

Instructions for filling Form 1

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

Fee for Enrolment and Update Services at Enrolment Centre

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