C. FIELD-WISE GUIDELINES FOR FILLING UP "CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE"- Certifier Section

S No	Filed Name	General Instructions
1.	Name of Certifier	• Mention the name of Certifier
2.	Designation and office name	• Specify the designation and office name of the Certifier
3.	Office Address	• Specify the complete address of the certifier, along with Department name
4.	Contact Number	• Specify the contact details of the certifier
5.	Certifier Type	• Mention the certifier type by tick mark one of box from below categories: ‣ MP / MLA / MLC / Municipal Councillor ‣ Gazetted Officer Group 'A'/ Employees Provident Fund Organisation (EPFO) Officer ‣ Tehsildar/ Gazetted Officer Group 'B' ‣ Gazetted Officer at National AIDS Control Organisation (NACO)/State Health Department / Project Director of the State AIDS Control Society or his nominee ‣ Head of recognised educational institution (only for the institute students concerned) ‣ Village Panchayat Head/ President or Mukhiya/ Gaon Bura/ equivalent authority (for rural areas)/ Village Panchayat Secretary/ Village Revenue Officer or equivalent (for rural areas)
6.	Checklist for Certifier	• Verify the below checklist by tick mark the boxes: ‣ No overwriting ‣ Issue date is filled ‣ Individual seeking to enrol / Aaadhaar number holder's signature is available ‣ Certifier's details is filled ‣ Individual seeking to enrol / Aaadhaar number holder's Photo is cross signed and cross stamped (paper to photo or photo to paper) is checked • Please ensure that complete form is duly filled, and all boxes of checklist all selected.
7.	Sign & Stamp of the certifier	• Provide certifier sign and stamp in the space specified

D. IMPORTANT INSTRUCTIONS

• This document can only be used as Proof of Address (PoA). For the specified cases defined in the list of acceptable supporting documents, this certificate can also be considered as valid Proof of Identity (PoI).

• Kindly ensure No overwriting on the form. In case of overwriting the certificate will be rejected.

INSTRUCTIONS FOR FILLING UP CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE
(To be used only as proof of address*)

Please read these instructions carefully below filling the form

A. GENERAL INSTRUCTIONS

The Application Form consists of two forms, i.e., **INDIVIDUAL SEEKING TO ENROL/ AADHAAR NUMBER HOLDER DETAILS** and **CERTIFIER** details. Incomplete or inappropriately filled application form will not be accepted. Please follow the instructions given below while filling the form:-

• Certificate MUST BE printed on A4 SIZE plain paper
• Use CAPITAL LETTERS only while filling form

r	a	m	e	s	h

Incorrect

R	A	M	E	S	H

Correct

• Use standard fonts and avoid stylized writing
• Use black or blue ballpoint pen only. Do NOT fill in the form with ink-pen or pencil
• Put a tick marks (✓), in the boxes where you have to "select options" as your answer and leave the other option(s) blank
• Write clearly within the boxes without touching the boundaries. Try and write in the centre of the box, as shown in the image below -

m	e	h	t	a

Incorrect

M	E	H	T	A

Correct

• Leave one box blank after each complete word, while filling up the boxes: -

R	A	M	E	S	H	M	E	H	T	A			

Incorrect

R	A	M	E	S	H		M	E	H	T	A

Correct

• Do NOT write **"NA"** or **"N/A"** or **"NOT APPLICABLE"** in any boxes in the form which are not relevant for your case. Leave those column blank.

B. FIELD-WISE GUIDELINES FOR FILLING UP "CERTIFICATE FOR AADHAAR ENROLMENT/UPDATE"
- Individual Seeking to Enrol/ Aadhaar Number Holder Section

S No	Filed Name	General Instructions
1.	Date of Issue	• Specify the date in DD-MM-YYYY format • Ensure Certificate is submitted within 3 months of date of issue • Enrollment or Update Request will be rejected if Date of • Issue is blank or Certificate has expired
2.	Resident Category	• Specify the resident is native "Resident of India" or "Non Resident Indian (NRI) or "OCI / LTV/ Nepal / Bhutan national/ Foreign national"
3.	Enrolment Type	• Specify the current request is either for obtaining a Aadhaar number which is known as "New Enrolment" or for updating an existing Aadhaar details which is known as "Update Request"
4.	Aadhaar Number	• In case of Enrolment, Kindly leave it blank • In case of Update, it is mandatory to specify the Aadhaar number
5.	Full Name	• Mention the name of Resident in BLOCK LETTER • Name shall be mentioned in the format as to be recorded in the Aadhaar
6.	House No/ Bldg./ Apt:	• Mention the House Number, Building Name or Apartment Name as per the address
7.	Street/Road/ Lane	• Mention Street Name, Road & Lane of the address
8.	Landmark	• Mention the Landmark near your address • This field can be left blank as well, if not required
9.	Area/ Locality/ Sector	• Mention Area/ Locality/ Sector of your address
10.	Village/ Town/ City	• Mention Village/ Town/ City of your address.
11.	Post Office	• Mention the nearest post office of your address • This filed can be left blank
12.	District	• Mention the District of your address
13.	State	• Mention the State of your address
14.	Pin Code	• Mention the pincode of your address.
15.	Signature of individual seeking to enrol / Aadhaar number holder	• Resident shall do the Signature in the box specified for signature • Illiterate Resident can provide Thumb or Finger impression
16.	Photo of individual seeking to enrol / Aadhaar number holder	• Individual seeking to enrol / Aaadhaar number holder shall paste recent colour passport-size photograph • Ensure photo is pasted in the space provided. It shall not overlap in text boxes • Photo needs to be cross sign by the certifier • Photo needs to be cross stamped by the certifier