

REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI
GUIDELINES FOR ISSUANCE OF PERMANENT ID CARD TO DISABLED PERSON

Eligibility Criteria													
<p>The applicant is entitled for Permanent ID Card to the Disabled Person if he/she is-</p> <ul style="list-style-type: none"> ✓ An individual who is the citizen of India. ✓ An individual who is a permanent resident of Delhi. ✓ Has Medical disability certificate issued by Government Hospital of Delhi explaining type of disability. 													
Documents to be attached with the Application Form													
<p>1. Identity Proof of Parents (in case parents applied on behalf of minor) (Any One is mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Aadhaar Card</td> <td style="width: 33%;">• PAN Card</td> <td style="width: 33%;">• Ration Card with Photo</td> </tr> <tr> <td>• Voter ID Card</td> <td>• Passport</td> <td>• Driving License</td> </tr> <tr> <td>• Any Govt. recognized document</td> <td></td> <td></td> </tr> </table>		• Aadhaar Card	• PAN Card	• Ration Card with Photo	• Voter ID Card	• Passport	• Driving License	• Any Govt. recognized document					
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• Any Govt. recognized document													
<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), School ID Card or birth certificate in case of a minor less than 5 years of age would also be acceptable</p>													
<p>3. Present Address Proof of Beneficiary/Parents in case of minor (Any One is mandatory) –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Aadhaar Card</td> <td style="width: 33%;">• Voter ID Card</td> <td style="width: 33%;">• Driving License</td> </tr> <tr> <td>• Passport</td> <td>• Ration Card</td> <td>• Rent Agreement (Registered)</td> </tr> <tr> <td>• Bank Passbook</td> <td>• Electricity Bill</td> <td>• Water Bill</td> </tr> <tr> <td>• Telephone Bill (Landline or Post-paid)</td> <td>• Gas Bill</td> <td>• Any Govt. recognized document</td> </tr> </table>		• Aadhaar Card	• Voter ID Card	• Driving License	• Passport	• Ration Card	• Rent Agreement (Registered)	• Bank Passbook	• Electricity Bill	• Water Bill	• Telephone Bill (Landline or Post-paid)	• Gas Bill	• Any Govt. recognized document
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<p>4. Permanent Address Proof of Beneficiary/Parents (Any One is mandatory) – Same as List in Col No.3.</p>													
<p>5. Medical Certificate issued by Government notified hospitals of Delhi</p> <ul style="list-style-type: none"> • Percentage of disability should clearly defined as per Government order for disability criteria 													
<p>6. Self-declaration form duly signed by the applicant himself must be submitted.</p>													
<p>7. 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%;">• Should include full face, front view and open eyes</td> <td style="width: 50%;">• should be of full head from top of hair to shoulder</td> </tr> <tr> <td>• should be in a plain white or off-white background</td> <td>• shouldn't be shadows on the face or background</td> </tr> <tr> <td>• should have a natural expression (closed mouth)</td> <td>• should not include sunglasses or hats</td> </tr> </table>		• Should include full face, front view and open eyes	• should be of full head from top of hair to shoulder	• should be in a plain white or off-white background	• shouldn't be shadows on the face or background	• should have a natural expression (closed mouth)	• should not include sunglasses or hats						
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Important Note													
<ul style="list-style-type: none"> ❖ Parents can only apply in case of minor/disabled. ("minor" as per the provisions of the Indian Majority Act, 1875) ❖ In case of minor, parent's Address proof has to be appended. Whereas ID proof and Disability 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 document 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 Medical Certificate to be uploaded while applying online and original Medical Certificate to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/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) ❖ Scanned copy of Self- Declaration has to be uploaded while applying online and hard copy of declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application /Acknowledgement number. 													