



#### 4.1 Proof of Identity (POI)

For Aadhaar enrolment or name update, you need to provide at least one POI document with photograph as per the list of valid documents.

#### 4.2 Proof of Address (POA)

For address update at Aadhaar Enrolment Centre or online through SSUP, you have to provide a POA document in your name. You can also use the Address Validation Letter service (ref. Sec. 3.2.2)

#### 4.3 Date of Birth (DOB)

For updating Date of Birth in your Aadhaar, you have to provide a DOB document in your name as per the list of valid documents accepted by UIDAI.

#### 4.4 Proof of Relationship (POR)

For 'Head of Family' based enrolment or 'Child enrolment', you have to provide a Proof of Relationship (POR) document as per the list of valid POR documents accepted by UIDAI.

#### 4.5 Certificate for Aadhaar Enrolment/ Update

As per the list of supporting documents, you can use a certificate issued by competent authority for Aadhaar enrolment/update as POI/POA/DOB proof/POR. UIDAI has prescribed a standard format for this certificate (see Section 13.2, Annex-II). You should use such certificate only if you do not have any other document in the list of accepted documents for POI/POA/DOB.

*To see the standard format  
for certificate for Aadhaar  
Enrolment/ Update*

**SCAN**





## SECTION 13: APPENDIX

### 13.1 Annexure I - List of valid supporting documents

#### POI (Proof of Identity) 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 Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
18. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
19. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/update
21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/ update
22. 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
23. Gazette notification for name change
24. Marriage certificate with photograph
25. RSBY Card
26. SSLC book having candidates photograph
27. ST/ SC/ OBC certificate with photograph
28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph
29. Extract of School Records issued by Head of School containing name and photograph
30. Bank Pass Book having name and photograph
31. 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.

32. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

#### POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)

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
9. Marriage Certificate issued by the government
10. Address card having name and photo issued by Department of Posts
11. Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
12. Discharge card/ slip issued by Government hospitals for birth of a child
13. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor or Gazetted Officer on UIDAI standard certificate format for enrolment/update
14. 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

#### DOB (Date of Birth) documents containing Name and DOB

1. Birth Certificate
2. SSLC Book/ Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update
5. 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
6. Photo ID card having Date of Birth, issued by Recognized Educational Institution
7. PAN Card
8. Marksheet issued by any Government Board or University



## 13.2 Annexure II – Format for Certificate for Aadhaar Enrolment/ Update

### CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

Instructions: All details to be filled in Block Letters

(To be valid for 3 months from date of issue)

To be printed on plain A4 paper size;

Not required to print on letter head;

D D

M M

Y Y Y Y

#### Resident's Details

<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident Indian (NRI)	<input type="checkbox"/> New Enrolment	<input type="checkbox"/> Update Request
<b>Aadhaar Number:</b> (For update only)	<input type="text"/>		
<b>Full Name:</b>	<input type="text"/>		
	<input type="text"/>		
<b>C/o:</b>	<input type="text"/>		
<b>House No./ Bldg./ Apt:</b>	<input type="text"/>		
<b>Street/ Road/ Lane:</b>	<input type="text"/>		
<b>Landmark:</b>	<input type="text"/>		
<b>Area/ Locality/ Sector:</b>	<input type="text"/>		
<b>Village/ Town/ City:</b>	<input type="text"/>		
<b>Post Office:</b>	<input type="text"/>		
<b>District:</b>	<input type="text"/>		
<b>State:</b>	<input type="text"/>		
	<input type="text"/>		
<b>PIN Code:</b>	<input type="text"/>		
<b>Date of Birth:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Resident's Recent  
Colour Photograph  
**3.5cm x 4.5 cm**

Cross Signed and  
Cross Stamped  
by the Certifier.

**NB: DO NOT  
OVERLAP WITH  
TEXT BOXES**

Signature of the Resident/  
Thumb/ Finger Impression

#### Certifier's Details (To be filled by the certifier Only)

<b>Name of the Certifier:</b>	<input type="text"/>
<b>Designation:</b>	<input type="text"/>
<b>Office Address:</b>	<input type="text"/>
	<input type="text"/>
<b>Contact Number:</b>	<input type="text"/>

I hereby certify above mentioned details of the resident  
and I am a.... (Tick appropriate box below)

- ☐ Gazetted Officer - Group A
- ☐ Village Panchayat Head or Mukhiya
- ☐ Gazetted Officer - Group B
- ☐ MP/ MLA/ MLC/ Municipal Councilor
- ☐ Tehsildar
- ☐ Head of Recognized Educational Institution
- ☐ Superintendent/ Warden/ Matron/ Head of Institution  
of Recognized shelter homes/ Orphanages
- ☐ EPFO Officer

#### Checklist for Certifier

- ☐ No overwriting ☐ Issue date is filled ☐ Resident's signature ☐ Certifier's details
- ☐ Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper)

Signature & Stamp of the Certifier



### 13.3 Annexure III – How to fill (Certificate For Aadhaar Enrolment/Update)

<b>CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE</b>	
Instructions: All details to be filled in Block Letters <span style="float: right;">(To be valid for 3 months from date of issue)</span>	
To be printed on plain A4 paper size; <span style="margin-left: 50px;">Not required to print on letter head;</span>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">14</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">10</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">2020</div>	
Resident's Details	
<div style="display: flex; justify-content: space-between; align-items: center;"> <input checked="" type="checkbox"/> Resident           <input type="checkbox"/> Non-Resident Indian (NRI)           <input type="checkbox"/> New Enrolment           <input checked="" type="checkbox"/> Update Request         </div>	
Aadhaar Number: <small>(For update only)</small>	<div style="border: 1px solid black; padding: 2px;">1 2 3 4 5 6 7 8 9 0 1 2</div>
Full Name:	<div style="border: 1px solid black; padding: 2px;">MOHAN KUMAR</div>
C/o:	<div style="border: 1px solid black; padding: 2px;">MAHESH KUMAR</div>
House No./ Bldg./ Apt:	<div style="border: 1px solid black; padding: 2px;">A- 312 / 5 ,</div>
Street/ Road/ Lane:	<div style="border: 1px solid black; padding: 2px;">BLOCK - D4</div>
Landmark:	<div style="border: 1px solid black; padding: 2px;">NEAR OXFORD LIBRARY</div>
Area/ Locality/ Sector:	<div style="border: 1px solid black; padding: 2px;">MOHAN NAGAR</div>
Village/ Town/ City:	<div style="border: 1px solid black; padding: 2px;">INDRAPURAM</div>
Post Office:	<div style="border: 1px solid black; padding: 2px;">INDRAPURAM</div>
District:	<div style="border: 1px solid black; padding: 2px;">DELHI</div>
State:	<div style="border: 1px solid black; padding: 2px;">DELHI</div>
PIN Code:	<div style="border: 1px solid black; padding: 2px;">1 1 0 0 0 1</div>
Date of Birth:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">01</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">01</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1990</div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <small>Signature of the Resident/ Thumb/ Finger Impression</small> </div> <div style="text-align: center;">   <small>OFFICE STAMP</small> </div> </div>	
Certifier's Details (To be filled by the certifier Only)	
Name of the Certifier:	<div style="border: 1px solid black; padding: 2px;">MANOJ TIWARI</div>
Designation:	<div style="border: 1px solid black; padding: 2px;">DEPUTY DIRECTOR</div>
Office Address:	<div style="border: 1px solid black; padding: 2px;">MINISTRY OF HEALTH, ROOM No - 305 D,</div> <div style="border: 1px solid black; padding: 2px;">SHASTRI BHAWAN, NEW DELHI - 110001</div>
Contact Number:	<div style="border: 1px solid black; padding: 2px;">9876543210</div>
<div style="display: flex;"> <div style="width: 40%;"> <p>I hereby certify above mentioned details of the resident and I am a.... (Tick appropriate box below)</p> <p><input checked="" type="checkbox"/> Gazetted Officer - Group A</p> <p><input type="checkbox"/> Village Panchayat Head or Mukhiya</p> <p><input type="checkbox"/> Gazetted Officer - Group B</p> <p><input type="checkbox"/> MP/ MLA/ MLC/ Municipal Councilor</p> <p><input type="checkbox"/> Tehsildar</p> <p><input type="checkbox"/> Head of Recognized Educational Institution</p> <p><input type="checkbox"/> Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages</p> <p><input type="checkbox"/> EPFO Officer</p> </div> <div style="width: 60%;"> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-size: x-small;">Checklist for Certifier</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <input checked="" type="checkbox"/> No overwriting             <input checked="" type="checkbox"/> Issue date is filled             <input checked="" type="checkbox"/> Resident's signature             <input checked="" type="checkbox"/> Certifier's details           </div> <input checked="" type="checkbox"/> Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper)         </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="text-align: center;">   <small>Signature of the Certifier</small> </div> <div style="text-align: center; margin-top: 10px;">   <small>OFFICE STAMP</small> </div> </div> </div> </div>	

# Documnets required for aadhar Card

## ● List of Identity Proofs

- Passport
- PAN card
- Ration or PDS Photo card
- Voter Identification card
- Driving licence of the applicant
- Photo identification cards issued by the Government of India/ Service photo ID cards that are issued by a PSU
- Job card of MG-NREGS
- Photo identification that is issued by a Recognised Educational Institution
- Licence of Arms
- Photo Bank ATM card
- Photo Credit card
- Photo card of the Pensioner
- Photo card of the Freedom Fighter
- Photo Passbook of Kisan
- Photo card of CGHS/ECHS
- Certificate of Marriage
- A document containing proof of the marriage of the applicant issued originally by the marriage Registrar (which is mandatory to submit after marriage)
- Legally approved name change certificate
- Residing Address card of the applicant that contains both the name and the photo that was originally issued by the Department of Posts
- Identity Certificate containing the photo of the applicant on a proper letterhead issued by either a Gazetted Officer or a Tehsildar
- Either a handicapped medical certificate or a disability Identification card that is issued by either the State Government, the UT Government, or any such Administration
- Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
- Certificate from Warden/Superintendent/Matron/Head of Institution of recognized shelter homes or orphanages, etc.
- Certificate of Identity having photo issued by MP/MLA/MLC/Municipal Councilor or Village Panchayat Head/ Mukhiya or its equivalent authority (for rural areas)

- Gazette notification for name change
- RSBY Card
- SSLC book having applicant's photograph
- ST/SC/OBC certificate with photo
- School Leaving Certificate (SLC)/ School Transfer Certificate (TC) containing name and photograph
- Passbook of the bank Pass having name and photograph
- Extract of school records issued by Head of School containing name and photograph
- Certificate of Identity having name and photo issued by Recognized Educational Institution and signed by Head of Institute
- Certificate of identity containing name, date of birth and photograph issued by EPFO

## ● **List of Address Proofs**

- **Passport**
- **Passbook or Bank Statement**
- **Account statement or passbook of the Post Office**
- **Ration Card**
- **Voter Identification card**
- **Driving licence of the applicant**
- **Photo identification cards issued by the Government**
- **PSU issued a Service photo ID card with the address**
- **Previous 3 months' electricity bill**
- **Water bill as long as it is not more than 3 months' old**
- **Previous three months' landline bill related to telephone**
- **Receipt showing the Property Tax of the last 3 months**
- **Last three months' Credit Card statement**
- **Insurance policy**
- **Photo and a letter with an address signed by the bank on letterhead**
- **Signed letter with address and photo on the letterhead of the company issued by the registered office**
- **Photo and signed letter with address issued by a well-known educational enterprise on their letterhead**
- **Job card of NREGS**
- **Arms license**



- Pensioner card
- Freedom fighter card
- Kisan passbook
- CGHS/ECHS card
- Address certificate along with a photo on their letterhead that is issued either by an MP, MLA, Gazetted Officer or Tehsildar
- Address Certificate issued by the Village Panchayat head or any authority equivalent to them for rural areas
- Assessment order of the [Income Tax](#)
- Registration certificate of the vehicle
- Registered agreement for sale, lease, or rent of the applicant's residential address.
- Photo and address card by the Department of Posts
- Caste and Domicile certificate along with a photo that the State Government has issued
- Previous 3 month bill of gas connection
- Either a handicapped medical certificate or a disability Identification card that is issued by either a State Government, UT Government or any Administrations
- Spouse's or partner's passport
- For minors, a parents' passport is required
- Accommodation allotment letter issued by Central/State Govt. (not more than 3 years old)
- Certificate of Marriage issued by the Government containing address
- Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
- Certificate from Superintendent/Matron/Warden/Head of Institution of recognized shelter homes or orphanages, etc.
- Certificate of Address having photo issued by Municipal Councillor
- Identity Card issued by recognized educational institutions
- SSLC book containing photograph
- School Identity card
- School Transfer Certificate (TC)/School Leaving Certificate (SLC) containing name and address
- Extract of School Records containing name, address and photograph issued by Head of School
- Certificate of Identity containing name, address and photograph issued by Recognized Educational Institution signed by Head of Institute

- Certificate of identity containing name, DOB and photo issued by EPF

### 3. List of Date of Birth Proofs

- Certificate of birth
- SSLC Book/ Certificate
- Passport of the applicant
- PAN Card
- Certificate of Date of Birth which is issued by Group A Gazetted Officer on letterhead
- A certificate or ID Card having photo and DOB duly signed and issued by a Government authority
- Photo ID card having DOB, issued by recognized Educational Institution
- Marksheet which has been issued by any Government Board or University
- Government Photo Id Card or Photo Identity Proof or PSU issued ID card which contains DoB
- Pension Payment Order (Central or State)
- Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo Identity card
- School Leaving Certificate (SLC)/ School Transfer Certificate (TC) having name and DOB
- Extract of School Records issued by Head of School containing name, DOB and photo
- Certificate of Identity containing name, date of birth and photograph issued by recognized Educational Institution signed by Head of Institute
- Certificate of identity containing name, DOB and photograph issued by EPFO

### Proofs of Relationship Documents

- PDS Card
- Job card of MNREGA
- Medical card issued by the State Government, CGHS, ECHS and also ESIC
- Canteen card of the Army
- Pension card
- Passport of the applicant



- Any family entitlement document issued by any Central or State Government
- Registrar of Birth/Municipal Corporation or any local government body issued Birth Certificate
- Government issued Marriage Certificate
- Address card having name and photo issued by Department of Posts
- Bhamashah Card/Jan-Aadhaar card issued by Govt. of Rajasthan
- Discharge slip/card issued by Government hospitals for birth of a child
- Certificate of Identity containing photo issued by MP/MLA/MLC/Municipal Councillor/Gazetted Officer
- Certificate of Identity containing photo and relationship with HoF issued by Village Panchayat Head/Mukhiya/its equivalent authority (for rural areas)