

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 22/2/INST/ECI/FUNC/ERD/ER/2014

Dated: 7th April 2017

To,

The Chief Electoral Officers
Of States/UTs.

Subject: Amendment of Forms 6,6A, 7, 8, 8A, 18 and 19 for registration of electors as circulated vide the Commission's letter of even number dated 13th January 2017-Guidelines for filling up the Forms.

Sir,

I am directed to refer to the Commission's letter of even number dated 13th January 2017, forwarding the modified Form 6,6A,7,8 and 8A and to state that the guidelines, to be appended to each of the said Forms, have also been modified, by the Commission, and the same are being sent herewith for information of all the concerned. These guidelines contain the simplified general instructions for applicants as to how to fill the relevant Form. These guidelines shall be got printed and appended to the appropriate modified Forms for use of applicants.


2. In addition to the above guidelines, a set of exhaustive General Instructions prepared for the purpose of registration authorities is also enclosed. This has to be published in a small booklet form by the Chief Electoral Officer for circulation amongst registration authorities down to Booth Level Officers for their guidance.

3. As per revised guidelines, if an applicant of 21+ age-group, has not been issued EPIC earlier, then he, while filing Form 6, is required to give a declaration to the effect that either he has not been enrolled in any electoral roll or he has not been issued EPIC at previous place despite his enrolment in electoral roll. This declaration shall be mandatory for every applicant of 21+ age group seeking fresh registration for the first time, as this would be a preventive measure against multiple enrolment of the same person at different places. Format of the revised declaration is enclosed herewith (annexure-A).

4. Further, the Commission has also decided to revise the guidelines on issue of EPIC/replacement EPIC, have also been revised to the following extent:-

- a) Whenever name of any Indian Citizen is included in the electoral rolls for the first time, new EPIC will automatically be issued on basis of Form 6, without any separate application and delivered to him free of cost, through speed post under proper acknowledgement.
- b) Replacement EPIC on shifting: If the Applicant has shifted his address and applying in Form 6 (in case of shifting outside the constituency) or Form 8A (in case of shifting within the constituency) on such shifting, EPIC No., if already


issued to him in the earlier constituency/ address, it should be mentioned at appropriate place. If the applicant wants a replacement EPIC with new address, he should apply for the same in Form EPIC-001 ((as per the format as Annexure B), with requisite fee for Replacement EPIC, and old EPIC, after enrolment at the new place on the basis of Form 6 or Form 8A, as the case may be.

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- c) Replacement EPIC on correction: in case a fresh EPIC due to correction in entries through Form 8 is required, then an application for issue of such Replacement EPIC should be made in Form EPIC-001(as per Annexure B), together with old EPIC and requisite fee, applicable if any, after making necessary correction by ERO in relevant entry.
 - d) Replacement EPIC in case of loss/mutilation/destruction: In this case also, for a fresh Replacement EPIC an application has to be made in Form EPIC-001 with old EPIC and requisite fee, if applicable.

5. As per the modified Forms, Photograph to be pasted therein should be of passport size (3.5 cmx3.5 cm) showing frontal view of full face. For quality improvement of the electoral roll, the applicant has been advised in the guidelines to paste/upload colour photograph of 200 dpi resolution.

6. All the officers/officials concerned may be informed accordingly.

Yours faithfully,



(NARENDRA N. BUTOLIA)
SECRETARY

**ANNEXURE –A to letter no.
22/2/INST/ECI/FUNC/ERD/ER/2014, dated
07th April 2017 (For Form-6)**

DECLARATION*
(For an elector of 21+ age group seeking fresh registration for the first time)

I,....., Son/Daughter/Wife of R/o.....
....., declare as under: -

I have applied for registration in the electoral roll of constituency,
as my name does not figure in electoral roll anywhere in India.

2. I have not been issued any EPIC at any time in the past in any constituency.

Place:
Date:

Signature of the Applicant

***(Making false declaration in matters related to preparation/revision of electoral roll is an offence punishable under Section 31 of the Representation of the People Act, 1951, and also under the provisions of the Indian Penal Code)**

ANNEXURE B to letter no.
22/2/INST/ECI/FUNC/ERD/ER/2014, dated 07th April
2017

Election Commission of India		FORM ID
Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		ECI-EPIC-001
A	State/ UT :	
	AC ^S (No. & Name):	
	District:	
B	Elector's Particulars (To be filled by Elector)	
To, The Electoral Registration Officer, Assembly/ Parliamentary ^S Constituency	Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated due to corrections in my elector's detail or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:	
1. Name of Elector:	2. EPIC No of Original card (if known) ..	
3. Father's/ Mother's/ Husband's* Name :	4. Sex (M/F):	5. Date of Birth (DOB) If not known then Age in Years)as on 1st Jan, 200.....
6. Address		
(i) House / Door number :		
(ii) Street/ Mohalla / Road/ Gali :		
(iii)Area / Locality :		
(iv) Town/Village :	(v) PIN CODE	
(vi) Police Station :	(vii) District:	
(viii) Reasons for applying for a Duplicate card		
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.		
() Signature of the applicant		
(ix) Tick (✓) the appropriate box: I hereby return my mutilated /old card. I undertake to return the earlier card issued to me if the same <input type="checkbox"/> recovered at a later date.		Date: Place:
<input type="checkbox"/> For official Use		
<i>Authentication for Issue of EPIC (To be filled by ERO's Representative)</i>		
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE):.
Register No.	Serial No. in Register	#Token No. or Receipt No.
Verified by:		
Date: ___/___/200__	Signature	
D Acknowledgement of R- EPIC by the Elector		
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression
	- - 200__	

GUIDELINES FOR FILLING UP THE APPLICATION
FORM-6

1. The application should be addressed to the Electoral Registration Officer of the constituency in which he seeks registration. The name of the constituency should be mentioned in the blank space given for the purpose.
2. The applicant applying as a first time voter or due to shifting from another constituency, should tick the appropriate box, given for the purpose and *fill the complete details in the DECLARATION portion, otherwise, the application is liable to be rejected at the initial stage itself.*
3. Fields for providing particulars in items (a) to (j) are mandatory and therefore complete information should mandatorily be given against the appropriate item.
4. Item (a) and (b) : The exact name and spelling 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 the applicant does not have a surname, then box for surname should be left blank. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned. The Applicant may mention his name in English and official language of the State both, if possible.
5. **Item (c) and (d) (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 should preferably be mentioned. Strike out the inapplicable options in the column.
6. **Item (e) and (f) (Age and Date of Birth):** 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:-Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or Birth certificate from the school (Govt. / Recognized) last attended by the applicant or any other recognized educational institution; or 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 Marksheet of class 8 if it contains date of birth; or Marksheet of class 5 if it contains date of birth; or Indian Passport; or PAN card; or Driving License; or Aadhar letter/Card issued by UIDAI.
 1. In case none of the above document is available, a declaration in prescribed format given in Annexure – II (enclosed with the guidelines) made by either of the parents of the applicant (or by guru in case of an elector in third gender 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 documents 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.
 2. 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 reference to which electoral roll is being revised /or has been revised.
 3. *If the Applicant is applying for fresh registration for the first time and he is above 21 years of age on the qualifying date of the year and his name is not included in the electoral roll anywhere in India, then a declaration has to be given in the format as per annexure III otherwise his application is liable to be rejected.*
7. **Item (g) (Gender):** Gender in the appropriate box provided for 'Male' / 'Female' / 'Third Gender' should clearly be tick marked.
8. **Item (h) (Place of Current Ordinary Residence):** *The Applicant should fill up the full and complete postal address including PIN code where he is ordinarily residing at present and wants to get registered, only in the appropriate space provided for the particular entry.*
 - (I) **House No.:** *If the residence of the applicant does not have house number, in the space meant for 'House Number' it should be clearly mentioned that 'No House Number has been assigned'.*
 - (II) A copy of any of the following documents should be attached as a proof of ordinary residence: -

Bank / Kisan / Post Office current Pass Book; or Ration Card; or Passport; or Driving License; or Income Tax Assessment Order; or Latest rent agreement; or 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 Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence.

(III) **Homeless Indian Citizens/Sex Workers Indian Citizens:** – Homeless Indian Citizens living in sheds/pavement dwellers and Sex Workers Indian Citizens, who do not possess any documentary proof of ordinary residence are eligible for enrolment in electoral roll, provided they are ordinarily residing at the given address.

(IV) **Students:** Students, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to their normal home or place of residence only for short periods, can be held to be ordinarily resident in the place where the hostel or mess or lodge is situated. Such students who want to enroll themselves at the hostel / mess will have to attach a bonafide declaration duly certified by the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6 (as per the specimen as **Annexure IV**).

9. Photograph: A recent passport size Colour Photograph of specification (200 DPI resolution with 3.5cm x3.5 cm) should be pasted in the space provided for this purpose in the Form. The Photograph will be used to print applicant's image in the electoral roll and issue of EPIC. The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector.

10. EPIC:

1. *Whenever name of any Indian Citizen is included in the electoral rolls for the first time, new EPIC will automatically be issued without any separate application and delivered to him free of cost, through speed post under proper acknowledgement.*
2. **Replacement EPIC on shifting:** *If the Applicant has shifted his address and applying in Form 6 or Form 8A on such shifting, EPIC No., if already issued to him in the earlier constituency/ address, it should be mentioned at appropriate place. If he wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 ((as per the format as Annexure V), with requisite fee for replacement EPIC, and old EPIC, after enrolment at the new place on the basis of Form 6 or Form 8A.*

11. Optional Particulars

Fields for providing details in item (k) to (m) are optional; however, it is in interest of the applicant to supply information in these items to enable election authorities to extend citizen services like intimation about status of process of application form, issue of EPIC sending information/notices to electors and providing necessary assistance at polling station during elections.

12. Declaration

- (1) All entries in "DECLARATION" portion must compulsorily be completed in all respects. Please indicate date from which the Applicant is presently residing at the given address. If he is not able to recall the exact date, the month and year from which he is residing at that place should be mentioned. If his name is already included in the electoral roll of any other constituency, name of earlier constituency should be mentioned. Also, full particulars of his previous address should be provided, otherwise his application is liable to be rejected at the initial stage itself. The options which are not relevant should clearly be struck off. *Please note that giving any false statement made in the DECLARATION portion is punishable offence under Section 31 of the Representation of People Act, 1950.*
- (2) Service personnel, applying for enrolment as general elector in the electoral roll at his place of posting at a peace station, has to submit a declaration (Annexure-I) along with Form-6.

DECLARATION BY SERVICE PERSONNEL

(TO BE ATTACHED WITH THE FORM-6)

For getting myself registered as general elector in the part of the electoral roll of my place of posting, I,(NAME IN BLOCK LETTERS) am enclosing a certificate issued by Record Office/Commandant to the effect that I have been posted at the peace station, namely, at(Place) since(Date).

I, hereby, declare that I have neither got myself already registered as service elector in the last part of electoral roll for any constituency nor have applied for such registration as service elector in the last part of the electoral roll of any constituency.

I, further, declare that I am aware of the law that prohibits getting registered as an elector at more than one place either in the same constituency or in different constituencies and if my name so appears at different places, the same may be deleted from all such places except from the present place for which Form 6 has been presented.

SIGNATURE OF THE SERVICE PERSONNEL

RANK.....

Place.....

Date.....

ANNEXURE –II (For Form-6)

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 the God / solemnly affirm that my son / daughter/chela
..... isyears
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/Shrimati
..... at
(Place) at (hour) this the day of
..... 20... before me.

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

ANNEXURE –III
(For Form-6)

DECLARATION*
(For an elector of 21+ age group seeking fresh registration for the first time)

I,....., Son/Daughter/Wife of R/o.....
....., declare as under: -

I have applied for registration in the electoral roll of constituency,
as my name does not figure in electoral roll anywhere in India.

2. I have not been issued any EPIC at any time in the past in any constituency.

Signature of the Applicant

Place:
Date:

***(Making false declaration in matters related to preparation/revision of electoral roll is an offence punishable under Section 31 of the Representation of the People Act, 1951, and also under the provisions of the Indian Penal Code)**

ANNEXURE IV(For Form-6)

DECLARATION BY STUDENTS LIVING IN
HOSTELS/MESSES/ELSEWHERE
(TO BE ATTACHED WITH FORM 6)

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

I,(NAME IN BLOCK LETTERS),
: son/daughter of _____

address of native place), hereby declare that :----

(a) I am a bonifide 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

ANNEXURE V(For Form-6)

Election Commission of India (ANNEXURE-V) Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		FORM ID ECI-EPIC-001
A	State/ UT :	
	AC ^S (No. & Name):	
	District:	
B	Elector's Particulars(To be filled by Elector)	
To, The Electoral Registration Officer, Assembly/ Parliamentary ^S Constituency	Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated due to corrections in my elector's detail or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:	
1. Name of Elector:		2. EPIC No of Original card (if known) :
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):
		5. Date of Birth (DOB) if not known then Age in Years)as on 1st Jan, 200____
6. Address		
(i) House / Door number :		
(ii) Street/ Mohalla / Road/ Gali :		
(iii)Area / Locality :		
(iv) Town/Village :		(v) PIN CODE
(vi) Police Station :		(vii) District:
(viii) Reasons for applying for a Duplicate card		
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.		
		() Signature of the applicant
(ix) Tick (✓) the appropriate box: I hereby return my mutilated /old card. I undertake to return the earlier card issued to me if the same <input type="checkbox"/> recovered at a later date.		Date: Place:
<input type="checkbox"/>	<i>For official Use</i>	
<i>Authentication for Issue of EPIC (To be filled by ERO's Representative)</i>		
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE):.
Register No.	Serial No. in Register	#Token No. or Receipt No.
Verified by:	Signature	
Date: __/__/200__		
D	Acknowledgement of R- EPIC by the Elector	
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression
	- - 200__	

**GUIDELINES FOR FILLING UP THE APPLICATION
FORM-6A**

Who can file Form-6A

1. Every Indian citizen staying in a foreign country, who has not acquired citizenship of a foreign country, and has completed 18 years as on 1st January of the year, can make an application in Form 6A for being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in the passport is located. The application in Form 6A can be presented to the registration officer concerned.
2. The applicant should have completed eighteen years of age as on 1st January of the year. For example, if the application is for inclusion of name in the electoral roll with reference to 01-01-2017 as the qualifying date, the applicant should have completed 18 years as on 01-01-2017.

Availability of Form 6A

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

Where to submit the application in Form-6A

The application should be submitted directly to the Electoral Registration Officer (ERO) of the constituency within which the place of ordinary residence of the applicant as given in the valid passport falls. The Application in Form 6A can be presented in person to the ERO or sent by post addressed to the ERO concerned. The application can also be filed online on the National Voter Service Portal (NVSP) of the Election Commission, i.e, <http://www.nvsp.in/> or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website, i.e, http://eci.nic.in/eci_main1/Links.aspx*).

[The particulars and postal address of the EROs of all the constituencies in India are available on the websites of CEOs of concerned States which can be accessed through website of Election Commission of India (<http://eci.nic.in>)]

Documents to be attached

3. Paste one recent passport size coloured photograph with a light background (preferably white) showing the full face of the applicant.
4. Fill in all the columns in Form-6A. The name and other particulars, as given in the valid Indian Passport, should be written.
5. If application is sent by post, it should be accompanied by photo-copy of the relevant pages of the passport containing the photograph and all other particulars of the applicant and the page containing the valid visa endorsement. **These photo-copies should be duly self-attested.** Applications without the attested photo-copies of these documents will be liable to be summarily rejected.
6. If the application is submitted in person before the ERO, the application should be accompanied by a photo-copy of the relevant pages of the passport as mentioned above. The original passport should also be produced alongwith the application for verification by the registration officer. The passport will be returned immediately after verification.

Voting

7. It may be noted that after enrolment of the name of the Applicant, he will be able to cast vote in election in the constituency, if he is physically present in the polling station along with his original passport on the day of poll.

**GUIDELINES FOR FILLING UP THE APPLICATION
FORM-7**

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 three options, the first option 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 option 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 tick the appropriate 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 (Items (a), (b), (c) and (d))** 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 each of the three alternatives for objecting inclusion/seeking deletion of each entry. In other words, the only one alternative is allowed to be opted.

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. The objector has to fill up in the space (item (a) , (b), (c) and (d) and (e)) provided his/her name including surname, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

4. **Reason(s) for objection / deletion.**

The applicant 'objector' must specify the reason(s) in item (f) 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 last part 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. The date from which the applicant is residing at the given address should be clearly mentioned. Giving a false declaration is punishable under Section 31 of the Representation of the People Act, 1950.

**GUIDELINES FOR FILLING UP THE APPLICATION
FORM-8**

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 (Item (a) and (b))of the Application, the applicant should write his name, as it should appear in the electoral roll. In case the initials to applicant's name printed in the electoral roll are in abbreviated form and he wants them to be printed in expanded form he can write his 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 the applicant does not have a surname, the given name only should be written. 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. Item (c): Please fill up the Part Number and serial number in that part of electoral roll where the name of the Applicant is listed. This is mandatory.
4. For correction in date of birth, documentary proof should be attached 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.

Details of Electors' Photo Identity Card (Item d).

1. If the Applicant has already been issued a Photo Identity Card by the Election Commission, 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 Item (d) of the Application Form, should be mentioned. Please attach a self-attested photocopy of both sides of the card.
2. If the Applicant wants a fresh EPIC due to correction in entries through Form 8, an application has to be made for issue of such replacement EPIC in EPIC-001 (as per the

format given as Annexure-II) with old EPIC and the requisite fee after correction by ERO on basis of Form-8.

Details of entries to be corrected.

1. In item (e) of the Application, the applicant should clearly tick the entry(ies) to be corrected. Therefore, this is a very important part of the Application.
2. 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 tick on the "Photograph" in item (e) of the application and please, attach a recent passport size colour photograph with the application. In case of correction of entries in electoral roll, please mention correct particulars (which should be after proposed correction) in the box provided for this purpose, just below the item (e) of the Form.
3. Full name and address on the acknowledgement and intimation portions should also be given.
4. Applicant may give 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.

Replacement EPIC

If the Applicant wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the Format as Annexure I), with requisite fee for replacement EPIC, and old EPC, after enrolment at the new place on the basis of Form 8A.

**GUIDELINES FOR FILLING UP THE APPLICATION
FORM-8A**

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 Item (a) and (b) of the Application, the applicant should write his name, as existing in the electoral roll. In case the initials to applicant's name printed in the electoral roll are in abbreviated form and he wants them to be printed in expanded form he can write his 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 the applicant does not have a surname, the given name only should be written. 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. Item (c) and (d): Fill the name Part No. & Serial No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full. (as printed in the electoral roll).
4. In item (g) of the Application please mention the complete address of the new place where the Applicant/person concerned has 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.
5. Full name and address may also be given on the intimation portions. The Applicant may give his 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.

Replacement EPIC

If the Applicant wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the Format as Annexure I), with requisite fee for replacement EPIC, and old EPC, after enrolment at the new place on the basis of Form 8A.

GENERAL INSTRUCTIONS
FORM-6

Who can file Form-6

1. **Please note that no fee shall be charged for the application Form or for processing the Form for registration by Registration Officer, except for the Election Commission approved paid services at authorized centres.**
2. 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 1.1.2017 as qualifying date, a person completing 18 years of age on 1.1.2017 (i.e. a person born on or before 1.1.1998) is eligible to get enrolled as an elector and thus can file Form 6. However, while filing application during continuous updating /non-revision period of electoral roll, age of 18 years or more should be reckoned (mentioned in the application Form) with reference to the qualifying date, 1st January of the year on which basis electoral rolls have been last revised and finally published.
3. ***An Indian Citizen who is eligible as per the above, can get registered his name anywhere in India at the place of his ordinary residence.***
4. A person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered as an elector. In case a person shifts his place of ordinary residence in the constituency, the application should be made in Form 8A and not in Form 6. *However, it should be noted that while submitting Form 6 or Form 8A on shifting of address (place of ordinary residence), no correction should be made in name and details of existing electoral roll in respect of the previous address (place of ordinary residence) except the details of new Address. For any correction in the entries of existing electoral roll, application should be made in Form 8 only.*
5. ***Service Voter:-A Service Personnel should apply in Form 2/ 2A/ 3, as the case may be, for registration as service elector in respect of himself and his wife, if she is residing with him, in the last part of the electoral roll of his home constituency. A Service Personnel, who has not been so enrolled as Service Elector in the last part of his/her home constituency, has also an option to get his/her name enrolled as general elector in the electoral rolls of his place of posting, provided it is a peace station.***
6. Service personnel, applying for enrolment as general elector in the electoral roll at his place of posting at a peace station, has to submit a declaration (Annexure-I) along with Form-6.

Availability of Form 6

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

When Form-6 can be filed

During the revision of electoral rolls, it can be filed after draft publication of electoral rolls 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** and it can be filed throughout the year. ***For Online Application there is no need to file Application in duplicate or submit a separate physical Form through offline mode.***

Where to file Form-6

During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) or *at the places authorised by the Election Commission*, 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 National Voter Service Portal (NVSP) of the Election Commission, i.e. <http://www.nvsp.in/>* or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website, i.e. http://eci.nic.in/eci_main1/Links.aspx*). **For Online Application there is no need to file Application in duplicate or submit a separate physical Form through offline mode.**

1. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or Assistant Electoral Registration Officer or can be filed online, *as above*. **Besides the BLOs can also collect Form 6 through out the year and give the account to ERO on regular basis at the earliest.**

How to fill Form-6

1. The application should be addressed to the Electoral Registration Officer of the constituency in which he seeks registration. The name of the constituency should be mentioned in the blank space given for the purpose.
2. The applicant applying as a first time voter or due to shifting from another constituency, should tick the appropriate box, given for the purpose and **fill the complete details in the DECLARATION portion, otherwise, the application is liable to be rejected at the initial stage itself.**
3. Fields for providing particulars in items (a) to (j) are mandatory and therefore complete information should mandatorily be given against the appropriate item.
4. The exact name and spelling 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 the applicant does not have a surname, then box for surname should be left blank. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned. The Applicant may mention his name in English and official language of the State both, if possible.

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 should preferably be mentioned. Strike out the inapplicable options in the column.

Age and Date of Birth

1. 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 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) Indian Passport; or
 - vii) PAN card; or
 - viii) Driving License; or

- ix) Aadhar letter/Card issued by UIDAI.
2. In case none of the above documents is available, a declaration in prescribed format given in Annexure – II (enclosed with the guidelines) made by either of the parents of the applicant (or by guru in case of an elector in third gender 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 documents 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.
3. 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 reference to which electoral roll is being revised /or has been revised.
4. *If the Applicant is applying for fresh registration for the first time and he is above 21 years of age on the qualifying date of the year and his name is not included in the electoral roll anywhere in India, then a declaration has to be given in the format as per annexure III otherwise his application is liable to be rejected.*

Gender

Gender in the appropriate box provided for 'Male' / 'Female' / 'Third Gender' should clearly be tick marked.

Place of Current Ordinary Residence

1. *The Applicant should fill up the full and complete postal address including PIN code where he is ordinarily residing at present and wants to get registered, only in the appropriate space provided for the particular entry.*
2. 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.
3. **House No.:** *If the residence of the applicant does not have house number, in the space meant for 'House Number' it should be clearly mentioned that 'No House Number has been assigned'.*
4. **Homeless Indian Citizens:** – *Homeless Indian Citizens living in sheds/pavement dwellers, who do not possess any documentary proof of ordinary residence are eligible for enrolment in electoral roll, provided they are ordinarily residing there. In such case the Booth Level Officer will visit the address given in Form 6 for more than one night to ascertain that the homeless person actually sleeps at the given place. However, to avoid an eventuality of a homeless foreign national getting registered in electoral roll, the Election Commission has directed that in all such cases where homeless persons are registered in electoral rolls, a statement of such persons shall be recorded by the Booth Level Officer in which specific information about the place of his birth and the place of previous residence from where he has shifted to the present place of his ordinary residence, of such a person shall be asked for.*

5. **Sex Workers Indian Citizen:-** *As in case of verification of homeless Indian citizen, as referred to in the preceding paragraph, the Election Commission has directed that in case of those sex workers Indian citizen, who do not possess any documentary proof of place of residence, the documentary proof should not be insisted, however the Booth Level Officer will ascertain that the claimant actually resides at the place, mentioned in his/her Form 6, by visiting the given address and submit a verification report to the Electoral Registration Officer/Assistant Electoral Registration Officer, to this effect who will decide the case accordingly.*
6. **Students:** *Students, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to their normal home or place of residence only for short periods, can be held to be ordinarily resident in the place where the hostel or mess or lodge is situated. However, if they so wish, they have the option of retaining their enrolment at their residence with their parents instead. [During intensive revision, students shall not be enumerated at their hostels. They can be enrolled subsequently on application in Form 6 with bonafide student and hostel resident certificate]. However, the course pursued by the said students should be recognized by Central / State Governments / Boards / Universities / Deemed Universities and such courses should be of not less than 1 year's duration. Such students who want to enroll themselves at the hostel / mess will have to attach a bonafide declaration duly certified by the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6 (as per the specimen as **Annexure IV**).*

EPIC

1. *Whenever name of any Indian Citizen is included in the electoral rolls for the first time, new EPIC will automatically be issued without any separate application and delivered to him free of cost, through speed post under proper acknowledgement.*
2. **Replacement EPIC on shifting:** *If the Applicant has shifted his address and applying in Form 6 or Form 8A on such shifting, EPIC No., if already issued to him in the earlier constituency/ address, it should be mentioned at appropriate place. If he wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 ((as per the format as **Annexure V**), with requisite fee for replacement EPIC, and old EPIC, after enrolment at the new place on the basis of Form 6 or Form 8A.*
3. **Replacement EPIC on correction:** *in case a fresh EPIC due to correction in entries through Form 8 is required, then an application for issue of such replacement EPIC should be made in Form EPIC-001(as per the specimen as above), with old EPIC and requisite fee, applicable if any, after making correction by ERO in relevant entry.*
4. **Replacement EPIC in case of loss/mutilation/destruction:** *In this case also, for a fresh replacement EPIC an application has to be made in Form EPIC-001 with old EPIC and requisite fee, applicable if any.*

Photograph

A recent passport size Colour Photograph of specification (200 DPI resolution with 3.5c.m x3.5 c.m) should be pasted in the space provided for this purpose in the Form. The Photograph will be used to print applicant's image in the electoral roll and issue of EPIC.

- The photograph shall show a close-up of the applicant's head and the top of the shoulders.
- The face shall take 75% of the vertical dimension of the picture.
- The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed.

- The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/ veil/cover/shadow/reflection etc. obscuring the eyes.
- If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector.
- The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector.

Optional Particulars

Fields for providing details in item (k) to (m) are optional; however, it is in interest of the applicant to supply information in these items to enable election authorities to extend citizen services like intimation about status of process of application form, issue of EPIC sending information/notices to electors and providing necessary assistance at polling station during elections.

Declaration

1. All entries in “DECLARATION” portion must compulsorily be completed in all respects.
2. Please indicate date from which the Applicant is presently residing at the given address. If he is not able to recall the exact date, the month and year from which he is residing at that place should be mentioned.
3. If his name is already included in the electoral roll of any other constituency, name of earlier constituency should be mentioned. Also, full particulars of his previous address should be provided, otherwise his application is liable to be rejected at the initial stage itself.
4. The options which are not relevant should clearly be struck off.
5. Please note that giving any false statement made in the DECLARATION portion is punishable offence under Section 31 of the Representation of People Act, 1950.

Status Tracking of Application

The Applicant can track his application and know status by providing registration ID provided to him at the time of submission of Application on National Voters Service Portal i.e. <http://www.nvsp.in/>, or on mobile app/SMS/e-mail, provided that up-to-date contact details are furnished in items (k) to (m) of the Form 6.

Personal Hearing

While processing the Application of the Applicant, the Electoral Registration Officer (ERO) may hold personal hearing in the following cases:

1. if he is not satisfied with Booth Level Officer’s (BLO) verification report, or
2. BLO is not able to find the Applicant at given address despite several visits, or,
3. his identity cannot be established due to non-availability of family link, or
4. as a first time applicant above 21 years he has not filed age declaration, or
5. an objector demands for applicant’s personal hearing.

Reason for Rejection of Application

The ERO may reject the application of the Applicant in any of the following cases:

1. if it is not within time/in manner/ in Form
2. the applicant is already registered at the same address
3. he is not eligible due to underage/not Indian citizen/not ordinarily resident.

4. he fails to turn up for personal hearing/cooperate in enquiry/ to produce requisite documents to ERO's satisfaction
5. BLO is not able to complete verification, despite repeated visits.

Provision for Appeal

The Applicant can make an Appeal against the decision of the ERO with regard to his application .

1. **Appeal during revision:** An Appeal during revision can be presented to the District Election Officer. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.

The appeal can be preferred only if the Applicant has availed himself of right to be heard or to make representation to the Electoral Registration Officer. The appeal should be in the form of a memorandum, signed by the Applicant. It can be presented to the Appellate Authority or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Authority within 15 days of the decision by the Electoral Registration Officer becoming known.

2. **Appeal during continuous updation:** During continuous updation the Applicant can avail two opportunities for appeals. First before the first appellate authority who is the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent, within the period of fifteen days of the order appealed against or sent by registered post so as to reach him within that period. The appeal shall be in the form or memo signed by the Applicant and accompanied by a copy of the order appealed against.

Second appeal against the order of the District Magistrate or Additional District Magistrate can be presented to the Chief Electoral Officer within 30 days from the date of order appealed against or sent by registered post so as to reach him within that period. This appeal should be in the form of a memorandum signed by the appellant and accompanied by a copy of the order appealed against.

DECLARATION BY SERVICE PERSONNEL

(TO BE ATTACHED WITH THE FORM-6)

For getting myself registered as general elector in the part of the electoral roll of my place of posting, I,(NAME IN BLOCK LETTERS) am enclosing a certificate issued by Record Office/Commandant to the effect that I have been posted at the peace station, namely, at(Place) since(Date).

I, hereby, declare that I have neither got myself already registered as service elector in the last part of electoral roll for any constituency nor have applied for such registration as service elector in the last part of the electoral roll of any constituency.

I, further, declare that I am aware of the law that prohibits getting registered as an elector at more than one place either in the same constituency or in different constituencies and if my name so appears at different places, the same may be deleted from all such places except from the present place for which Form 6 has been presented.

SIGNATURE OF THE SERVICE PERSONNEL

RANK.....

Place.....

Date.....

ANNEXURE –II (For Form-6)

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 the God / solemnly affirm that my son / daughter/chela
..... isyears
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/Shrimati
..... at
(Place) at (hour) this the day of
..... 20... before me.

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

ANNEXURE –III
(For Form-6)

DECLARATION*
(For an elector of 21+ age group seeking fresh registration for the first time)

I,....., Son/Daughter/Wife of R/o.....
....., declare as under: -

I have applied for registration in the electoral roll of constituency,
as my name does not figure in electoral roll anywhere in India.

2. I have not been issued any EPIC at any time in the past in any constituency.

Signature of the Applicant

Place:
Date:

***(Making false declaration in matters related to preparation/revision of electoral roll is an offence punishable under Section 31 of the Representation of the People Act, 1951, and also under the provisions of the Indian Penal Code)**

ANNEXURE IV(For Form-6)

DECLARATION BY STUDENTS LIVING IN
HOSTELS/MESSES/ELSEWHERE
(TO BE ATTACHED WITH FORM 6)

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

I,(NAME IN BLOCK LETTERS),
: son/daughter of _____

address of native place), hereby declare that :----

(a) I am a bonifide 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

ANNEXURE V(For Form-6)

Election Commission of India (ANNEXURE-V) Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		FORM ID ECI-EPIC-001
A	State/ UT :	
	AC ^s (No. & Name):	
	District:	
B Elector's Particulars (To be filled by Elector)		
To, The Electoral Registration Officer, Assembly/ Parliamentary ^s Constituency	Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated due to corrections in my elector's detail or due to change of address I want to get afresh card with my new address. I am retuning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:	
1. Name of Elector:	2. EPIC No of Original card (if known) .:	
3. Father's/ Mother's/ Husband's* Name :	4. Sex (M/F):	5. Date of Birth (DOB) If not known then Age in Years)as on 1st Jan, 200_____
6. Address (i) House / Door number :		
(ii) Street/ Mohalla / Road/ Gali :		
(iii)Area / Locality :		
(iv) Town/Village :	(v) PIN CODE	
(vi) Police Station :	(vii) District:	
(viii) Reasons for applying for a Duplicate card		
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.		
(_____) Signature of the applicant		
(ix) Tick (✓)the appropriate box: I hereby return my mutilated /old card. I undertake to return the earlier card issued to me if the same <input type="checkbox"/> recovered at a later date.		Date: Place:
<input type="checkbox"/> For official Use		
<i>Authentication for Issue of EPIC (To be filled by ERO's Representative)</i>		
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE):.
Register No.	Serial No. in Register	#Token No. or Receipt No.
Verified by:	Signature	
Date: ___/___/200__		
D Acknowledgement of R- EPIC by the Elector		
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression
- - - - - 200__		

GENERAL INSTRUCTIONS
FORM-6A

Who can file Form-6A

1. Every Indian citizen staying in a foreign country, who has not acquired citizenship of a foreign country, and has completed 18 years as on 1st January of the year, can make an application in Form 6A for being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in the passport is located. The application in Form 6A can be presented to the registration officer concerned.
2. The applicant should have completed eighteen years of age as on 1st January of the year. For example, if the application is for inclusion of name in the electoral roll with reference to 01-01-2017 as the qualifying date, the applicant should have completed 18 years as on 01-01-2017.

Availability of Form 6A

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

Where to submit the application in Form-6A

The application should be submitted directly to the Electoral Registration Officer (ERO) of the constituency within which the place of ordinary residence of the applicant as given in the valid passport falls. The Application in Form 6A can be presented in person to the ERO or sent by post addressed to the ERO concerned. The application can also be filed online on the National Voter Service Portal (NVSP) of the Election Commission, i.e, <http://www.nvsp.in/> or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website, i.e, http://eci.nic.in/eci_main1/Links.aspx*).

[The particulars and postal address of the EROs of all the constituencies in India are available on the websites of CEOs of concerned States which can be accessed through website of Election Commission of India (<http://eci.nic.in>)]

Documents to be attached

3. Paste one recent passport size coloured photograph with a light background (preferably white) showing the full face of the applicant.
4. Fill in all the columns in Form-6A. The name and other particulars, as given in the valid Indian Passport, should be written.
5. If application is sent by post, it should be accompanied by photo-copy of the relevant pages of the passport containing the photograph and all other particulars of the applicant and the page containing the valid visa endorsement. **These photo-copies should be duly self-attested.** Applications without the attested photo-copies of these documents will be liable to be summarily rejected.
6. If the application is submitted in person before the ERO, the application should be accompanied by a photo-copy of the relevant pages of the passport as mentioned above. The original passport should also be produced alongwith the application for verification by the registration officer. The passport will be returned immediately after verification.

Voting

7. It may be noted that after enrolment of the name of the Applicant, he will be able to cast vote in election in the constituency, if he is physically present in the polling station along with his original passport on the day of poll.

GENERAL INSTRUCTIONS
FORM-7

Who can file Form-7

1. Please note that no fee shall be charged for the application Form or for processing the Form for registration by Registration Officer, except for the Election Commission approved paid services at authorized centres.
2. 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 name already included in that part of the electoral roll. An elector can file Form 7 requesting to delete a duplicate entry in respect of himself.

Availability of Form 7

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

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 at any time 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) or *at the places authorised by the Election Commission*, 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 *National Voter Service Portal (NVSP) of the Election Commission*, i.e, <http://www.nvsp.in/> or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website, i.e, http://eci.nic.in/eci_main1/Links.aspx*).

2. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or Assistant Electoral Registration Officer or can be filed online, *as above*.

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 three options, the first option 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 option 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 tick the appropriate 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 each of the three alternatives for objecting inclusion/seeking deletion of each entry. In other words, the only one alternative is allowed to be opted.

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. The objector has to fill up in the space provided his/her name including surname, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

4. Reason(s) for objection / deletion.

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 last part 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. The date from which the applicant is residing at the given address should be clearly mentioned. Giving a false declaration is punishable under Section 31 of the Representation of the People Act, 1950.

GENERAL INSTRUCTIONS

FORM-8

Who can file Form-8

1. Please note that no fee shall be charged for the application Form or for processing the Form for registration by Registration Officer, except for the Election Commission approved paid services at authorized centres.
2. 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.

Availability of Form 8

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

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) or *at the places authorised by the Election Commission*, 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 National Voter Service Portal (NVSP) of the Election Commission*, i.e, <http://www.nvsp.in/> or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website*, i.e, http://eci.nic.in/eci_main1/Links.aspx).
2. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or Assistant Electoral Registration Officer or can be filed online, *as above*.

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, the applicant should write his name, as it should appear in the electoral roll. In case the initials to applicant's name printed in the electoral roll are in abbreviated form and he wants them to be printed in expanded form he can write his 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 the applicant does not have a surname, the given name only should be written. 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 the name of the Applicant is listed. This is mandatory.
4. For correction in date of birth, documentary proof should be attached 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.

Details of Electors' Photo Identity Card.

1. If the Applicant has already been issued a Photo Identity Card by the Election Commission, 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 (d) of the Application Form should be mentioned. Please attach a self-attested photocopy of both sides of the card.
2. If the Applicant wants a fresh EPIC due to correction in entries through Form 8, an application has to be made for issue of such replacement EPIC in EPIC-001 (as per the format given as Annexure-II) with old EPIC and the requisite fee after correction by ERO on basis of Form-8.

Details of entries to be corrected.

1. In item (e) of the Application, the applicant should clearly tick the entry(ies) to be corrected. Therefore, this is a very important part of the Application.

2. 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 tick on the "Photograph" in item (e) of the application and please, attach a recent passport size colour photograph with the application. In case of correction of entries in electoral roll, please mention correct particulars (which should be after proposed correction) in the box provided for this purpose, just below the item (e) of the Form.
3. Full name and address on the acknowledgement and intimation portions should also be given.
4. Applicant may give 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.

ANNEXURE -I (For Form 8)

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 the God / solemnly affirm that my son / daughter/chela
..... isyears
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/Shrimati
..... at
(Place) at (hour) this the day of
..... 20... before me.

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

ANNEXURE II (For Form 8)

Election Commission of India (ANNEXURE-II) Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		FORM ID ECI-EPIC-001	
A	State/ UT :		
	AC ^s (No. & Name):		
	District:		
B	Elector's Particulars (To be filled by Elector)		
To,	The Electoral Registration Officer, Assembly/ Parliamentary ^s Constituency	Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated due to corrections in my elector's detail or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:	
1. Name of Elector:		2. EPIC No of Original card (if known) .:	
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):	
		5. Date of Birth (DOB) If not known then Age in Years)as on 1st Jan, 200.....	
6. Address			
(i) House / Door number :			
(ii) Street/ Mohalla / Road/ Gali :			
(iii)Area / Locality :			
(iv) Town/Village :		(v) PIN CODE	
(vi) Police Station :		(vii) District:	
(viii) Reasons for applying for a Duplicate card			
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.			
		() Signature of the applicant	
(ix) Tick (✓) the appropriate box:			
I hereby return my mutilated /old card.		Date:	
I undertake to return the earlier card issued to me if the same <input type="checkbox"/> recovered at a later date.		Place:	
<input type="checkbox"/>	<i>For official Use</i>		
<i>Authentication for Issue of EPIC (To be filled by ERO's Representative)</i>			
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE):.	#Token No. or Receipt No.
Register No.	Serial No. in Register		
Verified by:			
Date: ___/___/200__	Signature		
D Acknowledgement of R- EPIC by the Elector			
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression	
	- - 200__		

GENERAL INSTRUCTIONS
FORM-8A

Who can file Form-8A

1. Please note that no fee shall be charged for the application Form or for processing the Form for registration by Registration Officer, except for the Election Commission approved paid services at authorized centres.
2. A person whose name is already included in the current electoral roll and who has shifted from one place to another place within the same constituency can file the Application for transposition of entries relating to his in a different place of the same constituency.

Availability of Form 8A

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

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) or *at the places authorised by the Election Commission*, 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 National Voter Service Portal (NVSP) of the Election Commission*, i.e, <http://www.nvsp.in/> or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website*, i.e, http://eci.nic.in/eci_main1/Links.aspx).
2. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or Assistant Electoral Registration Officer or can be filed online, *as above*.

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. Fill the name Part No. & Serial No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full. (as printed in the electoral roll).
3. In item (g) of the Application please mention the complete address of the new place where the Applicant/person concerned has 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. Full name and address may also be given on the intimation portions .The Applicant may give his 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.

Replacement EPIC

If the Applicant wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the Format as Annexure I), with requisite fee for replacement EPIC, and old EPC, after enrolment at the new place on the basis of Form 8A.

ANNEXURE I (For Form 8A)

Election Commission of India (ANNEXURE-I) Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		FORM ID ECI-EPIC-001	
A	State/ UT : AC^s (No. & Name): District:		
B	Elector's Particulars (To be filled by Elector)		
To, The Electoral Registration Officer, Assembly/ Parliamentary ^s Constituency		Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated due to corrections in my elector's detail or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:	
1. Name of Elector:		2. EPIC No of Original card (if known) .:	
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):	
		5. Date of Birth (DOB) if not known then Age in Years)as on 1st Jan, 200_____	
6. Address			
(i) House / Door number :			
(ii) Street/ Mohalla / Road/ Gali :			
(iii)Area / Locality :			
(iv) Town/Village :		(v) PIN CODE	
(vi) Police Station :		(vii) District:	
(viii) Reasons for applying for a Duplicate card			
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.			
		(_____) Signature of the applicant	
(ix) Tick (✓)the appropriate box:		Date:	
<input type="checkbox"/> I hereby return my mutilated /old card. <input type="checkbox"/> I undertake to return the earlier card issued to me if the same <input type="checkbox"/> recovered at a later date.		Place:	
<i>For official Use</i>			
<i>Authentication for Issue of EPIC (To be filled by ERO's Representative)</i>			
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE)::	#Token No. or Receipt No.
Register No.	Serial No. in Register		
Verified by:			
Date: ___/___/200__	Signature		
D Acknowledgement of R- EPIC by the Elector			
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression	
	- - 200__		