No. 2 of 2022) dated 2.3.2022 (w.e.f.1.1.2023), No. HQ-16027/1/2022-EU-I- HQ (No. 6 of 2022) dated 9.11.2022 and No. HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

<sup>2</sup>[(fa) “database” means the organised collection of data, generally stored and accessed in electronic form from a computer network;]

(g) “enrolling agency” means an agency appointed by the Authority or a Registrar, as the case may be, for collecting demographic and biometric information of individuals under the Act;

(h) “enrolment” means the process, as specified in these regulations, to collect demographic and biometric information from individuals by the enrolling agencies for the purpose of issuing Aadhaar numbers to such individuals under the Act;

(i) “enrolment centre” means a permanent or temporary centre set up by an enrolling agency for carrying out enrolment of residents and updating their information;

(j) “Enrolment ID” or “EID” means a 28digit Enrolment Identification Number allocated to residents at the time of enrolment.

<sup>3</sup>[(k) “head of family” means such member of the family of an individual undergoing the process of enrolment or update of his demographic information or biometric information, or the legal guardian of such individual,—

(i) in respect of whom a document or electronic record evidencing proof of relationship with that individual is submitted; and

(ii) who is the father, mother or guardian of such individual;]

(l) “identity information” in respect of an individual, includes his Aadhaar number, his biometric information and his demographic information;

<sup>4</sup>[(la) “Incapacitated Person” for the purpose of this Regulation, means a person who is unable by reason of any physical or mental condition to receive and evaluate information or to communicate decisions;]

(m) “introducer” means persons authorised by Registrars to introduce residents who do not possess any of the prescribed supporting documents;

(n) “operator” means the certified personnel employed by enrolling agencies to execute the process of enrolment at the enrolment centers;

(o) “Registrar” means any entity authorised or recognised by the Authority for the purpose of enrolling individuals under this Act;

(p) “regulations” means the Aadhaar (Enrolment and Update) Regulations, 2016;

(q) “resident” means an individual who has resided in India for a period or periods amounting in all to one hundred and eighty-two days or more in the twelve months immediately preceding the date of application for enrolment;

(r) “service provider” includes all entities engaged for discharging any function related to the enrolment or update process;

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<sup>2</sup>Ins. by Notification NoHQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

<sup>3</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

<sup>4</sup> Ins. by Notification No.13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 (w.e.f. 31.7.2018).

- (s) “supervisor” means the certified personnel employed by enrolling agencies to operate and manage the enrolment centres;
- (t) “verifier” means the personnel appointed by Registrars for verification of documents at enrolment centres;

(2) All other words and expressions used in these regulations but not defined, and defined in the Act and the rules and other regulations made there under, shall have the meanings respectively assigned to them in the Act or the rules or other regulations, as the case may be.

## **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.

<sup>5</sup>**[4. Demographic information.**—(1) The following demographic information in respect of an individual who is undergoing enrolment and who is above five years of age shall be collected, namely:—

- (a) Name;
- (b) Date of birth;
- (c) Gender; and
- (d) Address.

(2) In addition to the demographic information referred to in sub-regulation (1), the following demographic information in respect of the individual undergoing the enrolment process may be collected during enrolment, at the option of such individual, namely:—

- (a) Mobile number; and
- (b) Email address.

(3) Notwithstanding anything contained in sub-regulation (2), if a NonResident Indian or a foreign national seeks enrolment, he shall be required to furnish his email address.

*Explanation.*—For the purposes of these regulations, “Non Resident Indian” shall mean a person who is a citizen of India holding a valid Indian passport but not a resident as defined in clause (v) of section 2 of the Act.

(4) If an individual who seeks to enrol is a child or an individual in respect of whom a legal guardian has been appointed and seeks to establish his identity through confirmation of the

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<sup>5</sup>Subs. by Notification NoHQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

same by the head of family, in addition to the demographic information under sub-regulation (1), the following additional information in respect of such child or individual shall be collected during enrolment, namely:—

- (a) Name of the head of family;
- (b) Relationship of the head of family with the individual seeking to enrol;
- (c) Aadhaar number of the head of family; and
- (d) Biometric information of the head of family.

**5. Information for enrolment of a child below five years of age.**—The following information in respect of a child below the age of five years who is undergoing enrolment shall be collected, namely:—

- (a) Name;
- (b) Date of birth;
- (c) Gender;
- (d) Facial image;
- (e) Aadhaar number of parents or the guardian, along with the details of the relationship with the child;
- (f) Biometric information of either parent or the guardian, along with his address:

Provided that if the Aadhaar number of the parents or guardian is not available, the reasons for the same shall be recorded:

Provided further that the identity of the parent or guardian referred to in clause (f) shall be established through biometric-based authentication.]

**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.

**7. Role of Registrars, enrolling agencies, etc. in enrolment.**—(1) The Registrars appointed by the Authority shall carry out the enrolment of residents by themselves or through enrolling agencies contracted/appointed by them.

(2) The enrolling agencies shall set up enrolment centres for enrolment of residents as well as for correction or update of residents' information. The opening of enrolment centres, the services offered and other guidelines for their operations shall be in accordance with the procedure as may be specified by the Authority for this purpose.

(3) Enrolment shall be carried out at permanent enrolment centres and through temporary centres set up for this purpose.

(4) Enrolment shall be carried out by the operators, verifiers, supervisors and other authorized personnel at the enrolment centres.

(5) Registrars shall make reasonable efforts to enrol residents who do not possess any of the prescribed supporting documents, through alternate modes of enrolment specified in Regulation 10.

**8. Equipment, software, etc. used in enrolment.**—(1) The Registrars and enrolling agencies shall use only the software provided or authorised by the Authority for enrolment purposes.

(2) The standard enrolment/update software shall have the security features as may be specified by the Authority for this purpose.

(3) All equipment used in enrolment, such as computers, printers, biometric devices and other accessories shall be as per the specifications issued by the Authority for this purpose.

(4) The biometric devices used for enrolment shall meet the specifications, and shall be certified as per the procedure, as may be specified by the Authority for this purpose.

**9. Disclosure of information to residents at the time of enrolment.**—At the time of enrolment, the enrolling agency shall inform the individual undergoing enrolment of the following details:

(a) the manner in which the information shall be used;

(b) the nature of recipients with whom the information is intended to be shared during authentication;<sup>6</sup>[\*\*\*]

(c) the existence of a right to access information, the procedure for making requests for such access, and details of the person or department in-charge to whom such requests can be made. The above details shall be communicated to residents through the enrolment form, in a format provided in Schedule I<sup>7</sup>[;]

<sup>8</sup>[(d) in case of an individual who has not attained the age of majority that is eighteen years, enrolling agency shall make disclosure of information in accordance with Regulation 9(a), (b) and (c) to parent/guardian of such minor; and

(e) in case a person is incapacitated, enrolling agency shall make disclosure of information in accordance with Regulation 9(a), (b) and (c) to the Legal Guardian appointed by Court or under any other law for the incapacitated person.]

<sup>9</sup>[**10. Submission and verification of information.**—(1) An individual who seeks to enrol shall be required to submit an application in the form set out in Schedule I and shall—

(a) present at the enrolment centre, in original, for verification and scanning, one or more documents evidencing proof of identity and proof of address and, where applicable, proof of date of birth or proof of relationship or both, as the case may be; or

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<sup>6</sup>The word “and” omitted by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 (w.e.f. 31.7.2018).

<sup>7</sup> Subs. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 (w.e.f. 31.7.2018) for “.” (w.e.f. 31.7.2018).

<sup>8</sup> Ins. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 (w.e.f. 31.7.2018).

<sup>9</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

- (b) give his consent for electronically obtaining the information evidencing the proofs referred to in clause (a) from the databases of the authorities dealing with the preparation or maintenance of such information:

Provided that such presentation or electronic obtaining of information shall be subject to the software provided or authorised by the Authority for carrying out the process of enrolment supporting the same.

(2) A list of documents that may be presented to evidence the proofs referred to in sub-regulation (1) is in Schedule II.

(3) Collection of documents evidencing proof of identity and proof of address of an individual shall not be necessary where—

- (a) an enrolment or update of biometric information or demographic information has been carried out by the Registrar General of India; or
- (b) electronic information evidencing the said proofs is available from the databases prepared or maintained by the authorities dealing with the preparation or maintenance of such information.

(4) Verification of the information collected as part of the process of enrolment shall be done on the basis of documents specified in Schedule III or electronic information evidencing the proofs referred to in clause (a) of sub-regulation (1):

Provided that assistance of any Ministry, Department or agency of the Central Government or a State Government may be taken for the purpose of such verification.]

**11. Collection of information at enrolment centres.**—(1) The enrolment operator shall capture (i) the demographic information as submitted by the resident in the application form; and (ii) the biometric information using the enrolment software provided or approved by the Authority.

(2) The enrolment operator shall collect and record the physical copies of the requisite supporting documents, or, if facility exists at the enrolment centre, convert the physical copies into electronic format, as per the process as may be specified by the Authority.

(3) After capturing the information, a resident shall be given the opportunity of verifying his information for accuracy.

(4) On completion of enrolment, an acknowledgement slip containing the EID and other enrolment details signed by the enrolment operator shall be provided to the resident.

(5) The procedures, standards and guidelines to be followed during enrolment (including for enrolment of children below five years of age and for exception handling) and formats, templates, checklists to be used for carrying out enrolment shall be as per procedures as may be specified by the Authority for this purpose.

**12. Agencies requiring Aadhaar as condition for receipt of service, etc.**—Any Central or State department or agency which requires an individual to undergo authentication or furnish proof of possession of Aadhaar number as a condition for receipt of any subsidy, benefit or service pursuant to Section 7 of the Act, shall ensure enrolment of its beneficiaries who are yet to be enrolled, [or update their Aadhaar details] through appropriate measures, including

co-ordination with Registrars and setting up enrolment centres at convenient locations or providing enrolment facilities by becoming a Registrar itself.

<sup>10</sup>[12A. <sup>11</sup>[Entities] requiring Aadhaar as condition for fulfilment of any obligation, etc.—  
The Authority may require any Central or State department <sup>12</sup>[or agency or any Scheduled Bank or any other entity] which requires an individual to undergo authentication or furnish proof of possession of Aadhaar number as a condition for receipt of any subsidy, benefit, service or fulfilment of any obligation pursuant to <sup>13</sup>[any Act] or Rule or Regulation or order made thereunder, to ensure enrolment of such individual who is yet to be enrolled or update their Aadhaar details, by setting up enrolment centres at their premises.]

### **CHAPTER III**

#### **GENERATION OF AADHAAR NUMBERS AND DELIVERY TO RESIDENTS**

**13. Generation of Aadhaar numbers.**—(1) The registrars and enrolling agencies shall upload the enrolment packet to the CIDR using the software provided by the Authority.

(2) The Authority shall process the enrolment data received from the Registrar and after deduplication and other checks as specified by the Authority, generate the Aadhaar number.

**14. Rejection of enrolment.**—(1) The Authority may reject an enrolment due to there being duplicate enrolments by the resident, quality or any other technical reason.

(2) In case of rejection due to duplicate enrolment, resident may be informed about the enrolment against which his Aadhaar number has been generated in the manner as may be specified by the Authority.

**15. Delivery of Aadhaar number.**—(1) The Aadhaar number may be communicated to residents in physical form (including letters or cards) and/ or electronic form (available for download through the Authority's website or through SMS).

(2) All agencies engaged by the Authority for printing, dispatch, and other functions related to delivery shall comply with the applicable processes.

### **CHAPTER IV**

#### **UPDATE OF RESIDENT INFORMATION**

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<sup>10</sup> Ins. by Notification No. 13012/79/2017/Legal-UIDAI (No. 2 of 2017), dated 7.7.2017 (w.e.f. 7.7.2017).

<sup>11</sup> Subs. by Notification No. 13012/79/2017/Legal-UIDAI (No.3 of 2017), dated 11.7.2017 for “Agencies” (w.e.f. 11.7.2017).

<sup>12</sup> Subs. by Notification No. 13012/79/2017/Legal-UIDAI (No.3 of 2017), dated 11.7.2017 for “or agency” (w.e.f. 11.7.2017).

<sup>13</sup>Subs. by Notification No. 13012/79/2017/Legal-UIDAI (No.3 of 2017), dated 11.7.2017 for “any otherAct” (w.e.f. 11.7.2017).

**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 <sup>14</sup>[procedure specified in this Chapter.]

<sup>15</sup>**16A. Update of documents or information.**—An Aadhaar number holder may, on completion of every period of 10 years from the date of generation of the Aadhaar number assigned to him, update the documents or the information evidencing proof of identity and proof of address as referred to in regulation 10, at least once, by—

- (a) presenting such documents at an enrolment centre or update centre or enrolment and update centre in like manner as is provided in respect of presentation of documents under clause (a) of sub-regulation (1) of regulation 10;
- (b) electronically uploading copies of such documents on the website or mobile application of the Authority, in the manner provided for this purpose on such website or application, as the case may be; or
- (c) giving his consent for electronically obtaining the information evidencing the said proofs from the databases of the authorities dealing with the preparation or maintenance of such information,

so as to help ensure the continued accuracy of his information in the Central Identities Data Repository:

Provided that such presentation, electronic uploading or electronic obtaining shall be subject to the software provided or authorised by the Authority for carrying out the process of update supporting the same.]

**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.

**18. Equipment, software, etc. used for update.**—(1) The Registrars, enrolling agencies or other service providers involved in the update process shall use only the software provided or approved by the Authority for updating purposes.

(2) The standard update software shall have the security features as laid down by the Authority for this purpose.

(3) All equipment used for updating purposes, such as computers, printers, biometric devices and other accessories shall be as per specifications laid down by the Authority from time to time.

**19. Mode of updating residents' information.**—The process of updating residents' information in the CIDR may be carried out through the following modes:-

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<sup>14</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023) for “procedure as specified by the Authority from time to time”.

<sup>15</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).



- (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<sup>16</sup>[:]

<sup>17</sup>[Provided that the date of birth of resident can be updated only once. In case the date of birth is to be updated more than once, it can only be done through an exception handling process which may require the resident to visit the Regional Office (RO) of the UIDAI.]

- (b) Online mode: <sup>18</sup>[Address] 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.

- <sup>19</sup>[(c) Address Update using Aadhaar Address Update PIN service: Residents who are not having acceptable proof of Address may submit their request for address verification through Aadhaar letter having secret PIN. Once the letter is received by the resident, he/she can use the secret PIN to update his/her address in Aadhaar on the SSUP online portal.]

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.

<sup>20</sup>[**19A.Verification of update data.**—Verification of the update data through the modes of updating residents' information prescribed at Regulation 19 shall be as provided in the SCHEDULE III.]

<sup>21</sup>[**20. Levying and collecting Fees.**—The Authority may authorise Registrars, Enrolling Agencies and other Service Providers to collect a fee from the residents, not exceeding an amount specified by the Authority, for the services provided by them under the Act.]

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<sup>16</sup>Subs. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 for “.” (w.e.f. 31.7.2018).

<sup>17</sup> Ins. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 (w.e.f. 31.7.2018).

<sup>18</sup>Subs. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 for “Demographic” (w.e.f. 31.7.2018).

<sup>19</sup> Subs. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 2 of 2018), dated 31.7.2018 for regulation 19(c) (w.e.f. 31.7.2018). Regulation 19(c), before substitution, stood as under:

“(c) Postal mode: An update request for demographic information may also be sent in the format specified in Schedule IV through post along with the requisite supporting documents for verification.”.

<sup>20</sup> Ins. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 1 of 2017), dated 31.7.2018 (w.e.f.31.7.2018).

<sup>21</sup> Subs. by Notification No. 13012/79/2017/Legal-UIDAI (No.1 of 2017), dated 15.2.2017 for regulation 20 (w.e.f. 15.2.2017). Regulation 20, before substitution, stood as under:

**CHAPTER V**  
**APPOINTMENT OF REGISTRARS, ENROLLING AGENCIES AND OTHER**  
**SERVICE PROVIDERS**

**21. Appointment of Registrars.**—(1) Registrars shall be appointed by the Authority, through MOUs or agreements,<sup>22</sup>[or terms of appointment/engagement] for enrolment and update of residents across the country, and could include entities which interact with residents in the usual course of implementation of their programmes. The eligible entities for appointment as registrars are State/ UT Governments, Central ministries and departments / agencies under them, Public Sector companies of Central / State Governments,<sup>23</sup>[Scheduled banks] and regulated entities including National Securities Depository Limited, UTI Infrastructure Technology and Services Ltd, Special Purpose Vehicles (SPV) created by Central or State Government including CSC e-Governance services India Ltd. Upon appointment, a Registrar code shall be assigned to each Registrar.

(2) Registrars shall be responsible for field level execution, monitoring and audit.

(3) Registrars shall allow the Authority reasonable access to the premises occupied by it or by any other person on its behalf and also extend reasonable facility for examining any books, records, documents and computer data in the possession of the Registrar or any other person on their behalf and also provide copies of the document or other materials which, in the opinion of the Authority are relevant for the purpose of audit.

(4) Registrars shall not use the information collected during enrolment for any purpose other than uploading information to the CIDR.

(5) Registrars shall display on their websites adequate and appropriate information about enrolment and update services, including contact details of persons and services available to residents.

(6) Registrars shall ensure that any agency and/ or person employed or appointed by them to conduct the enrolment and update operations is fit and proper and otherwise qualified to act, in the capacity so employed or appointed including having relevant professional training or experience.

(7) Registrars shall not permit sub-contracting of enrolment functions by enrolling agencies to third parties. Registrars may permit field level manpower to be hired through third parties provided the enrolling agencies furnishes details of the entities from which such manpower is sought to be hired.

(8) Registrars shall at all times abide by the Code of Conduct as specified in Schedule V of these regulations.

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“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.”.

<sup>22</sup>Ins. by Notification No. 13012/79/2017/Legal-UIDAI (13) (No. 1 of 2018), dated 12.1.2018 (w.e.f.12.1.2018).

<sup>23</sup> Subs. by Notification No. 13012/79/2017/Legal-UIDAI (No. 2 of 2017), dated 7.7.2017, for “Public Sector banks” (w.e.f. 7.7.2017).

(9) Registrars shall adhere to the processes, policies and guidelines, checklists, forms and templates issued by the Authority from time to time and shall also ensure compliance by the enrolling agencies of such procedures, etc.

**22. Registrars engaged before commencement of these regulations.**—(1) The Registrars engaged prior to commencement of these regulations shall be deemed to be appointed as Registrars by the Authority under the Act:

Provided that the agreements entered into with them by the Unique Identification Authority of India established vide notification of the Government of India in the Planning Commission number A-43011/02/2009-Admin. I, dated the 28th January, 2009 or any officer of such authority shall continue to be in force to the extent not inconsistent with the provisions of the Act, these regulations, and other regulations, policies, processes, procedures, standards and specifications issued by the Authority.

(2) In the event any Registrar engaged prior to commencement of these regulations wishes to cease being a Registrar under the Act, it may apply to the Authority in a form as may be specified by the Authority for this purpose, and shall cease to be a Registrar and to have the power to conduct enrolment or engage enrolling agencies for enrolment.

**23. Empanelment of Enrolling Agencies.**—(1) The Authority shall empanel the enrolling agencies through an open Request for Empanelment (RFE) process and the eligibility, terms and conditions of the empanelment shall be notified by the Authority from time to time.

(2) The interested agencies may apply for empanelment by fulfilling the eligibility and other technical and financial criteria of the RFE.

(3) The Authority shall evaluate the applications of agencies and empanel the eligible agencies as enrolling agencies after completing the requirements of the RFE.

(4) The Authority shall provide an Enrolling Agency Code using which the Registrar can onboard an empanelled enrolling agency to the CIDR.

(5) The Authority may also permit Registrars to engage other agencies as enrolling agencies after following a suitable process for screening and engaging such agencies, as may be specified by the Authority for this purpose.

(6) The enrolling agency shall be responsible for field level execution and audit. The enrolling agency shall allow the Authority reasonable access to the premises occupied by it or by any other person on its behalf and also extend reasonable facility for examining any books, records, documents and computer data in the possession of enrolling agency or any other person on their behalf and also provide copies of the document or other materials which, in the opinion of the Authority are relevant for the purpose of audit.

(7) The enrolling agencies shall not use the information collected during enrolment for any purpose other than uploading information to the CIDR.

(8) Enrolling agencies shall ensure that any agency and/ or person employed or appointed by them to conduct the enrolment and update operations is fit and proper and otherwise qualified

to act, in the capacity so employed or appointed including having relevant professional training or experience.

(9) The enrolling agencies shall at all times abide by the Code of Conduct for service providers as specified in Schedule V of these regulations.

(10) The enrolling agencies shall adhere to the various process, policies and guidelines, checklists, forms and templates issued by the Authority from time to time.

(11) The enrolling agencies empanelled by the Authority prior to establishment of the Authority under the Act shall be deemed to have been empanelled as enrolling agencies by the Authority under the Act.

**24. Other service providers.**—(1) Other service providers may be appointed or engaged by the Authority from time to time for discharging any function related to the resident enrolment process or updating of information.

(2) All such service providers shall adhere to the regulations, processes, standards, guidelines, and orders issued by the Authority from time to time, and the code of conduct provided in Schedule V of these regulations, as applicable.

**25. Testing and certification of staff appointed for enrolment.**—(1) An enrolling agency shall ensure that the operators, supervisors, and other enrolment staff employed or engaged by it are duly certified for carrying out enrolment through a certification process as may be specified by the Authority.

(2) The Authority may designate testing and certification agencies for this purpose.

(3) The Authority may specify the minimum qualifications required for being engaged for any of the roles in the enrolment process, the process of their appointment, and the detailed roles and responsibilities of such personnel.

**26. Liability of Registrars, enrolling agencies and other service providers and action in case of default.**—(1) The Registrars, enrolling agencies, and other service providers, and the supervisors, operators or any other persons or agencies employed by them shall adhere to all regulations, processes, standards, guidelines, and orders issued by the Authority from time to time, and the code of conduct provided in Schedule V.

(2) The Authority shall monitor the enrolment activities of the Registrars, enrolling agencies and the operators, supervisors and other personnel associated with enrolment.

<sup>24</sup>[(3) Without prejudice to any other action which may be taken under the Act, for violation of any regulation, process, standard, guideline or order, by a Registrar or Enrolment Agency

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<sup>24</sup>Subs. by Notification No. 13012/79/2017/Legal-UIDAI (No. 5 of 2017), dated 31.7.2017, for regulation 26(3) (w.e.f. 31.7.2017). Regulation 26(3), before substitution, stood as under:—

“(3) Without prejudice to action that may be taken under the Act, violation of any regulation, process, standard, guideline or order by any service provider or other person may result in immediate suspension of the activities of such service providers or the concerned persons, and after holding due inquiry as deemed fit by the Authority, cancellation of their credentials, codes and permissions issued to them pursuant to the Act or these regulations.”.

or any service provider or any other person, the Authority may immediately suspend the activities of such a Registrar or Enrolment Agency or service provider or concerned person, and after holding due enquiry, it may take steps for imposition of financial disincentives on such a Registrar or Enrolment Agency or service provider or any other person and for cancellation of the credentials, codes and permissions issued to them pursuant to the Act or these regulations, or any other steps as may be specifically provided for in the terms of engagement with the Authority.]

## **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:-

<sup>25</sup>[(a) If it is established that more than one Aadhaar numbers have been issued to the same person, the Aadhaar number assigned the earliest shall be retained and all subsequent Aadhaar numbers omitted;]

(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

<sup>26</sup>[(c) 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 a Regional Office of Authority in the format prescribed in Schedule VI, so as to reach that Regional Office within a period of six months from the date of attaining the age of eighteen years. Upon receipt of the application, the resident shall 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 as may be prescribed by the

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<sup>25</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

<sup>26</sup> Ins. by Notification No. 13012/79/2017/Legal-UIDAI (13)/Vol.II (No. 3 of 2020), dated 30.6.2020 (w.e.f. 2.7.2020).

Authority. Upon establishment of the identity of the resident, the Regional Office shall initiate the process of cancellation of the Aadhaar number, which shall be cancelled within a period of three months:

Provided that a resident who had attained the age of eighteen years after 26th September, 2018 and prior to the notification of the Aadhaar (Enrolment and Update) (Eighth Amendment) Regulation, 2020 may make an application, in the same manner as outlined in this regulation for cancellation of his/her Aadhaar number within a period of six months from the date of this notification.]

(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.
- <sup>27</sup>[(e) (i) Where an Aadhaar number holder has attained the age of 5 or 15 years, the first update in his/her Aadhaar has to be necessarily accompanied by a biometric information update.
- (ii) Where an Aadhaar number holder who has attained the age of 5 or 15 years fails to update his/her biometric information within 2 years of attaining such age, his/her Aadhaar number shall be deactivated. The facility of biometric information update shall be available free of cost to the Aadhaar number

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<sup>27</sup>Subs. by Notification No. HQ-16041/4/2021-EU-I-HQ-(Part (1) (No.2 of 2022), dated 2.3.2022, for regulation 28(1)(e) (w.e.f. 1.1.2023). Regulation 28(1)(e) before substitution, stood as under:

“(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.”.

holder till attaining the age of 7 or 17 years, respectively. Thereafter, the Aadhaar number holder can activate his/her Aadhaar number by updating his/her biometric information. However, the applicable charges for biometric information update as fixed by the Authority from time to time shall be borne by the Aadhaar number holder.

(iii) The Aadhaar number shall not be omitted even if the Aadhaar number holder does not update biometric information, and the Aadhaar number shall remain in deactivated state.]

(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.

<sup>28</sup>[**28A. Deactivation of certain Aadhaar numbers.**—Without prejudice to anything contained in regulation 28, in respect of a foreign national who is seeking enrolment or is an Aadhaar number holder, Aadhaar number may be deactivated—

(a) upon expiry of the period of validity of their visa for stay in India; or

(b) where the Authority is satisfied that such foreign national does not fulfil the requirements for his entry into or stay in India under the Passport (Entry into India) Act, 1920 (34 of 1920), the rules made thereunder and guidelines issued by the Ministry of Home Affairs in this regard from time to time.]

**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:

<sup>29</sup>[Provided that no such inquiry shall be required in case of deactivation of the Aadhaar number of a child for the want of mandatory biometric information update as per the Regulation 28(1)(e).]

(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

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<sup>28</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

<sup>29</sup>Subs. by Notification No. HQ-16041/4/2021-EU-I-HQ-Part(I) (No. 2 of 2022), dated 2.3.2022, for regulation 28(1)(e) (w.e.f. 1.1.2023). Regulation 28(1)(e) before substitution, stood as under:

“(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.”.

through SMS, registered e-mail ID, tele-calling, letter or through such means as deemed fit by the Authority.

<sup>30</sup>[Provided that the same shall not be required in case of deactivation of Aadhaar number of a child for the want of mandatory biometric information update.]

Provided further that the details of deactivation of Aadhaar number of a child for want of mandatory biometric update shall be available on the UIDAI portal from which the Aadhaar number holder can verify his/her details.]

(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.

## **CHAPTER VII**

### **GRIEVANCE REDRESSAL MECHANISM**

**32. Setting up of a contact centre for grievance redressal.**—(1) The Authority shall set up a contact centre to act as a central point of contact for resolution of queries and grievances of residents, accessible to residents through toll free number(s) and/ or e-mail, as may be specified by the Authority for this purpose.

(2) The contact centre shall:

- (a) Provide a mechanism to log queries or grievances and provide residents with a unique reference number for further tracking till closure of the matter;
- (b) Provide regional language support to the extent possible;
- (c) Ensure safety of any information received from residents in relation to their identity information;
- (d) Comply with the procedures and processes as may be specified by the Authority for this purpose.

(3) Residents may also raise grievances by visiting the regional offices of the Authority or through any other officers or channels as may be specified by the Authority.

## **CHAPTER VIII**

### **MISCELLANEOUS**

**33. Savings.**—All procedures, orders, processes, standards, specifications and policies issued and MOUs, agreements or contracts entered by the Unique Identification Authority of India, established vide notification of the Government of India in the Planning Commission number

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<sup>30</sup>Ins. by Notification No. HQ-16041/4/2021-EU-I-HQ-Part(I) (No. 2 of 2022), dated 2.3.2022, for regulation 28(1)(e) (w.e.f. 1.1.2023).



A-43011/02/2009-Admin. I, dated the 28th January, 2009 or any officer of such authority, prior to the establishment of the Authority under the Act shall continue to be in force to the extent that they are not inconsistent with the provisions of the Act and regulations framed thereunder.

**34. Power to issue policies, process documents, etc.—** The Authority may issue policies, orders, processes, standards, specifications and other documents, not inconsistent with these regulations, which are required to be specified under these regulations or for which provision is necessary for the purpose of giving effect to these regulations.

**35. Power to issue clarifications, guidelines and removal of difficulties.—**In order to remove any difficulties or clarify any matter pertaining to application or interpretation of these regulations, the Authority may issue clarifications and guidelines in the form of circulars.

<sup>31</sup>[**36. Doing of act or thing related to delegated power or function.—**(1) Any act or thing that is to be or may be done by the Authority under these regulations may also be done by any Member or officer of the Authority or any other person to whom the Authority has delegated the related power or function by general or special order in writing, under section 51 of the Act.

(2) The Authority may determine whether or not an act or thing done by a Member, officer or other person under sub-regulation (1) is related to a power or function delegated as referred to in the said sub-regulation.]

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<sup>31</sup>Subs. by Notification No HQ-21026/1/2022-LEGAL-HQ (E) dated 29.9.2023 (w.e.f. 29.9.2023).

## AADHAAR ENROLMENT / UPDATE FORM FOR RESIDENT INDIAN OR NRI INDIVIDUAL, AGED 18 YEARS AND ABOVE

Please follow the instructions overleaf while filling up the form. Use capital letters only.

<b>1</b>	<input type="checkbox"/> New Enrolment	<input type="checkbox"/> Update
<b>2</b>	<input type="checkbox"/> Resident Indian*	<input type="checkbox"/> Non-Resident Indian (NRI**)
<b>3</b>	<b>In case of Update</b> – Aadhaar Number (UID): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Biometric Update (Photo + Fingerprint + Iris) <input type="checkbox"/> Mobile <input type="checkbox"/> Date of Birth <input type="checkbox"/> Address <input type="checkbox"/> Name <input type="checkbox"/> Gender <input type="checkbox"/> Email <input type="checkbox"/> Document update <input type="checkbox"/> Language only Update	
<b>4</b>	Name (Name as per POI document):	
<b>5</b>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third gender / Transgender	<b>6</b> Age: Yrs OR Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Approximate <input type="checkbox"/> Declared <input type="checkbox"/> Verified
<b>7</b>	Address: C/o (Name-optional) House No./ Bldg./Apt: _____ Street/Road/Lane: _____ Landmark: _____ Ward No: _____ Area/Locality/Sector: _____ Village/ Town/ City: _____ Post Office (Mandatory): _____ District: _____ Sub-District: _____ State: _____ E-Mail: _____ Mobile No.: _____ PIN Code (Mandatory): _____	
Verification Type: <input type="checkbox"/> Document Based <input type="checkbox"/> Head of Family (HoF) Based <i>Select only one of the above. Select Head of Family only if you do not possess any documentary proof of address. Head of Family details are not required in case of Document based enrolment /update.</i>		
<b>8</b>	<b>For Document Based Enrolment</b> (Write names of the documents produced. Refer UIDAI website for list of documents) a. POI(Proof of Identity) _____ b. POA(Proof of Address) _____ c. DOB(Date of Birth) (Mandatory in case of Verified Date of Birth).....	
<b>9</b>	<b>For HOF Based Update</b> – Details of: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Other .....(specify) HoF's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> a. POI _____ b. POR (Proof of Relationship) _____ c. DOB(Mandatory in case of Verified Date of Birth)*..... I hereby confirm the identity of _____ and am in agreement to share my address voluntarily. HoF's Name: _____ Signature of HoF _____	
<b>10</b>	<b>Demographic/ Document update</b> (Write Names of the documents. Refer UIDAI website for list of documents) a. POI(Proof of Identity) _____ b. POA(Proof of Address) _____ c. DOB(Date of Birth) _____ d. POR(Proof of Relation) _____	

- I understand that the above information may be provided to an agency with my consent during authentication or as per the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and the rules and regulations made thereunder. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.
- I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and that, if at any point of time, any of the said information/documents is found to be fraudulently obtained or false, legal action may be initiated against me, in accordance with applicable law.
- I hereby give my consent for electronically obtaining information evidencing requisite proof of identity, address, birth and relationship from the databases of the authorities dealing with the preparation or maintenance of such information.
- I hereby give my consent to sharing of above information and supporting documents or electronic information evidencing said proofs with government agencies and authorities dealing with the preparation or maintenance of such information/documents, for the purpose of verification.

Verifier's Stamp and Signature:

(Verifier must put his/ her Name, if stamp is not available)

Applicant's signature/ Thumb impression

To be filled by the Enrolment Agency:

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

Note: In case of incapacitated person, the signature will be done by Legal Guardian of Incapacitated Person

\*Resident means resident as per Section 2(v) of the Aadhaar Act. \*\*In case of NRI, only valid Indian Passport will be accepted as POI.

**In case offoreign nationalseeking enrolment/update, separate form to be used.Birth certificate is mandatory for enrolling child born on or after 1.10.2023.**

**Keep your Aadhaar information always updated for enhancedease of living.If your Aadhaar number was issued more than 10 years ago and has not been updated, it is recommended that supporting documents (POI/POA) are updated for continued accuracy of demographic information.**

**INSTRUCTIONS TO BE FOLLOWED FOR FILLING UP AADHAAR ENROLMENT / UPDATE FORM FOR RESIDENT INDIAN OR NRI INDIVIDUAL,  
AGED 18 YEARS AND ABOVE**

Form S.No.	Field	Instruction
1	Type of Enrolment	Please tick the requirement – New Enrolment or Update
2	Status	Please select the residential status. Separate form should be used by Foreign national seeking enrolment. In case of NRIs, approved POI shall be valid Indian Passport.
3 & 10	Demographic Update (Mobile, DOB, Address, Name, Gender, Email)	Resident to enter the Aadhaar number and to select the required service only. In case of update other than name, name as in existing Aadhaar to be mentioned (the name in document and Aadhaar should match).  Only required field to be filled in case of other update requests.
3 & 10	Document Update	In case of document update, the resident to submit the document containing same name and address as per the existing Aadhaar. Resident to fill only the Aadhaar number, Name and document name in case of document update.
4	Name	Write full name without salutations/titles. Please bring the original Proof of Identity (POI) document. Variation in Resident's Name in contrast to POI is permissible as long as the change is minor spelling only. For Example: If Resident's POI reads "Preeti", then "Priti" can be recorded if Resident wants so.
6	DOB	Accepted DOB/POR document for residents up to 18 years shall be Birth Certificate with specified exceptions. Full Date of Birth shall be printed on Aadhaar card only in case of verified DOB. For individual born on or after 01.10.2023, birth certificate is mandatory for enrolment and update.
7	Address	Write complete address. Please bring the original Proof of Address document.  PIN Code and Post Office is mandatory. The Name of State, District, Sub district and VTC shall be auto fetched based on the PIN Code selected.  C/o Field is part of address only and does not require any documentary support.  Minor Corrections/enhancements are permissible to make the address complete without altering the base address as mentioned in POA document  <b>Kindly note that the Aadhaar letter will be delivered at the given address only.</b>
9	HOF based Update	The resident and HOF should visit the Aadhaar Centre for HOF based update and to produce the Proof of Relationship document containing the name of HOF & the applicant and the latest Aadhaar of HOF.
	List of Documents	The valid list of documents is available on UIDAI website at [*]  Resident and the Aadhaar operator to ensure that the document submitted is as per the list published by the Authority from time to time.
	Foreign national seeking enrolment	<b>Foreign national seeking enrolment to fill separate Aadhaar enrolment/update form.</b>

# AADHAAR ENROLMENT / UPDATE FORM FOR RESIDENT INDIAN OR NRI CHILD OF AGE ABOVE 5 YEARS AND BELOW 18 YEARS

Please follow the instructions overleaf while filling up the form. Use capital letters only.

<b>1</b>	<input type="checkbox"/> New Enrolment	<input type="checkbox"/> Update
<b>2</b>	<input type="checkbox"/> Resident Indian*	<input type="checkbox"/> Non-Resident Indian (NRI**)
<b>3</b>	<b>In case of Update–</b> Aadhaar Number (UID): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Biometric Update (Photo + Fingerprint + Iris) <input type="checkbox"/> Mobile <input type="checkbox"/> Date of Birth <input type="checkbox"/> Address <input type="checkbox"/> Name <input type="checkbox"/> Gender <input type="checkbox"/> Email <input type="checkbox"/> Document update <input type="checkbox"/> Language only update	
<b>4</b>	Name (as per POI/POR document):	
<b>5</b>	Birth Registration Number (as per the Birth Certificate <b>with Name</b> ):	
<b>6</b>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third gender / Transgender	<b>7</b>
		Age: Yrs OR Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Approximate <input type="checkbox"/> Declared <input type="checkbox"/> Verified
<b>8</b>	<b>HOF based enrolment:</b> <i>Father and Mother's Aadhaarnumbers are mandatory and Aadhaar authentication by one of the parents is required</i> Mother's Name: ..... Mother's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Father's Name: ..... Father's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> In case any one of the parents is not available, reason thereof: ..... ..... <i>In case both the parents are not available, guardian shall authenticate and must furnish details of Aadhaar numbers of parents wherever available. Aadhaar authentication by the guardian is required.</i> In case both the parents are not available, reason therefor: Guardian's Name: ..... Guardian's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>Write names of the documents produced.</i> a. POR& DOB: Birth Certificate ( <b>with Name</b> ) issued by Competent Authority. b. POI/ POR& DOB: <input type="checkbox"/> Passport <input type="checkbox"/> Any POR document as per list Name of the document ..... Passport Number:.....	
<b>9</b>	<b>Document based Enrolment:</b> If HOF/Guardian is not available and write names of document produced as POI (Proof of Identity) ..... POA (Proof of Address) ..... DOB (Date of Birth): ..... Address: C/o (Name-optional) House No./ Bldg./Apt: ..... Street/Road/Lane: ..... Landmark: ..... Ward No: ..... Area/Locality/Sector: ..... Village/ Town/ City: ..... Post Office(Mandatory): ..... District: ..... Sub-District:State: ..... E-Mail: ..... Mobile No.: ..... Pin Code (Mandatory): .....	
<b>10</b>	<b>Demographic/ Document update</b> (Write Names of the documents. Refer UIDAI website for list of documents) a. POI(Proof of Identity) ..... b. POA(Proof of Address) ..... c. DOB(Date of Birth) ..... d. POR(Proof of Relationship) .....	

- I understand that the above information may be provided to an agency with my consent during authentication or as per the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and the rules and regulations made thereunder. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.
- I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and that, if at any point of time, any of the said information/documents is found to be fraudulently obtained or false, legal action may be initiated against me, in accordance with applicable law.
- I hereby give my consent for electronically obtaining information evidencing requisite proof of identity, address, birth and relationship from the databases of the authorities dealing with the preparation or maintenance of such information.
- I hereby give my consent to sharing of above information and supporting documents or electronic information evidencing said proofs with government agencies and authorities dealing with the preparation or maintenance of such information/documents, for the purpose of verification.
- I hereby confirm that I am the parent/guardian of the child/ward and I wish to give my Aadhaar authentication for the purpose of enrolling/updating the Aadhaar details of the child/ward.

Verifier's Stamp and Signature:

(Verifier must put his/ her Name, if stamp is not available)

Applicant's signature

Signature of Parent/Guardian

To be filled by the Enrolment Agency only:

Date & time of Enrolment: .....

Note: In case of incapacitated person, the signature will be done by Legal Guardian of Incapacitated Person

\*Resident means resident as per Section 2(v) of the Aadhaar Act. \*\*In case of NRI, only valid Indian Passport will be accepted as POI.

In case of foreign national seeking enrolment/update, separate form to be used. Birth certificate is mandatory for enrolling child born on or after 1.10.2023.

**Keep your Aadhaar information always updated for enhanced ease of living.** If your Aadhaar number was issued more than 10 years ago and has not been updated, it is recommended that supporting documents (POI/POA) are updated for continued accuracy of demographic information.

**INSTRUCTIONS TO BE FOLLOWED FOR FILLING UPAADHAAR ENROLMENT / UPDATE FORM FOR RESIDENT INDIAN OR NRI CHILD OF AGE ABOVE 5 YEARS AND BELOW 18 YEARS**

Form S. No.	Field	Instruction
1	Type of Enrolment	Please tick the requirement – New Enrolment or Update
2	Status	Please select the residential status. Separate form should be used by Foreigner. In case of NRIs, approved POI shall be valid Indian Passport.
3 & 10	Demographic Update (Mobile, DOB, Address, Name, Gender, Email)	Resident to enter the Aadhaar number and to select the required service only. In case of update other than name, name as in existing Aadhaar to be mentioned (the name in document and Aadhaar should match). Only required field to be filled in case of other update requests.
3 & 10	Document Update	In case of document update, the resident to submit the document containing same name and address as per the existing Aadhaar. Resident to fill only the Aadhaar number, Name and document name in case of document update.
4	Name	Write full name without salutations/titles. Please bring the original Proof of Identity (POI) document. Variation in Resident's Name in contrast to POI is permissible as long as the change is minor spelling only. For Example: If Resident's POI reads "Preeti", then "Priti" can be recorded if Resident wants so.
7	DOB	Accepted DOB/POR document for residents up to 18 years shall be Birth Certificate with specified exceptions. Full Date of Birth shall be printed on Aadhaar card only in case of verified DOB. For individual born on or after 01.10.2023, birth certificate is mandatory for enrolment and update.
8	HOF based Child enrolment	Name and Aadhaar number of both the parents are compulsory for child up to the age of 18 for HOF based enrolment. Biometric authentication of one of the parent is compulsory. Please specify the reason if parent Aadhaar number is not available. Please ensure that the Birth Certificate contains proper name of the Child as required in Aadhaar. Variation in Resident's Name in contrast to document is permissible as long as the change is minor spelling only. The resident and HOF should visit the Aadhaar Centre for HOF based enrolment and to produce the Proof of Relationship document containing the name of HOF & the applicant and the latest Aadhaar of HOF.
9	Address	Write complete address. Please bring the original Proof of Address document. PIN Code and Post Office is mandatory. The Name of State, District, Sub district and VTC shall be auto fetched based on the PIN Code selected. C/o Field is part of address only and does not require any documentary support. Minor Corrections/enhancements are permissible to make the address complete without altering the base address as mentioned in POA document <b>Kindly note that the Aadhaar letter will be delivered at the given address only.</b>
	List of Documents	The valid list of documents is available on UIDAI website at [*]  Resident and the Aadhaar operator to ensure that the document submitted is as per the list published by the Authority from time to time.
	Foreign national seeking enrolment/update	<b>Foreign national seeking enrolment/update to fill separate Aadhaar enrolment/update form.</b>

# AADHAAR ENROLMENT/ UPDATE FORM FOR RESIDENT INDIAN OR NRI CHILD OF AGE UP TO FIVE YEARS

Please follow the instructions overleaf while filling up the form. Use capital letters only.

<b>1</b>	<input type="checkbox"/> New Enrolment	<input type="checkbox"/> Update
<b>2</b>	<input type="checkbox"/> Resident Indian*	<input type="checkbox"/> Non-Resident Indian (NRI**)
<b>3</b>	In case of Update-- Aadhaar Number (UID): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Mobile <input type="checkbox"/> Date of Birth <input type="checkbox"/> Address <input type="checkbox"/> Name <input type="checkbox"/> Gender <input type="checkbox"/> Email <input type="checkbox"/> Language only Update	
<b>4</b>	Name (as per POR document):	
<b>5</b>	Birth Registration Number (as per the Birth Certificate with Name): .....	
<b>6</b>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third gender / Transgender	<b>7</b>
		Date of Birth as per document: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>8</b>	<b>HOF based Enrolment:</b> Aadhaar numbers of both the parents are mandatory. Aadhaar authentication by one of the parents is required. Mother's Name: ..... Mother's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Father's Name: ..... Father's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> In case any one parent is not available, reasons thereof: ..... <i>In case both parents are not available at the time of enrolment, guardian shall authenticate and must furnish details of Aadhaar numbers of parents wherever available. Aadhaar authentication by the guardian is required.</i> In case both parents are not available, reasons thereof: ..... Guardian's Name: ..... Guardian's Aadhaar No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Documents produced: b. POR & DOB: Birth Certificate (with Name) issued by competent authority <input type="checkbox"/>	
		b. POI/ POR& DOB: Passport <input type="checkbox"/> (Applicable for NRIs only) Passport Number : .....
<b>9</b>	<b>Document based Enrolment:</b> UIDAI Standard Certificate <input type="checkbox"/> (Only for children in Child Care Institutions, Orphanages etc)	
Address: C/o (Name- optional)		
House No./ Bldg./ Apt:		Street/Road/Lane:
Landmark:	Ward No:	Area/Locality/Sector:
Village/ Town/ City:		Post Office (Mandatory):
District:	Sub-District: State:	
E-Mail:	Mobile No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Pin Code (Mandatory): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>10</b>	<b>Demographic Update</b> (Write Names of the documents. Refer UIDAI website for list of documents)	
a. POI (Proof of Identity)		b. POA (Proof of Address)
c. DOB (Date of Birth)		d. POR (Proof of Relation)

- I understand that the above information may be provided to an agency with my consent during authentication or as per the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and the rules and regulations made thereunder. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.
- I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and that, if at any point of time, any of the said information/documents is found to be fraudulently obtained or false, legal action may be initiated against me, in accordance with applicable law.
- I hereby give my consent for electronically obtaining information evidencing requisite proof of identity, address, birth and relationship from the databases of the authorities dealing with the preparation or maintenance of such information.
- I hereby give my consent to sharing of above information and supporting documents or electronic information evidencing said proofs with government agencies and authorities dealing with the preparation or maintenance of such information/documents, for the purpose of verification.
- I hereby confirm that I am the parent/guardian of the child/ward and I wish to give my Aadhaar authentication for the purpose of enrolling/updating the Aadhaar details of the child/ward.

Verifier's Stamp and Signature:

(Verifier must put his/her name, if stamp is not available)

Signature of Parent/Guardian

To be filled by the Enrolment Agency only:

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

\*Resident means resident as per Section 2(v) of the Aadhaar Act. \*\*In case of NRI, only valid Indian Passport will be accepted as POI.

In case of foreign national seeking enrolment/update, separate form to be used. Birth certificate is mandatory for enrolling child born on or after 1.10.2023.

Keep your Aadhaar information always updated for enhanced ease of living. If your Aadhaar number was issued more than 10 years ago and has not been updated, it is recommended that supporting documents (POI/POA) are updated for continued accuracy of demographic information.

**INSTRUCTIONS TO BE FOLLOWED FOR FILLING UPAADHAAR ENROLMENT / UPDATE FORM FOR RESIDENT INDIAN OR NRI  
CHILD UP TO 5 YEARS OF AGE**

Form S. No.	Field	Instruction
1	Type of Enrolment	Please tick the requirement – New Enrolment or Update
2	Status	Please select the residential status. Separate form should be used by Foreigner. In case of NRIs, approved POI shall be valid Indian Passport.
3 & 10	Demographic Update (Mobile, DOB, Address, Name, Gender, Email)	Resident to enter the Aadhaar number and to select the required service only. In case of update other than name, name as in existing Aadhaar to be mentioned (the name in document and Aadhaar should match). Only required field to be filled in case of other update requests.
4	Name	Write full name without salutations/titles. Please bring the original Proof of Identity (POI) document. Variation in Resident's Name in contrast to POI is permissible as long as the change is minor spelling only. For Example: If Resident's POI reads "Preeti", then "Priti" can be recorded if Resident wants so.
7	DOB	Accepted DOB document for residents up to 18 years shall be Birth Certificate with specified exception. Full Date of Birth shall be printed only in case of verified DOB. For individual born on or after 01.10.2023, birth certificate is mandatory for enrolment and update.
8	HOF based Child enrolment	Name and Aadhaar number of both the parents are compulsory for child up to the age of 18 for HOF based enrolment. Biometric authentication of one of the parent is compulsory. Please specify the reason if parent Aadhaar number is not available. Please ensure that the Birth Certificate contains name of the Child as required in Aadhaar. Variation in Resident's Name in contrast to document is permissible as long as the change is minor spelling only. The resident and HOF should visit the Aadhaar Centre for HOF based enrolment and to produce the Proof of Relationship document containing the name of HOF & the applicant and the latest Aadhaar of HOF.
9	Address	Write complete address. Please bring the original Proof of Address document. PIN Code and Post Office is mandatory. The Name of State, District, Sub district and VTC shall be auto fetched based on the PIN Code selected. C/o Field is part of address only and does not require any documentary support. Minor Corrections/enhancements are permissible to make the address complete without altering the base address as mentioned in POA document. <b>Kindly note that the Aadhaar letter will be delivered at the given address only.</b>
	List of Documents	The valid list of documents is available on UIDAI website at [*] Resident and the Aadhaar operator to ensure that the document submitted is as per the list published by the Authority from time to time.
	Foreign nationalseeking enrolment/update	<b>Foreign national seeking enrolment/update to fill separate Aadhaar enrolment/update form.</b>

# AADHAAR ENROLMENT / UPDATE FORM FOR FOREIGN NATIONAL SEEKING ENROLMENT (All age groups)

Please follow the instructions overleaf while filling up the form. Use capital letters only. (Only document based enrolment)

1	<input type="checkbox"/> New Enrolment <input type="checkbox"/> Update	
2	<input type="checkbox"/> OCI Card holder <input type="checkbox"/> Citizen of Nepal/Bhutan <input type="checkbox"/> LTV Holder <input type="checkbox"/> Tibetan Refugee <input type="checkbox"/> Other Foreigner	
3	<b>In case of Update – Aadhaar Number (UID):</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Biometric Update (Photo + Fingerprint + Iris) <input type="checkbox"/> Mobile <input type="checkbox"/> E-mail <input type="checkbox"/> Address <input type="checkbox"/> Document update <input type="checkbox"/> Language only Update <input type="checkbox"/> Date of Birth <input type="checkbox"/> Gender <input type="checkbox"/> Name	
4	Nationality :	
5	Name (Name as per POI):	
6	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third gender / Transgender	7
		Age: Yrs OR Date of Birth:  D D / M M / Y Y Y Y  <input type="checkbox"/> Approximate <input type="checkbox"/> Declared <input type="checkbox"/> Verified
8	Address: C/o (Name-optional) House No./ Bldg./Apt: _____ Street/Road/Lane: _____ Landmark: _____ Ward No: _____ Area/Locality/Sector: _____ Village/ Town/ City: _____ Post Office: _____ District: _____ Sub-District: _____ State: _____ E-Mail (Mandatory): _____ *Mobile No.:                     Pin Code (Mandatory):	
9	<b>Additional details:</b> <b>Passport No.</b> ..... <b>Passport Expiry date</b>  D D / M M / Y Y Y Y  <b>Arrival date</b>  D D / M M / Y Y Y Y	
OCI Holder	<b>OCI Number</b> ..... <b>OCI issue date</b>  D D / M M / Y Y Y Y  <b>e-FRRO Regn. No.</b> .....	
Citizen of Nepal/Bhutan	<b>Document considered for Aadhaar enrolment</b> (Write Names of the documents. Refer UIDAI website for list of documents) a. POI(Proof of Identity)..... b. POA(Proof of Address) ..... c. DOB(Proof Date of Birth) ..... d. POI-2 (As per requirement) .....	
LTV Holder	<b>LTV No.</b> ..... <b>LTV issue date</b>  D D / M M / Y Y Y Y  <b>LTV expiry date</b>  D D / M M / Y Y Y Y	
Tibetan Refugees	<b>Identity Certificate No.</b> ..... <b>Expiry Date</b>  D D / M M / Y Y Y Y  <b>e-FRRO Regn. No.</b> .....	
Other Foreigners	<b>VISA No.</b> ..... <b>VISA Type/Category</b> ..... <b>VISA issue date</b>  D D / M M / Y Y Y Y  <b>VISA expiry date</b>  D D / M M / Y Y Y Y  <b>e-FRRO Regn. No.</b> .....	
10	<b>Demographic/ Document update</b> (Write Names of the documents. Refer UIDAI website for list of documents) a. POI (Proof of Identity) ..... b. POA (Proof of Address) ..... c. DOB (Date of Birth) ..... d. POI-2 (As per requirement) .....	

- I understand that the above information may be provided to an agency with my consent during authentication or as per the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and the rules and regulations made thereunder. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.
- I hereby confirm that the information/documents submitted are correct to the best of my knowledge and belief and that, if at any point of time, any of the said information/documents is found to be fraudulently obtained or false, legal action may be initiated against me, in accordance with applicable law.
- I hereby give my consent for electronically obtaining information evidencing requisite proof of identity, address, birth and relationship from the databases of the authorities dealing with the preparation or maintenance of such information.
- I hereby give my consent to sharing of above information and supporting documents or electronic information evidencing said proofs with government agencies and authorities dealing with the preparation or maintenance of such information/documents, for the purpose of verification.
- I confirm that I have been residing in India for at least 182 days in the preceding 12 months.

Verifier's Stamp and Signature:

(Verifier must put his/her name, if stamp is not available)

Applicant's signature/ Thumb impression

To be filled by the Enrolment Agency only: \_\_\_\_\_ Date & time of Enrolment: \_\_\_\_\_

Note: In case of incapacitated person, the signature will be done by Legal Guardian of Incapacitated Person

**Separate form to be used for Resident Indian and NRIs.**

**Keep your Aadhaar information always updated for enhanced ease of living.** If your Aadhaar number was issued more than 10 years ago and has not been updated, it is recommended that supporting documents (POI/POA) are updated for continued accuracy of demographic information.

\*SMS will be sent to Indian mobile number only. In case a non-Indian mobile number is linked with Aadhaar, message will be sent only through e-mail only.



**INSTRUCTIONS TO BE FOLLOWED FOR FILLING UP AADHAAR ENROLMENT / UPDATE FORM FOR FOREIGN NATIONAL  
SEEKING ENROLMENT (All age groups)**

Form Sl.No	Field	Instruction
1	Type of Enrolment	Please tick the requirement – New Enrolment or Update
2	Status	Please select the residential status. Separate form should be used by Resident Indian and NRI. In case of Foreign national seeking enrolment, relevant documents mentioned as per column 9 is mandatory. All the documents to be scanned and uploaded at the time of Enrolment.
3 & 10	Demographic Update (Mobile, DOB, Address, Name, Gender, Email)	Resident to enter the Aadhaar number and to select the required service only. In case of update other than name, name as in existing Aadhaar to be mentioned (the name in document and Aadhaar should match). Only required field to be filled in case of other update requests. Message shall be sent to Indian mobile number. <b>Name, Gender and DOB updates for Foreigner seeking update shall be processed as per the exceptional handling through UIDAI Regional Offices.</b>
4	Nationality	As per passport/POI document. Passport not mandatory for Nepal/Bhutan Citizens and Tibetan Refugees residing in India.
5	Name	Write full name without salutations/titles. Please bring the original Proof of Identity (POI) document. Name should be entered <b>exactly</b> as per the Passport/POI document.
7	Address	Write complete <b>Indian address</b> . Please bring the original Proof of Address document. PIN Code is mandatory in address filed. The Name of State, District, Sub district and VTC shall be auto fetched based on the PIN Code selected. C/o Field is part of address only and does not require any documentary support. Kindly note that the Aadhaar letter will be delivered at the given address only.
	HOF based enrolment	HOF based enrolment/update shall not be available for Foreigner seeking enrolment above 18 years.
	List of Documents	The valid list of documents is available on UIDAI website at [*]  Resident and the Aadhaar operator to ensure that the documents submitted are as per the list published by the Authority from time to time.
	Validity	a) For Foreigner seeking enrolment, the Aadhaar issued will be valid only till validity of the VISA. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid only for a period of ten years b) For OCI Card holders, the Aadhaar issued will be valid only for a period of ten years c) For LTV document holders, the Aadhaar issued will be valid only till validity of LTV document

## SCHEDULE II

[see regulation 10(2)]

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR ENROLMENT (0-5 Years)			
✓ means allowed and ■ means not allowed.			
● <b>Enrolment Type I: Head of the Family (HoF) based enrolment</b>			
Sl. No.	List of Documents (Document must be valid as on the date of application)	POR (Proof of Relationship) Document Containing Name of child and Name of HoF (Head of Family)	DOB (Date of Birth) Document Containing Name and DOB
1.	Birth certificate issued by Authorised Authority (in the respective States) under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	✓	✓
2.	Indian Passport	✓	■
● <b>Enrolment Type II: Document based Enrolment</b>			
Sl. No.	List of Documents (Document must be valid as on the date of application)	POI (Proof of Identity) Document Containing Name and Photograph	POA (Proof of Address) Document Containing Name and Indian Address
3.	Certificate issued on UIDAI Standard Certificate format by Superintendent / Warden/ Matron / Head of Institution of recognised shelter homes or orphanages (only for children of the shelter home or orphanage concerned).	✓	✓
● <b>Documents applicable for OCI Card holders / Nepal and Bhutan nationals / foreign national seeking enrolment</b>			
4.	Valid OCI card, along with valid foreign passport, for residents who have stayed in India for 182 days or more in the immediately preceding 12 months	✓	■*
5.	Valid Long Term Visa (LTV) document, along with foreign passport (valid or expired), of the country of origin, issued to minorities communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	✓	■*
6.	Valid visa, along with valid foreign passport issued, to other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months	✓	■*
7.	Passport of Nepal / Bhutan for nationals of Nepal/Bhutan. In case passport is not available, both of the following documents to be submitted: a. Nepalese / Bhutanese Citizenship Certificate b. Limited validity Photo Identity Certificate issued by Nepalese Mission / Royal Bhutanese Mission in India for stay of more than 182 days	✓	■*

\* Proof of Address documents as in the list of Acceptable Supporting Documents for Aadhaar Enrolment (Above 5 Years) will be applicable.

### **Important Note:**

- For resident Indian and Non Resident Indian (NRI) born on and after 1.10.2023, birth certificate is mandatory.
- Head of Family (HoF) based enrolment is mandatory (except for children residing in shelter homes or orphanages and foreign national seeking enrolment) for children below 5 years of age. Any one of the parents can become HoF.
- Head of Family (HoF)** must have a valid Aadhaar before performing HoF based enrolment.

- d) Aadhaar number of both the parents is required for HoF based enrolment and biometric authentication by one of the parents is mandatory.
- e) Name of the child and **Head of Family** (HoF) must be mentioned in the PoR document.
- f) The address mentioned in the **Head of Family** (HoF) Aadhaar will be used in the child's Aadhaar.
- g) For foreign national seeking enrolment, the Aadhaar issued will be valid only till validity of the visa. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid for a period of ten years.
- h) For OCI card holders, the Aadhaar issued will be valid only for a period of ten years.
- i) For LTV document holders, the Aadhaar issued will be valid only till the validity of LTV document.
- j) HoF is encouraged to provide any of the following Proof of Identity (Pol) documents issued in the name of the child:
- Indian passport
  - Photo Identity Card/Certificate with photograph issued by Central Government / State Government, such as Domicile Certificate, Resident Certificate etc.
  - ST/ SC/ OBC Certificate issued by Central Government /State Government
  - Disability Identity Card / Certificate of Disability issued under the Rights of Persons with Disabilities Rules, 2017
- k) Exception handling process is carried out under the jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the Regional Office concerned.
- l) Please bring original documents for enrolment/update. No photocopy is required. Original documents are scanned and given back.

<b>LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR ENROLMENT (ABOVE 5 YEARS)</b>					
✓ means allowed and ■ means not allowed.					
<b>Sl. No.</b>	<b>List of Documents (Document must be valid as on the date of application)</b>	<b>POI (Proof of Identity) Document Containing Name and Photograph</b>	<b>POA (Proof of Address) Document Containing Name and Indian Address</b>	<b>POR (Proof of Relationship) Document Containing Name of applicant and Name of HoF (Head of Family)</b>	<b>DOB (Date of Birth) Document Containing Name and DOB</b>
1.	Indian Passport	✓	✓	✓	✓
2.	PAN Card / e-PAN Card	✓	■	■	■
3.	Ration / PDS Photograph Card / e-Ration Card	✓	✓	✓	■
4.	Voter Identity Card / e-Voter Identity Card	✓	✓	■	■
5.	Driving licence	✓	■	■	■
6.	Service Photo Identity Card issued by Central Government / State Government / PSU / regulatory body / statutory body	✓	■	■	✓
7.	Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government / State Government / PSU / regulatory body / statutory body	✓	■	✓	✓
8.	CGHS / ECHS / ESIC / Medi-Claim Card issued by Central Government / State Government / PSU	✓	■	■	■
9.	Disability Identity Card / Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017	✓	✓	■	■
10.	Photograph Identity Card / Certificate with photograph issued by Central Government / State Government, such as under Bhamashah scheme, Domicile Certificate, MGNREGA / NREGS Job Card, Labour Card, etc.	✓	✓	✓	■

11.	Marriage Certificate with or without photograph issued by Central Government / State Government (supporting Pol document of old name and photograph is required if the Marriage Certificate is without photograph)	■	■	✓	■
12.	ST / SC / OBC Certificate issued by Central Government / State Government	✓	✓	✓	■
13.	Mark-sheet / Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act	✓	■	✓	✓
14.	Passbook with photograph issued by a Public Sector Bank (as categorised by RBI), duly stamped and signed, along with a supporting certificate from the branch manager in charge certifying that KYC in respect of the accountholder is complete and the proof of address for the address shown in the passbook is available in the bank's record	✓	✓	■	■
15.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019	✓	✓	✓	✓
16.	Certificate issued on UIDAI Standard Certificate format by:				
	(i) MP / MLA / MLC / Municipal Councillor	■	✓	■	■
	(ii) Gazetted Officer Group 'A' / EPFO Officer	■	✓	■	■
	(iii) Tehsildar / Gazetted Officer Group 'B'	■	✓	■	■
	(iv) Gazetted Officer at NACO / State Health Department / Project Director of the State AIDS Control Society or his nominee (in pursuance of Hon'ble Supreme Court Judgment in Criminal Appeal No(s). 135/2010 dated 19.5.2022)	✓	✓	■	■
	(v) Superintendent / Warden / Matron / Head of Institution of recognised shelter homes or orphanages (only for children of shelter home or orphanage concerned)	✓	✓	■	■
	(vi) Recognised educational institution (signed by the Head of Institute, only for the institute students concerned).	■	✓	■	■
	(vii) Village Panchayat Head / President or Mukhiya / Gaon Bura / equivalent authority (for rural areas) / Village Panchayat Secretary / Village Revenue Officer or equivalent (for rural areas)	■	✓	■	■
17.	Electricity bill (pre-paid/post-paid bill, not older than 3 months)	■	✓	■	■
18.	Water bill (not older than 3 months)	■	✓	■	■
19.	Telephone landline bill / post-paid mobile bill / broadband bill (not older than 3 months)	■	✓	■	■

20.	Valid sale agreement / gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement	■	✓	■	■
21.	Gas connection bill (not older than 3 months)	■	✓	■	■
22.	Allotment letter of accommodation issued by Central Government / State Government / PSU / regulatory body / statutory body (not older than 1 year)	■	✓	■	■
23.	Life or medical insurance Policy (valid up to 1 year from the date of issue of the Policy)	■	✓	■	■
24.	Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	■	■	✓	✓
25.	Family entitlement document issued by Central Government / State Government	■	■	✓	■
26.	Prisoner Induction Document (PID) issued by Prison Officer, with signature and seal	✓	✓	■	■
27.	Document to prove legal guardianship	■	■	✓	■

**Documents applicable for OCI Card holders / LTV document holders / Nepal and Bhutan nationals / foreign national seeking enrolment**

28.	Valid OCI card, along with valid foreign passport, for residents who have stayed in India for 182 days or more in the immediately preceding 12 months	✓	■	■	■
29.	Valid Long Term Visa (LTV) document, along with foreign passport (valid or expired), of the country of origin, issued to minorities communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	✓	✓	■	■
30.	Passport of Nepal / Bhutan for nationals of Nepal / Bhutan. In case passport is not available, any two of the following documents having the same address may be submitted: a. Nepalese / Bhutanese Citizenship Certificate b. Voter Identity Card issued by the Election Commission of Nepal / Bhutan c. Limited validity Photo Identity Certificate issued by Nepalese Mission / Royal Bhutanese Mission in India	✓	■	■	■
31.	Valid visa, along with valid foreign passport issued, to other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months	✓	■	■	■
32.	Valid Registration Certificate or Residential permit issued by FRRO / FRO to the foreign national (except OCI Card holders, LTV document holders and Nepal / Bhutan nationals )	■	✓	■	■

**Important Note:**

- a) For resident Indian and Non Resident Indian (NRI) born on and after 01.10.2023, birth certificate is mandatory.
- b) A document is accepted as Proof of Identity (PoI) document only if it contains Name and Photograph of the resident.
- c) A document is accepted as Proof of Address (PoA) document only if it contains Name and Address of the resident.
- d) A document is accepted as both Proof of Identity (PoI) and Proof of Address (PoA) document only if it contains Name, Photograph and Address of the resident.
- e) All the PoI, PoA, DoB documents shall be issued on the name of the resident. Documents in the name of the family member / members cannot be considered for enrolment of the other family members.
- f) Head of Family (HoF) based enrolment shall be used in case resident does not have PoI and PoA documents. Head of Family (HoF) based enrolment shall be used for immediate family members, whose names are recorded in the PoR document.
- g) Head of Family (HoF) must have a valid Aadhaar before performing HoF based enrolment. Head of Family (HoF) must accompany the resident during enrolment for his / her Aadhaar Authentication.
- h) The address mentioned in the Head of Family (HoF) Aadhaar will be used in the family member's Aadhaar.
- i) For foreign national seeking enrolment, the Aadhaar issued will be valid only till validity of the visa. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid for a period of ten years.
- j) For OCI card holders, the Aadhaar issued will be valid only for a period of ten years.
- k) For LTV document holders, the Aadhaar issued will be valid only till the validity of LTV document.
- l) Kindly refer Self Declaration for DoB Change — [\*]
- m) Kindly refer Exception Handling Mechanism — [\*]
- n) Exception handling process is carried out under jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the Regional Office concerned.
- o) Please bring original documents for enrolment / update. No photocopy is required. Original documents are scanned and given back.

**LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR AADHAAR UPDATE (ALL AGE GROUPS)**

✓ means allowed and ■ means not allowed

Sl. No.	List of Documents (Document must be valid as on the date of application)	POI (Proof of Identity) Document Containing Name and Photograph	POA (Proof of Address) Document Containing Name and Indian Address	POR (Proof of Relationship) Document Containing Name of applicant and Name of HoF (Head of Family)	DOB (Date of Birth) Document Containing Name and DOB
1.	Indian Passport	✓	✓	✓	✓*
2.	PAN Card / e-PAN Card	✓	■	■	■
3.	Ration / PDS Photograph Card / e-Ration Card	✓	✓	✓	■
4.	Voter Identity Card / e-Voter Identity Card	✓	✓	■	■
5.	Driving licence	✓	■	■	■
6.	Service Photo Identity Card issued by Central Government / State Government / PSU / regulatory body / statutory body	✓	■	■	✓*
7.	Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government / State Government / PSU / regulatory body / statutory body	✓	■	✓	✓*
8.	Kisan Photo Passbook	✓	✓	■	■

9.	CGHS / ECHS / ESIC / Medi-Claim Card issued by Central Government / State Government / PSU	✓	■	■	■
10.	Disability Identity Card / Certificate of Disability issued under Rights of Persons with Disabilities Rules, 2017	✓	✓	■	■
11.	Photograph Identity Card / Certificate with photograph issued by Central Government / State Government, such as under Bhamashah scheme, Domicile Certificate, MGNREGA / NREGS Job Card, Labour Card, etc.	✓	✓	✓	■
12.	Marriage Certificate with or without photograph issued by Central Government / State Government (supporting Pol document of old name and photograph is required if the Marriage Certificate is without photograph)	✓	✓	✓	■
13.	ST / SC / OBC Certificate issued by Central Government / State Government	✓	✓	✓	■
14.	School Leaving Certificate (SLC) / School Transfer Certificate (TC)	✓	■	■	■
15.	Mark-sheet / Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act	✓	■	✓	✓*
16.	Passbook with photograph issued by a Public Sector Bank (as categorised by RBI), duly stamped and signed, along with a supporting certificate from the branch manager in charge certifying that KYC in respect of the accountholder is complete and the proof of address for the address shown in the passbook is available in the bank's record	✓	✓	■	■
17.	Scheduled Commercial Bank's (notified by RBI) Passbook having Name and Photograph (cross stamped with Bank seal) and signed by bank official / Post Office Savings Account Passbook (with stamp and signature of issuing official of post office)	■	✓	■	■

18.	Bank Account Statement / Credit Card Statement (with Bank stamp & signature of issuing bank official) / Post Office Savings Account Statement (with stamp and signature of issuing official of post office) (not older than 3 months)	■	✓	■	■
19.	Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019	✓	✓	✓	✓*
20.	Certificate issued on UIDAI Standard Certificate format by:				
	(i) MP / MLA / MLC / Municipal Councillor	■	✓	■	■
	(ii) Gazetted Officer Group 'A' / EPFO Officer	■	✓	■	■
	(iii) Tehsildar/ Gazetted Officer Group 'B'	■	✓	■	■
	(iv) Gazetted Officer at NACO / State Health Department / Project Director of the State AIDS Control Society or his nominee (in pursuance of Hon'ble Supreme Court Judgment in Criminal Appeal No(s). 135/2010 dated 19.5.2022)	✓	✓	■	■
	(v) Superintendent / Warden / Matron / Head of Institution of recognised shelter homes or orphanages (only for children of shelter home or orphanage concerned)	✓	✓	■	■
	(vi) Recognised educational institution (signed by the Head of Institute, only for the institute students concerned)	■	✓	■	■
	(vii) Village Panchayat Head / President or Mukhiya / Gaon Bura / equivalent authority (for rural areas) / Village Panchayat Secretary / Village Revenue Officer or equivalent (for rural areas)	■	✓	■	■
21.	Electricity bill (pre-paid/post-paid bill, not older than 3 months)	■	✓	■	■
22.	Water bill (not older than 3 months)	■	✓	■	■



23.	Telephone landline bill / post-paid mobile bill / broadband bill (not older than 3 months)	■	✓	■	■
24.	Property Tax Receipt (not older than 1 year)	■	✓	■	■
25.	Valid sale agreement / gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement	■	✓	■	■
26.	Gas connection bill (not older than 3 months)	■	✓	■	■
27.	Allotment letter of accommodation issued by Central Government / State Government / PSU / regulatory body / statutory body (not older than 1 year)	■	✓	■	■
28.	Life or medical insurance Policy (valid up to 1 year from the date of issue of the Policy)	■	✓	■	■
29.	Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	■	■	✓	✓
30.	Family entitlement document issued by Central Government / State Government	■	■	✓	■
31.	Prisoner Induction Document (PID) issued by Prison Officer, with signature and seal	✓	✓	■	■
32.	Self Declaration from the Head of Family (HoF) certifying the relationship with the resident residing at the same address as HoF, valid only for borrowing address of HoF. (To be used only for address update of immediate family member / members of HoF)	■	■	✓	■
33.	Document to prove legal guardianship	■	■	✓	■
<b>Documents applicable for OCI Card holders / LTV document holders / Nepal and Bhutan nationals / foreign national seeking update</b>					
34.	Valid OCI card, along with valid foreign passport, for residents who have stayed in India for 182 days or more in the immediately preceding 12 months	✓	■	■	■

35.	Valid Long Term Visa (LTV) document, along with foreign passport (valid or expired), of the country of origin, issued to minorities communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)	✓	✓	■	■
36.	Passport of Nepal / Bhutan for nationals of Nepal / Bhutan. In case passport is not available, any two of the following documents having the same address may be submitted: a. Nepalese / Bhutanese Citizenship Certificate b. Voter Identity Card issued by the Election Commission of Nepal / Bhutan c. Limited validity Photo Identity Certificate issued by Nepalese Mission / Royal Bhutanese Mission in India	✓	■	■	■
37.	Valid visa, along with valid foreign passport issued, to other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months	✓	■	■	■
38.	Valid Registration Certificate or Residential permit issued by FRRO / FRO to the foreign national (except OCI Card holders, LTV document holders and Nepal / Bhutan nationals)	■	✓	■	■
<b>Documents applicable for Exception cases of Name, Gender and DoB</b>					
39.	For Exception cases of Name change : Gazette Notification of new name alongwith any supporting PoI document of old name with Photograph (For first / full name change) / Divorce Decree / Adoption Certificate / Marriage Certificate	✓	■	■	■
40.	For Exception cases of Gender Change: Medical Certificate from surgeon, in case resident changed gender surgically	✓	■	■	■

41.	For exception cases of DoB Change: Self Declaration as per notified format along with Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder	■	■	■	✓
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**Important Note:**

- a) For resident Indian and Non Resident Indian (NRI) born on and after 01.10.2023, birth certificate is mandatory.
- b) **\*DoB update of all residents between the age group of 0-18 years mandatorily requires Birth Certificate issued by Authorized Authority of the respective States**
- c) A document is accepted as Proof of Identity (PoI) document only if it contains Name and Photograph of the resident.
- d) A document is accepted as Proof of Address (PoA) document only if it contains Name and Address of the resident.
- e) A document is accepted as both Proof of Identity (PoI) and Proof of Address (PoA) document only if it contains Name, Photograph and Address of the resident.
- f) All the PoI, PoA, DoB documents shall be issued on the name of the resident. Documents in the name of the family member / members cannot be considered for enrolment of the other family members.
- g) Head of Family (HoF) based enrolment shall be used in case resident does not have PoI and PoA documents. Head of Family (HoF) based enrolment shall be used for immediate family members, whose names are recorded in the PoR document.
- h) Head of Family (HoF) must have a valid Aadhaar before performing HoF based enrolment. Head of Family (HoF) must accompany the resident during enrolment for his / her Aadhaar Authentication.
- i) The address mentioned in the Head of Family (HoF) Aadhaar will be used in the family member's Aadhaar.
- j) In case of Child (0-5 years) having name as "Baby of ...." in Aadhaar, the first update request for full name change shall be allowed by submission of Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder
- k) Aadhaar update for foreigner national will be conducted at Aadhaar adult enrolment centers only.
- l) For foreign national seeking enrolment, the Aadhaar issued will be valid only till validity of the visa. However, in case of Nepal/Bhutan nationals, the Aadhaar issued will be valid for a period of ten years.
- m) For OCI card holders, the Aadhaar issued will be valid only for a period of ten years.
- n) For LTV document holders, the Aadhaar issued will be valid only till the validity of LTV document.
- o) Kindly refer Self Declaration for DoB Change — [\*]
- p) Kindly refer Exception Handling Mechanism — [\*]
- q) Exception handling process is carried out under jurisdiction of UIDAI Regional Offices and considered only after due diligence of the case by the Regional Office concerned.
- r) Please bring original documents for enrolment / update. No photocopy is required. Original documents are scanned and given back.

**SCHEDULE III**

[see regulations 10(4) and 19A]

**VERIFICATION OF ENROLMENT AND UPDATE INFORMATION**

Information	Fields	Verification Required?	Verification*
Personnel Details	Name	Yes	Any of the Proof of Identity documents.  Head of Family for people who have no documents.

	Date of Birth	.....  Yes	A flag is maintained to indicate if Date of Birth (DoB) is verified.  If DOB is not verified (approximate / declared) only year of birth shall be displayed.  Update of DOB is only allowed as verified For individual born on or after 01.10.2023, birth certificate is mandatory for enrolment and update.
	Gender	No Yes	-- Update is only allowed as verified
Address Details	Residential Address (for Aadhaar letter delivery and other communication)	Yes	Any of the Proof of Address documents.  Head of Family for people who have no documents.
Parent/Guardian Details	Father's/Mother's/ Guardian's/Husband's / Wife's Name	Conditional	No verification of Father/Husband/Guardian in the case of adults.  For children below five years of age, Father /Mother / Guardian's name, Aadhaar number and biometric information (any one modality) shall be captured for authentication.
	Father's/Mother's/ Guardian's/Husband's/ Wife's Enrolment ID / Aadhaar number		For adults, name of either Father/Husband/ Guardian or Mother/Wife/Guardian is optional.
HoF Details	HoF Name	Yes	HoF's Name, UID on the form.
	HoF's UID		HoF biometrics (any one modality) captured for authentication.
Contact Details	Mobile Number	No	-----
	Email Address	No	-----

Note: Electronic information evidencing requisite proof is also acceptable in lieu of documents.

\* Assistance of any Ministry, Department or agency of the Central Government or a State Government may be taken for the purpose of verification.]

33[\*\*\*]

#### SCHEDULE V

#### CODE OF CONDUCT FOR SERVICE PROVIDERS

1. ServiceProvidersshallmakebesteffortstoprotecttheinterestsofresidents.
2. ServiceProvidersshallmaintainhighstandards ofethics,integrity,dignityandfairnessintheconductofAadhaarenrolment andupdateofresidents.
3. ServiceProvidersshallfulfiltheirobligationsinaprompt,ethicalandprofessionalmanner.
4. Service Providers shall at all times exercise due diligence, ensure proper care and exercise independent professional judgment.
5. Service Providers shall not divulge to anybody either orally or in writing, directly or indirectly, anyconfidential information about the residents which has come to their knowledge, except where suchdisclosures are required to be made in compliance with the Act or any other law for the time being inforce.
6. ServiceProvidersshallnotindulgeinanyunfairpractice.
7. Service Providers shall ensure that grievances of residents are redressed in a timely and appropriatemanner.

<sup>33</sup>"Schedule IV" omitted by Notification No. 13012/79/2017/Legal-UIDAI (13) (No.2 of 2018), dated 31.7.2018 (w.e.f. 31-07-2018).

8. Service Providers shall make reasonable efforts to avoid misrepresentation and ensure that the information provided to the residents is not misleading.
9. Service Providers shall abide by the provisions of the Act and the rules, regulations issued by the Government and the Authority, from time to time, as may be applicable.
10. Service Providers shall not make untrue statements or suppress any material fact in any documents, reports, papers or information furnished to the Authority.
11. Service Providers shall ensure that the Authority is promptly informed about any action, legal proceeding, etc., initiated against it in respect of any material breach or non-compliance by it, of any law, rules, regulations and directions of the Authority or of any other regulatory body.
12. Service Providers shall be responsible for the acts or omissions of their agencies and employees in respect of the conduct of their enrolment and update services.
13. Service Providers should have adequately trained staff and arrangements to render fair, prompt and competent services to residents.
14. Service Providers shall develop their own internal code of conduct for governing internal operations and laying down standards of appropriate conduct for their agencies, employees and officers in the carrying out of their duties. Such a code may extend to the maintenance of professional excellence and standards, integrity, confidentiality, objectivity, and avoidance of conflict of interests.
15. Service Providers shall follow maker-checker concept in their activities to ensure accuracy of enrolment and update data.
16. Service Providers shall not indulge in manipulative, fraudulent practices in the process of enrolment and updation.
17. Service Providers shall ensure security and protection of all data (demographic/biometric) collected from residents in accordance with policies and processes as may be specified by the Authority for this purpose.
18. Service Providers shall enforce the decision of Authority regarding suspension/debarment/dis-empowerment of enrolling agencies, operators, supervisors, etc., as applicable.
19. Service Providers shall follow the standards for data fields, data verification and biometric fields specified by the Authority.
20. Where required, Service Providers shall use only those devices and IT systems whose specifications have been approved by the Authority.
21. Service Providers shall follow the protocols prescribed by the Authority for record keeping and maintenance.
22. Service Providers shall follow the process and systems specified by the Authority for transmission of the data collected.
23. Service Providers shall follow the confidentiality, privacy and security protocols as may be specified by the Authority.
24. Service Providers shall follow protocols as may be specified by the Authority for spreading and communicating the message, content and intent of the Aadhaar project. Since the Aadhaar logo and brand name are properties of the Authority, the Authority will specify the manner and limits of the use of the Authority logo, brand name, brand design and other communication and awareness materials.
25. Service Providers shall follow protocols, processes and standards specified by the Authority for the implementation of the Aadhaar processes.
26. Service Providers shall submit periodic reports of enrolment to the Authority in the form and manner as may be specified by the Authority.
27. Service Providers shall provide information related to the Aadhaar processes from time to time as requested by the Authority.

**FORMAT FOR APPLICATION BY RESIDENT FOR AADHAAR CANCELLATION ON ATTAINING  
THE AGE OF EIGHTEEN YEARS**

[(Under sub-section 2 of Section 3A of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, as amended *vide* “the Aadhaar and Other Laws (Amendment) Act, 2019 (No. 14 of 2019)”]

1.	Aadhaar No./EID No.	
2.	Name	
3.	Gender	
4.	Parent's name	
5.	Address	
6.	Date of Birth	
7.	Mobile No.	
8.	Choice of one Regional Office for authentication (Please choose one out of Delhi/Chandigarh/ Mumbai / Lucknow / Hyderabad / Guwahati / Ranchi / Bengaluru)	
9.	Declaration	In terms of sub-section 2 of Section 3A of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, as amended <i>vide</i> “The Aadhaar and Other Laws (Amendment) Act, 2019 (No. 14 of 2019); I hereby state that I want to get my Aadhaar number cancelled. I also affirm that details given above are true, correct and accurate and pertain to me. I also confirm that I am making this application within six months of: (a) Attaining the age of eighteen year; or (b) Notification of the Aadhaar (Enrolment and Update) (Eighth Amendment) Regulations, 2020 (having attained the age of eighteen years after 26th September, 2018 and before the date of such notification).
10.	Signature/Thumb Impression	
11.	Place	
12.	Date	

List of regional offices out of which one has to be opted by resident for sending application and for subsequent authentication (Ref. S. No. 8 of this application):—

- i. UIDAI Regional Office, Khanija Bhavan, No. 49, 3rd Floor, South Wing Race Course Road, Bengaluru – 01
- ii. UIDAI Regional Office, SCO 139-141, 3rd and 4th Floor, Sector 17-C, Chandigarh -160 017
- iii. UIDAI Regional Office, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi -110 001
- iv. UIDAI Regional Office, 7th Floor, MTNL Exchange Building, G.D. Somani Marg, Cuffe Parade, Mumbai - 400 005

<sup>34</sup> Inserted by Notification no. 13012/79/2017/Legal-UIDAI (13)/Vol.II (No. 3 of 2020), dated 30<sup>th</sup> June, 2020 (w.e.f. 02-07-2020).

- v. UIDAI Regional Office, 1st Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010
- vi. UIDAI Regional Office, Block-V, First Floor, HOUSEFED Complex, Beltola Basistha Road, Dispur, Guwahati - 781 006
- vii. UIDAI Regional Office, 6th Floor, East Block Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad, Telengana -500 038
- viii. UIDAI Regional Office, 3rd Floor, Uttar Pradesh, Samaj Kalyan Nirman Nigam Building, TC-46/V, Vibhuti Khand, Gomti Nagar, Lucknow -226 010].