



सत्यमेव जयते

F. No. 4 (4)/57/405/AM/2019-E&U-II
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-II)



7th Floor, UIDAI Hqrs. Building
Bangla Sahib Road, N.D.-01
Dated: 27 /11/2019

Circular

Sub:- **Modification to** “Certificates issued by various functionaries such as MP or MLA or Gazetted Officer or Tehsildar or Head of Educational Institution or Councilor or Head of Orphanage or Head of Village Panchayat on letter head” for Proof of Identity, Address, Relationship and Date of Birth” in the list of supporting documents **by introducing** Standard format for certificate namely “CERTIFICATE FOR AADHAAR ENROLMENT/UPDATE – regarding.

In exercise of power conferred under sub-section (2) of Section 10 of the Aadhaar (Enrolment and Update) Regulations, 2016 of Aadhaar Act, 2016 the Authority may expand or modify the list of acceptable supporting documents through circulars or notifications from time to time. An indicative list of supporting documents accepted for verification of identity, address and date of birth is prescribed in Schedule II of the Regulation.

2. In view of the problems being faced by the residents due to non-availability of the Standard format for getting the certificates from “various functionaries such as MP or MLA or Gazetted Officer or Tehsildar or Head of Educational Institution or Councilor or Head of Orphanage or Head of Village Panchayat , it has been decided to introduce “Standard certificate namely “CERTIFICATE FOR AADHAAR ENROLMENT/UPDATE” in Schedule II of Regulation 10(2) for Aadhaar enrolment and Update (Annexure I & II enclosed). The validity of this certificate is only three months from the date of issue.

3. Accordingly, Schedule II of the regulation 10(2) stands modified with immediate effect.

4. This has approval of competent authority.

(Ashok Kumar)
Assistant Director General

To,

1. All the UIDAI Regional Offices,
2. All the UIDAI Registrars and Enrolment Agencies

3. ADG (E&U-I)
4. UIDAI Technology Center, Bengaluru
5. BPO Agency : M/s Karvy Data Management Services Limited
6. ADQCSA Agency: (i) M/s Tech Mahindra Limited, Hyderabad.
7. ADQCSA Agency: (ii) M/s Writer Business Services Private Limited, Gurugram.

CERTIFICATE FOR AADHAAR ENROLMENT/UPDATE					
Instructions: (To be valid for 3 months from date of issue)		Date: <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"/>			
To be printed on plain A4 size paper ; Not required to print on letter head;		All details to be filled in Block Letters			
Resident's Details					
<input type="checkbox"/> Resident		<input type="checkbox"/> Non-Resident Indian (NRI)			
<input type="checkbox"/> New Enrolment		<input type="checkbox"/> Update Request			
AADHAAR No. (For Update Only)		<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"/>			
Name:		Resident's Name			
<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"/>		<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; flex-direction: column; justify-content: space-around;"> <div style="border: 1px solid black; width: 100%; height: 100px;"></div> <div style="border: 1px solid black; width: 100%; height: 100px;"></div> </div>			
C/o:				Resident's Address	
Address Line 1:				<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"/>	
Address Line 2:				<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"/>	
Address Line 3:				<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"/>	
Village/Town/City:				<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"/>	
Post Office:				<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"/>	
District:				<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"/>	
State:				<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:				<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"/>	
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="text"/> <input type="text"/>			
To be filled by the Certifier Only					
I hereby certify above mentioned details of the resident					
All details to be filled in Block Letters					
Certifier's Details					
Name of certifier:		<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"/>			
Designation:		<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"/>			
Address:		<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"/>			
Contact Number:		<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"/>			
I, the certifier, am:		(Please tick appropriate box below)			
<input type="checkbox"/> Gazetted Officer - Group A		<input type="checkbox"/> Gazetted Officer - Group B			
<input type="checkbox"/> Village Panchayat Head or Mukhiya		<input type="checkbox"/> MP/MLA/MLC/Municipal Councilor			
<input type="checkbox"/> Tehsildar		<input type="checkbox"/> Head of Recognized Educational Institution			
<input type="checkbox"/> Superintendent/ Warden/ Matron/Head of Institution of recognized shelter homes / Orphanages					
<div style="border: 1px solid black; width: 100%; height: 100px;"></div>		<div style="border: 1px solid black; width: 100%; height: 100px;"></div>			
Signature of the Certifier		Stamp of the Certifier			

Note: This format is applicable for POI documents at Sl. Nos. 17, 20, 21, 22 & 31; POA documents at Sl. Nos. 23, 24, 37, 38 & 44; POR documents at Sl. Nos. 13 & 14 and DOB documents at Sl. Nos. 4, 5 & 14 of Schedule II of the Aadhaar (Enrolment and Update) Regulations, 2016, as amended from time to time.

Annexure-II

S.No	Type/Sl no as per Schedule II	Document as per Aadhaar regulations	Revised Document in the Aadhaar Regulation
1	POI Amend SI no. 17	Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on letterhead	Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/update.
2	POI Amend SI no. 20	Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on their official letterhead	Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc on UIDAI standard certificate format for enrolment/update.
3	POI Amend SI no. 21	Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on letterhead	Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/update.
4	POI Amend SI no. 22	Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas)	Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/update.-
5	POI Amend SI no. 31	Certificate of Identity containing name and photo issued by Recognized Educational Institution signed by Head of Institute	Certificate of Identity containing name and photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update.
6	POR Amend SI no. 13	Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor or Gazetted Officer on letterhead	Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor or Gazetted Officer on UIDAI standard certificate format for enrolment/update.
7	POR Amend SI no. 14	Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas)	Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/update.
8	DoB Amend SI no. 4	Certificate of Date of Birth issued by Group A Gazetted Officer on letterhead	Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update.
9	DoB Amend SI no. 5	A certificate or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority.	A certificate (on UIDAI standard certificate format for enrolment/ update) or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority.
10	DoB Amend SI no. 14	Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute	Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/update.
11	POA Amend SI no. 23	Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on letterhead	Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/update.
12	POA Amend SI no. 24	Certificate of Address issued by Village Panchayat Head or its equivalent authority (for rural areas)	Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/update.
13	POA Amend SI no. 37	Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on Letterhead	Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update.
14	POA Amend SI no. 38	Certificate of Address having photo issued by Municipal Councilor on letterhead	Certificate of Address having photo issued by Municipal Councilor on UIDAI standard certificate format for enrolment/update.
15	POA Amend SI no. 44	Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute	Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/update.