

प्रेषक,

विशेष सचिव,  
नियोजन विभाग,  
उत्तर प्रदेश शासन।

सेवा में,

समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव,  
उत्तर प्रदेश शासन।

पत्रांक 166/49/7-363/107944/ज0नि0प्र0/2024

दिनांक: 07 जुलाई, 2026

विषय: आधार नामांकन एवं अपडेशन प्रक्रिया में प्रयोग होने वाले प्रमाणपत्रों को यू0आई0डी0ए0आई0 मानकों के अनुरूप ऑनलाइन सत्यापन योग्य बनाए जाने के संबंध में।

महोदय/महोदया,

कृपया उपर्युक्त विषयक निदेशक, यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ पत्र संख्या: RO-LKO-16013/04/2020-RO-Lko/Vol.-1/2879 दिनांक 10.06.2026 (छायाप्रति संलग्न) का संदर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से आधार नामांकन एवं अपडेशन के समय आवेदकों द्वारा पहचान का प्रमाण (POI), पते का प्रमाण (POA), जन्मतिथि का प्रमाण (POB) तथा संबंध का प्रमाण (POR) के रूप में प्रयोग किये जाने वाले विभिन्न प्रमाणपत्रों को डिजिटाइज कराते हुए सत्यापन हेतु QR Code अंकित किये जाने का पुनः अनुरोध किया गया है।

उल्लेखनीय है कि पूर्व में उक्त के सम्बन्ध में आवश्यक कार्यवाही किये जाने हेतु नियोजन विभाग के पत्र संख्या: 74/23/7-363/107944/ज0नि0प्र0/2024 दिनांक 23 मई, 2025, पत्र संख्या: 297/25/7-363/107944/ज0नि0प्र0/2024 दिनांक 24 सितम्बर, 2025 एवं पत्र संख्या: 522/33/7-363/107944/ज0नि0प्र0/2024 दिनांक 19 जनवरी, 2026 द्वारा अनुरोध किया जा चुका है (छायाप्रति संलग्न)। इस सम्बन्ध में मुख्य सचिव महोदय की अध्यक्षता में शीघ्र ही समीक्षा बैठक आयोजित की जानी संभावित है।

अतः मुझे आपसे यह अनुरोध करने कि अपेक्षा की गयी है कि कृपया उपर्युक्त के सम्बन्ध में की गयी अद्यतन कार्यवाही से यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ तथा नियोजन विभाग को अवगत कराने हेतु सम्बंधित को निर्दिष्ट करने का कष्ट करें।

सलग्नक: यथोपरि।

भवदीय,  
Digitally signed by  
AMIT SINGH BANSAL  
Date: 07-07-2026  
16:06:11  
(अमित सिंह बंसल)  
विशेष सचिव

पत्रांक व दिनांक यथोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित:-

1. निजी सचिव, प्रमुख सचिव/सचिव/विशेष सचिव (श्री अमित सिंह बंसल), नियोजन विभाग, उ0प्र0 शासन को प्रमुख सचिव/सचिव/विशेष सचिव महोदय के अवगतार्थ।
2. उपमहानिदेशक, यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ।

उप/प्रमुख सचिव (उप)

07/7/2026



पत्रांक : RO-LKO-16013/04/2020-RO-Lko/Vol.-I/ 2579

दिनांक 0.06.2026

सेवा में,  
विशेष सचिव,  
नियोजन विभाग, उत्तर प्रदेश शासन।

457/जानि/2026  
24/06/2026

**विषय :** आधार में प्रयोग किए जाने वाले पहचान के प्रमाणों का डिजिटलाइज़ेशन के संबंध में।  
**संदर्भ :** RO-LKO-16013/04/2020-RO-Lko/2592 दिनांक 05.06.2025  
RO-LKO-16013/04/2020-RO-Lko/4278 दिनांक 05.08.2025 एवं  
RO-LKO-16013/04/2020-RO-Lko/1318 दिनांक 23.03.2026: (राजकीय प्रेस, प्रयागराज-नाम परिवर्तन गज़ट)

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महोदय,

उपरोक्त विषयांकित प्रकरण में अवगत कराना है कि भारतीय विशिष्ट पहचान प्राधिकरण के अंतर्गत प्रदेश में विभिन्न विभाग रजिस्ट्रार के रूप में पंजीकृत है, जिसके अंतर्गत आधार नामांकन/अद्यतनीकरण का कार्य किया जाता है जिसमें भारतीय विशिष्ट पहचान प्राधिकरण POI (Proof Of Identity) एवं POA (Proof of Address) प्रमाण पत्रों का प्रयोग किया जाता है।

2. उक्त के तारतम्य में आधार नामांकन/अद्यतन में उपयोग किए जाने वाले निम्नलिखित प्रपत्रों को डिजिटल कराते हुये उक्त के त्वरित सत्यापन हेतु क्यूआर कोड अंकित किए जाने का अनुरोध किया गया था जिसके संदर्भ में कोई सूचना इस कार्यालय को प्राप्त नहीं हुई है :

796/VS (AB)/26

निदेशक,  
जनसंविन

24.06.26  
(संजय कुमार गुप्ता)  
निजी सचिव  
विशेष सचिव, नियोजन विभाग  
उ० प्र० शासन

| SN | List of documents                                                                           | Category 1:<br>Document is<br>digitized (Yes / No) | Category 2:<br>QR coded<br>(Yes / No) |
|----|---------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------|
| 1  | Ration / PDS Photograph Card / e-Ration Card                                                | Yes                                                | No                                    |
| 2  | Marriage Certificate                                                                        | Yes                                                | No                                    |
| 3  | Gazette Notification of New Name                                                            | Yes                                                | No                                    |
| 4  | Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order | No                                                 | No                                    |
| 5  | ECHS / ESIC / Medi-Claim Card issued by State Government                                    | No                                                 | No                                    |
|    | Kisan Photo Passbook                                                                        | No                                                 | No                                    |

3. उपर्युक्त के संदर्भ में आपसे अनुरोध है कि उक्त अंकित जानकारी के संबंध में इस कार्यालय को सूचना प्रदत्त किए जाने तथा जिन प्रपत्रों पर कार्यवाही अपेक्षित हो, उक्त के संबंध में कार्यवाही किए जाने हेतु संबंधित को निर्देशित करने का कष्ट करें।

यह पत्र सक्षम अधिकारी के अनुमोदनोपरांत निर्गत है।

भवदीय

(आकाश दीप)  
निदेशक

प्रतिलिपि :

1. अपर महानिरीक्षक निबंधन, स्टैम्प एवं रजिस्ट्रेशन लखनऊ।
2. क्षेत्रीय निदेशक, ESIC क्षेत्रीय कार्यालय कानपुर।
3. निदेशक पेंशन निदेशालय, उत्तर प्रदेश।
4. निदेशक राजकीय प्रेस, प्रयागराज



प्रेषक,

प्रमुख सचिव,  
नियोजन विभाग,  
उत्तर प्रदेश शासन।

सेवा में,

समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव,  
उत्तर प्रदेश शासन।

दिनांक: 19 जनवरी, 2026

पत्रांक: 522/33/7-363/107944/ज0नि0प्र0/2024

विषय: आधार नामांकन एवं अपडेशन प्रक्रिया में प्रयुक्त प्रमाणपत्रों को यू0आई0डी0ए0आई0 मानकों के अनुरूप ऑनलाइन सत्यापन योग्य बनाए जाने के संबंध में।

महोदय/महोदया,

कृपया उपर्युक्त विषयक मुख्य कार्यकारी अधिकारी, यू0आई0डी0ए0आई0 के पत्र संख्या: D.O. HQ-16024/4/2021-EU-II-HQ-Part(1)(E11762) दिनांक 29.12.2025 (छायाप्रति संलग्न) का संदर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से अवगत कराया गया है कि आधार नामांकन एवं अपडेशन के समय आवेदकों द्वारा पहचान का प्रमाण (POI), पते का प्रमाण (POA), जन्मतिथि का प्रमाण (POB) तथा संबंध का प्रमाण (POR) के रूप में विभिन्न प्रमाणपत्र प्रस्तुत किए जाते हैं। कतिपय प्रकरणों में आवेदकों द्वारा फर्जी प्रमाणपत्र भी प्रस्तुत कर दिए जाते हैं। यद्यपि यू0आई0डी0ए0आई0 द्वारा गुणवत्ता जांच की व्यवस्था उपलब्ध है, परन्तु सभी प्रमाणपत्रों का उनके स्रोत से पूर्णतः सत्यापन संभव नहीं हो पाता है। आधार डेटाबेस की शुचित्ता (Integrity) बनाए रखने हेतु यू0आई0डी0ए0आई0 द्वारा यह निर्णय लिया गया है कि केवल ऑनलाइन सत्यापन योग्य प्रमाणपत्रों को ही नामांकन एवं अद्यतन हेतु मान्य किया जायेगा। तत्क्रम में यू0आई0डी0ए0आई0 द्वारा पात्र प्रमाणपत्रों की संशोधित सूची निर्गत की गई है (Annexure-I), जिसमें केवल ऑनलाइन सत्यापन योग्य प्रमाणपत्रों को सम्मिलित किया गया है। साथ ही PAN, जन्म प्रमाणपत्र, ड्राइविंग लाइसेंस, मनरेगा जॉब कार्ड, पासपोर्ट एवं CBSE मार्कशीट आदि के ऑनलाइन सत्यापन हेतु तकनीकी व्यवस्था उनके संबंधित डेटाबेस से जोड़ दी गई है।

यू0आई0डी0ए0आई0 द्वारा वेरिफिकेशन सिस्टम को अत्यधिक सुदृढ़ करने हेतु राज्यों/केंद्र शासित प्रदेशों द्वारा जारी किए गए समस्त अनुमन्य प्रमाणपत्रों को निम्नलिखित मानकों पर अपडेट किए जाने की अपेक्षा की गयी है:

- (क) प्रमाणपत्र डिजिटल रूप में QR कोड सहित निर्गत हों,
- (ख) प्रमाणपत्र मशीन रीडेबल फॉर्मेट में ऑनलाइन सत्यापन योग्य हों, तथा
- (ग) संबंधित डेटाबेस की API, API Setu पर उपलब्ध हो।

प्रदेश में जारी विभिन्न प्रमाणपत्रों की डिजिटलीकरण स्थिति तथा API Setu पर API उपलब्धता का संकलन यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ के माध्यम से किया गया है तथा इस सम्बन्ध में प्राप्त सूचना के आधार पर यह पाया गया है कि कतिपय प्रमाणपत्र उपर्युक्त तीन मानकों में से एक या अधिक मानकों को पूर्ण नहीं करते हैं। ऐसे प्रमाणपत्रों की श्रेणीवार सूची Annexure-II में उपलब्ध करायी गयी है। इसके अतिरिक्त, यू0आई0डी0ए0आई0 मानकों के अनुरूप QR कोड के स्पेसिफिकेशन <https://uidai-technology-center.gitbook.io/common-qr-code-specifications/> लिंक पर उपलब्ध है।

अतः आपसे अनुरोध है कि कृपया उपरोक्तानुसार आधार नामांकन एवं अद्यतन प्रक्रिया में उपयोग होने वाले प्रमाणपत्रों को यू0आई0डी0ए0आई0 द्वारा निर्धारित मानकों के अनुरूप विकसित कराने का कष्ट करें।

संलग्नक: यथोपरि।

भवदीय,  
Digitally signed by  
ALOK KUMAR  
Date: 17/01/2026  
12:59:43

पत्रांक व दिनांक यथोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित:-

1. निजी सचिव, प्रमुख सचिव/सचिव/विशेष सचिव, नियोजन विभाग, उ0प्र0 शासन।
2. मुख्य कार्यकारी अधिकारी, यू0आई0डी0ए0आई0, नई दिल्ली।
3. उपमहानिदेशक, यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ।

भुवनेश कुमार, भा.प्र.से.  
मुख्य कार्यकारी अधिकारी

**Bhuvnesh Kumar, I.A.S.**  
Chief Executive Officer



भारत सरकार  
Government of India  
भारतीय विशिष्ट पहचान प्राधिकरण  
Unique Identification Authority of India (UIDAI)  
बंगला साहिब रोड, काली मंदिर के पीछे,  
गोल मार्केट, नई दिल्ली-110 001  
Bangla Sahib Road, Behind Kali Mandir,  
Gole Market, New Delhi-110001  
Dated: 29<sup>th</sup> December, 2025

DO No. HQ-16024/4/2021-EU-II-HQ-Part(1) (E11762)

Dear Sir,

You may be aware that for enrolment and updates in Aadhaar, the individual has to submit some documents which are treated as proof of identity (POI), proof of address (POA), proof of date of birth (PDB) and proof of relationship (POR) depending upon the requirements.

2. It has been realised that sometimes fake documents are submitted by the applicants. Although there is a quality check process in place in the UIDAI but it cannot ensure total accuracy because some of the documents are not verifiable from the source. In an effort to maintain the integrity of Aadhaar, it has been a constant endeavour to prune the list of documents and limit these to only online verifiable documents. The latest list of eligible documents is attached at Annexure-I for your kind information. Some of the State documents, which were earlier eligible for enrolment and update in Aadhaar, have been removed due to their limited online availability.
3. UIDAI has been constantly upgrading technology to connect directly with the sources of issued documents. In this process, technical enablement for online verification of PAN, Birth Certificate, Driving Licence, MGNREGA Job Card, Passport and CBSE Marksheet from their respective databases has already been completed.
4. In order to further strengthen the verification mechanism, it is important that all the eligible supporting documents, which are issued by States or UTs, fulfill the following criteria:
  - a. Document is digitally issued with QR code;
  - b. Document is verifiable online in machine readable format; and
  - c. API for the database is available on API Setu.
5. The digitization status of various documents issued by your State or UT and their API availability on the API Setu has been compiled through Regional Offices of the UIDAI. Based on the information received, it is observed that some documents do not fulfill one or more of above criteria. A list of such documents under each category is attached as Annexure-II for your kind reference. Further, QR code specification as per UIDAI standards is available at <https://uidai-technology-center.gitbook.io/common-qr-code-specifications/>.

Contd:2



एक कदम सत्यता की ओर

Tel. : 23746211  
Website : [www.uidai.gov.in](http://www.uidai.gov.in) e-mail : [ceo@uidai.net.in](mailto:ceo@uidai.net.in)



Scanned with OKEN Scanner

6. I am sure that you will agree that integrity of Aadhaar database is extremely important and that is why it is necessary to ensure the online verifiability of eligible documents. May I take this opportunity to request you to kindly issue necessary directions to the concerned administrative departments in your State or UT to upgrade their document issuing systems to meet the criteria as mentioned in Para 4 above.

*With regards.*

Yours sincerely,

*Bh*  
(Bhuvnesh Kumar)

To,

Shri Shashi Prakash Goyal (IAS),  
Chief Secretary, Government of Uttar Pradesh,  
Shri Lal Bahadur Shastri Bhawan, Civil Secretariat,  
Lucknow – 226001, Uttar Pradesh

**Annexure -II (State - Uttar Pradesh)**

**Category I - List of documents which are not digitized**

Action required from document issuing authority: Mandatorily issue all the below mentioned documents digitally in machine readable format with QR code.

- 1) Kisan Photo Passbook
- 2) ECHS / ESIC / Mediclaim Card
- 3) Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order

**Category II - List of documents which are digitized but not having QR Code**

Action required from document issuing authority: Mandatorily issue all the below mentioned documents digitally in machine readable format with QR code.

- 1) Ration / PDS Photograph Card / e-Ration Card
- 2) Marriage Certificate
- 3) Gazette Notification of New Name

**Category III - List of documents which are digitised, however not available on API setu for online verification by UIDAI**

Action required from document issuing authority: Make all the below mentioned documents available on API Setu for online verification by UIDAI. Necessary technical support to be provided by the administrative department (document issuing authority) for timebound backend integration between document issuing authority's database with UIDAI backend systems through API Setu.

- 1) Marriage Certificate
- 2) Gazette notification of new name



Mera Aadhaar  
Meri Pehchaan

Unique Identification  
Authority of India

# LIST OF ACCEPTABLE DOCUMENTS FOR ENROLMENT AND UPDATE



## List I -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for **Aadhaar of individual up to five years of age**



## List II -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for **Aadhaar of individual five years and above and less than eighteen years of age**



## List III -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for **Aadhaar Number of individual eighteen years and above of age**



## List IV -

Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for update of information in respect of **Aadhaar Number Holder of any age**



Mera Aadhaar  
Meri Pehchaan

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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

**List I - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar of individual up to five years of age**

☒ Means allowed ☒ Means not allowed

| Enrolment Type I: Head of the Family (HoF) based enrolment |                                                                                                                                                                                                                                                                                                            |                                                                                                       |                                                                                |  |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--|
| Sl. No.                                                    | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                                                               | Proof of Relationship (PoR)<br>document, containing name of child<br>and name of Head of Family (HoF) | Proof of Date of Birth (PoB)<br>document, containing name<br>and date of birth |  |
| 1.                                                         | Birth certificate issued under the Registration of Births and Deaths Act, 1969 and the rules made thereunder                                                                                                                                                                                               | <input checked="" type="checkbox"/>                                                                   | <input checked="" type="checkbox"/>                                            |  |
| 2.                                                         | Valid Indian Passport (only applicable for NRIs)                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                                                   | <input checked="" type="checkbox"/>                                            |  |
| 3.                                                         | Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts | <input checked="" type="checkbox"/>                                                                   | <input checked="" type="checkbox"/>                                            |  |

### Enrolment Type II: Document based enrolment

| Sl. No.                                                                                                                                                                                                                                                   | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                               | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing name<br>and address in India | Proof of Date of Birth<br>(PoB) document,<br>containing name and<br>date of birth |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 4.                                                                                                                                                                                                                                                        | Certificate issued on UIDAI Standard Certificate format by District Child Protection Officer (DCPO) along with the order of placement of child in a Child Care Institution (CCI) in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022) | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                               |
| <b>Documents applicable for Overseas Citizen of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months</b> |                                                                                                                                                                                                                                                            |                                                                        |                                                                             |                                                                                   |
| Sl. No.                                                                                                                                                                                                                                                   | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                               | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing name<br>and address in India | Proof of Date of Birth<br>(PoB) document,<br>containing name and<br>date of birth |
| 5.                                                                                                                                                                                                                                                        | For Overseas Citizen of India (OCI) cardholders - Valid foreign passport (along with OCI card)                                                                                                                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                               |
| 6.                                                                                                                                                                                                                                                        | For nationals of Nepal and Bhutan -<br>(a) passport of Nepal/Bhutan                                                                                                                                                                                        | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                               |
|                                                                                                                                                                                                                                                           | (b) Valid Nepalese / Bhutanese Citizenship Certificate (along with Limited validity Photo Identity Certificate issued by Nepalese Mission / Royal Bhutanese Mission in India)                                                                              | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                               |
| 7.                                                                                                                                                                                                                                                        | For Long Term Visa holders - Valid Long Term Visa (LTV), issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)                                                                   | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                               |
| 8.                                                                                                                                                                                                                                                        | For other foreign nationals - Valid foreign passport (along with valid visa)                                                                                                                                                                               | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                               |

List of Acceptable Documents for Enrolment and Update

Mera Aadhaar, Meri Pehchaan



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Meri Pehchaan

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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

- Proof of Address documents as in the "List III - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar Number of Individual eighteen years and above of age" will be applicable

### Note:

- (a) Any document listed in the above tabular Statement shall be acceptable only if it meets the following conditions, namely: –
  - (i) It is currently valid;
  - (ii) The person in respect of whom such document is issued is entitled for the same;
  - (iii) The information contained in the document is verifiable from the source; and
  - (iv) The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented
- (b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:
  - (i) A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
  - (ii) PoI, PoA, PoB and PoB documents submitted for enrolment must be issued in the name of the individual seeking enrolment
  - (iii) A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
  - (iv) Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
  - (v) Name and date of birth of the individual across all the documents submitted as PoI, PoB and PoB must be uniform
- (c) Head of Family (HoF) based enrolment is mandatory for children below five years of age except for children in Child Care Institutions and foreign nationals
- (d) Criteria for Head of Family and Proof of Relationship based enrolment:
  - (i) HoF must have a valid Aadhaar before performing HoF based enrolment
  - (ii) Any one of the parents or the legal guardian can be HoF
  - (iii) Aadhaar number of both the parents is required for HoF based enrolment. In case the child is living with only one parent or living with a legal guardian, the Aadhaar number of only such parent or legal guardian may be given
  - (iv) Biometric authentication by one of the parents or the legal guardian is mandatory
  - (v) The address mentioned in the Aadhaar of HoF will be used for the address in the Aadhaar of the child
- (e) Validity period of the Aadhaar issued to the OCI cardholders, Nepal & Bhutan nationals, LTV holders and other foreign nationals is specified below:
  - (i) OCI cardholders - ten years
  - (ii) Nepal/Bhutan nationals - ten years
  - (iii) LTV holders - till the validity of LTV
  - (iv) Other foreign nationals - till the validity of visa

List of Acceptable Documents for Enrolment and Update

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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

**List II - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar of individual five years and above and less than eighteen years of age**

☒ Means allowed | ☒ Means not allowed

| Sl. No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                                                               | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in<br>India | Proof of Relationship<br>(PoR) document,<br>containing name of<br>child and name of Head<br>of Family (HoF) | Proof of Date of Birth<br>(PoB) document,<br>containing name and<br>date of birth |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1.      | Birth certificate issued under the Registration of Births and Deaths Act, 1969 and the rules made thereunder                                                                                                                                                                                               | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 2.      | Valid Indian Passport                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 3.      | Domicile Certificate issued by State Government                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 4.      | Scheduled Tribe (ST) / Scheduled Caste (SC) / Other Backward Caste (OBC) Certificate issued by Central Government / State Government                                                                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 5.      | Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 6.      | Certificate issued on UIDAI Standard Certificate format by District Child Protection Officer (DCPO) along with order of placement of child in Child Care Institution (CCI) in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022)                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 7.      | Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019 and rules made thereunder                                                                                                                                                     | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |



**Mera Aadhaar  
Meri Pehchaan**

**Unique Identification  
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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

Documents applicable for Overseas Citizen of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months

| Sl. No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                       | Proof of Identity (Poi)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in India | Proof of Date of Birth (POB)<br>document, containing<br>name and date of birth |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 8.      | For OCI cardholders - Valid foreign passport (along with OCI card)                                                                                                                                                                                 | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 9.      | For nationals of Nepal and Bhutan -<br>(a) Passport of Nepal/Bhutan<br>(b) Valid Nepalese/ Bhutanese Citizenship Certificate (along with Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India) | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 10.     | For Long Term Visa holders - Valid Long Term Visa (LTV) document, issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)                                                  | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 11.     | For other foreign nationals - Valid foreign passport (along with valid visa)                                                                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |

\* Proof of Address documents as in the "List III - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar Number of individual eighteen years and above of age" will be applicable

### Note:

(a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:-

- It is currently valid
- The person in respect of whom such document is issued is entitled for the same;
- The information contained in the document is verifiable from the source; and
- The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented

(b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:

- A document is accepted as Proof of Identity (Poi) document only if it contains at least the name and photograph of the Individual
- Pol, PoA, PoR and POB documents submitted for enrolment must be issued in the name of the Individual seeking enrolment
- A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of Individual and name of Head of Family (HoF)
- Name of the individual as mentioned in the supporting document, will be replicated as such in the Individual's Aadhaar. No additional information will be considered for inclusion in the name

(c) Criteria for Head of Family and Proof of Relationship based enrolment:

- HoF must have a valid Aadhaar before performing HoF based enrolment
- Any one of the parents or the legal guardian can be HoF
- Aadhaar number of both the parents is required for HoF based enrolment. In case the child is living with only one parent or living with a legal guardian, the Aadhaar number of only such parent or legal guardian may be given
- Biometric authentication by one of the parents or the legal guardian is mandatory
- The address mentioned in the Aadhaar of HoF will be used for the address in the Aadhaar of the child
- Individuals aged 5 years and above and less than 18 years of age are encouraged to enrol through Head of Family based enrolment. However, if HoF or Proof of Relationship document is not available, such individual may enrol through document-based enrolment using Pol, PoA and POB documents

(e) Validity period of the Aadhaar issued to the OCI cardholders, Nepal 6 Bhutan nationals, LTV holders and other foreign nationals is specified below:

- OCI cardholders - ten years
- Nepal/Bhutan nationals - ten years
- LTV holders - till the validity of LTV
- Other foreign nationals - till the validity of visa

List of Acceptable Documents for Enrolment and Update

Mera Aadhaar, Meri Pehchaan





## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

**List III - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for enrolment for Aadhaar Number of individual eighteen years and above of age**

☒ Means allowed    ☒ Means not allowed

| Sl. No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                                 | Proof of Identity (Poi)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in India | Proof of Date of Birth (POB)<br>document, containing<br>name and date of birth |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1.      | Valid Indian Passport                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 2.      | Ration /PDS Photograph Card/e-Ration Card                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 3.      | Voter Identity Card /e-Voter Identity Card whose details are displayed online on the website of the Election Commission of India or the Chief Electoral Officer concerned                                                                                                    | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 4.      | Driving Licence                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 5.      | Service Photo Identity Card issued by Central Government/ State Government/ PSU/ regulatory body / statutory body                                                                                                                                                            | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 6.      | Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government/ State Government/ PSU / regulatory body / statutory body                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 7.      | CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Government/ State Government/ PSU                                                                                                                                                                                        | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 8.      | Certificate as per the UIDAI prescribed format, jointly signed and stamped by the Head of Shelter Home registered under RPwD Act, 2016 and the District Social Welfare Officer (DSWO) / Authorized Officer of equivalent rank for disability related matters in the district | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 9.      | MGNREGA/NREGS Job Card and Domicile Certificate issued by State Government                                                                                                                                                                                                   | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 10.     | Scheduled Tribe (ST)/ Scheduled Caste (SC)/Other Backward Caste (OBC) Certificate issued by Central Government/ State Government                                                                                                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 11.     | Mark-sheet/Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act                                                                                                    | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 12.     | Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019 and rules made thereunder                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 13.     | Certificate issued on UIDAI Standard Certificate format by:                                                                                                                                                                                                                  |                                                                        |                                                                             |                                                                                |
|         | (i) MP/ MLA/ MLC/ Municipal Councillor                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
|         | (ii) Gazetted Officer Group 'A'/Employees Provident Fund Organisation (EPFO) Officer                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
|         | (iii) Tehsildar/ Gazetted Officer Group 'B'                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |



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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

| SL No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                         | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in India | Proof of Date of Birth (POB)<br>document, containing<br>name and date of birth |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|        | (iv) Gazetted Officer at National AIDS Control Organisation (NACO) / State Health Department / Project Director of the State AIDS Control Society or his nominee (in pursuance of Hon'ble Supreme Court Judgment in Criminal Appeal No(s). 135/2010 dated 19.5.2022) | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
|        | (v) Recognised educational institution (signed by the Head of Institute, only for the institute students concerned)                                                                                                                                                  | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
|        | (vi) Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 14.    | Electricity bill (pre-paid/post-paid bill, not older than 3 months)                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 15.    | Water bill (not older than 3 months)                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 16.    | Telephone landline bill/ post-paid mobile bill/ broadband bill (not older than 3 months)                                                                                                                                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 17.    | Valid sale agreement/ gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement                                                                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 18.    | Gas bill (not older than 3 months)                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 19.    | Allotment letter of accommodation issued by Central Government/ State Government/ PSU / regulatory body / statutory body (not older than 1 year)                                                                                                                     | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 20.    | Life or medical insurance policy (valid up to 1 year from the date of issue of the Policy)                                                                                                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 21.    | Birth certificate issued under the Registration of Births and Deaths Act, 1969 and the rules made thereunder                                                                                                                                                         | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 22.    | Prisoner Induction Document (PID) issued by Prison Officer with signature and seal                                                                                                                                                                                   | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |

### Document for Head of Family based enrolment of persons in respect of whom a legal guardian has been appointed

| SL No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                                                               | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in<br>India | Proof of Relationship<br>(PoR) document,<br>containing name of<br>individual and name of<br>Head of Family (HoF) | Proof of Date of Birth<br>(POB) document,<br>containing name and<br>date of birth |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 23.    | Document to prove legal guardianship issued by the Central government or a State Government authority or a court of law under the relevant Acts (the Guardians and Wards Act, 1890 / the National Trust Act, 1999 / the Rights of Persons with Disabilities Act, 2016) and the rules made under these Acts | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                              | <input checked="" type="checkbox"/>                                               |



## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR ENROLMENT

Documents applicable for Overseas Citizen of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals who have stayed in India for 182 days or more in the immediately preceding 12 months

| Sl. No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                                                                                                                                                                                                                                       | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in India | Proof of Date of Birth (PDB)<br>document, containing<br>name and date of birth |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 24.     | For OCI cardholders - Valid foreign passport (along with OCI card)                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 25.     | For nationals of Nepal and Bhutan -<br>(a) Passport of Nepal/Bhutan                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
|         | (b) Any two of the following documents having the same address may be submitted:<br>(i) Valid Nepalese/ Bhutanese Citizenship Certificate (acceptable as proof of date of birth also)<br>(ii) Valid Voter Identity Card issued by the Election Commission of Nepal/ Bhutan (not acceptable as proof of date of birth)<br>(iii) Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India (not acceptable as proof of date of birth) | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 26.     | For Long Term Visa holders - Valid Long Term Visa (LTV), issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 27.     | For other foreign nationals - Valid foreign passport (along with valid visa)                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |
| 28.     | Valid Registration Certificate or Residential permit issued by FRRO/FRD to the foreign national (except OCI cardholders, LTV document holders and Nepal/Bhutan nationals)                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                         | <input checked="" type="checkbox"/>                                            |

\* Proof of Address documents as in the above list will also be applicable for Overseas Citizens of India (OCI) cardholders, or Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals seeking enrolment

**Note:**

(a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely:—

- It is currently valid
- The person in respect of whom such document is issued is entitled for the same;
- The information contained in the document is verifiable from the source; and
- The authority issuing the document has not made any declaration that such document is not a proof of Identity, address, date of birth or relationship for which such a document is presented

(b) Criteria for acceptability of the documents submitted to evidence Identity, address, date of birth and relationship:

- A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
- PoI, PoA, PoR and PDB documents submitted for enrolment must be issued in the name of the individual seeking enrolment
- A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
- Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
- Name and date of birth of the individual across all the documents submitted as PoI, PoR and PDB must be uniform

(c) Validity period of the Aadhaar issued to the OCI cardholders, Nepal & Bhutan nationals, LTV holders and other foreign nationals is specified below:

- OCI cardholders - ten years
- Nepal/Bhutan nationals - ten years
- LTV holders - till the validity of LTV
- Other foreign nationals - till the validity of visa



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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR UPDATE

**List IV - Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for update of information in respect of Aadhaar Number Holder of any age**

☒ Means allowed ☒ Means not allowed

| Sl. No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                               | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in<br>India | Proof of Relationship<br>(PoR) document,<br>containing name of<br>child and name of Head<br>of Family (HoF) | Proof of Date of Birth<br>(PoB) document,<br>containing name and<br>date of birth |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1.      | Valid Indian Passport                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/> #                                             |
| 2.      | Ration / PDS Photograph Card / e-Ration Card                                                                                                                                                                                                                               | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 3.      | Voter Identity Card / e-Voter Identity Card, whose details are displayed online on the website of the Election Commission of India or the Chief Electoral Officer concerned                                                                                                | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 4.      | Driving licence                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 5.      | Service Photo Identity Card issued by Central Government/ State Government/ PSU/ regulatory body / statutory body                                                                                                                                                          | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/> #                                             |
| 6.      | Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by Central Government/ State Government/ PSU / regulatory body / statutory body                                                                                         | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/> #                                             |
| 7.      | Kisan Photo Passbook                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 8.      | CGHS/ ECHS/ ESIC/ Medi-Claim Card issued by Central Government/ State Government/ PSU                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 9.      | Certificate as per the UIDAI prescribed format, jointly signed and stamped by the Head of Shelter Home registered under RPWD Act, 2016 and the District Social Welfare Officer (DSWO)/Authorized Officer of equivalent rank for disability related matters in the district | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 10.     | MGNREGA/NREGS Job Card and Domicile Certificate issued by State Government                                                                                                                                                                                                 | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 11.     | Marriage Certificate with or without photograph issued by Central Government/ State Government (supporting PoI document of old name and photograph is required if the Marriage Certificate is without photograph)                                                          | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 12.     | Divorce Decree issued by family court                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 13.     | Scheduled Tribe (ST)/ Scheduled Caste (SC)/ Other Backward Caste (OBC) Certificate issued by Central Government/ State Government                                                                                                                                          | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |

List of Acceptable Documents for Enrolment and Update

Mera Aadhaar, Meri Pehchaan



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## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR UPDATE

| SL No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                         | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in<br>India | Proof of Relationship<br>(PoR) document,<br>containing name of<br>child and name of Head<br>of Family (HoF) | Proof of Date of Birth<br>(PoB) document,<br>containing name and<br>date of birth |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 14.    | Marksheet/Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act                                                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/> #                                             |
| 15.    | Passbook issued by a scheduled commercial bank or a State cooperative bank having Name and Photograph (cross stamped with Bank seal) and signed by bank official/ Post Office Savings Account Passbook (with stamp and signature of issuing official of post office) | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 16.    | Bank Account Statement/ Credit Card Statement (with Bank stamp & signature of issuing bank official)/ Post Office Savings Account Statement (with stamp and signature of issuing official of post office) (not older than 3 months)                                  | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 17.    | Third gender / Transgender Identity Card / Certificate issued under the Transgender Persons (Protection of Rights) Act, 2019 and rules made thereunder (also acceptable for gender and full name change)                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/> #                                             |
| 18.    | For change in first name or change in full name: Gazette notification                                                                                                                                                                                                | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 19.    | Certificate issued on UIDAI Standard Certificate format by:                                                                                                                                                                                                          |                                                                        |                                                                                |                                                                                                             |                                                                                   |
|        | i. MP / MLA / MLC / Municipal Councillor                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
|        | ii. Gazetted Officer Group 'A' / Employees Provident Fund Organisation (EPFO) Officer                                                                                                                                                                                | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
|        | iii. Tehsildar/ Gazetted Officer Group 'B'                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
|        | iv. Gazetted Officer at National AIDS Control Organisation (NACO)/State Health Department / Project Director of the State AIDS Control Society or his nominee (in pursuance of Hon'ble Supreme Court Judgment in Criminal Appeal No(s). 135/2010 dated 19.5.2022)    | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
|        | v. Certificate issued on UIDAI Standard Certificate format by District Child Protection Officer (DCPO) along with order of placement of child in Child Care Institution (CCI) in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022)              | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |

List of Acceptable Documents for Enrolment and Update

Mera Aadhaar, Meri Pehchaan



## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR UPDATE

| Sl. No. | List of documents<br>(see note below this tabular statement)                                                                                                                                                                                                                                                                 | Proof of Identity (PoI)<br>document, containing<br>name and photograph | Proof of Address (PoA)<br>document, containing<br>name and address in<br>India | Proof of Relationship<br>(PoR) document,<br>containing name of<br>child and name of Head<br>of Family (HoF) | Proof of Date of Birth<br>(PoB) document,<br>containing name and<br>date of birth |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|         | vi. Recognised educational institution<br>(signed by the Head of Institute, only for<br>the institute students concerned)                                                                                                                                                                                                    | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
|         | vii. Village Panchayat Head/ President<br>or Mukhiya/ Gaon Bura/ equivalent<br>authority (for rural areas)/ Village<br>Panchayat Secretary/ Village Revenue<br>Officer or equivalent (for rural areas)                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 20.     | Electricity bill (pre-paid/post-paid bill, not<br>older than 3 months)                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 21.     | Water bill (not older than 3 months)                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 22.     | Telephone landline bill/ post-paid mobile<br>bill/ broadband bill (not older than 3 months)                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 23.     | Property Tax Receipt (not older than 1 year)                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 24.     | Valid sale agreement/ gift deed registered<br>with the Registrar Office, or registered or<br>unregistered rent, lease agreement or leave<br>and licence agreement                                                                                                                                                            | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 25.     | Gas bill (not older than 3 months)                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 26.     | Allotment letter of accommodation issued<br>by Central Government/ State Government/<br>PSU / regulatory body / statutory body (not<br>older than 1 year)                                                                                                                                                                    | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 27.     | Life or medical insurance Policy (valid up to 1<br>year from the date of issue of the Policy)                                                                                                                                                                                                                                | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 28.     | Birth certificate issued under the<br>Registration of Births and Deaths Act, 1969<br>and the rules made thereunder                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/> #                                             |
| 29.     | Prisoner Induction Document (PID) issued by<br>Prison Officer with signature and seal                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 30.     | Self-declaration from an immediate family<br>member certifying the relationship with<br>the individual residing at the same address.<br>(Valid only for borrowing the address of an<br>immediate family member for address update)                                                                                           | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |
| 31.     | Document to prove legal guardianship<br>issued by the Central government or a State<br>Government authority or a court of law<br>under the relevant Acts (the Guardians and<br>Wards Act, 1890 / the National Trust Act, 1999<br>/ the Rights of Persons with Disabilities Act,<br>2016) and the rules made under these Acts | <input checked="" type="checkbox"/>                                    | <input checked="" type="checkbox"/>                                            | <input checked="" type="checkbox"/>                                                                         | <input checked="" type="checkbox"/>                                               |



## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR UPDATE

| Documents applicable for Overseas Citizens of India (OCI) cardholders, Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                  |                                                                       |                                                                                                      |                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Sl. No.                                                                                                                                                        | List of documents (see note below this tabular statement)                                                                                                                                                                                                                                                                                                                                                                                                                          | Proof of Identity (PoI) document, containing name and photograph | Proof of Address (PoA) document, containing name and address in India | Proof of Relationship (PoR) document, containing name of individual and name of Head of Family (HoF) | Proof of Date of Birth (PoB) document, containing name and date of birth |
| 32.                                                                                                                                                            | For OCI cardholders - Valid foreign passport (along with OCI card)                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/>                              | <input checked="" type="checkbox"/> *                                 | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/>                                      |
| 33.                                                                                                                                                            | For nationals of Nepal and Bhutan -<br>(a) Passport of Nepal/Bhutan                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/>                              | <input checked="" type="checkbox"/> *                                 | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/>                                      |
|                                                                                                                                                                | (b) Any two of the following documents having the same address may be submitted:<br>(i) Valid Nepalese/ Bhutanese Citizenship Certificate (acceptable as proof of date of birth also)<br>(ii) Valid Voter Identity Card issued by the Election Commission of Nepal/ Bhutan (not acceptable as proof of date of birth)<br>(iii) Limited validity Photo Identity Certificate issued by Nepalese Mission/ Royal Bhutanese Mission in India (not acceptable as proof of date of birth) | <input checked="" type="checkbox"/>                              | <input checked="" type="checkbox"/> *                                 | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/>                                      |
| 34.                                                                                                                                                            | For Long Term Visa holders - Valid Long Term Visa (LTV), issued to minority communities of Afghanistan, Bangladesh and Pakistan (Hindus, Sikhs, Buddhists, Jains, Parsis and Christians)                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                              | <input checked="" type="checkbox"/> *                                 | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/>                                      |
| 35.                                                                                                                                                            | For other foreign nationals - Valid foreign passport (along with valid visa)                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                              | <input checked="" type="checkbox"/> *                                 | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/>                                      |
| 36.                                                                                                                                                            | Valid Registration Certificate or Residential permit issued by Foreigners Regional Registration Office (FRRO) /Foreigners Registration Office (FRO) to the foreign national (except for OCI cardholders, LTV holders and Nepal/ Bhutan nationals)                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                              | <input checked="" type="checkbox"/>                                   | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/>                                      |



## LIST OF ACCEPTABLE DOCUMENTS FOR AADHAAR UPDATE

- \* Proof of Address documents as in the above list will also be applicable for Overseas Citizens of India (OCI) cardholders, or Long Term Visa (LTV) holders, nationals of Nepal and Bhutan and other foreign nationals seeking update.

**Note:**

- (a) Any document listed in the above tabular statement shall be acceptable only if it meets the following conditions, namely: -

- It is currently valid
- The person in respect of whom such document is issued is entitled for the same,
- The information contained in the document is verifiable from the source; and
- The authority issuing the document has not made any declaration that such document is not a proof of identity, address, date of birth or relationship for which such a document is presented

- (b) Criteria for acceptability of the documents submitted to evidence identity, address, date of birth and relationship:

- A document is accepted as Proof of Identity (PoI) document only if it contains at least the name and photograph of the individual
- A document is accepted as Proof of Relationship (PoR) document only if it contains at least the name of individual and name of Head of Family (HoF)
- PoI, PoA, PoR and PDB documents submitted for update must be issued in the name of the individual seeking update
- Name of the individual as mentioned in the supporting document, will be replicated as such in the individual's Aadhaar. No additional information will be considered for inclusion in the name
- Name and date of birth of the individual across all the documents submitted as PoI, PoR and PDB must be uniform

- (c) Criteria for Head of Family and Proof of Relationship based update:

- HoF must have a valid Aadhaar before performing HoF based update
- Any one of the parents or the legal guardian can be HoF
- Aadhaar number of both the parents is required for HoF based update. In case the child is living with only one parent or living with a legal guardian, the Aadhaar number of only such parent or legal guardian may be given.
- Biometric authentication by one of the parents or the legal guardian is mandatory
- The address mentioned in the Aadhaar of HoF will be used for the address in the Aadhaar of the individual

- (d) Request for update of date of birth in Aadhaar shall be accepted, in the following manner:

- If date of birth is recorded as declared or approximate:
  - For resident Indians below 18 years of age: - Aadhaar number holder shall mandatorily submit birth certificate as proof of date of birth
  - For Non-Resident Indian (NRI) below 18 years of age: - Aadhaar number holder shall submit birth certificate or Indian Passport as proof of date of birth
  - For resident Indians and Non-Resident Indian (NRI) of 18 years and above of age: - Aadhaar number holder shall submit any of the acceptable proof of date of birth documents as specified in the above list
- If the Aadhaar number holder had earlier submitted birth certificate as proof of date of birth, the Aadhaar number holder shall submit corrected birth certificate bearing same Birth Registration Number (BRN)
- If the Aadhaar number holder had earlier submitted any proof of date of birth document except birth certificate (for e.g. Marksheet, Passport etc), the Aadhaar number holder shall submit corrected version of the same document or submit a birth certificate
- In case of date of birth update of woman who has changed her name post-marriage, proof of date of birth documents issued pre-marriage will be accepted along with evidence of name change (Aadhaar with old name or marriage certificate with both names)

- (e) Request for update of name, gender and date of birth in Aadhaar beyond the limits prescribed in Regulation 19 (3), update of such information shall be done only in accordance with the process as specified below:

- Name - [Scan - 1]
- Gender - [Scan - 1]
- Date of birth - [Scan - 2]

- (f) In case of child (0-5 years) having name as "Baby of ..." in Aadhaar, the first update request for full name change shall be allowed by submission of Birth certificate issued under the Registration of Births and Deaths Act, 1969 and the rules made thereunder

- (g) Head of Family (HoF) based minor updates in name (viz. addition/ deletion/ change in surname, change in spelling owing to phonetics, expansion/ abbreviation provided the primary name remains unchanged) of a minor (below 18 years of age) shall be permitted based on Birth Certificate bearing the revised name

- (h) Head of Family (HoF) based address update of Aadhaar may be used in case individual does not have PoA documents

SCAN - 1

For Name and Gender SOP SCAN



SCAN - 2

For DoB Update SOP SCAN



[https://uidai.gov.in/images/SOP\\_28.10.2021-Name\\_And\\_Gender\\_UpdateRequest\\_Under\\_Exception\\_Handling\\_Process.pdf](https://uidai.gov.in/images/SOP_28.10.2021-Name_And_Gender_UpdateRequest_Under_Exception_Handling_Process.pdf)

[https://uidai.gov.in/images/SOP\\_for\\_DoB\\_update.pdf](https://uidai.gov.in/images/SOP_for_DoB_update.pdf)

सेवा में,

निदेशक/स्टेट नोडल ऑफिसर (स्टेट पोर्टल),  
जनशक्ति नियोजन प्रभाग,  
चतुर्थ तल, योजना भवन, लखनऊ।

सेवा में,

1. अपर मुख्य सचिव/प्रमुख सचिव/सचिव  
बेसिक शिक्षा, माध्यमिक शिक्षा, उच्च शिक्षा, स्टाम्प एवं रजिस्ट्रेशन, तथा श्रम विभाग, उत्तर प्रदेश, शासन।
2. निदेशक,  
कोषागार तथा पेंशन निदेशालय, उत्तर प्रदेश, लखनऊ।

पत्रांक: 297/25/7-363/107944/ज0नि0प0/2024

दिनांक 24 सितम्बर, 2025

विषय: आधार नामांकन/अद्यतन हेतु पहचान का प्रमाण (POI) एवं पते का प्रमाण (POA) को डिजिटाइज़ तथा डिजिटलॉकर से इंटीग्रेट करने के सम्बन्ध में।

महोदय/महोदया,

कृपया उपर्युक्त विषयक निदेशक/स्टेट नोडल ऑफिसर (आधार स्टेट पोर्टल) के पत्र संख्या: 74/23/7-363/107944/ज0नि0प0/2024 दिनांक 23 मई, 2025 (ज्याप्रति संलग्न) का संदर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से आधार नामांकन/अद्यतन हेतु पहचान का प्रमाण (POI), पते का प्रमाण (POA) एवं जन्मतिथि का प्रमाण (POB) के रूप में प्रयुक्त होने वाले प्रपत्रों का डिजिटलीकरण किए जाने का अनुरोध किया गया था।

उक्त क्रम में उप निदेशक, यू0आई0डी0ए0आई0 के पत्र संख्या: RO-LKO-16013/4/2020-RO-LKO/4278 दिनांक 5 अगस्त 2025 (ज्याप्रति संलग्न) द्वारा उपरोक्त पत्र में वर्णित POI एवं POA प्रमाणपत्रों को डिजिटाइज़ तथा डिजिटलॉकर से इंटीग्रेट कराने हेतु पुनः अनुरोध किया गया है।

अतः आपसे अनुरोध है कि कृपया उपरोक्त पत्र के अनुसार आधार नामांकन/अद्यतन कार्य हेतु निर्धारित पहचान का प्रमाण (POI) एवं पते का प्रमाण (POA) को डिजिटाइज़ तथा डिजिटलॉकर से इंटीग्रेट कराने हेतु संबंधित को निर्देशित करने का कष्ट करें।

संलग्नक: यथोपरि।

भवदीय,

Digitally signed by  
KULDEEP SINGH

Date: 24-09-2025

(कुलदीप सिंह)

प्रभारी निदेशक।

पत्रांक व दिनांक यथोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित:-

1. निजी सचिव, प्रमुख सचिव/सचिव/विशेष सचिव, नियोजन विभाग, उ0प्र0 शासन।
2. उपमहानिदेशक, यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ।



पत्रांक : RO-LKO-16013/4/2020-RO-LKO/4278

दिनांक: 05 जुलाई, 2025  
31/7/2025

सेवा में,

निदेशक,  
जन शक्ति नियोजन प्रभाग,  
राज्य नियोजन संस्थान, उ०प्र०,  
लखनऊ।

पत्रांक: 602/जनि०प्र०/2025  
दिनांक: 21/08/2025

विषय: आधार में प्रयोग किये जाने वाले पहचान के प्रमाणों का डिजिटलाइजेशन के सम्बन्ध में।  
संदर्भ: RO-LKO-16013/4/2020-RO-LKO/2592 दि० 05.06.2025

महोदय,

उपरोक्त विषयक अवगत कराना है, कि भारतीय विशिष्ट पहचान प्राधिकरण के अन्तर्गत प्रदेश में विभिन्न विभाग रजिस्ट्रार के रूप में पंजीकृत है, जिसके अन्तर्गत आधार नामांकन/अद्यतनीकरण का कार्य किया जाता है, जिसमें भा.वि.प.प्रा. द्वारा निर्धारित POI (proof Of Identity) एवं POA (Proof of address) प्रमाणपत्रों का प्रयोग किया जाता है।

2. उपरोक्त के दृष्टिगत आपसे अनुरोध है, कि आधार नामांकन/अद्यतन कार्य हेतु निर्धारित POI एवं POA प्रमाणपत्रों का निम्न तालिका के अनुसार डिजिटलाइज तथा डिजिलॉकर से इंटीग्रेट करने हेतु सम्बन्धित को निर्देशित करने का कष्ट करें।

**Digitization of all the documents/certificates issued by State Government**

| S.No | List of documents issued by State Government                                                                                                                                                  | Document is digitally issued (Yes / No) | QR coded (Yes / No) |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------|
| 1    | School Leaving Certificate (SLC) / School Transfer Certificate (TC)                                                                                                                           | No                                      | No                  |
| 2    | Marriage Certificate with or without photograph issued by State Government (supporting Poi document of old name and photograph is required if the Marriage Certificate is without photograph) | No                                      | No                  |
| 3    | Valid sale agreement / gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement                                     | No                                      | No                  |
| 4    | ECIS / ESIC / Medi-Claim Card issued by State Government                                                                                                                                      | No                                      | No                  |
| 5    | Pensioner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by State Government                                                                        | No                                      | No                  |

उक्त पत्र सूक्ष्म अधिकारी के अनुमोदन से जारी है।

भवदीय,

31/8/25

(आदित्य प्रकाश बाजपेयी)  
उप निदेशक,

प्रेषक,

निदेशक/स्टेट नोडल ऑफिसर (स्टेट पोर्टल),  
जनशक्ति नियोजन प्रभाग,  
चतुर्थ तल, योजना भवन, लखनऊ।

सेवा में,

समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव,  
उत्तर प्रदेश, शासन।

पत्रांक: 74/23/7-363/107944/ज0नि0प्र0/2024

दिनांक: 23 मई, 2025

विषय: आधार नामांकन/अद्यतन हेतु पहचान का प्रमाण (POI), पते का प्रमाण (POA) एवं जन्मतिथि का प्रमाण (POB) के डिजिटल सत्यापन के संबंध में।

महोदय/महोदया,

कृपया उपर्युक्त विषयक उप निदेशक, यू0आई0डी0ए0आई0 के पत्र संख्या: F.No.-23015/misc/2024/UIDAI/Lko/1354 दिनांक 01.05.2025 (प्रति संलग्न) का संदर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से अवगत कराया गया है कि यू0आई0डी0ए0आई0 के कार्यालय जाप संख्या- HQ-16024/4/2021-EU-II-HQ-Part (1) (E-11762) दिनांक 23/04/2024 द्वारा आधार नामांकन/अद्यतन हेतु पहचान का प्रमाण (POI), पते का प्रमाण (POA) एवं जन्मतिथि का प्रमाण (POB) के रूप में प्रयुक्त होने वाले प्रपत्रों के सम्बन्ध में निम्न बिंदुओं पर डिजिटलीकरण किए जाने का अनुरोध किया गया है:-

1. दस्तावेज डिजिटल रूप में निर्गत किये गये हों।
2. दस्तावेज का डिजिटल सत्यापन किया जा सके।
3. डिजिलोकर में प्रपत्र सत्यापन हेतु मशीन पठनीय प्रारूप में उपलब्ध हों।

उक्त क्रम में संलग्नक (Annexure-I) में वर्णित विभागों द्वारा निर्गत प्रपत्रों के सम्बन्ध में उपर्युक्त बिंदुओं पर वांछित सूचनाएँ यू0आई0डी0ए0आई0 को उपलब्ध कराने का अनुरोध किया गया है।

अतः आपसे अनुरोध है कि कृपया यू0आई0डी0ए0आई0 की अपेक्षानुसार अपने विभाग से सम्बंधित सूचनाएँ संलग्नक (Annexure-I) पर उपमहानिदेशक, यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ को प्रेषित करते हुए सूचना की एक प्रति नियोजन विभाग (dlrmppd@nic.in) को उपलब्ध कराने हेतु संबंधित को निर्देशित करने का कष्ट करें।

संलग्नक: यथोपरि।

भवदीय,  
Digitally signed by  
KULDEEP SINGH  
Date: 23/05/2025  
17:20:43  
निदेशक।

पत्रांक व दिनांक यथोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित:-

1. निजी सचिव, प्रमुख सचिव/सचिव/विशेष सचिव, नियोजन विभाग, उ0प्र0 शासन।
2. उपमहानिदेशक, यू0आई0डी0ए0आई0, क्षेत्रीय कार्यालय, लखनऊ।



पत्रांक- F. No.- 23015/misc/2024/UIDAI/Lko/1354

दिनांक- 01.05.2025

सेवा में,

निदेशक, जन शक्ति  
राज्य नियोजन संस्थान,  
योजना भवन, लखनऊ, उ.प्र.- 226001

पत्रांक 152/जोनिप्रो/2025  
दिनांक 05/05/2025

विषय:- आधार नामांकन/अद्यतन हेतु पहचान का प्रमाण (POI), पते का प्रमाण (POA) एवं जन्मतिथि का प्रमाण (POB) के डिजिटल सत्यापन के संबंध में

महोदय,

कृपया उपर्युक्त विषय में भारतीय विशिष्ट पहचान प्राधिकरण के कार्यालय ज्ञाप संख्या- HQ-16024/4/2021-EU-II-HQ-Part (1) (E-11762) दिनांक 23/04/2024 का संदर्भ ग्रहण करने का कष्ट करें। अवगत कराना है कि उक्त कार्यालय ज्ञाप द्वारा आधार नामांकन/अद्यतन हेतु पहचान का प्रमाण (POI), पते का प्रमाण (POA) एवं जन्मतिथि का प्रमाण (POB) के रूप में प्रयुक्त होने वाले प्रपत्रों के निम्न बिंदुओं के मापेध डिजिटलाइजेशन किये जाने का अनुरोध किया गया है -

1. दस्तावेज डिजिटल रूप में निर्गत किये गये हों।
2. दस्तावेज का डिजिटल सत्यापन किया जा सके।
3. डिजी लॉकर में प्रपत्र सत्यापन हेतु मशीन पठनीय प्रारूप में उपलब्ध हों।

अतः आप से अनुरोध है कि संलग्नक -1 में वर्णित राज्य सरकार द्वारा निर्गत प्रपत्रों के उपर्युक्त बिंदुओं के मापेध वांछित सूचना उपलब्ध कराने हेतु संबंधित विभागों को निर्देशित करने का कष्ट करें।

संलग्नक-1, उल्लिखित कार्यालय राज्य अनुलग्नक सहित

भवदीय

31/01.05.2025

( आदित्य प्रकाश बाजपेयी )  
उप निदेशक

**MOST URGENT**

File No HQ-16024/4/2021-EU-II-HQ-Part(1)(E-11762)  
Unique Identification Authority of India  
(Enrolment & Update-II Division)

\*\*\*\*\*

7<sup>th</sup> Floor, Aadhaar Building,  
Bangla Sahib Road, Behind Kali Mandir,  
New Delhi-110001  
Dated: 23.4.2025

Office Memorandum

Subject: - Online verification of documents presented to evidence identity, address, relationship or date of birth for enrolment and update-reg.

UIDAI endeavors to transition to complete online verification of documents presented to evidence identity, address, relationship or date of birth for enrolment and update from the databases of document issuing authorities.

2. To achieve the same, it is imperative that each document mentioned in the "list of acceptable supporting documents" fulfils the following parameters:

- a. Document is digitally issued;
- b. Document is digitally verifiable; and
- c. Document is available in Digilocker in machine readable form for verification.

3. Accordingly, ROs are requested to coordinate with the concerned State Government / UT Administration and furnish the requisite information against each document mentioned in the attached proforma (Annexure-I). Separate sheets must be added in the Annexure -I for each State/UT under ROs' jurisdiction. List of documents mentioned in the Annexure -I is indicative and ROs may add other State/UT issued documents under the relevant document category.

In case of manually issued / unverifiable documents, ROs are requested to encourage State Government / UT Administration to issue all the documents in QR coded digitally verifiable format and subsequently take necessary steps to integrate the same in Digilocker in machines readable format for quick verification.

5. Further, it is also pertinent to mention that legacy documents issued before the date of digitization need to be verified from the source. Therefore, ROs may coordinate with the concerned State Government / UT Administration and encourage them to take necessary actions in this regard.

6. ROs are requested to present the duly filled Annexures in the upcoming Management Review Meeting (MRM) to be held on 8<sup>th</sup> and 9<sup>th</sup> May, 2025 at Lucknow.

This issues with the approval of the competent authority.

Signed by

Rahul Kumar

Date: 23-04-2025 17:42:12

Rahul Kumar  
Director (E&U-II)

UIDAI HO

To,

Deputy Director General of all ROs.

Copy to: Deputy Director General, Technology Centre

| List of documents issued by State Government / LT Administration                                                                                                                                     |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------|----------------------------------------------|---------------------------------------------------|-----------------------------------|-------------------------------------|--------------------------------------------------------------------------------------|
|                                                                                                                                                                                                      | Document is digitally issued (Yes/ No) | QR coded (Yes/ No) | Available for digital verification (Yes/ No) | Date from which digital documents is being issued | Source of Verification: URL/ Link | Available in Digilocker - (Yes/ No) | If available in Digilocker, is it available in machine readable format or PDF format |
| 1. Photograph Identity Card / Certificate with photograph issued by State Government (such as under Bhramashah scheme, Domicile Certificate, Labour Card, etc.)                                      |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 2. Blame Lab Card                                                                                                                                                                                    |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 3. Domicile Certificate                                                                                                                                                                              |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 4. Labour Card                                                                                                                                                                                       |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 5. Other State specific document (RUs shall add)                                                                                                                                                     |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 6. ST / SC / OBC Certificate issued by State Government                                                                                                                                              |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 7. Ration / PDS Photograph Card / e-Ration Card                                                                                                                                                      |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 8. Marksheet / Certificate issued by recognised Board of Education or university or deemed university or higher educational institution established by a Central or State Act                        |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 9. School Leaving Certificate (SLC) / School Transfer Certificate (TC)                                                                                                                               |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 10. Driving licence                                                                                                                                                                                  |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 11. Family entitlement document issued by State Government                                                                                                                                           |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 12. ECHS / SLIC / Medi-Claim Card issued by State Government                                                                                                                                         |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 13. Gazette Notification of new name alongwith any supporting PoI document of old name with Photograph (For first / full name change) / Divorce Decree / Adoption Certificate / Marriage Certificate |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 14. Marriage Certificate with or without photograph issued by State Government (supporting PoI document of old name and photograph is required if the Marriage Certificate is without photograph)    |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 15. Prisoner Photo Identity Card / Freedom Fighter Photo Identity Card / Pension Payment Order issued by State Government                                                                            |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 16. Kisan Photo Passbook                                                                                                                                                                             |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 17. Birth certificate issued by Authorised Authority under the Registration of Births and Deaths Act, 1969, read with the rules made thereunder                                                      |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 18. Valid sale agreement / gift deed registered with the Registrar Office, or registered or unregistered rent, lease agreement or leave and licence agreement                                        |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |
| 19. Property Tax Receipt (not older than 1 year)                                                                                                                                                     |                                        |                    |                                              |                                                   |                                   |                                     |                                                                                      |