

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

F.No.23/Forms/2015-FRS

Dated: 15th April, 2015

to,

The Chief Electoral Officers of
All States & Union Territories.

Subject: Revision/Updation of Electoral Rolls- Collection of Aadhar Number from the applicants-regarding

Sir/Madam,

Your kind attention is invited to ECI letter No.23/1/2015 dated 27th February, 2015 conveying ECI decision to use Aadhar Number on voluntary basis wherever issued to a person, to authenticate its particulars with ER particulars available in ECI roll database. Presently, the Aadhar Number are being collected in a campaign mode under National Electoral Roll purification and Authentication programme (NERPAP) launched on 3rd March, 2015.

I am also to say that the Commission has taken a further decision to collect, hereafter Aadhar Number of the applicants who file Form 6,7,8, or 8A and do data entry of Aadhar Number in ER database. A field for Aadhar Number should immediately be created, if not done in the ER database. A copy each of Forms(s) 6,7, 8 and 8A suitably adapted is enclosed. For future requirements, they should be printed in the enclosed formats. With a view to using existing stock and to avoid wastage of papers, hand stamping of the changes should be done.

The Commission is writing separately to Ministry of Law for making suitable amendments in Form 6, 7, 8 and 8A. **It is made amply clear that furnishing of Aadhar Number is not mandatory but it is optional. Non furnishing of Aadhar Number will not be a ground for rejection of application. The applicants should be requested to give this information in their own interest to ensure defect free Electoral Roll, and for incorporation of correct data of electors in the rolls.**

Kindly acknowledge receipt and ensure compliance by field election machinery.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY

FORM 6

[See rules 13(1) and 26]

Application for inclusion of name in electoral roll

To

The Electoral Registration Officer

.....Assembly/ Parliamentary [£] Constituency.

Sir,

I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

SPACE FOR PASTING
ONE RECENT
PASSPORT SIZE
PHOTOGRAPH
(3.5 CM X 3.5 CM)
SHOWING FRONTAL
VIEW OF FULL FACE
WITHIN THIS BOX

I. Applicant's details	Name	Surname (if any)		
Age as on 1 st January#	Years:	Months:	Sex (male/female/third gender):	
Date of birth, if known:	Day:	Month:	Year:	
Place of birth:	Village/ Town:			
	District:		State:	
* Father's/ Mother's/ Husband's/Guru (in the case of third gender) Name	Name		Surname (if any)	
II. Particulars of place of present ordinary Residence (Full address)				
House/ Door number:				
Street/ Area/Locality/ Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/ Mandal/ Thana:				
District:				
III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:				
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

Please give the year i.e. 2007, 2008, etc.

* Strike out the inappropriate alternative

IV. Declaration

I hereby declare that to the best of my knowledge and belief: -

- (i) I am a citizen of India;
- (ii) I am ordinarily resident at the address given in para II above since(date, month, year)
- (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (iv) *My name has not already been included in the electoral roll for this or any other assembly constituency;

Or

*My name may have been included in the electoral roll for _____
Constituency in _____ State in which I was ordinarily
resident earlier at the address mentioned below and if so, I request that the
same may be deleted from that electoral roll.

Full Address (Earlier Place of ordinary residence)

Electors Photo Identity Card number (if
already issued) _____

Date of issue _____

Place:

Date:

Signature or thumb impression of the applicant

Please give your mobile number /E-mail I.D (Optional)/.....

Aadhaar number, if already issued (Optional)

A) Note – Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).

* Strike out the inappropriate alternative.

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of

Shri/Smt./Km.....for inclusion of
name in the electoral roll in Form 6 has been accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)][£] or* rejection [under
or in pursuance of rule 17/20*/26(4)][£]]:

Place:		
Date	Signature of Electoral Registration Officer	(Seal of the Electoral Registration Officer)

£ During continuous updating after final publication of electoral roll.

* Strike out the inappropriate alternative.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

Intimation of action taken
 (Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 6 of
 **Shri/ Shrimati/ Kumari.....

** (Full address)											
House/ Door number:											
Street/ Area/Locality/ Mohalla/Road:											
Town/ Village:											
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Tehsil/ Taluka/ Mandal/ Thana:											
District:											

** To be filled in by the applicant.

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Section-II

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No..... of AC No.

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.
 (Address).....

.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 6 of ** Shri/Shrimati/Kumari.....

** Address.....

Date.....

Signature of the officer receiving the application
 on behalf of the Electoral Registration Officer
 (Address)

** To be filled in by the applicant.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-6
General Instructions

Who can file Form-6

- A. An Indian citizen who has attained age of 18 years or more on the first day of January of the year with reference to which the electoral roll is being revised. For example, for revision being conducted with reference to 1.1.2014 as qualifying date, a person completing 18 years of age on 1.1.2014 (i.e. a person born on or before 1.1.1995) is eligible to get enrolled as an elector and thus can file Form 6.
- B. A person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered.

When Form-6 can be filed

The application can be filed throughout the year. During the revision of electoral roll, it can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific period provided for filing of claims and objections. Due publicity is given about the above period when the revision programme is announced. Only one copy of the application is to be filed during the revision programme. During non-revision period, application must be filed in duplicate.

Where to file Form-6

- A. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the offices of Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency. The application can also be filed online on the website of Chief Electoral Officer of the State concerned.
- B. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or can be filed online.

How to fill Form-6

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space given for the purpose.
2. **Name**
The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt, Kumari, Khan, Begum, Pandit etc. should not be mentioned. Please mention your name in English and official language of the State both, if possible.
3. **Age and Date of Birth**
 - A. The age of the applicant should be 18 years or more on 1st day of January of the year with reference to which the electoral roll is being revised. Fill up the Date of Birth in figures in the space provided in dd/mm/yyyy. If the age of the applicant is between 18 and 21 years, a documentary proof of Date of Birth should be attached. A copy of any one of the following documents can be attached as a proof of Date of Birth:-
 - i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or
 - ii) Birth certificate from the school (Govt. / Recognized) last attended by the applicant or any other recognized educational institution ; or
 - iii) If a person in class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth ; or
 - iv) Marksheet of class 8 if it contains date of birth ; or
 - v) Marksheet of class 5 if it contains date of birth ; or
 - vi) Indian Passport ; or
 - vii) PAN card ; or
 - viii) Driving License ; or
 - ix) Aadhar letter issued by UIDAI.

- B. In case none of the above document is available, a declaration in prescribed format given in Annexure – I (enclosed with the guidelines) made by either of the parents of the applicant (or by guru in case of an elector in transsexual category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer /Assistant Electoral Registration Officer / Electoral Registration Officer. Further, if none of the above document is available and neither of the parents is alive, the applicant can attach a certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee.
- C. In cases where the applicant is more than 21 years and physically appears to be so to Booth Level Officer /Assistant Electoral Registration Officer / Electoral Registration Officer, declaration of age by him / her will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1st January, of the year with the reference to which electoral roll is being revised.

4. **Sex**

Write your sex in full in the space provided e.g. 'Male' / 'Female'. The applicants may indicate their sex as 'Other' where they do not want to be described as 'Male' or 'Female'.

5. **Place of Birth**

Please mention name of place like Village / Town, District, State.

6. **Relation's Name**

In case of an unmarried female applicant, name of Father / Mother is to be mentioned. In case of a married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

7. **Place of Ordinary Residence**

- A. Fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided. A copy of any of the following documents should be attached as a proof of ordinary residence: -

- (i) Bank / Kisan / Post Office current Pass Book ; or
- (ii) Ration Card ; or
- (iii) Passport ; or
- (iv) Driving License ; or
- (v) Income Tax Assessment Order ; or
- (vi) Latest rent agreement ; or
- (vii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc. ; or
- (viii) Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence.

- B. In case of a homeless person, who does not possess any of the documents mentioned above, Booth Level Officer will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the Booth Level Officer is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. Booth Level Officer must visit for more than one night for such verification.

- C. In case of a student residing at the place of study, in hostel or mess managed by the educational institutions or elsewhere will have the option to get himself / herself registered as elector at his / her native place with his / her parents or at the address of hostel / mess where he / she resident or the time being for pursuing his / her studies. The course pursued by the said students should be recognized by Central / State Governments / Boards / Universities. A student who wants to enroll himself / herself at the hostel / mess will have to attach a nonfide certificate (in the specimen at Annexure (i)) from the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6.

8. **Details of Family Members Already Included in the Electoral Roll**

Please fill up name and other particulars of immediate family members i.e. Father / Mother / Brother / Sister / Spouse residing at the same address included in the current electoral roll of the constituency. Name of any relative other than the above should not be mentioned.

9. **Declaration**

- A. Please indicate date from which you are residing at the given address. If you are not able to recall the exact date, mention the month and year from which you are residing at that place.
- B. If your name is already included in the electoral roll of any other constituency, please write legibly the complete previous address with PIN code.
- C. If you already have been issued with an EPIC (Electors Photo Identity Card) please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided. You can check you EPIC number at the website of the Chief Electoral Officer of the State.

10. **Miscellaneous**

- A. Please fill up all the required details in application. Incomplete application form will be liable to be rejected.
- B. Please also give your full name and address in the acknowledgement and intimation portions.
- C. Please give your mobile number and E-mail I.D in the Form, which is optional, as the same, if given, may be used by the Electoral Registration Officer for further communication with you whenever required.

FORM OF OATH OR AFFIRMATION

(To be made by either of the parents / Guru of the first time applicant in the age group of 18-21 years who has no age proof)

I, whose name is enrolled at the Serial No. in the Part No..... of electoral roll of the Assembly Constituency do swear in the name of God / solemnly affirm that my son / daughter / chela is years of age as on 1st January, 20 and is residing with me.

Place :

Date :

Signature of the parent / Guru

Sworn in the name of God / solemnly affirmed by Shri / Shrimatiat (Place) at (hour) this the day of 20 before me.

Signature of Electoral Registration Officer /
Assistant Electoral Registration Officer with Seal

ANNEXURE - II

**DECLARATION BY STUDENTS LIVING IN
HOSTELS / MESSSES / ELSEWHERE**

(TO BE ATTACHED WITH FORM 6)

SPACE FOR PASTING
ONE RECENT
PASSPORT SIZE
PHOTOGRAPH (3.5
CM X 3.5 CM)
SHOWING FRONTAL
VIEW OF FULL FACE
WITHIN THIS BOX

I. I (NAME IN BLOCK LETTERS).
son / daughter of resident of
..... (complete postal address
of native place). Hereby declare that :-

(a) I am a bonafide student of (name
of the institution) and pursuing (details of the course)
from (month) (year) to (month) (year);

* (b) I am presently residing at -

(i) (if residing in
hostel/mess, mention Room No. / Block No./Block Name, etc. of the hostel/mess).

OR

* (ii) (if residing
elsewhere outside the hostel / mess, mention complete postal address of the place of stay
outside the hostel / mess).

(c) * I want to be registered in the electoral roll/retain my registration in the electoral roll of my native
place at my above - mentioned residential address with my parents / guardian.

OR

* I want to be registered in the electoral roll of the constituency where I am presently residing.

II. I am aware that registration in the electoral roll of more than one constituency or more than once in a
constituency is not permitted under the election law and am also aware of the penal provisions of Sec. 31 of
the R.P. Act, 1950, which reads as follows:-

"If any person makes in connection with (a) the preparation, revision or correction of an electoral roll, or (b) the
inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is
false and which he either knows or believes to be false or does not believe to be true, **he shall be punishable
with imprisonment for a term which may extend to one year, or with fine, or with both.**"

Place :

(signature of the student)

Date :

It is certified that the information given in the declaration at (a) above and the photograph have been
verified from the records of the institution and are found to be correct.

Place/Date :

**Signature and seal of the
Head Master / Principal / Registrar / Director / Dean**

* **Strike out the inapplicable alternatives.**

Note - The onus of delivery of the declaration to the ERO concerned will lie on the applicant.

FORM 7
{See rule 13(2) and 26}

Application for objecting inclusion or seeking deletion of name in electoral roll

To
The Electoral Registration Officer,
.....Assembly/~~£~~ Parliamentary Constituency.

Sir,
@ I object to the proposed inclusion of the name of the undermentioned person in the electoral roll for the above Constituency. Particulars in support of my objection are given below:

Or
@ I submit that the entry relating to *myself/ *the person named below is required to be deleted for the reasons stated hereunder:

I.	@ Details of person inclusion of whose name is objected to: @ Details of person whose entry is to be deleted:	Name	Surname (if any)							
		Part number of electoral roll in which his/her name is included:	His/her serial number in that part: Elector's Photo Identity Card number (if issued):							
II.	Details of objector	Name	Surname (if any)							
	Sex (Male/Female/Third Gender)	Part number of electoral roll in which objector's name is included:	His/her serial number in that part:							
	* Father's/ Mother's/ Name Husband's	Name	Surname (if any)							
III.	Particulars of place of ordinary residence of @objector/ @person seeking deletion. (Full address)									
	House/ Door number:									
	Street/ Area/Locality/Mohalla/Road:									
	Town/ Village:									
	Post Office:	Pin Code:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							
	Tehsil/ Taluka/Mandal/ Thana:									
	District:									
IV.	Reason(s) for *objection/*deletion:									

- £ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.
- @ First alternative will be relevant during preparation/revision of electoral roll. Second alternative will be relevant during continuous updating after final publication of electoral roll. Strike out the inappropriate alternative.
- * Strike out the inappropriate alternative.
- # Part-II not to be filled where applicant seeks deletion of entry relating to himself.

V. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place: _____ Date: _____ Signature or thumb impression of the applicant
Please give your mobile number /E-mail I.D(Optional)/.....
Aadhaar number, if already issued (Optional)

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

* Strike out the inappropriate alternative.

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km.

*objecting to inclusion/ *seeking deletion of name of

Shri/Smt./Km..... in the electoral roll in Form 7 has been
accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)[£]] or *rejection [under or in pursuance of rule 17*/20*/26(4)[£]].

Place: _____ Signature of _____ (Seal of the Electoral
Date: _____ Electoral Registration Officer Registration
Officer)

* Strike out the inappropriate alternative.

£ During continuous updating after final publication of electoral roll.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

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Intimation of action taken
 (Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 7 of
 **Shri/ Shrimati/ Kumari.....

** (Full address)											
House/ Door number:											
Street/ Area/Locality/ Mohalla/Road:											
Town/ Village:											
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Tehsil/ Taluka/ Mandal/ Thana:											
District:											

** To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

- (a) accepted and the name of Shri/Shrimati/Kumari.....has been deleted from.....
 Part No..... of AC No.....
 (b) rejected for the reason.....

Date.....

Electoral Registration Officer.
 (Address).....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 7 of ** Shri/Shrimati/Kumari.....
 ** Address.....

Date.....

Signature of the officer receiving the application
 on behalf of the Electoral Registration Officer
 (Address)

** To be filled in by the applicant.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-7

General Instructions

Who can file Form-7

1. Can be filed only by a person whose name is already included in that roll in order to object inclusion of a name proposed to be included in that part of the electoral roll or for seeking deletion of a name already included in that part of the electoral roll.

When Form-7 can be filed

1. The application can be filed after draft publication of electoral roll of the constituency to object to the proposed inclusion of an entry in the draft roll. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application seeking deletion of an entry from the final electoral roll can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-7

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill up Form-7

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.
2. **Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted :**

Out of the two alternative options, the first alternative is relevant after draft publication of electoral roll during revision of electoral roll. In other words to show the objected entry in the draft roll in the list of deletions at the time of final publication of the roll. The second alternative is relevant during continuous updation after final publication of electoral roll. In other words for deletion of an entry already included in the final electoral roll. *(Please strike out the inappropriate alternative while filling up the Form)*

Besides the name of the person whose entry is objected for inclusion or sought to be deleted, the other details of the electoral roll **Part No., Serial No. of the entry in that Part of electoral roll and Identity Card No issued to that person** are also required to be filled up. These details are available in the relevant part of electoral roll. The **Part No.** of the electoral roll is printed on the right hand top corner of the electoral roll. Every entry is given a serial number. Please check the electoral roll and write the serial number at which the name of the person whose entry is objected for inclusion/sought to be deleted is listed. In case the person has already been issued an **Identity Card that No.** is also printed against that entry. Please write that card no. in full in the space provided.

Separate Application is required to be filed for objecting inclusion/seeking deletion of each entry.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

3. **Details of objector**

An "Objector" can file Application in Form 7 only in respect of persons included in the part of the electoral roll in which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her

name including surname, relation's name (Father/Mother/Husband), sex, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

The Objector must fill up his full address in the space provided in Part III of the Application.

4. Reason(s) for objection / deletion.

In Part IV of the Application, the applicant 'objector' must specify the reason(s) as to why according to him/her the person whose name is objected is not qualified for inclusion in that part of electoral roll viz. Due to death, due to shifting, not ordinarily residing at the registered address etc.. The onus of proof to substantiate the reason given for removal of the name lies with the Objector.

5. Declaration

In Part V of the Application the applicant must give a declaration that the facts and particulars mentioned in the application are true to the best of his/her knowledge and belief. Please indicate date from which you are residing in the given address. Giving a false declaration is punishable under section 31 of the Representation of the People Act, 1950.

Details of action taken
(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. for correction of entry in the electoral roll in Form 8 has been accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)[£]] or *rejection [under or in pursuance of rule 17*/20*/26(4)[£]].

Place:	Signature of	(Seal of the Electoral
Date:	Electoral Registration Officer	Registration Officer)

* Strike out the inappropriate alternative.

£ During continuous updating after final publication of electoral roll.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

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Intimation of action taken
 (Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 8 of
****Shri/ Shrimati/ Kumari.....**

** (Full address)											
House/ Door number:											
Street/ Area/Locality/ Mohalla/Road:											
Town/ Village:											
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Tehsil/ Taluka/ Mandal/ Thana:											
District:											

**** To be filled in by the applicant.**

-----Second Fold-----

Section-II

has been—

(a) (a) accepted and the entry at Sr. No.of Part No.....
 of AC No..... has been modified accordingly.
 (b) rejected for the reason.....

Date.....

Electoral Registration Officer.
 (Address).....

.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 8 of **** Shri/Shrimati/Kumari.....**
****Address.....**

Date.....

Signature of the officer receiving the application
 on behalf of the Electoral Registration Officer
 (Address)

**** To be filled in by the applicant.**

GUIDELINES FOR FILLING UP THE APPLICATION FORM-8

General Instructions

Who can file Form-8

1. Can be filed only by a person whose name is already included in the electoral roll seeking correction to his/her particulars already printed in the electoral roll. One person cannot file application in Form 8 for correction in the particulars of any other person.

When Form-8 can be filed

1. Form-8 can be filed for correction to particulars of a person entered in the electoral roll. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application can also be filed for correction of particulars relating to oneself in the finally published electoral roll when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-8

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill up Form-8

1. The application should be addressed to the Electoral Registration Officer of the constituency in which the name of the applicant is already included. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application, please write your name, as it should appear in the electoral roll. In case the initials to your name printed in the electoral roll are in abbreviated form and you want them to be printed in expanded form you can write your full name in expanded form. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.
3. Please fill up the Part Number and serial number in that part of electoral roll where your name is listed. This is mandatory.
4. Age
Similarly, you should indicate your Age in years and months as on 1st January of the year with reference to which the electoral roll is printed. This qualifying date is printed at the bottom of each page of electoral roll.
5. Sex

Write your sex in full in the space provided e.g. Male / Female. Eunuchs have to choose from one of these options.

6. Date of Birth (With Documentary Proof)

Fill up the date of birth in figures in the space provided in dd/mm/yyyy.

Proofs of date of birth to be attached are as under:

- i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or
- ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or
- iii) If a person is class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth; or
- iv) Marksheet of class 8 if it contains date of birth; or
- v) Marksheet of class 5 if it contains date of birth; or
- vi) A declaration in prescribed format given in Annexure-1 (made available on demand by registration authorities) made by either of his parents if the person is not educated till class 10 (In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/AERO/ERO); or
- vii) A certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee, in case the person is not educated till class 10 and both the parents are not alive.
- viii) Indian Passport.
- ix) PAN Card.
- x) Driving License.
- xi) Aadhar letter issued by UIDAI.

Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by the applicant will be taken as proof of age.

7. Relation's Name:

In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

8. Place of Ordinary Residence .

In Part II of the Application Form please fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

- i) Bank / Kisan / Post Office current Pass Book, or
- ii) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or
- iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or
- iv) Postal department's posts received / delivered in the applicant's name at the given address.

NOTE: In case of homeless persons, the BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification.

9. Details of Electors' Photo Identity Card.

If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space

provided in Part III of the Application Form. Please attach a self-attested photocopy of both sides of the card.

10. Details of entries to be corrected.

In Part IV of the Application you should indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. You have indicated the correct details about your name, age, date of birth, relations name, sex, address and photo identity card in the space provided in Parts I to III of the Application. In this Part you have to clearly put a tick mark on the details that need to be corrected on the basis of information now furnished by you. Please score out the alternatives that are not to be corrected.

In most part of the country now the electoral roll is printed with the photograph of electors. In case the application is for correcting a wrong photograph, then the applicant may write "My Photograph" in Part IV of the application and if possible, attach a recent passport size coloured photograph with the application.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

FORM 8A
[See rule 13(4) and 26]

Application for transposition of entry in electoral roll

To
The Electoral Registration Officer,
.....Assembly/[£]Parliamentary Constituency.

SPACE FOR PASTING
ONE RECENT
PASSPORT SIZE
PHOTOGRAPH
(3.5 CM X 3.5 CM)
SHOWING FRONTAL
VIEW OF FULL FACE
WITHIN THIS BOX

Sir,

I request that entry in the electoral roll for the abovementioned Constituency relating to *Myself / *person named below should be transposed to the relevant part of the roll in this constituency. Particulars of the entry to be transposed are given below:

I. Details of person whose entry is to be transposed:	Name		Surname (if any)	
	Part number of electoral roll in which his/her name is included:		Elector's Photo Identity Card number (if issued):	
* Father's/ Mother's/ Name Husband's	Name		Surname (if any)	
II. Particulars of present place of ordinary Residence (Full address)				
House/ Door number:				
Street/ Area/Locality/Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/Mandal/ Thana:				
District:				
III. Period of continuous residence at the above address on the date of application			Years:	
			Months:	
IV. Part number to which the entry has to be transposed (if known)				
@V. Details of applicant:	Name		Surname (if any)	
	Part number of electoral roll in which his/her name is included:		Elector's Photo Identity Card number (if issued):	
	His/her serial number in that part:			

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

* Strike out the inappropriate alternative.

@ Part V not to be filled where applicant seeks transposition of entry relating to himself.

VI. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place: _____ Date: _____ **Signature or thumb impression of the applicant**
Please give your mobile number / E-mail I.D(Optional)/.....
Aadhaar number, if already issued (Optional)

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. for transposition of entry relating to himself/ herself/ Shri/ Smt. / Km. in the electoral roll in Form 8A has been accepted*/rejected*.

Detailed reasons for *acceptance or *rejection [under or in pursuance of rule 26(4)*].

Place: _____ Signature of _____ (Seal of the Electoral
Date: _____ Electoral Registration Officer Registration Officer)

* Strike out the inappropriate alternative.

Remarks of the field level officers (e.g. BLO, Designated Office, Supervisory Officers)

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

Intimation of action taken
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 8A of
**..Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

** To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

a) accepted and the name of Shri/Shrimati/Kumari.....

has been deleted from Part No and registered at Sl.No. ----- in Part No.-----

of AC No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.
(Address).....

.....
.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 8A of ** Shri/Shrimati/Kumari.....

** Address.....

Date.....

Signature of the officer receiving the application
on behalf of the Electoral Registration Officer
(Address)

** To be filled in by the applicant.

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GUIDELINES FOR FILLING UP THE APPLICATION FORM-8A

General Instructions

Who can file Form-8A

1. A person whose name is already included in the current electoral roll can file the Application for transposition of an entry in a different place of the same constituency.

When Form-8A can be filed

1. The application can be filed after draft publication of electoral roll of the constituency for transposition of entry relating to one own self or someone else within the same constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. Application for transposition of name within the constituency can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-8A

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill the Form-8A

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application Form fill the name Part No. & Sr. No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).
3. In Part II of the Application please mention the complete address of the new place where you/person concerned have shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.
4. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.
5. In Part IV, write the electoral roll part no. in which the residents of the new area where you have shifted are enrolled. This part is optional in case you don't know the electoral roll part no., then leave it blank.
6. In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person. Please also give your full name and address on the acknowledgement and intimation portions. Please give your mobile number and E-mail I.D in the Form, which is optional, as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.