

DETAILED INFORMATION SHEET - DOCUMENTS REQUIRED FOR INDIAN CITIZENS

Sr. No.	Documents	Eligibility	Issued by	Used for	How do I get it?
1.	Birth Certificate	Birth in India	The government of India or the municipality concerned	<p>It is a valid age proof required for –</p> <ol style="list-style-type: none"> a. Acquiring the right to vote b. Admission to schools c. For Government Service d. Claiming the right to marry at the legally permissible age. e. Settlement of inheritance and property rights f. Obtaining Government-issued identity documents like a driving licence or passport (It is no longer mandatory for a passport.) 	<p>To apply for a Birth Certificate, you must first register the birth. The birth has to be registered with the concerned local authorities within 21 days of its occurrence, by filling in the form prescribed by the Registrar. Birth Certificate is then issued after verification with the actual records of the concerned hospital.</p> <p>In case the birth has not been registered within the specified time of its occurrence, the certificate is issued after due police verification ordered by the revenue authorities.</p>
2.	Aadhaar Card	Any individual, irrespective of age and gender, who is a resident of India, may voluntarily enroll to obtain the Aadhaar number.	The UIDAI issues Aadhaar number to residents only after de-duplicating their demographic and biometric attributes against its entire database.	<p>As per the Supreme Court’s recent verdict, Aadhaar is required for -</p> <ol style="list-style-type: none"> 1. PAN card 2. Filing Income Tax returns 3. Availing government welfare schemes and subsidies <p>Aadhaar is not required for –</p> <ol style="list-style-type: none"> 1. School admissions 2. Obtaining new SIM cards 3. Appearing in CBSE, NET, UGC exams 4. Private companies 	The Aadhaar enrolment process includes visiting the Enrolment Centre, filling the enrolment form, getting demographic and biometric data captured, submitting proof of identity and address documents, before collecting the acknowledgment slip containing the Enrolment ID.

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3.	PAN Card	All taxpayers, a producer or manufacturer of excisable goods, anyone who intends to make financial transactions where quoting PAN is mandatory and even those who furnish a return of income, on behalf of others, must obtain the PAN. Companies and trusts should also have PAN.	The card is issued by the Indian Income Tax Department under the supervision of the Central Board for Direct Taxes (CBDT). The UTI Investors Services Ltd (UTIISL) and National Securities Depository Limited (NSDL) are the authorised agencies to accept and process PAN application forms.	It is mandatory for an individual to declare his/her PAN when – <ul style="list-style-type: none"> a. Opening a bank account b. Receiving taxable salary or professional fees c. While making certain high-value transactions d. While buying a property or a car worth over a certain limit e. Buying or selling shares or mutual funds f. Applying for a visa/passport g. Paying income tax or filing tax returns h. While applying for a bank loan 	Application for PAN card is available at PAN facilitation centres, located in cities and towns, wherever Income Tax offices are located. 'Form 49A' is also available online on the websites of the Income Tax Department and NSDL.
4.	Voter ID Card	Election Commission of India	Adult domiciles of India who have reached the age of 18	<ul style="list-style-type: none"> a. Primarily serves as an identity proof for Indian citizens while casting their ballot in the country's municipal, state, and national elections. b. It also serves as a general identity, address, and age proof for other purposes such as buying a mobile phone SIM card or applying for a passport. 	<ol style="list-style-type: none"> 1. One has to apply on prescribed Form-6 of Election Commission attached with proof of ID, Indian nationality, age, and residence. 2. Those of "unsound mind", convicted of "corrupt practices", or offenses related to elections are ineligible to vote. 3. Applicants have to submit paper Form-6 to their Municipal Corporation/cantonment board of the area. 4. Applicants can also apply online on the website of the Chief Electoral Officer given for that State.

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5.	Bank Account	<p>A bank account can be a deposit account, a credit card account, a current account, or any other type of account offered by a financial institution. It represents the funds that a customer has entrusted to the financial institution and from which the customer can make withdrawals. Alternatively, accounts may be loan accounts in which case the customer owes money to the financial institution.</p>	<ul style="list-style-type: none"> • Should be a citizen of India. • The individual should be 18 years of age and above to be eligible. • In the case of minors, the parents or legal guardian of the minor can open the account on their behalf. • The applicant is required to have a valid identity and address proof that is Government- approved. • Following approval from the bank, the applicant will have to make an initial deposit - depending on the minimum balance requirement of that particular savings account he/she has chosen. 	<ul style="list-style-type: none"> a. Safety – To build a habit of saving money. b. Liquidity in times of need, a ready pool of money c. The bank account is also treated as an identity recognized by various government institutions. d. Necessary to apply for loans, and for investments. e. Useful for taking subsidies and govt. benefits without any hassle or delay. f. Online payments of bills and facilities g. Beneficial for the country's economy 	<p>Each bank has a different procedure to open an account, but for example, a standard procedure is –</p> <p>Steps to open a savings account with State Bank of India:</p> <p>A. To open a savings account at any SBI Bank branch, customers will have to follow the steps mentioned below:</p> <ul style="list-style-type: none"> • Visit the SBI branch closest to you. • Request the bank executive for an account opening form. • On the account opening form, applicants will have to fill in both the parts: <p>Form 1 - Name, address, signature, various other details</p> <p>Form 2 - Customers will have to fill in this part if they do not have a PAN card.</p> <ul style="list-style-type: none"> • Ensure that all the fields have been entered and are correct. The details mentioned in the application form should match those mentioned in the KYC documents that have been submitted. • The customer will now have to make an initial deposit of Rs. 1,000. • As soon as the bank completes the verification process, the account

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					<p>holder will be granted a free passbook and chequebook.</p> <ul style="list-style-type: none"> • Simultaneously, customers can submit the internet banking form. <p>B. Steps to open a savings account in State Bank of India online:</p> <ul style="list-style-type: none"> • Visit the State Bank of India homepage. • Click on 'Apply now' • Choose 'Savings accounts'. • Fill in the application form - name, address, date of birth and other details - and click on submit. • Once the details have been submitted, the bank will intimate the applicant to visit the branch and submit the requisite KYC documents - proof of identity and address. • On submission of the documents, the bank will initiate the verification process. • Following approval, the account will be activated within 3-5 bank working days.
6.	Driving License	Regional Transport Authorities/Offices (RTA/RTO) <ul style="list-style-type: none"> • In India, two kinds of Driving Licenses 	<ul style="list-style-type: none"> • Learner's License for a private motor vehicle for a vehicle of 50 CC engine capacity and without any gear, is 16 years (if the applicant's parents or 	a. Important Document of Personal Identification - a widely recognized form of personal identification. Among other documents like passports, PAN cards, Voter ID Cards, Aadhaar Cards, driving licences too are a widely	<ul style="list-style-type: none"> • For obtaining a Learner's License, you will need to apply in the prescribed format to the Local Transport Office in your region, along with your passport-sized photographs, proof of your age

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		<p>are issued: Learner's License and Permanent License</p> <ul style="list-style-type: none"> • Learner's License is valid only for six months. • Permanent License can be availed only after the expiry of one month from the date of issuance of the Learner's License. 	<p>guardians give their consent)</p> <ul style="list-style-type: none"> • The minimum age to apply for a permanent licence to drive a private motor vehicle is 18 years 	<p>accepted form of personal identification.</p> <p>b. Make Commuting Easier</p> <p>If you wish to purchase a car or motorbike to commute, you will need to obtain a driving licence prior to doing so.</p> <p>c. Compulsory Legal Requirement</p> <p>A driving licence is an important document indicating your ability to operate or drive a motorised vehicle. It was used at the time of demonetization to exchange old currency in banks too.</p>	<p>and residence, declaration of medical fitness and the required fee.</p> <ul style="list-style-type: none"> • After verification of your documents, you will have to go through the Learner's Test. Usually, a handbook of traffic rules, signs and regulations are provided with the application form. • On passing the Learner's Test, you will be issued a Learner's License. If you fail the test, you will be given a chance to take the test again. • For obtaining a Permanent License, you must have a valid Learner's Licence and must apply after 30 days and within 180 days of issue of the Learner's License. • You should be conversant about vehicle systems, driving, traffic rules and regulations. You will be put through a driving test, for which you must bring a vehicle with you. • On passing the test, you will be issued a Permanent Driving License.
7.	Passport	The Passport Seva (Passport Service) unit of the Consular, Passport & Visa (CPV) Division of the	<ul style="list-style-type: none"> • Everyone can apply for the passport – those who want to travel out of the country including a newborn baby. 	<ul style="list-style-type: none"> • It enables the bearer to travel internationally and serves as proof of Indian citizenship as per the Passports Act (1967). • A passport is the main travel document to travel outside India. 	<p>For online application –</p> <ul style="list-style-type: none"> • Create a new account on the passport website. – Passportseva.gov.in

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		<p>Ministry of External Affairs, functions as the central passport organisation and is responsible for issuing Indian passports on demand to all eligible Indian citizens.</p>		<ul style="list-style-type: none"> • A visa is stamped in the passport booklet to grant the holder official permission to stay in a foreign country for a specified period of time. • International travel details of the passport holder can be found in their passport. • Passport is considered to be the identification of citizenship of the passport holder. • Passport can also be used as a residence or identity proof. 	<ul style="list-style-type: none"> • Fill in the online application form. • Pay for and schedule an appointment at your nearest PSK (Passport Seva Kendra) or PO (Passport Office) after filling the form. • On the day of appointment, take all the necessary documents. • After successful submission, wait for police verification at your present address. • After police approval, passport is delivered through Speed Post.
8.	<p>Marriage Certificate</p>	<p>To be eligible for marriage, the minimum age limit is 21 for males and 18 for females. The parties to a Hindu marriage should be unmarried or divorced, or if previously married, the spouse by that marriage should not be alive. In addition, the parties should be</p>	<p>Municipal Corporation</p>	<ul style="list-style-type: none"> • A marriage certificate is an essential document when applying for a passport or opening a bank account with a new surname post-marriage. • Also, in the case of foreign travel or visa processing, many embassies request a copy of the marriage certificate. Hence, a marriage certificate is obligatory for many couples to move abroad after the wedding. 	<p>For Marriage Registration under the Hindu Act:</p> <ol style="list-style-type: none"> a. One can apply at the office of the Sub-Divisional Magistrate in whose jurisdiction the husband or wife resides, on any working day. b. Fill in the Application Form duly signed by both husband and wife. c. Verification of all the documents is carried out on the date of application and a day is fixed for the appointment and communicated to the parties for registration. d. On the said day, both parties, along with a Gazette Officer who attended

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		<p>physically and mentally healthy and must not be related in a way prohibited by the law.</p> <p>The Hindu Marriage Act is applicable only to Hindus, whereas the Special Marriage Act is applicable to all citizens of India.</p>			<p>their marriage, need to be present before the ADM.</p> <p>e. The Certificate is issued on the same day.</p> <p>For Online Application –</p> <ol style="list-style-type: none"> Select your district and continue. Fill in the husband's details and choose 'Registration of Marriage Certificate'. Fill in the Marriage Certificate form and choose the date of appointment. Click on 'Submit Application'. You will be allotted a temporary number that will be found printed on the acknowledgment slip and the application form is done. Take a printout of the acknowledgment slip as well.
9.	Domicile Certificate	Any person from the state to which he/she belongs could obtain this certificate, provided that he/she is a resident in that state for the last 15 years.		The certificate is used to avail various services provided by the Government such as admissions, job placements, etc.	<ol style="list-style-type: none"> As is the case with any application procedure, the applicant needs to obtain an application form, either through online means or from the Sub-Divisional Magistrate's office, Tehsildar's office, or District Collector's office. After obtaining the same, the applicant needs to fill the details requested in the form.

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					<p>c. The form, along with the essential documents, must be attached with the application and the same must be submitted to the concerned department.</p> <p>d. After completing the above procedures, the applicant will receive the certificate within 30 days. Once received, the Certificate would be valid for the entire lifetime of the recipient.</p>
10.	Caste Certificate	A person belongs to Schedule Caste, Schedule Tribe, and Other Backward Caste	SDM (Sub-Divisional Magistrate) or of the Tehsil or Revenue Department	To avail certain special privileges granted to this category of citizens, such as reservation of seats in the Legislatures and in the Government Service, waiving off a part or whole of the fees for admission to schools and colleges, quotas in educational institutions, relaxation of upper age limits for applying to certain jobs, etc.	<ul style="list-style-type: none"> The application forms can be used either online or from the concerned local office in the City/Town/Village, which is usually the office of the SDM (Sub-Divisional Magistrate) or of the Tehsil or Revenue Department. In case none of your family members have earlier been issued a Caste Certificate, a local inquiry is conducted before issuing the Certificate to you. Proof of residence in your state for a minimum specified period, an affidavit stating that you belong to a Scheduled Caste, and the specified court stamp fee are required at the time of application.
11.	Ration Card	To households that are eligible to purchase subsidized food grain from the Public Distribution System (under the	State Government <ul style="list-style-type: none"> Priority ration card - Priority ration cards are issued to households that meet the eligibility criteria set by their state 	<ul style="list-style-type: none"> Serves as a common form of identification. To purchase subsidized food grain from the Public Distribution System 	<ul style="list-style-type: none"> After the enactment of NFSA, all state governments developed a set of eligibility criteria to identify households for issuing ration cards. Based on these eligibility criteria, new ration cards were issued.

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		National Food Security Act)	<p>government. Each priority household is entitled to 5 kilograms of food grain per member.</p> <ul style="list-style-type: none"> • Antyodaya (AAY) ration cards are issued to "poorest of poor" households. Each AAY household is entitled to 35 kilograms of food grain. 		<ul style="list-style-type: none"> • In some states (such as Bihar and Madhya Pradesh), the state governments used existing data (such as the Socio-Economic Caste Census) to identify households and issue new ration cards. • In other states (such as Chhattisgarh and Odisha), eligible households had to apply for new ration cards through a self-declaration process.