

REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

GUIDELINES FOR ISSUANCE OF DOMICILE CERTIFICATE

| Eligibility Criteria | | |
|--|---|---|
| The applicant is entitled for Domicile Certificate if he/she is | | |
| <div>✓ An Individual who is a citizen of India.</div> <div>✓ An Individual who is residing continuously for the last three years within the territorial jurisdiction of NCT of Delhi.</div> | | |
| Documents to be attached with the Application Form | | |
| 1. Identity Proof of Parents (in case of minor) (Any One is mandatory) – | | |
| <div>• Aadhaar Card</div> <div>• Voter ID Card</div> <div>• Any Govt. recognized document</div> | <div>• PAN Card</div> <div>• Passport</div> | <div>• Ration Card with Photo</div> <div>• Driving License</div> |
| 2. Identity Proof of Beneficiary (Any One is mandatory) – Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head) or birth certificate in case of a minor less than 5 years of age would also be acceptable | | |
| 3. Proof of Continuous residence for the last 3 years in Delhi of Beneficiary/Parents in case of minor(Any One is mandatory) – | | |
| <div>• Aadhaar Card</div> <div>• Passport</div> <div>• Bank Passbook</div> <div>• Telephone Bill(Landline or Post-paid)</div> | <div>• Voter ID Card</div> <div>• Ration Card</div> <div>• Electricity Bill</div> <div>• Gas Bill</div> <div>• Educational Certificate*</div> | <div>• Driving License</div> <div>• Rent Agreement (Registered)</div> <div>• Water Bill</div> <div>• Any Govt. recognized document</div> |
| 4. Applicant needs to sign the Self-Declaration form provided with the application form. | | |
| 5. One Passport size Coloured Photograph of the Beneficiary(Size 5cm x 4.5cm Or 2"x1.75") | | |
| <div>• Should include full face, front view and open eyes</div> <div>• should be in a plain white or off-white background</div> <div>• should have a natural expression (closed mouth)</div> | <div>• should be of full head from top of hair to shoulder</div> <div>• shouldn't be shadows on the face or background</div> <div>• should not include sunglasses or hats</div> | |
| Important Note | | |
| <div>❖ Parents can only apply in case of minor("minor" as per the provisions of the Indian Majority Act, 1875)</div> <div>❖ In case of minor, parent's Address proof has to be appended. Whereas ID proof has to be of minor.</div> <div>❖ Beneficiary's/Parent's self-attested copy of the original documents to be produced while applying at Citizen Service Centre(CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications</div> <div>❖ Scanned copy of original Self -Declaration has to be uploaded while applying online and original Self Declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application /Acknowledgement number.</div> <div>❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (As per specifications above)</div> <div>❖ *Only educational certificate for all the three consecutive years will not be considered for issuance of Domicile Certificate</div> | | |



14. Details of continuous residence in Delhi for last 3 years:

a.

| Continuous 3 years | Year of Stay | Residence Proof of Beneficiary or Parents (in case of minor) (Please tick one, provide the document No. and attach the same for each year) | | |
|---|--|--|--|---|
| 1 st Year | | <input type="checkbox"/> AADHAR Card | <input type="checkbox"/> Voter ID Card | <input type="checkbox"/> Driving License |
| | | <input type="checkbox"/> Passport | <input type="checkbox"/> Ration Card | <input type="checkbox"/> Attestation from Gazetted Officers |
| | | <input type="checkbox"/> Water Bill Utility Name : _____ | | <input type="checkbox"/> Electricity Bill DISCOM Name : _____ |
| | | <input type="checkbox"/> Telephone Bill Comp Name : _____ | | <input type="checkbox"/> Gas Bill Comp Name : _____ |
| | | <input type="checkbox"/> Rent Agreement | <input type="checkbox"/> Educational certificate * | |
| | | <input type="checkbox"/> Bank Passbook | Document No : _____ | |
| | | 2 nd Year | | <input type="checkbox"/> AADHAR Card |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Ration Card | | | <input type="checkbox"/> Attestation from Gazetted Officers |
| <input type="checkbox"/> Water Bill Utility Name : _____ | | | | <input type="checkbox"/> Electricity Bill DISCOM Name : _____ |
| <input type="checkbox"/> Telephone Bill Comp Name : _____ | | | | <input type="checkbox"/> Gas Bill Comp Name : _____ |
| <input type="checkbox"/> Rent Agreement | <input type="checkbox"/> Educational certificate * | | | |
| <input type="checkbox"/> Bank Passbook | Document No : _____ | | | |
| 3 rd Year | | | | <input type="checkbox"/> AADHAR Card |
| | | <input type="checkbox"/> Passport | <input type="checkbox"/> Ration Card | <input type="checkbox"/> Attestation from Gazetted Officers |
| | | <input type="checkbox"/> Water Bill Utility Name : _____ | | <input type="checkbox"/> Electricity Bill DISCOM Name : _____ |
| | | <input type="checkbox"/> Telephone Bill Comp Name : _____ | | <input type="checkbox"/> Gas Bill Comp Name : _____ |
| | | <input type="checkbox"/> Rent Agreement | <input type="checkbox"/> Educational certificate * | |
| | | <input type="checkbox"/> Bank Passbook | Document No : _____ | |

*Only educational certificate for all the three consecutive years will not be considered for issuance of Domicile Certificate

15. Identity Proof of Beneficiary (Please tick one, provide the document No. and attach the same)

| | | |
|--|--|---|
| <input type="checkbox"/> Aadhaar Card | <input type="checkbox"/> Passport | <input type="checkbox"/> Letter (attested) from School Principal (for minor only) |
| <input type="checkbox"/> Voter ID Card | <input type="checkbox"/> Ration Card with Photograph | <input type="checkbox"/> School ID Card (for minor only) |
| <input type="checkbox"/> PAN Card | <input type="checkbox"/> Driving License | <input type="checkbox"/> Birth Certificate (for minor below 5 years only) |
| <input type="checkbox"/> Any Govt. recognized document | | Document No : _____ |

16. Identity Proof of Parents (in case parents applied on behalf of minor) (Please tick one, provide the document No. and attach the same)

| | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Aadhaar Card | <input type="checkbox"/> PAN Card | <input type="checkbox"/> Ration Card with Photograph |
| <input type="checkbox"/> Voter ID Card | <input type="checkbox"/> Passport | <input type="checkbox"/> Driving License |
| <input type="checkbox"/> Any Govt. recognized document | | Document No : _____ |

17. In case valid documents are not available for last 3 years but the applicant claims to be a domicile of Delhi, field verification shall be done.

| | |
|------------------|--|
| Date: DD MM 20YY | Signature of Beneficiary : (Parents Signature in case of Minor) |
| Place: _____ | |

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18. Self-Declaration

I _____ S/o/D/o Sh. _____
aged _____ R/o _____

Verify as Under:

- I. That the above contents are correct to the best of my knowledge and belief and nothing has been concealed therein.

I further affirm that-

- II. I am aware that in case the information furnished above is found to be incorrect, I shall be liable for prosecution under section 177 & 191 of the Indian Penal Code, which stipulates as under:-

177. Furnishing False Information- whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has a reason to believe to be false, shall be punished with simple imprisonment for a term which may extend to six months, or fine which may extend to one thousand rupees, or with both;

Or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment of either description for a term which may extend to two years, or with fine, or with both.

191. Giving false evidence- Whoever being legally bound by an oath or by an express provision of law to state the truth, or being bound by law to make a declaration upon any subject, makes any statement which is false, and which he either knows or believes to be false or does not believe to be true, is said to give false evidence.

- III. Providing any false evidence shall be punishable under section 193 of IPC, 1860 which provides imprisonment for a term upto three years and fine.

Date: 20YY

Place: _____

Signature of Beneficiary :
(Parents Signature in case of Minor)

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