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UIDAI Data Update Policy

Version 2.3.1

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UD 1.   Table of Contents

UD 2.   Document Development and Management

UD 2.1   Document Statistics

Type of Information	Document Data
Title	UIDAI Data Update Policy
Document Revision #	2.3.1
Change Requested	As per child enrolment policy, for child below 5 years only Name, DOB, Gender and UID/EID of Parent/Relation is captured and preferably of mother if both the parents are alive. Rest of the fields are optional.
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Document Approver	Sujata Chaturvedi, Deputy Director General(E&U)

UD 2.2   Document References

1. Demographic Data Standards and Verification procedure (DDSVP) Committee Report Version 1.0 submitted by DDSVP Committee on December 09, 2009.
2. Update Strategy Report Version 2.0 submitted by Update Committee on March 15, 2012

Above reports are available on UIDAI's website http://uidai.gov.in/.

UD 3.   Data Update Policy

Aadhaar number is a 12-digit **nationally valid unique life time identifier** for Indian residents. Aadhaar platform will become the country's central identity management system.

The initiative to issue an Aadhaar number to every resident in India has, at its heart, an ambitious objective: to make identity easily authenticable and verifiable for residents across the country to make service delivery more effective and efficient. The Aadhaar number is expected to become a convenient, real-time means for individuals to verify their identity anywhere in India. Any agency wishing to authenticate the identity of any resident would be able to contact the UIDAI"s Aadhaar database, the Central Identification Data Repository (CIDR), to verify that the 'residents are who they claim they are'.

Enabling Aadhaar for various services, including but not limited to, Government and non-Government Services, Subsidy Benefits, Pensions, Scholarships, Social Benefits, Banking services, Insurance services, Taxation services, Education, Employment, Healthcare etc. makes it essential to ensure that the resident information stored in the CIDR is accurate, relevant and up-to-date. Corresponding to changes in a resident's life events, movement to newer locations etc., demographic data such as resident's name, address, mobile number etc. are expected to change through the course of time. The biometric information may also require update with life progression, such as children completing 5/15 years of age, changes in appearance due to age progression, wearing of fingerprints, etc. It will also be necessary to update deaths in the central database at CIDR.

UIDAI would need to provide a facility to residents to update their data in CIDR from time to time and ensure that CIDR is up-to-date & accurate at all times.

The main thrust for updating information must primarily come from the residents and it is therefore imperative to make the process as painless as possible for them, while also protecting the security and sanctity of resident's personal information. UIDAI's update policy aims to achieve this balance.

UD 3.1   Policy Objectives

The data update policy is designed to achieve the following objectives:

i) The systems and processes used in update must be well-defined for the Resident as well as the Aadhaar ecosystem partners including the Registrars and Enrolment/Update Agencies.

ii) There must be clear ownership and well defined time period for each step of the update process; escalations and exceptions must be properly detailed.

iii) Residents must have a broader network of access to update their information compared to the Aadhaar enrolment process, since ease and convenience in updating information is crucial while ensuring security of resident data.

iv)The focus during enrolment on the accuracy and sanctity of data must be reiterated again in the data update process.

UD 3.2   Need for Demographic Updates

Residents could have the need to update any of the data fields captured by UIDAI during resident enrolment, or during a prior update.

For demographic data update, the needs could arise from:

- Changes in life events such as marriage may lead to residents changing their basic demographic details such as name and address. Address and mobile number could also change due to migration to newer locations. Residents may also want changes in their relative's details due to changes in life events such marriage, death of a relative etc. In addition, residents could have other personal reasons to change their mobile number, email address etc.
- Changes in various service delivery platforms may lead residents to request changes to "information sharing consent", and to add mobile number to CIDR etc.
- Errors made during the enrolment process wherein the resident's demographic data may have been captured incorrectly. Changes to "DoB/Age" and "Gender" fields are expected primarily due to enrolment errors.
- Since a resident can enroll anywhere in India, it may happen that a native speaker of language "A" is enrolled by an operator of language "B" and consequently the resident's local language of enrolment is "B". Later, the resident may want to change the local language of enrolment to another that he/she prefers. If so, then all the demographic information that is printed on the Aadhaar letter will need to be updated in the new local language.
- UIDAI may also ascertain availability of POI, POA and other documents collected at the time of enrolment/update and its quality and decide to notify resident to update their demographic information and submit the required document.

  *NPR receipt number and Banking information cannot be updated in existing modes of update.

UD 3.3   Need for Biometric Updates

Residents may need to update their biometrics due to following reasons:
- **Age <5 years at the time of initial enrolment** – The child should be reenrolled when the child attains an age of 5 years and all biometric data should be provided. A de-duplication would be done for the child at this

stage. This request will be treated similar to a new enrolment request while retaining the original Aadhaar number.

- **Age between 5 and 15 at the time of enrolment** - The resident should furnish all biometrics for updates when the resident attains age of 15 years.
- **Age >15 years at the time of enrolment** – Residents are recommended to update their biometric data every 10 years.
- Events like accidents or diseases leading to biometric exception
- As the Aadhaar authentication service becomes ubiquitous, residents may also approach for biometric updates because of authentication failures (called false rejects – where a correct resident with valid Aadhaar number may be incorrectly rejected) which may result from incorrect biometric capture or poor biometric quality captured at the time of enrolment. With improvements in technology, it may be possible to capture better quality biometrics in the CIDR.
- UIDAI may verify the quality of biometric captured during enrolment/ update and decide a threshold. All the residents whose biometrics are below the decided threshold level may be notified by UIDAI to update of biometrics.

UD 3.4   Deactivation of Aadhaar

- If within 2 years of attaining age 5, the child's biometrics are not updated in Aadhaar database, his/her Aadhaar number will be deactivated (no authentication permissible). It will be reactivated once biometrics are updated in database.
- If within 2 years of attaining age 15, the child's biometrics are not updated in Aadhaar database, his/her Aadhaar number will be deactivated (no authentication permissible). It will be reactivated once biometrics are updated in database.
- If Resident has not biometrically authenticated in 5 years, his/her OTP based authentication services will be deactivated. They will be activated once the resident biometrically authenticates. The resident may also have the option to lock authentication against his/her Aadhaar for a defined period.
- If a resident is not able to authenticate due to any reasons such as poor biometric captured at the time of enrollment, the resident shall be given option to authenticate using other fingers and IRIS. The resident shall be advised to update his biometrics.
- If a resident has enrolled with 100% Biometric exception, periodic biometric authentication will not be insisted. A mechanism shall be devised separately to handle such exception.

UD 4.   Modes of Update

It is important for UIDAI to define and deploy multiple Update modes for residents to update their data, thus making the update services accessible.

All Update modes can broadly be categorized into two categories:

1. Assisted Modes– These are modes where residents place the Update request with the help of an operator at an enrollment/update center. In such a case, the documentary evidence is collected by the operator at the time of accepting the request. The document verification by the verifier also happens at the time of placing the Update request. UIDAI currently has envisaged three modes for Assisted Updates, i.e. Update Client Standard (UCS) for all kind of Updates, Update Client Lite (UCL) for demographic & photo updates, and Demographic Update with AUA devices using Biometric authentication by select Registrars,. The former two (UCS and UCL) are similar to Aadhaar Enrollment Client. The details are presented in subsequent sections.

2. Self-Service Modes – These are modes where a resident places the Update request directly without any Assistance. The resident may send/upload documentary evidence which may be verified against requested data at a later stage at UIDAI's Update back-office by a Verifier. The modes for Self Service Update that UIDAI has currently envisaged are Online Portal, Registered Mobile and Physical Mail. The details are presented in subsequent sections.

UD 4.1   Modes by Fields for Update

The section below summarizes the fields which can be updated through various modes:

Field	Update Client Standard	Update Client Lite	AUA Devices with Biometric Authentication	Online Portal (with Regd. Mobile)	Registered Mobile	Physical Mail
Name	Yes	Yes	Yes	Yes	No	Yes
Address	Yes	Yes	Yes	Yes	No	Yes
DoB	Yes	Yes	Yes	Yes	No	Yes
Gender	Yes	Yes	Yes	Yes	No	Yes
C/O	Yes	Yes	Yes	Yes	No	Yes
Relative Details	Yes	Yes	Yes	No	No	No

Mobile	Yes	Yes	Yes	Yes	Yes	Yes
Email address	Yes	Yes	Yes	Yes	Yes	Yes
Data Sharing Consent	Yes	Yes	Yes	No	No	No
Local Language	Yes	Yes	No	No	No	No
Photograph	Yes	Yes	No	No	No	No
Fingerprint	Yes	No	No	No	No	No
Iris	Yes	No	No	No	No	No
Biometric Exception	Yes	No	No	No	No	No
Death	Yes	Yes	Yes	No	No	No

UD 4.1.1 Enrolment / Update Center with Update Client Standard

Fields: All biometric and demographic fields as well as local language can be updated

Identity Authentication: Biometric Check at the back end.

Document Verification

- Verification done for those fields which require documentary evidence.
- Verification done by verifier appointed by UIDAI/Registrars present at Enrolment / Update Center.
- The verification procedure followed should be in line with DDSVP Committee Recommendations followed during enrolment process.

Form Filling and Acknowledgement

- Done by the operator on update client as requested by the resident. Handles spelling, language issues, transliteration, etc. Operator will provide biometric sign off against every update request.
- Resident gets a acknowledgement receipt with Update Request Number (URN) which can be tracked

UD 4.1.2 Enrolment/Update Centers with Update Client Lite

Fields: All demographic fields and Photo as well as local language can be updated.

Identity Authentication: Biometric Authentication of resident.

Document Verification

- Verification done for those fields which require documentary evidence.
- Verification done by verifier appointed by UIDAI/Registrars present at Enrolment / Update Center.
- The verification procedure followed should be in line with DDSVP Committee Recommendations followed during enrolment process.

Form Filling and Acknowledgement

- Done by the operator on update client as requested by the resident. Resident gets an acknowledgement receipt with Update Request Number (URN) which can be tracked. Operator will provide biometric sign off against every update request.

UD 4.1.3 AUA Devices with Biometric Authentication

This mode will be used by select Registrar who will also become AUA's. UIDAI may provide application / APIs for Update. The Registrars selected for such updates will be Registrars known to collect/generate/possess and/or manage the particular demographic field and is a custodian of such data.

Fields: Demographic fields

Identity Authentication: Biometric Authentication of resident on the AUA device; UIDAI may decide to use other/additional auth factors, if required. For example mobile/letter OTP, for taking update requests from this mode.

Operator will provide biometric sign off against every update request. Thus they must have Aadhaar. Auth standards of UIDAI will be applicable for device/s used.

Document Verification: Not Required. UIDAI will accept update based on Registrar's verification process and Resident Authentication. For audit purposes, electronic/scanned document copies may be collected online. These document copies may be captured and received with each resident request, or may be made available, by the Registrar, in batches against the Update Request Numbers, Date and time.

Form Filling and Acknowledgement

- Done by Registrar's Operator(employee/ outsourced) on Device with Biometric Authentication Feature, such as a Micro-ATM
  Resident gets an acknowledgement receipt with Update Request Number (URN) which can be tracked. The acknowledgement may be print receipt and/or on sms/email based on type of request. For example, for mobile

number update, the acknowledgement can be an sms on the given mobile number. The API will have the functionality to generate electronic as well print receipts. The Registrar may provide print receipts at the end of taking update request, if they so decide.

Some examples of Update with such select Registrars:

1. **Update of Mobile Numbers**

   Aadhaar mobile number update can be integrated with the SIM issuance process. Resident's Mobile number in Aadhaar database can be updated during the SIM issuance process at any mobile outlet. Apart from this any resident who already has a mobile number can also walk in these kiosks for using Update facility for mobiles.

   Registrar / AUA: To be finalized

   Field: Mobile Number

2. **Address Update**

   Aadhaar address update of a resident can be integrated with address update with authorized Registrars (Passport Office, Banks, Post Office, subject to arrangements being formalized with them). No document verification is required as the Registrar's address verification process will form the basis of accepting Resident's Address details in UID database. However, UIDAI may collect resident's updated address document either electronically or in hard form for audit purposes.
   Registrar / AUA: To be finalized

   Field: Address

3. **Name Update**

   Similarly, Resident's Name can be updated when resident approaches State Registrar's of Births and Death for Name Update. This usually takes place for children who were not named at the time of registration for birth certificate and later parent/guardian decides to update child's name in Birth certificate.

UD 4.1.4 Online Portal

This mode will be leveraged for residents to make an update/correction request online on a self-service portal. The usage of this mode may be divided into the following two categories:

Category I – Residents with a registered mobile

Category II – Residents who did not register their mobile at the time of enrolment

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Fields

- Only name, address, gender, date of birth, mobile number and email ID can be updated. The resident can update Date of Birth using online portal only if a Date of Birth document is submitted along with the request.
- The valid Date of Birth documents for requests submitted online are :
  - ✓ Birth Certificate
  - ✓ SSLC Book/Certificate
  - ✓ Passport
- Mobile Number and Email ID received during online update requests will be used in the same manner as used when enrolling the resident physically at enrolment centre. All such mobile numbers will be treated as "Declared".

Identity Authentication

- One-Time-PIN (OTP) on registered mobile, for Category I.
- Letter OTP for Category II. The resident will use the letter OTP to update his/her mobile number only. Once mobile number is updated in database, the resident can use SSUP for updates in any of the fields.
- UIDAIs back office (verifier/approver/reviewer) may place a call on the registered mobile for Category I and given mobile number for Category II. The identity of the resident will be ascertained by asking resident his/her details and comparing resident's response with CIDR data and Update request data.

Document Verification and Submission

- Resident self attests the copies of documents required to be submitted for Name, Address and Date of Birth Update/Correction.

The resident will scan and upload all attested document copies on the online portal against the Update Request Number (URN)

Form Filling and Acknowledgement

- Done online by resident. Handles spelling, language issues, transliteration, etc.
- Resident will fill the form in English as well as Local Language.
- Resident must use the same local language which was used at the time of his/her enrolment in Aadhaar and appears in his/her Aadhaar Letter.
- Resident gets an acknowledgement receipt with Update Request Number (URN) which can be tracked
- SMS with Update Request Number (URN) is sent on resident's registered mobile for Category I and given mobile number for Category II.
- Resident is encouraged to print/download the receipt or take a note of URN.

Online Portal for Update of 'Address' for all family members: Online Portal must allow a resident to update the 'address' field for all family members. In such a case, resident should create a single Update request in a single session, in which Aadhaar numbers of all residents may be mentioned. The resident, in such a case, should be allowed to provide an attested copy of one of the valid Proof of Relationship (PoR) documents (accepted by UIDAI) which establish relationship to other family members. Registered Mobile

This mode will be leveraged for residents to make an update request from their registered mobile using a USSD session.

Fields: Only mobile number, email and PIN

Identity Authentication: PIN-based Authentication (a separate policy will be released for PIN and PIN lifecycle management)

Document Verification and Submission: Not Required

Form Filling and Acknowledgement

- Done by Resident during USSD Session
- Resident gets an Update Request Number (URN) on his/her registered mobile, which can be used to track the Update request

UD 4.1.5 Physical Mail

This mode will be leveraged by residents with registered mobile to make a request for update/corrections in their name, address, gender, date of birth, mobile number and email IDs. Those with unregistered mobile must first get their mobiles registered through other Update modes.

Fields:

- Only name, address, gender, date of birth, mobile number and email ID can be updated/corrected The resident can update Date of Birth by sending request through mail only if a Date of Birth document is submitted along with the request.
- The valid Date of Birth documents for requests through mail are :
    - ✓ Birth Certificate
    - ✓ SSLC Book/Certificate
    - ✓ Passport
- It is mandatory to provide mobile number during Update/correction request.
- Mobile Number and Email ID received during online update requests will be used in the same manner as used when enrolling the resident physically at enrolment centres. All such mobile numbers will be treated as "Declared".

Identity Authentication: UIDAIs back office (verifier/approver) may place a call on the registered mobile number in the application. The identity of the

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resident will be ascertained by asking resident his/her details and comparing resident's response with CIDR data and Update request data.

Document Verification and Submission

- Resident self-attests the PoI/PoA/DoB document copies and attaches them with the Aadhaar Update/Correction Form which is filled and signed..
- The resident should send a standard 'AADHAAR UPDATE/CORRECTION FORM' along with the attested document copies by physical mail to one of the UIDAI's Regional office depending upon the local language used in the application. Resident must mention 'AADHAAR UPDATE/CORRECTION' on the envelope.
- Verifier and Approver at the back-office would review and approve/reject the request.

Form Filling and Acknowledgement

- Resident will download a hard copy and fill the form in English as well as Local Language.
- Resident must use the same local language which was used at the time of his/her enrolment in Aadhaar and appears in his/her Aadhaar Letter.
- **The form is not required for children below 5 years in case of address update.** Form filling and upload of documents on portal is done by UIDAI Update Back-office as per the physical request details.,.
- Resident gets an sms for Update Request Number (URN) on a mobile number mentioned in the 'AADHAAR UPDATE/CORRECTION FORM', which may be used to track the Update request.

UD 5.   Documents for Update

Based on DDSVP Committee Recommendations, UIDAI maintains a list of valid documents on its website (www.uidai.gov.in) which may be used by residents for enrolment. The documents used for Updates would be the same as the ones required during enrolment. These include:

1. **List of valid Proof of Identity (PoI) documents** – for Name Correction/Update

    In addition to the list of valid PoI documents that are used during enrolment, the following documents are also accepted as valid PoI for Name Updates:

    i.   Marriage Certificate
    ii.   Proof of Marriage document issued by the Registrar
    iii.   Gazette Notification
    iv.   Legal Name Change Certificate
    v.   Affidavit executed on non-judicial stamp paper to be submitted by a woman applicant for name change after marriage (Joint Affidavit to be submitted along with her husband with joint photo).

    Where the original document does not have photo, the photocopy/scan of the documents must be taken along with the Resident's photo.

2. **List of valid Proof of Address (PoA) documents** – for Address Update. PoA is not required for C/O field updates. **For children below 5 years, documents are not required.**
3. **List of valid Proof of Date of Birth (DoB) documents** – for Date of Birth Update (DoB status is 'Verified' if a valid DoB document has been submitted).
4. **List of valid Proof of Relationship (PoR) documents** – for Head of Family based Updates.

Wherever, hard copy of proof document is collected and UIDAI's application Forms are filled, DMS services will be used for document collection and storage.

UIDAI may choose to receive electronic/scanned copies of documents from Registrar/ their database, instead of physical documents in case of select Registrar based Updates. In case it is required, UIDAI may arrange DMS services for hard copy collection.

UD 6. Notification to Resident post successful Update

- New Aadhaar letter sent to latest address if any of the mandatory demographic fields (Name, Address, Date of Birth or Gender) is updated, which results in a change in Aadhaar letter.
- If resident data includes mobile number or email, an electronic notification will be sent to the resident post every Update.
- Update in mobile and email ID will be communicated by way of electronic notification only. No letter will be sent to resident in this case.
- A rejection letter will be sent to the resident for all rejected requests.
- In case of address update, the notification shall also be sent on the old address in addition to other notification already given in the policy. This shall be applicable for all modes of address update.
- In case of mobile update notification shall be sent on both old and new mobile and email.
- Email update shall be notified on registered mobile and old and new email.

UD 6. Notification to Resident post successful Update

UD 7.   Notes on Self-Service Update Modes

- UIDAI should have a back-office capacity to roll-out Self-Service Updates. The requirements from such a back-office should include:
    - i.   Verifiers and Approvers for processing the Update Requests and to do a Quality Assurance and Fraud Detection on all Update Requests
    - ii.   Scanning of Physical Documents and attaching Scanned Documents to specific electronic Update Requests via Update Request Number (URN)
    - iii. Providing the scanned documents/hard copies to Document Management System (DMS) and/or saving scanned documents in the UIDAI database for later reference and retrieval for all Update/Correction requests.
    - iv.   Data-entry for Update/Correction requests received through Mail.
    - v.   UIDAI may outsource the verification of update requests to a 3rd party. Such an agency will process requests based on QC guidelines provided by UIDAI. They may also do data entry and upload of documents where requests are received through mail. The Postal requests will be received by the 3rd party for all local languages.
    - vi.   Once the requests have been reviewed by Verifier and Approver the packet will by-pass QC and will be sent for processing.
- For all modes, the existing data of the resident **should not be** displayed to residents, with or without Authentication

UD 8. Other Infrastructure

UD 8.1.1 India Post services for creation of PoA

India Post services can be used by the residents who do not have a PoA. Address card with photo issued by India Post is already a valid PoA as per DDSVP recommendation. It is proposed to get the Address card with Photo issued by India Post simplified for its use for Aadhaar enrolment and update.

A simplified form will be available at India Post offices and on website of UIDAI / India Post for download. Resident may fill this form providing details of the new address. India Post shall follow the same verification as they do for India Post address card. It may be on a pre-printed stationary without the need for a plastic card. This will be considered as a valid PoA for address update through any of the available update modes as well as a valid PoA for enrolment. India post may prescribe a fee for form and service.

UD 8.1.2 Document Management System

The Document Management System will be the central repository of all documents received from the resident. The scanned documents received during the update process will be tagged and collated at the DMS. The physical copy received from the resident would be scanned by the operator at UIDAI Update back-office. The DMS will enable digitised access to the scanned copy of the documents.

UD 8.1.3 Fraud Detection & Quality Assurance

All Update requests, irrespective of the mode will pass the Fraud Detection & Quality Assurance process where the current update request of a resident will be compared with the existing and historical data of the resident, before proceeding to update the CIDR system. The same analysis may be done by UIDAI's Quality Assurance Operator OR Update Request Processing Verifier at UIDAI's Update back-office, who would not just verify the documents, but would also look at history to detect any fraud.

UD 9.   Update Rules

UD 9.1.1 Date of Birth (DoB) Update

UIDAI records the Date of Birth with three different status, namely Approximate (A), Declared (D) and Verified (V).

The Date of Birth field ideally is not supposed to change or get updated. A lot of public services (eg retirement, pension etc) might depend on UIDAIs Date of Birth data in the future, and hence there is a likelihood that residents will attempt to change their DoB multiple times to suit their requirements.

However, some residents may need to update Date of Birth because of mistakes in capturing date of birth during enrolments, or because only Age was captured during enrolments. A large population of the country is getting into formal sector (schools, work etc) which might require accurate DoB information, which would create a demand for genuine Date of Birth update. DoB Updates done more than once against a single Aadhaar number must be flagged for Fraud investigation. DoB changes for children from less than 5 yrs to 5 and above will be accepted only along with biometrics (like in UCS client) and not through self support modes where biometrics are not captured.

UD 9.1.2 Relative Update

A resident below the age of five year at time of enrolment does not have their biometric data in the system and is tagged to the biometric of his/her guardian. A change in relative / guardian of such residents should be possible only in assisted modes after biometric capture of new guardian.

UD 9.1.3   Biometric Update

Biometric Update of the resident will happen by verification of the biometric of the resident at time of update with the existing biometric in the system, followed by replacement of the new biometric.

UD 9.1.4 Information Sharing Consent Update

Residents need to update their information sharing consent every time they update any information in Aadhaar database. The residents will also be provided an option to update their consent, exclusively, in all modes of update with biometric authentication.

UD 9.1.5 PIN Update

A separate policy will be released for PIN and PIN maintenance.

UD 9.1.6 Email ID Update

The Email Update shall also be allowed by accepting request on email and authenticated through OTP sent on registered mobile.

UD 9.1.7 Child Update

As per the Child Enrolment Policy for child below 5 years of age, update of address is not required as the address field is populated from the linked EID/UID of the parent/relative. In case of update of Name, Date of Birth and Gender is required, the same can be performed through both Assisted mode. The Name, Gender and DOB update of the child below 5 years requires mandatory biometric authentication of the linked parent/relative as verification of POI/POA is not required

UD 9.2   Recording Deaths

- Deaths can be reported by the State Registrar of Birth and Death registrations. The information of Death will be pushed to UIDAI's database through the registrar along with the Aadhaar number.
- Deaths can also be reported by the deceased's relatives/friends. The Aadhaar number of the deceased and the person reporting the death will be recorded along with sign-off by the data entry operator.
- A member of the household needs to produce death certificate of the deceased. Whether the person reporting the death is a family member of the deceased would be established by Ration card OR other government household record containing the deceased name & the requester's name.
- Producing death certificate is mandatory. Along with the copy of death certificate which would be verified against original certificate by the verifier, the following should be captured by UIDAI:
    i.   Name of Organization issuing Death Certificate
    ii.   Death Certificate Number
- In the CIDR, the record will be flagged as deceased & not deleted / deactivated.
- Authentication of such resident will be handled as per the data sharing policy and the consent given by the resident.

UD 9.3   Update Data Transfer and Time Lag

The data transfer from update centre to CIDR is expected to take place through internet / telecom network. For enrolment/update centre modes, this transfer would be handled in same manner as enrolment data (mostly asynchronous). Telecom network is envisaged as the carrier in self-service modes where the data could be sent to CIDR in real time.

UIDAI will then carry out the required validations, quality checks etc required before updating the data.

UD 9.4   Maintaining History of Records

A log of the changes will be maintained for a period of seven years for all fields except DoB, Gender, FI consent and data sharing consent. For these fields, the history will be retained as permanent records.

UD 9.5   Charging Policy

The convenience fee to be charged from resident, Assistance to registrar payable to registrar / service provider by UIDAI shall be separately notified time to time.

Update service will be free where residents are asked to update their data as required by UIDAI, for example updates due to poor biometrics captured during enrolment and demographic updates for availability and quality of PoI/PoA documents.

UD 9.6   Controls

The sanctity built in the original enrolment process needs to be maintained while allowing residents to update their data. The update service of UIDAI will therefore be a derivative of the policies, processes and procedures being deployed for resident enrolment. Some such critical controls that update service would continue to draw upon from the enrolment process include demographic data verification methods as prescribed by the DDSVP report, document verification and storage methodologies, resident and operator non-repudiation, quality assurance checks etc. In addition, with the increasing dependency and penetration of the Aadhaar among the resident for accessing services, there will be fraudulent attempts which will attempt to enter the system via the update route. To have a robust mechanism to detect and deter such attempts, a Fraud Detection and Quality Assurance process will be done on all Update requests to maintain the sanctity of the data in the CIDR. These frauds can be attempted by resident against their own Aadhaar Number or against another resident's Aadhaar Number. The Quality Assurance process may look at the current update request data and any historical data for the same Aadhaar to detect any malpractice.

Control Determinants Continuing with the enrolment principles, UIDAI will set different levels of controls for different types of data fields. Following parameters would be considered for identifying the level of control required:

- **Fields being updated**: Amongst the various data fields being captured by UIDAI, certain fields (considered mandatory) are central to identity management; others are more linked to convenience towards communication & service delivery. In addition, since biometrics are used as the cornerstone for establishing identity by UIDAI, any updates to biometrics data will have the highest level of control.
- **Nature of change**: The stringency level will also depend on the nature of change. For example, if a change request is for correcting name spelling as already furnished in the PoI during enrolment process, resident will have the option to contact UIDAI and request for correction as per the original document provided. On the other hand, if the request is for the name change itself, UIDAI will prescribe a stricter process to be followed.

(Note: Till the Update ecosystem partners have access to the Document Management System, residents may be required to furnish PoI/PoA documents for spelling corrections also)

- **Probability of system abuse through update service**: Another key consideration would be the motive for someone to intentionally alter their own or someone else's identity data with incorrect data. For example, a resident changing his address to prevent traceability; someone attempting to replace another resident's biometric with his/her own.

UD 9.7   Review of Policy

The policy shall be reviewed time to time as required and at least every calendar year to ensure that the policy remains updated in consistent with requirement and implementation experience.