



**INSTRUCTIONS TO FOLLOW WHILE FILLING UP THE ENROLMENT FORM (RESIDENT FOREIGNER)**

1/2116072023

Field	Field	Instruction
Sl.No		
1	Type of Enrolment	Please tick the requirement – New Enrolment or Update
2	Status	Please select the residential status. Separate form should be used by Resident Indian and NRI. In case of Resident Foreigners, relevant documents mentioned as per column 9 is mandatory. All the documents to be scanned and uploaded at the time of Enrolment.
3 & 10	Demographic Update (Mobile, DOB, Address, Name, Gender, Email)	Resident to enter the Aadhaar number and to select the required service only. In case of update other than name, name as in existing Aadhaar to be mentioned (the name in document and Aadhaar should match). Only required field to be filled in case of other update requests. Message shall be sent to Indian mobile number. <b>Name, Gender and DOB updates for Foreign Residents shall be processed as per the exceptional handling through UIDAI Regional Offices.</b>
4	Nationality	As per passport/POI document. Passport not mandatory for Nepal/Bhutan Citizens and Tibetan Refugees residing in India.
5	Name	Write full name without salutations/titles. Please bring the original Proof of Identity (POI) document. Name should be entered <b>exactly</b> as per the Passport/POI document.
7	Address	Write complete <b>Indian address</b> . Please bring the original Proof of Address document. PIN Code is mandatory in address filed. The Name of State, District, Sub district and VTC shall be auto fetched based on the PIN Code selected. C/o Field is part of address only and does not require any documentary support. Kindly note that the Aadhaar letter will be delivered at the given address only.
	HOF based enrolment	HOF based enrolment shall not be available for Resident Foreigners.
	List of Documents	The valid list of documents is available on UIDAI website at <a href="https://uidai.gov.in/images/commdoc/02_01_2022_Aadhaar_List_of_documents.pdf">https://uidai.gov.in/images/commdoc/02_01_2022_Aadhaar_List_of_documents.pdf</a> . Resident and the Aadhaar operator to ensure that the documents submitted are as per the list published by the Authority from time to time.
	Resident Foreigner	<b>'Resident Foreigner'</b> means an individual who declares having a valid foreign passport with valid VISA/LTV/OCI Card to stay in India and has resided in India for a period or periods amounting in all to one hundred and eighty-two days or more in the twelve months immediately preceding the date of application for enrolment and also includes citizens of Nepal/Bhutan & Tibetan Refugees residing in India.