

REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

GUIDELINES FOR ISSUANCE OF DOMICILE CERTIFICATE

<i>Eligibility Criteria</i>					
<p>The applicant is entitled for Domicile Certificate if he/she is</p> <ul style="list-style-type: none"> ✓ An Individual who is a citizen of India. ✓ An Individual who is residing continuously for the last three years within the territorial jurisdiction of NCT of Delhi. 					
<i>Documents to be attached with the Application Form</i>					
<p>1. Identity Proof of Parents (in case of minor) (Any One is mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Any Govt. recognized document </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • PAN Card • Passport </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Ration Card with Photo • Driving License </td> </tr> </table>			<ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Any Govt. recognized document 	<ul style="list-style-type: none"> • PAN Card • Passport 	<ul style="list-style-type: none"> • Ration Card with Photo • Driving License
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<p>2. Identity Proof of Beneficiary (Any One is mandatory) – Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head) or birth certificate in case of a minor less than 5 years of age would also be acceptable</p>					
<p>3. Proof of Continuous residence for the last 3 years in Delhi of Beneficiary/Parents in case of minor(Any One is mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Aadhaar Card • Passport • Bank Passbook • Telephone Bill (<i>Landline or Post-paid</i>) </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Voter ID Card • Ration Card • Electricity Bill • Gas Bill • Educational Certificate* </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Driving License • Rent Agreement (Registered) • Water Bill • Any Govt. recognized document </td> </tr> </table>			<ul style="list-style-type: none"> • Aadhaar Card • Passport • Bank Passbook • Telephone Bill (<i>Landline or Post-paid</i>) 	<ul style="list-style-type: none"> • Voter ID Card • Ration Card • Electricity Bill • Gas Bill • Educational Certificate* 	<ul style="list-style-type: none"> • Driving License • Rent Agreement (Registered) • Water Bill • Any Govt. recognized document
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<p>4. Applicant needs to sign the Self-Declaration form provided with the application form.</p>					
<p>5. One Passport size Coloured Photograph of the Beneficiary (Size 5cm x 4.5cm Or 2"x1.75")</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Should include full face, front view and open eyes • should be in a plain white or off-white background • should have a natural expression (closed mouth) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • should be of full head from top of hair to shoulder • shouldn't be shadows on the face or background • should not include sunglasses or hats </td> </tr> </table>			<ul style="list-style-type: none"> • Should include full face, front view and open eyes • should be in a plain white or off-white background • should have a natural expression (closed mouth) 	<ul style="list-style-type: none"> • should be of full head from top of hair to shoulder • shouldn't be shadows on the face or background • should not include sunglasses or hats 	
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<i>Important Note</i>					
<ul style="list-style-type: none"> ❖ Parents can only apply in case of minor (<i>"minor" as per the provisions of the Indian Majority Act, 1875</i>) ❖ In case of minor, parent's Address proof has to be appended. Whereas ID proof has to be of minor. ❖ Beneficiary's/Parent's self-attested copy of the original documents to be produced while applying at Citizen Service Centre (CSC) and if applying online then documents are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications ❖ Scanned copy of original Self-Declaration has to be uploaded while applying online and original Self Declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application /Acknowledgement number. ❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (As per specifications above) ❖ *Only educational certificate for all the three consecutive years will not be considered for issuance of Domicile Certificate 					