

UPDATION OF NATIONAL REGISTER OF CITIZENS, ASSAM

National Register of Citizens Updation Application Form Fill Up Made Easy

In addition to the instructions provided in the Application Form, the following simple steps are provided for easy filling up of Updation of NRC Application Forms.

Usually the Application for inclusion in Updated NRC shall be made by the Head of the family detailing particulars of all family members. In case of institutional homes such as orphanages, old age homes, asylums etc, the responsibility of providing requisite details of the inmates shall lie on the Head of the institutions. The filled up Application Form shall be submitted in the designated NRC Seva Kendra (NSK) covering your Present Address or online (www.nrcassam.nic.in).

Simple Steps to Fill Up Side A

Member Serial No.: Serial number to start with the Head of the family as "1". The same order of Member Serial No. written on the first page, Side A, shall be followed throughout in all 4 (four) pages i.e. Sides A, B, C, D of the Form.

Instructions and codes for filling up Q.1a, Q.2a, Q.2b, Q.2c, Q.3a, Q.4a, Q.4b & Q.4c are given at the bottom of the page. In case of Q.2a, Q.4b and Q.4c, if the applicant selects "Others" as a response then both the applicable code and description shall be provided.

Q. 2a Relationship to head: Relationship of individual member to the Head of the family shall be written here selecting from the codes given at the bottom of the page (Side -A) as Q. 2a^{2a}. For example: in case of Member Sl. No. 1, the Head of the family shall mark his/her relationship to the Head of the family as "1" in the given space indicating the relationship as "Head" himself/ herself. In case of other members, the respective relationship to the Head of the family shall be selected from the same list and written in the space provided. For example: If the Head of the family is the Father of Member Sl. No. 3, then Member Sl. No. 3 shall write his/her relation to Head as Code "5" indicating "Father/Mother" in the space provided. **Particulars of Relatives, domestic helps etc staying in the household shall not be provided and they shall apply only with their original families.**

Q. 3a Date of Birth & Q. 3b Age (as declared) (as on 1st April 2015): Date of Birth to be written as per English calendar in DD/MM/YYYY format. For example, if one is born on 22nd January of the year 1988, date of birth to be written as: 22-01-1988. In case of individuals with no knowledge of their exact date of birth, they will keep this column as blank and declare their approximate age in years as on 01-04-2015 under Q.3b.

Q.5 Name(s) of Father, Mother and Spouse (if married) in full or If they are members in this household write Sl. No. of Father, Mother and Spouse as recorded in Sl. No. Column: If the head of the family is the member Sl. No. 1 and his spouse is Member Sl. No. 2 and their son is Member Serial No 3; then the son (member Sl. No. 3) in place of writing the full name of father and mother can just

write Sl. No. 1 in the space given for writing name of father, and can write Sl. No. 2 in place of writing the name of mother.

Simple Steps to Fill Up Side B

Current colour photograph with white background to be pasted: For photograph the face must be taken from a full frontal position and the face should cover 80% of the area of the frame. The eyes must be open, level and clearly visible within the indicated area. The photograph should be in colour with white background and of the size 2.5 cm x 2.5 cm. Photo should present full head from top of head to bottom of chin and centered within the frame. There should not be any distracting shadows on the face or on the background. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown. The expression on the face should look natural. The photograph should be pasted properly using good quality glue. In any case, staple or pin should not be used.

Simple Steps to Fill Up Side C

Applicants' compliance to eligibility conditions for inclusion in Updated NRC to be indicated in the Side C of the Form. Answering any one of Q.9 or Q.10 or Q.11 is sufficient. However, more than one out of Q.9, Q.10 & Q.11 can also be answered.

Q.9 is applicable to people who have particulars of entry in NRC 1951, Q.10 is applicable to people who have particulars of entry in any Electoral Roll(s) upto 24th March (midnight) 1971, and Q.11 is applicable to people who have particulars of other documents from List A given at the bottom of Side C.

Q.9a, Q.10a & Q.11a Name of person with whom linkage claimed:

The name of the person, either self or parent or ancestor, appearing in 1951 NRC shall be given as answer to Q.9a, or,

The name of the person, either self or parent or ancestor, appearing in any Electoral Roll(s) upto 24th March 1971 shall be given as answer to Q.10a, or

The name of the person, either self or parent or ancestor, appearing in any of the documents from Sl. No. 3 to 16 mentioned in List A (Illustrative documents) placed at the bottom of the page (Side C) shall be given as answer to Q.11a.

Q.9b NRC 1951 Legacy Data Code & Q.10b Electoral Roll(s) upto 24th March, 1971 Legacy Data Code:

Q.9b shall be applicable only if the name of the person with whom linkage is claimed appears in 1951 NRC. The 11 digit Legacy Data Code received against the person whose name is written in Q.9a shall be entered in Q.9b in the format XXX-XXXX-XXXX.

Q.10b shall be applicable only if the name of the person with whom linkage is claimed appears in any of the Electoral Roll(s) up to 24th March (midnight) 1971. The 11 digit Legacy Data Code received against the person whose name is written in Q.10a shall be entered in Q.10b in the format XXX-XXXX-XXXX.

Legacy Data Code is issued against each entry in 1951 NRC and Electoral Rolls up to 1971 at NRC Seva Kendras (NSKs) or Online through website of NRC, Assam. The Legacy Data slip received from NRC Seva Kendra or downloaded online shall be enclosed with the Application Form.

Q.11b Serial Nos. of eligible documents from List A (Sl No 3 to 16): The serial number of the document from List A (Sl. No. 3 to 16) placed at the bottom of Side C, in which the name of the person declared in Q.11a appears shall be written in the space provided. **Please note that document Sl. No. 15 and 16 will be admissible only if accompanied by any one of the documents from Sl. No. 1 to 14.** It is to be remembered that only self-attested photocopies of such documents may be submitted with the Application Form and the originals are to be shown to officials during field visits.

Q.9c, Q.10c & Q.11c Relationship with the person:

The applicant shall write his/her relationship with the person whose name is written in Q.9a or Q.10a or Q.11a, i.e. the person with whom linkage claimed. The codes used for indicating relationship of the member to the Head of the family under Q.2a^{2a} shall be used for indicating relationship of the member to the person with whom linkage is claimed. For example: If the person, whose name is written at 9a or 10a or 11a, is the father of Member Serial No. 2, then the Member Serial No. 2 shall indicate his/her relationship to the person with whom linkage claimed as "Father" in words and Code as numeric "5" choosing from the list under Q2a^{2a} placed at the bottom of Side A. If the person with whom linkage is claimed (the name written at Q. 9a or Q. 10a, or Q. 11a) is the grandfather of Member Serial No 2, then the Member Serial No 2 will select Code 6 and write "Grandfather" as answer to Q. 9c Or 10c Or 11c. For proving linkage with grandfather/grandmother, two sets of documents shall be required. For example: if Mr. X is claiming Linkage with his grandfather Mr. Z, then Mr. X will first prove linkage with his father Mr. Y through the first set of Document. A second set of Document shall be used to prove that Mr. Z is the father of Mr. Y, and hence the grandfather of Mr. X. If the name of the person with whom linkage is claimed in Q. 9a or Q. 10a or Q. 11a is that of any of the family member himself/herself, then that person shall write "Self" in words and Code as numeric "1" choosing from the list under Q. 2a^{2a} placed at the bottom of Side A.

Q.9d, Q.10d or Q.11d Sl. No. of self-attested documentary proof of relationship from List B: The detail of documents submitted to prove the relationship declared at Q.9c or Q.10c or Q.11c shall be provided here. An illustrative list of documents admissible to establish proof of relation is given as List B at the bottom of Side – C from which any one of the documents can be selected. The List B is only indicative. In order to prove linkage with parent or ancestors any legally acceptable document which establishes the relationship in clear terms between 1.) the member of the family and 2.) the name of person whose name appears in any of the documents in List A would be acceptable. Such documents should be verifiable with the originals available with the issuing authority. Date of issue of this document can be any date and has no reference to the date 24th March (Midnight), 1971. In case of married women, Circle Officer/GP Secretary Certificate is not mandatory if relationship with the person named at Q.9a or Q.10a or Q.11a can be proved through any other document. It is to be remembered that only photocopies of such documents may be submitted with the Application Form and the originals to be shown to officials during field visits. The documents submitted should be self-attested.

Simple Steps to Fill Up Side D

Sl. No. of the applicant in the Application Form: Usually the oath of allegiance shall be signed by the Head of the family, and as such the "Sl. No. of the applicant in the Application Form" would be "1". Only in case of unavoidable circumstances, a member other than the Head of the family can apply and in such cases such member will sign the oath of allegiance and apply on behalf of the family, and Sl. No. of such member shall be written in the box.

If continued to Additional Form Write 'C'

As already mentioned in Side A, in case a family has more than 6 (six) members, additional Forms shall be used. As such if any additional Form is used then "C" shall be marked in the box provided.

Total number of Forms

Total number of Forms used and submitted by one Family shall be captured here. For example: A family of 10 members would require using two (2) Forms. As such numeric "2" shall also be provided in the given space.

The boxes marked with "(For Office Use Only)" shall be filled up only by NRC authorities and not to be filled up by applicant.

Use the grey marked area on the top left corner of the Application Form for tagging to enclose documents.

For further assistance in filling up of the Application Form visit your designated NRC Seva Kendra (NSK) or call our Toll Free Help Line No 15107