

## FORM 1: Aadhaar Enrolment and Update

**For (a) Resident Indian, or (b) Non-Resident Indian having Proof of Address in India (aged 18 years and above)**

*Please follow the instructions given below this form and use only upper case (block or capital) letters.*

|  |  |   |   |
|--|--|---|---|
| <b>1</b>   | <b>Purpose:</b>  | <input type="checkbox"/> Enrolment      OR <input type="checkbox"/> Update  |   |
| <b>2</b>   | <b>Resident status:</b>  | <input type="checkbox"/> Resident Indian      OR <input type="checkbox"/> Non-Resident Indian (NRI) <i>{See paragraph 1(c) of the declaration below this form}</i>  |   |
| <b>3</b>   | <b>Demographic information</b> <i>(For update, please fill only the information to be updated):</i>  |   |   |
|  | <b>(a) Name:</b><br><i>(Please fill as given in the document presented in support of the POI, while omitting any titles, honorifics and aliases)</i>   |   |   |
|  | <b>(b) Gender:</b> <input type="checkbox"/> Female<br><input type="checkbox"/> Male<br><input type="checkbox"/> Third gender / Transgender   | <b>(c) Date of Birth:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DDMMYYYY) OR <b>Age:</b> <input type="text"/> <input type="text"/> <input type="text"/> years<br><input type="checkbox"/> Verified OR <input type="checkbox"/> Declared OR <input type="checkbox"/> Approximate <i>(only for age)</i><br><i>(For declared or approximate, only year of declared/approximate birth will be printed on Aadhaar card)</i> |   |
|  | <b>(d) Email:</b> <input type="text"/>   | <b>(e) Mobile number:</b> <input type="text"/>  |   |
| <b>4</b>   | <b>Basis of enrolment/update:</b> <input type="checkbox"/> Document verification OR <input type="checkbox"/> Confirmation by Head of Family (HoF)  |   |   |
| <b>5</b>   | <b>For document-based enrolment/update, additional demographic information and documents presented:</b><br><i>(Address information should be filled only in case of enrolment or update of address)</i>  |   |   |
|  | <b>(a) Address:</b> <input type="checkbox"/> Care of <i>(optional)</i> :   |   |   |
|  | House no. / Building / Flat no.:   |   | Street:   |
|  | Landmark:  | Ward no.:   | Area/Locality/Sector:   |
|  | Village/Town/City:   | Post Office <i>(mandatory)</i> :  | PIN code <i>(mandatory)</i> : <input type="text"/>  |
|  | Sub-district:  | District:   | State:  |
|  | <b>(b) Type of documents presented:</b><br><i>(See "List of acceptable supporting documents" displayed on the website of UIDAI and enrolment centres)</i>  |   | <input type="checkbox"/> (i) Proof of Identity (POI):<br><input type="checkbox"/> (ii) Proof of Address (POA):<br><input type="checkbox"/> (iii) Proof of Date of Birth (PDB) <i>(optional)</i> : |
| <b>6</b>   | <b>For HoF-based enrolment or update of address, additional information and documents presented:</b>   |   |   |
|  | <b>(a) Details of HoF:</b> (i) Name: <input type="text"/>  |   | Aadhaar no.: <input type="text"/>   |
|  | (ii) Relationship with applicant: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal guardian<br><i>Other relationship (only for address update):</i> <input type="checkbox"/> Spouse <input type="checkbox"/> Child/Ward <input type="checkbox"/> Sibling   |   |   |
|  | <b>(b) Type of Proof of Relationship (POR) document presented:</b><br><i>(See "List of acceptable supporting documents" displayed on the website of UIDAI and enrolment centres)</i>   |   |   |
|  | I confirm the identity of the applicant named above and that she/he is related to me as mentioned. I hereby consent that the address recorded against my Aadhaar number may be recorded as the address against the Aadhaar number of the applicant.  |   |   |
|  | Signature of HoF: <input type="text"/>   |   |   |
| <b>7</b>   | <b>For update, additional information:</b>   |   |   |
|  | <b>(a) Aadhaar number of applicant:</b> <input type="text"/>   |   |   |
|  | <b>(b) Information to be updated:</b> <input type="checkbox"/> Biometric (photo, fingerprints and irises) <input type="checkbox"/> Name <input type="checkbox"/> Date of Birth<br><input type="checkbox"/> Gender <input type="checkbox"/> Address <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Update of POI and POA documents |   |   |
| <b>Declaration</b>   |  |   |   |
| 1. I hereby confirm and declare that—  |  |   |   |
| (a) all the information and documents submitted is correct to the best of my knowledge and belief;   |  |   |   |
| (b) I am entitled to the documents/information evidencing proofs cited above; and  |  |   |   |
| (c) I am a resident of India (resided in India for 182 days or more in 12 months immediately preceding my enrolment application) OR I am a Non-Resident Indian (valid Indian passport holding citizen who is not resident of India).   |  |   |   |
| 2. I understand that if the above declaration is found to be incorrect, my Aadhaar number may be deactivated and, in addition, action may be taken against me as per law.  |  |   |   |
| 3. I understand that the above information may be used, disclosed or shared in accordance with the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and regulations made thereunder.  |  |   |   |
| 4. I hereby give my consent for electronically obtaining information evidencing proof of identity, address, date of birth and/or relationship from the databases of the authorities dealing with the preparation or maintenance of such information and for sharing the above information and documents with government agencies and/or any such authority, for the purpose of verification. |  |   |   |
| Signature of verifier:   |  | Signature / thumb impression of applicant*:   |   |
| Name of verifier:  |  | Date and time:  |   |

\* In case applicant is a person with disability, in respect of whom a lawful guardian is appointed and such guardianship extends to providing of the consent sought, such guardian shall present document in support of the same and sign the application.

**Instructions for filling Form 1**

| S. No. | Item  | Instruction   | Mandatory or optional |
|--------|---|---|-----------------------|
| 1      | Purpose   | Please tick (✓) only one, as applicable.  | Mandatory             |
| 2      | Resident status   | Please tick (✓) only one, as applicable.  | Mandatory             |
| 3      | <i>Demographic information:</i>   |   |                       |
| (a)    | Name  | (1) Please fill details as applicable.<br>(2) Please omit courtesy title (Mr, Ms, Mrs, Shri, Smt., Kumari, Thiru, Thirumati etc.), honorific (Dr, Prof., Sir, Justice, defence service rank, ecclesiastical title, etc.), profession/qualification/service (Dr, Er., CA, Adv., IAS, IPS, IFS etc.) and alias ( <i>urfi</i> , a.k.a. etc.), even if figuring in the document.  | Mandatory             |
| (b)    | Date of Birth (DOB) or Age  | (1) Please fill details of DOB or age, as applicable.<br>(2) Tick (✓) only one, as applicable, among “Verified”, “Declared” or “Approximate”.<br>(3) “Verified” should be ticked if Proof of Date of Birth (PDB) is available and being presented.<br>(4) If PDB is not available, the applicant may give either declared date of birth (DOB) or approximate age, in which case only the year of birth will be printed on Aadhaar card.   | Mandatory             |
| (c)    | Gender  | Please tick (✓) only one, as applicable.  | Mandatory             |
| (d)    | Email   | Please fill details as applicable.  | Mandatory for NRI     |
| (e)    | Mobile number   | (1) Please fill details as applicable.<br>(2) In case of a non-Indian mobile number, no SMS / text message will be sent to the same.  | Optional              |
| 4      | Basis of enrolment/update   | Please tick (✓) only one, as applicable.  | Mandatory             |
| 5      | <i>For document-based enrolment/update, additional demographic information and documents presented:</i> |   |                       |
| (a)    | Address   | (1) Please fill details as applicable.<br>(2) Filling “Care of” (C/o) details in the address is optional and no supporting document is required in respect of the same.<br>(3) PIN code and Post Office are mandatory.<br>(4) Details of Village/Town/City, Sub-district, District and State will be auto-populated by the enrolment software based on the PIN code.<br>(5) Minor variations in the address as filled from that as given in the POA document may be permitted.<br>(6) Aadhaar letter will be despatched through India Post to the address as filled.<br>(7) In case applicant is NRI and does not have POA for address in India, please use Form 2. | Mandatory             |
| (b)    | Type of documents presented   | (1) The document type should be from among those specified in the “List of acceptable supporting documents”, displayed on the website of UIDAI and enrolment centres.<br>(2) Original documents must be presented. The same shall be returned after making an electronic copy and verifying the same against the originals.<br>(3) For NRIs, valid Indian passport is the only acceptable POI.  | Mandatory             |
| 6      | <i>For HoF-based enrolment or update of address, additional information and documents presented:</i>    |   |                       |
| (a)    | Details of HoF  | (1) Please fill details as applicable in (i).<br>(2) Please tick (✓) only one, as applicable, in (ii).<br>(3) For HoF-based enrolment, HoF must be 18 years or more in age and be the mother, father or legal guardian of the applicant.<br>(4) For HoF-based update of address, HoF must be 18 years or more in age and be the applicant’s mother, father, legal guardian, spouse, child/ward or sibling.  | Mandatory             |
| (b)    | Type of Proof of Relationship (POR) document presented  | (1) The document type should be from among those specified in the “List of acceptable supporting documents”, displayed on the website of UIDAI and enrolment centres.<br>(2) Original documents must be presented. The same shall be returned after making an electronic copy and verifying the same against the originals.   | Mandatory             |
| 7      | <i>For update, additional information:</i>  |   |                       |
| (a)    | Aadhaar number of applicant   | Please fill details as applicable.  | Mandatory             |
| (b)    | Information to be updated   | Please tick (✓) one or more as applicable.  | Mandatory             |

**Fee for Enrolment and Update Services at Enrolment Centre**

| S. no. | Service  | Fee   |
|--------|--|---|
| 1      | Enrolment  | <i>Free</i>   |
| 2      | Update of biometric information (photo, fingerprints and irises)   | (a) If done once between the ages of 5 and 7 years: <i>Free</i><br>(b) If done once between the ages of 15 and 17 years: <i>Free</i><br>(c) If done otherwise: ₹ 100                                |
| 3      | Update of demographic information (name, gender, date of birth, address, mobile number or email address) | (a) If done at the same time as update of biometric information: <i>Free (Only charges for Biometric update applicable)</i><br>(b) If done separately, for all or any demographic information: ₹ 50 |
| 4      | Update of POI and POA document (evidencing proof of identity and address)                                | ₹ 50  |