NRC, ASSAM IS PLEASED TO LAUNCH AN ONLINE FACILITY FOR FAMILY TREE FORM SUBMISSION FOR APPLICANTS WHO HAVE SUBMITTED NRC APPLICATION FORMs ONLINE

NRC NATIONAL REGISTER OF CITIZENS

HURRY UP! THIS FACILITY IS AVAILABLE ONLY UP TO 25TH APRIL 2016

- To meet the demand of online NRC applicants who are currently residing outside their NSK locality, especially those who are out of state/country, an online facility for Family Tree Form submission is launched.

- This facility is not available for those applicants who have submitted NRC Application Forms at NSKs.

- This facility allows online submission of the scanned copies of Family Tree Forms that have been filled up manually, unlike the online NRC Application Form submission facility where we allowed applicants to both fill up and submit Application Forms online.

- Blank copies of Family Tree Forms can be downloaded from our website (www.nrcassam.nic.in). Click on the 'Download PDF of Manual Family Tree Form' tab on the right side of the Home page. Or one may obtain a copy of Family Tree Form from any NSK.

- Assistance on filling up of Family Tree Form is also provided under 'Download PDF of Manual Family Tree Form' tab.

- Applicants are requested to fill up the Family Tree Forms neatly in Assamese/Bodo/Bengali in Barak valley/English.

- Applicants should not submit incomplete Family Tree Forms as this is a crucial document in ensuring inclusion in NRC.

- Write both first name and surname of all relatives. If incomplete Forms such as where names of relatives are written as initials (K.K. in place of Karuna Kalita), or merely as 'girl', 'boy' etc. are found, applicants will be asked to resubmit.

- Duly filled up Family Tree Forms to be scanned properly so that the Verification Teams can read it easily.

- On completion of scanning, applicants are required to log in to our website and click on the "Online Submission of Family Tree Form" tab in the right side of the Home page.

- **Steps for submitting Family Tree Forms online are given below:**

  1. Fill up the Application Receipt Number (ARN).
  2. **On filling up the ARN, an OTP (One Time Password) shall be sent to the email ID and mobile number of the applicant using which the online NRC Application Form submission was done.**
  3. OTP for Family Tree Form submission will not be sent to any other mobile number or email ID.
  4. On successful verification of OTP, the user shall be directed to the Form submission page.
  5. The user will be required to start with entering the first Legacy Data Code used in the ARN (Application Form).
  6. Below the given Legacy Data Code the user is required to upload the scanned page 1 of the Family Tree of the Legacy Person against whom the above mentioned Legacy Data Code was issued.
  7. If the Family Tree continues to multiple pages, additional scanned pages shall be uploaded as per requirement by clicking on 'Add More Page' option.
  8. As one ARN is likely to have used more than one LDC, for example, LDCs used by married women of the family, the user would be required to enter the second Legacy Data Code in the next block and follow the same process of uploading scanned pages of Family Tree Form for that LDC.
  9. Users would be able to add as many LDCs as they require by clicking on the 'Add New Legacy Data Code' Option.
  10. On completion of uploading of scanned Family Tree Forms for all Legacy Data Codes, the user will be clicking on the 'Submit' tab on the bottom of the page.

Please note that online Family Tree Form submission facility is not available for applicants who have submitted the Application Forms in NSKs.

Online users are requested to avail this facility for submission of Family Tree Forms for strengthening your claims for inclusion in updated NRC and helping the NRC authorities in coming up with an error free updated NRC for the state

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| To know more and for assistance | Please call our Toll Free helpline number 15107 (For Assam)   18003453762 (For Outside Assam) | Visit our website www.nrcassam.nic.in | *Issued in public interest by the* **State Coordinator, NRC, Assam** |

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