

## Commonly Asked Questions

### 1. Why should I submit the identity and address documents for my Aadhaar?

Updated supporting documents for identity and address for Aadhaar enable ease of living, better service delivery and accurate authentication. Therefore, submitting recent identity and address documents is in the interest of the Aadhaar number holder.

### 2. What documents should I submit for my identity and address?

*Document for both identity and address:*

- (a) Ration card
- (b) Voter identity card
- (c) Kisan photo passbook
- (d) Indian passport
- (e) Government-issued identity card/certificate<sup>1</sup>, ST/SC/OBC certificate or marriage certificate, having photograph
- (f) Disability identity card / certificate of disability<sup>2</sup>
- (g) Transgender identity card/certificate<sup>3</sup>
- (h) Certificate issued in UIDAI standard certificate format in respect of a sex worker<sup>4</sup>
- (i) Certificate issued in UIDAI standard certificate format by recognised shelter homes or orphanages
- (j) Prisoner induction document issued by Prison Officer

*Document for identity:*

- (a) School leaving certificate / school transfer certificate with photograph
- (b) Marksheet/certificate issued by recognised Board of Education or University with photograph
- (c) PAN/e-PAN card
- (d) Government/statutory-body/PSU-issued employee/pensioner photo identity card, pension payment order or medi-claim card
- (e) Driving licence
- (f) Freedom fighter photo identity card

*Document for address:*

- (a) Electricity, water, gas or telephone/mobile/broadband bill (not more than three months old)

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<sup>1</sup> Bhamashah, Domicile Certificate, Resident Certificate, JanAadhaar, MGNREGA/ NREGS Job Card, Labour Card etc.

<sup>2</sup> Issued under the Rights of Persons with Disabilities Rules, 2017

<sup>3</sup> Issued under the Transgender Persons (Protection of Rights) Act, 2019

<sup>4</sup> Issued by a Gazetted Officer of National AIDS Control Organisation or the Project Director of a State AIDS Control Society

- (b) Duly signed and stamped Scheduled Commercial Bank / Post Office passbook with photograph
- (c) Duly signed and stamped Scheduled Commercial Bank / Post Office account/credit-card statement (not more than three months old)
- (d) Valid rent, lease or leave & licence agreement
- (e) Certificate issued in UIDAI Standard Certificate format by MP, MLA, MLC, Municipal Councillor, Group 'A' or 'B' Gazetted Officer, EPFO Officer or Tahsildar
- (f) Certificate issued in UIDAI Standard Certificate format by Village Panchayat Head/Secretary, Village Revenue Officer or equivalent (for rural areas)
- (g) Certificate issued to a student in UIDAI Standard Certificate format by the head of the recognised educational institution concerned
- (h) Property tax receipt (not more than one year old)
- (i) Valid registered sale agreement or gift deed
- (j) Government/statutory-body/PSU-issued accommodation allotment letter (not more than one year old)
- (k) Life or medical insurance policy (not more than one year old)

### **3. How can I submit the documents?**

The documents can be submitted online on myAadhaar portal <https://myaadhaar.uidai.gov.in/> or at any Aadhaar centre.

### **4. How can I submit the documents online?**

- (1) Go to <https://myaadhaar.uidai.gov.in/>, and log in using your Aadhaar number and one-time password (OTP) received on your registered mobile number.
- (2) Check your identity and address details displayed in your profile.
- (3) If the details displayed in your profile are incorrect, take action as described in response to Question 5 below.
- (4) If the details displayed in your profile are correct, please click on the tab 'I verify that the above details are correct'.
- (5) Select the identity document from the drop-down menu that you wish to submit.
- (6) Upload your identity document (size less than 2 MB; file format JPEG, PNG or PDF)
- (7) Select the address document from the drop-down menu that you wish to submit.
- (8) Upload your address document (size less than 2 MB; file format JPEG, PNG or PDF).
- (9) Submit your consent.

### **5. If the address displayed in my profile does not match with my current address, what should I do?**

- (1) Please click the link in 'If there is mismatch in the Address, [click here](#)', below the 'I verify that the above details are correct' tab.
- (2) Fill in the address details in the form displayed.

- (3) Select the address document from the drop-down menu that you wish to upload.
- (4) Upload your address document (size less than 2 MB; file format JPEG, PNG or PDF).
- (5) Make the necessary payment.
- (6) Submit your request.

**6. If any identity detail (name, gender or date of birth) does not match my actual identity details, what should I do?**

Please visit an Aadhaar centre with original identity documents as listed at [https://uidai.gov.in/images/commdoc/List\\_of Supporting Document for Aadhaar Enrolment and Update.pdf](https://uidai.gov.in/images/commdoc/List_of_Supporting_Document_for_Aadhaar_Enrolment_and_Update.pdf)

**7. If I want to submit documents offline, how can I locate an Aadhaar centre?**

- (1) Please go to <https://bhuvan.nrsc.gov.in/aadhaar/>
- (2) For locating nearby Aadhaar centres, click on the 'Centres Nearby' tab. Enter your location details to view nearby Aadhaar centres.
- (3) For locating the Aadhaar centres within your PIN code area, click on the 'Search by PIN Code' tab. Enter your area PIN code to view Aadhaar centres in that area.

**8. What is the charge for submitting the documents?**

Submission of documents is free of charge on myAadhaar portal till 14.06.2025.

For submission of documents at an Aadhaar centre, the applicable charge is Rs. 50.

**9. By when should I submit the documents?**

Updating the documents is desirable for enabling ease of living, better service delivery and accurate authentication. Therefore, it is in your interest to submit the documents at an early date.

**10. I am a non-resident Indian (NRI). How can I submit the documents?**

You can submit the documents whenever you are in India.