Annexure 2 – INFORMATION SHEET - DOCUMENTS REQUIRED FOR INDIAN CITIZENS

Document	Eligibility	Issued by	Utility/Use	How to Obtain?	How to Apply Online in Goa
Birth Certificate	Birth in India	Government of India or Municipality	Age proof, voting rights, school admission, government service, marriage, property rights, ID documents	Register birth with local authorities within 21 days. Birth Certificate issued after verification. Late registration involves police verification.	Goa Online Portal for Birth Certificate
Aadhaar Card	Residents of India	UIDAI	PAN card, filing taxes, government schemes, subsidies	Enroll voluntarily, provide biometric data, proof of identity/address. Apply online or at Enrolment Centre.	UIDAI Official Website https://uidai.gov.in/
PAN Card	Taxpayers, financial transactions	Income Tax Department / UTIISL / NSDL	Bank accounts, income tax, property purchase, loans	Apply through PAN facilitation centers or online via Form 49A.	NSDL e-Governance PAN Services
Voter ID Card	Indian citizens, age 18+	Election Commission of India	Voting, identity, address proof	Apply with Form- 6, submit documents to Municipal Corporation or online through Chief Electoral Officer's website.	CEO Goa - Electors Enrollment Portal
Bank Account	Indian citizens, age 18+	Banks/FIs	Saving, liquidity, identity, loans, investments, subsidies, online payments	Apply at a bank with valid identity/address proof, initial deposit.	Respective banks' official websites or visit nearest branch

Driving License	Learner's License at 16, Permanent License at 18	Regional Transport Authorities/Offices	Personal ID, commuting, legal requirement	Apply for Learner's License, pass Learner's Test, then apply for Permanent License within 180 days.	Goa Transport Department - Online Services
Passport	All citizens	Passport Seva unit	International travel, proof of citizenship, ID	Apply online, schedule appointment, submit documents, police verification, receive passport by Speed Post.	Passport Seva - Passport Services
Marriage Certificate	To be eligible for marriage, the minimum age limit is 21 for males and 18 for females.	Municipal Corporation	Name change, foreign travel, visas	Apply in person or online, submit required documents, attend appointment, receive certificate.	Goa Online Portal for Marriage Certificate
Domicile Certificate	Resident of state for 15+ years	Relevant authorities in the state	Admissions, job placements	Apply with application form and necessary documents, wait for approval.	No specific online portal, check with local authorities
Caste Certificate	Belongs to SC, ST, OBC or castes	SDM / Tehsil / Revenue Department	Reservation, benefits, quotas	Apply online or at local offices, provide necessary documents, undergo local inquiry if needed.	No specific online portal, check with local authorities
Ration Card	Eligible households (as per the National Food security Act)	State Government	Subsidized food purchases	State governments issue based on eligibility criteria, either through self-declaration or using existing data.	Goa e-Services Portal - PDS