

# BSK Training Service Document

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## Service Name

Aadhaar Card Update

## Service Description

Aadhaar Card Update is a government service that allows citizens to update or correct their personal information such as name, address, date of birth, etc.

## How to Apply

- Step 1: Verify the citizen's Aadhaar number and identity proof.
- Step 2: Open the official UIDAI Aadhaar update portal.
- Step 3: Select the type of update required (address, name, DOB, mobile, or biometrics).
- Step 4: Enter the updated information carefully.
- Step 5: Upload required supporting documents.
- Step 6: Collect biometric data if required.
- Step 7: Submit the application and generate the acknowledgement slip.
- Step 8: Inform the citizen about tracking the update status.

## Eligibility Criteria

- The applicant must be an Aadhaar card holder.
- The applicant must be an Indian resident.
- Valid proof documents must be available for the requested update.
- For biometric updates, physical presence is mandatory.

## Required Documents

- Aadhaar Card copy
- Proof of Identity (PAN Card, Voter ID, Passport)
- Proof of Address (Electricity Bill, Ration Card, Bank Statement)
- Date of Birth proof (Birth Certificate or School Certificate)
- Mobile number linked to Aadhaar (if applicable)

## Operator Tips

- Always verify original documents before proceeding.
- Ensure the uploaded documents are clear and readable.
- Double-check spelling of names and address details.
- Inform citizens about possible rejection reasons.
- Provide the acknowledgement slip after submission.

## Troubleshooting

Issue: Document upload failure

Solution: Check file size and format before uploading.

Issue: Biometric mismatch

Solution: Try alternate fingers or iris scan.

Issue: Incorrect details submitted

Solution: Review all information carefully before final submission.

## **Fees & Timeline**

Fee: ■50 per update Processing Time: 7 to 15 working days