

Document Verification in Aadhaar & Role of Verifiers in Document Verification



**Unique Identification Authority of
India**

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Objectives

This handbook will help you in learning about:

- Unique Identification(UID) Number/Aadhaar
- Need and benefit of UID for Residents and Government
- Document Verification in Aadhaar
- Verifier-Appointment, Roles and Responsibilities
- UIDAI guidelines for document verification

What is Aadhaar?

- It is a randomly generated 12-digit number for every Resident of India.
For example: 2653 8564 4663. This number is called the UID Number or Aadhaar.
- The number is unique, which means, no two residents have the same number.
- No Resident will have more than one Aadhaar.
- Aadhaar will be used to prove identity not citizenship.
- Aadhaar will provide individual identity



Biometric information linked to every Aadhaar will ensure uniqueness.

Benefits of Aadhaar

Benefits for Residents

- Aadhaar will provide identity to the underprivileged and marginalized, who are unable to avail of benefits under various Government schemes.
- Aadhaar will reduce cost of transactions which are required to access benefits
- Aadhaar-enabled applications, e.g Aadhaar lined Bank accounts.
- Aadhaar will ensure that proving identity is not a constraint when moving from one place to another.

Information collected from residents for Aadhaar program

KYR Fields – Name, Address, Gender, DOB

Photo & Address Verification

Photo

10-fingerprints on Slap scanner

Iris Scan

Residents are enrolled for Aadhaar at Enrolment Centers setup by Registrars and Enrolment Agencies based on guidelines and standards laid down by UIDAI. UIDAI has specified that in order to issue Aadhaar the following types of information about the resident will need to be captured.

Demographic Information

1. KYR Information

The mandatory information required for enrolment is Name, Address, Gender and Date of Birth, etc. This information is also known as 'Know Your Resident' (KYR) data. When the resident comes to enroll for Aadhaar to an Enrolment Centre, demographic information will be entered from documents that the resident provides.

In case the resident does not have the necessary documents the resident will provide the information such as name, age, address etc. to the Enrolment Agency and the same will be confirmed by a person who will be known as the 'Introducer'.

2. Information on Banking

Additionally, information related to the Resident's bank account may be given if the resident desires to have it with his Aadhaar number. The resident can also opt for a new Aadhaar linked bank account. However this is optional and the decision rests entirely with the resident.

3. KYR + Information

In addition to KYR data, state governments or registrars may need additional information about the residents for better targeting their welfare schemes like PDS, MNREGA, RSBY, Mid-day meal scheme etc. For example they may need information on number of family members, marital status, BPL status or Ration card number or NREGA job card number etc. All the additional information apart from Name, Address, Gender and Date of Birth are termed as **KYR+**

Biometric Information

Biometrics is the measurement of physical characteristics of the human body, such as fingerprints, facial features, or retinal patterns, which can be used in verifying the identity of individuals.

Today, technology helps us record some of the physical features that make each of us different from others. These physical features include

- Fingerprints,
- Facial Photograph
- Iris.

Document Verification in Aadhaar

When the resident comes to enroll for Aadhaar to an Enrolment Centre, demographic information will be entered from documents that the resident provides. The authentication of documents submitted by the resident is duly verified by the officials authorized to verify the documents. Such officials are termed as verifiers. The verifier present at the Enrolment Centre will verify the documents submitted by the resident against the enrolment form filled by the resident.

Appointment of Verifiers

A verifier is duly appointed by Registrar. Registrars must appoint personnel for the verification of documents. Any serving /retired official both from Government (including Armed forces and Central Para Military Forces) and Public Sector Undertakings including Banks not below the rank of Group 'C' / class III employees may be allowed to be deployed as Verifiers. The services of the retired government officials who are generally well acquainted with such verification procedures can also be utilized by the Registrars in case they are unable to spare serving officials for document verification. In the areas, like big cities and Metros, where registrar is unable to avail the services of such Retired/Serving government officials, services of an outsourced vendor can be availed to provide verifiers with the approval from UIDAI Regional Office. The verifiers in an enrolment centre cannot be from the same vendor, hired as enrolment agency. Registrar needs to ensure that verifiers are appropriately trained before being put in the field. The Registrar may appoint more than one Verifier in a centre, if required. The list of all Verifiers must be notified, by designation, by the Registrar before commencement of the enrolments and the list should be shared with the Regional office (UIDAI) concerned.

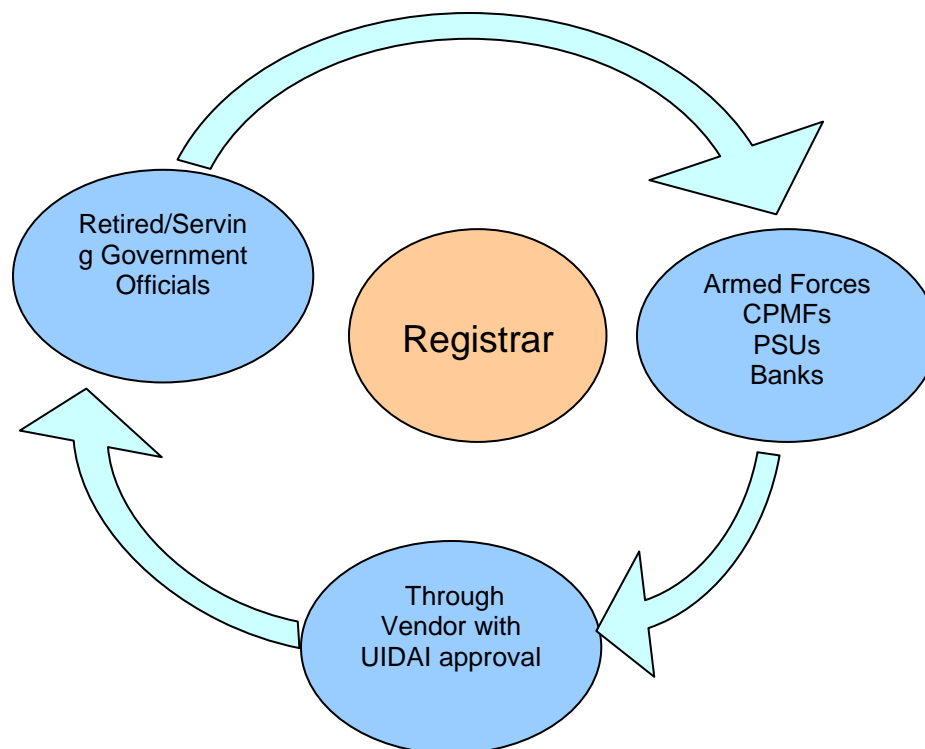


Diagram Appointment of Verifiers by Registrar

Responsibilities of a Verifier

- Verifier must verify Photocopy of Documents and Enrolment Form details against original documents.
- Check and Mark the incorrect names/different names filled in Enrolment form against original
- Verifier needs to be available in the enrolment centre throughout the operating hours of the centre. Registrars should ensure physical presence of verifiers during the enrolment.
- The verifier must ensure completeness and accuracy of Enrolment forms filled in consonance to the UIDAI guidelines and enrolment process.
- The verifier shall check the completeness of filling of mandatory fields. No mandatory fields shall be left blank.
- The verifier must also encourage the filling of non-mandatory fields like mobile number and email ids. The verifier must explain to the resident the benefits and importance of filling of non-mandatory fields.
- Verifier will sign and stamp the Enrolment Form after verification. If stamp is not available, the verifier can sign and put his/her Name
- the photocopy of documents may also be verified with Verifiers signature/thumb print and stamp/Name, except in case where copies attested / certified by a public notary / gazetted officer are being submitted
- In case a resident has come for correction, the verifier will check the correctness of the fields that need to be corrected against the original documents.

UIDAI Guidelines for Verification

General

1. Make sure that the resident has original documents for verification. In instances where original documents are not available, copies attested / certified by a public notary / gazetted officer will be accepted.
2. The documents produced by the resident for Aadhaar enrolment must be in the list of approved documents. List of UIDAI approved Proof of Identity (POI), Date of Birth (DoB) , Proof of Address (POA) and Proof of Relationship (PoR) documents is available on http://www.uidai.gov.in/images/FrontPageUpdates/valid_documents_list.pdf
UIDAI and Registrars shall have the authority to amend and enlarge the list of valid documents as and when necessary.
3. A specimen for letter of certification is attached in Annexure 1. This format is for certification issued by officials/ institutions (only those that are recognised in the UIDAI's valid list of documents) for Proof of Identity and Address.
4. Verifier can refuse verification, if they suspect forged/altered documents. In cases where Verifier refuses verification of the documents produced, reasons should be recorded in brief by the Verifier on the Enrolment Form. In case the Verifier refuses verification with reasons or turns the resident back without recording any reasons, the resident can approach a designated authority/cell created by the Registrar at the Block level for redressal of grievances.

- Verify Name, Date of Birth, Address, and Relationship Details against POI, DoB, POA, PoR, respectively.

Name

- POI requires a document containing the resident's name and photograph. Verify that document has both.
- If any of the POI document submitted does not contain the photograph of the resident, then it will not be accepted as a valid POI. In order to be inclusive and free of harassment, documents with older photographs are acceptable. The illustration below shows the POI with and without photograph. The illustration with photograph is valid.

Valid POI with Photograph

Invalid POI without photograph

Illustration 1- POI valid only with photograph

- Confirm the name in the document by asking the resident his/her name. This is to ensure that the resident is providing own documents.
- The name of the person should not include salutations or titles like Mr., Miss, Mrs., Major, Retd. etc Illustration below show two filled enrolment forms one with salutations and other without salutation. The one without salutation is correct

Wrong Usage (With Salutation)

Correct Usage (Without Salutation)

Illustration 2 Salutations shall not be used in enrolment form

- e. It is very important to write the person's name very carefully and correctly. For example, the respondent may tell that his name is V. Vijayan whereas his full name may be Venkatraman Vijayan and similarly R. K. Srivastava's full name may actually be Ramesh Kumar Srivastava. Similarly, a female enrollee may tell her name as K. S. K. Durga while her full name may be Kalluri Surya Kanaka Durga. Ascertain from her/him the expansion of her/his initials and check the same in the documentary evidence produced


✓

AADHAAR	
Aadhaar Enrolment is free and voluntary. Correction and Aadhaar Enrolment. In case of Correction provide your EID No. Please follow the instructions	
1	Pre-Enrolment ID :
3	Full Name: RAM CHANDRA BHAGAT
4	Gender: Male (✓) Female () Transgender ()

✗

AADHAAR	
Aadhaar Enrolment is free and voluntary. Correction and Aadhaar Enrolment. In case of Correction provide your EID No. Please follow the instructions	
1	Pre-Enrolment ID :
3	Full Name: R.C Bhagat
4	Gender: Male (✓) Female () Transgender ()

POI



Name Ram Chandra Bhagat
S/o- Ram Lakhan Bhagat
Card No. 42333244

Illustration 3 Full Name is Mandatory

- f. In case of difference in the name declared and the one in document (POI) is limited to spelling and/or sequence of first, middle and last name, the name as declared by the resident may be recorded .
- g. If two documentary proofs produced by the enrollee have variation in the same name (i.e., with initials and full name), the enrollee's full name should be recorded.
- h. Sometimes the infants and children may not have been named yet. Try to ascertain the intended name for the child by explaining to the enrollee the importance of capturing the name of the individual for allotting UID. In case of non availability of supporting documents for POI, the name should be recorded with the assistance of the Introducer.

Date of Birth

- a. Date of birth of Resident must indicate day, month and year in the relevant field.
- b. If the Resident provides documentary evidence of Date of Birth, then the Date of Birth is considered as "Verified". When resident declares the DoB without any documentary evidence, then date of birth is considered as "Declared".

- c. When the resident is unable to give exact date of birth and only age is mentioned by the resident or approximated by the verifier then only age is recorded. The software will automatically calculate year of birth in such case.
- d. The Verifier should check the entry in the enrolment form and ensure that the resident has correctly indicated the date of birth as “verified”/”declared” or has filled his/her Age.

Residential Address

- a. Verify that the POA contains the name and address. The Verifier should ensure that the name in the POA document matches with the name in the POI document. A difference in the name in POI and POA document is acceptable if the difference is only in spelling and/or sequence of first, middle and last name.

Acceptable as difference in only name sequence


<p style="text-align: center;">POA</p> <p>Name Chandra Ram Bhagat Address – 109- B Tara Apartment Lane No 2 New Shimla, Himachal Pradesh Card No. CDI908766</p>	<p style="text-align: center;">POI</p> <div style="text-align: center;">  </div> <p>Name Ram Chandra Bhagat S/o- Ram Lakhnan Bhagat Card No. 42333244</p>
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Illustration 4 Changes in Name sequence is acceptable

Not Acceptable due to difference in name


<p style="text-align: center;">POA</p> <p>Name Chandra Ram Bhagat Address – 109- B Tara Apartment Lane No 2 New Shimla, Himachal Pradesh Card No. CDI908766</p>	<p style="text-align: center;">POI</p> <div style="text-align: center;">  </div> <p>Name Sita Chandra Bhagat S/o- Ram Lakhnan Bhagat Card No. 42333244</p>
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Illustration 5 Difference in name is not acceptable

- b. The “care of” person’s name, if any, is usually captured for children and old age people living with parents and children, respectively. If not available, one can leave this Address line blank.
- c. Enhancement of address is allowed. The resident may be allowed to add minor fields such as House No., Lane No., Street Name, correcting typographic errors, minor changes/ corrections to pin code etc. to the address listed in the POA as long as these additions/modifications do not alter the base address mentioned in the POA document. If the changes requested are substantial and change the base address that is listed in the

POA, the resident will be required to produce an alternate POA or enroll through an Introducer.

Acceptable as addition does not change the basic address

POA

Name Chandra Ram Bhagat
 Address – 109- B Tara Apartment
 Lane No 2
 New Shimla, Himachal Pradesh
 Card No. CDI908766

Full Name: RAM CHANDRA BHAGAT		
Gender: Male (<input checked="" type="checkbox"/>) Female (<input type="checkbox"/>) Transgender (<input type="checkbox"/>)	5	Age: Yrs or Date of Declaration
Address: C/o () D/o () S/o () W/o () H/o () NAME		
House No/ Bldg./Apt. 109- B Tara Apartment	Street/Road/Lane Lane No 2	
Landmark Near DAV School	Area/locality/sector New Shimla	
Village/Town/City Shimla	Post Office: New Shimla	
District Shimla	Sub-District	S
E Mail sn07@gmail.com	Mobile No	P

Landmark added

Illustration 6 Changes allowed as landmark change does not change the basic address

Not acceptable as there is change in basic address

POA

Name Ram Chandra Bhagat
 Address – 109- B Tara Apartment
 Lane No 2
 New Shimla, Himachal Pradesh
 Card No. CDI908766

Full Name: RAM CHANDRA BHAGAT		
Gender: Male (<input checked="" type="checkbox"/>) Female (<input type="checkbox"/>) Transgender (<input type="checkbox"/>)	5	Age: Yrs or Date of Declaration
Address: C/o () D/o () S/o () W/o () H/o () NAME		
House No/ Bldg./Apt. 127 - B Tara Apartment	Street/Road/Lane Lane No 2	
Landmark Near DAV School	Area/locality/sector New Shimla	
Village/Town/City Shimla	Post Office: New Shimla	
District Shimla	Sub-District	S
E Mail sn07@gmail.com	Mobile No	P

Change in House No.

Illustration 7 Changes not allowed as house number changes the basic address

Relationship Details

- a. In the case of children below 5 years, "Name" and "EID/UID" of one of the parents or guardian is mandatory. Parent/Guardian must produce their Acknowledgement/UID letter when enrolling children (or they can be enrolled together). Parent/Guardian's Name and EID/UID should be verified.
- b. In the case of an adult, no verification will be done for the information on parent or spouse. They are recorded for internal purposes only.

Head of Family (HOF)

- a. Verify that the PoR document establishes relation between the Head of Family and the family member. Only those family members can be enrolled based on the relationship document (PoR), whose names are recorded on relationship document. The list of POR is attached as annexure.
- b. Head of Family must always accompany the family member when the family member is getting enrolled.
- c. The verifier must also check the HoF details in the Enrolment Form in case of HoF based verification. HoF's Name and EID/UID in form should be verified against the Acknowledgement/Aadhaar letter.
- d. Ensure that in case of HoF based enrolments, the relationship details are also of the HoF only.

Mobile Number and e Mail Address

If the enrollee possesses and is willing to provide his/her Mobile Number and / or Email Address, these optional fields must be filled in. Verifier can inform the importance of these fields to the resident. UIDAI can get in touch with the resident using this information, if required, like in case of returned letters.

Annexure 1- Specimen Certificate of Identity/Residence

SPECIMEN CERTIFICATE OF IDENTITY/RESIDENCE
(TO BE ISSUED ON THE OFFICIAL LETTER HEAD OF THE ISSUING AUTHORITY)

Affix Resident's
recent
passport size
coloured Photo
(To be attested
with half the

This is to certify that Mr/Ms (**Name of the Resident**) son/daughter/wife/husband/ward of
(Name of the relation/guardian) is known to me. His/her photograph is attached and is duly attested
by me. His/her current address is as under:
Current Address of the Resident:

Place: (Office Address & Location)
Date:

Signature:
Full Name:
Designation
Telephone No.:

Official seal

(To be signed personally by the issuing authority. Proxy signatures are not allowed.)

ⁱ Registrar shall translate this document into local language

Annexure 2- List of Approved POI/POA/Relationship/DOB

Supported POI Documents Containing Name and Photo

1. Passport
2. PAN Card
3. Ration/ PDS Photo Card
4. Voter ID
5. Driving License
6. Government Photo ID Cards/ service photo identity card issued by PSU
7. NREGS Job Card
8. Photo ID issued by Recognized Educational Institution
9. Arms License
10. Photo Bank ATM Card
11. Photo Credit Card
12. Pensioner Photo Card
13. Freedom Fighter Photo Card
14. Kissan Photo Passbook
15. CGHS / ECHS Photo Card
16. Address Card having Name and Photo issued by Department of Posts
17. Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead
18. Disability ID Card/handicapped medical certificate issued by the respective State/UT

Governments/Administrations

Supported POA Documents Containing Name and Address

1. Passport
2. Bank Statement/ Passbook
3. Post Office Account Statement/Passbook
4. Ration Card
5. Voter ID
6. Driving License
7. Government Photo ID cards/ service photo identity card issued by PSU
8. Electricity Bill (not older than 3 months)
9. Water bill (not older than 3 months)
10. Telephone Landline Bill (not older than 3 months)
11. Property Tax Receipt (not older than 3 months)
12. Credit Card Statement (not older than 3 months)
13. Insurance Policy
14. Signed Letter having Photo from Bank on letterhead
15. Signed Letter having Photo issued by registered Company on letterhead
16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead
17. NREGS Job Card
18. Arms License
19. Pensioner Card
20. Freedom Fighter Card
21. Kissan Passbook
22. CGHS / ECHS Card
23. Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)
25. Income Tax Assessment Order
26. Vehicle Registration Certificate
27. Registered Sale / Lease / Rent Agreement
28. Address Card having Photo issued by Department of Posts
29. Caste and Domicile Certificate having Photo issued by State Govt.
30. Disability ID Card/handicapped medical certificate issued by the respective State/UT
31. Gas Connection Bill (not older than 3 months)
32. Passport of Spouse
33. Passport of Parents(in case of Minor)

Supported PoR Documents containing Relationship details to Head of Family

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1. PDS Card
 2. MNREGA Job Card
 3. CGHS/State Government/ECHS/ESIC Medical card
 4. Pension Card
 5. Army Canteen Card
 6. Passport
 7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local

government bodies like Taluk, Tehsil etc.

8. Any other Central/State government issued family entitlement document.

Supported Proof of DoB Documents

1. Birth Certificate
2. SSLC Book/Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on letterhead
