



## ELECTION COMMISSION OF INDIA

## FORM-6

Acknowledgement No. \_\_\_\_\_

(See Rules 13(1) and 26) of Registration of Electors Rule-1960

(To be filled by office)

**Application for Inclusion of Name in Electoral Roll for First time Voter OR on Shifting from One Constituency to Another Constituency.**

To, The Electoral Registration Officer, .....Assembly / Parliamentary Constituency

I request that my name be included in the electoral roll for the above Constituency. (Tick appropriate box)

**As a first time voter** ☐ **or due to shifting from another constituency** ☐

Particulars in support of my claim for inclusion in the electoral roll are given below:-

**Mandatory Particulars**(a) Name (b) Surname(if any) (c) Name and surname of Relative of Applicant [see item (d)] (d) Type of Relation (Tick appropriate box) Father ☐ Mother ☐ Husband ☐ Wife ☐ Other ☐(e) Age [as on 1<sup>st</sup> January of current calendar year.....] Years   Months  (f) Date of Birth (in DD/MM/YYYY format)(if known)   /   /     (g) Gender of Applicant (Tick appropriate box) Male ☐ Female ☐ Third Gender ☐(h) Current address where applicant is ordinarily resident House No. Street/Area/Locality Town/Village Post Office  Pin Code      District  State/UT (i) Permanent address of applicant House No. Street/Area/Locality Town/Village Post Office  Pin Code      District  State/UT (j) EPIC No. (if issued) **Optional Particulars**(k) Disability (if any) (Tick appropriate box) Visual impairment ☐ Speech & hearing disability ☐ Locomotor disability ☐ Other (l) Email id (optional) (m) Mobile No. (optional)          **DECLARATION - I hereby declare that to the best of knowledge and belief –**

(i) I am a citizen of India and place of my birth is Village/Town.....District.....State.....

(ii) I am ordinarily resident at the address given at (h) above since .....(date, month, year).

(iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency.

\*(iv) My name has not already been included in the electoral roll for this or any other assembly/ parliamentary constituency

**OR**

\*My name may have been included in the electoral roll for \_\_\_\_\_ Constituency in \_\_\_\_\_

State in which I was ordinarily resident earlier at the address mentioned below and if so, I request that the same may be deleted from that electoral roll.

\* strike off the option not appropriate

SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX

Address of earlier place of ordinary residence (if applying due to shifting from another constituency)					
House No.		Street/Area/Locality			
Town/Village					
Post Office		Pin Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
District		State/UT			
<i>I am aware that making a statement or declaration which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).</i>					
Place.....					
Date.....		Signature of Applicant.....			
Remarks of Field Level Verifying Officer:					
Details of action taken (To be filled by Electoral Registration Officer of the constituency)					
The application of Shri / Shrimati/ Kumari .....for inclusion of name in the electoral roll in Form 6 has been accepted/ rejected. Detailed reasons for acceptance [under or in pursuance of rule 18/20/26(4)] or rejection [under or in pursuance of rule 17/20/26(4)] are given below:					
Place:					
Date:		Signature of ERO		Seal of the ERO	
Intimation of decision taken (to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant)					
The application in Form 6 of Shri/Shrimati/Kumari.....					Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch
Current address where applicant is ordinarily resident		House No.			
Street/Area/Locality					
Town/Village					
Post Office		Pin Code	<input type="text"/>	<input type="text"/>	
District		State/UT			
Has been (a) accepted and the name of Shri/Shrimati/Kumari.....					
Has been registered at Serial No.....in Part No..... of AC No.....					
(b) rejected for the reason.....					
Date:		Electoral Registration Officer			
		Address.....			
Acknowledgement/Receipt					
Acknowledgement Number		Date			
Received the application in form 6 of Shri / Smt. / Ms. _____					
[ Applicant can refer the Acknowledgement No. to check the status of application].					
Name/Signature of ERO/AERO/BLO					

**GUIDELINES FOR FILLING UP THE APPLICATION****FORM-6**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which he seeks registration. The name of the constituency should be mentioned in the blank space given for the purpose.
2. The applicant applying as a first time voter or due to shifting from another constituency, should tick the appropriate box, given for the purpose and *fill the complete details in the DECLARATION portion, otherwise, the application is liable to be rejected at the initial stage itself.*
3. Fields for providing particulars in items (a) to (j) are mandatory and therefore complete information should mandatorily be given against the appropriate item.
4. Item (a) and (b) : The exact name and spelling as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name should be written in the first box and surname should be written in the second box. In case the applicant does not have a surname, then box for surname should be left blank. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned. The Applicant may mention his name in English and official language of the State both, if possible.
5. **Item (c) and (d) (Relation's Name):** In case of an unmarried female applicant, name of Father / Mother is to be mentioned. In case of a married female applicant, name of Husband should preferably be mentioned. Strike out the inapplicable options in the column.
6. **Item (e) and (f) (Age and Date of Birth):** The age of the applicant should be 18 years or more on 1st day of January of the year with reference to which the electoral roll is being revised. Fill up the Date of Birth in figures in the space provided in DD/MM/YYYY. If the age of the applicant is between 18 and 21 years, a documentary proof of Date of Birth should be attached. A copy of any one of the following documents can be attached as a proof of Date of Birth:- Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or Birth certificate from the school (Govt. / Recognized) last attended by the applicant or any other recognized educational institution; or if a person is class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth; or Marksheet of class 8 if it contains date of birth; or Marksheet of class 5 if it contains date of birth; or Indian Passport; or PAN card; or Driving License; or Aadhar letter/Card issued by UIDAI.
  1. In case none of the above document is available, a declaration in prescribed format given in Annexure – II (enclosed with the guidelines) made by either of the parents of the applicant (or by guru in case of an elector in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer / Assistant Electoral Registration Officer / Electoral Registration Officer. Further, if none of the above documents is available and neither of the parents is alive, the applicant can attach a certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee.
  2. In cases where the applicant is more than 21 years and physically appears to be so to Booth Level Officer / Assistant Electoral Registration Officer / Electoral Registration Officer, declaration of age by him / her will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1st January, of the year with reference to which electoral roll is being revised /or has been revised.
  3. *If the Applicant is applying for fresh registration for the first time and he is above 21 years of age on the qualifying date of the year and his name is not included in the electoral roll anywhere in India, then a declaration has to be given in the format as per annexure III otherwise his application is liable to be rejected.*
7. **Item (g) (Gender):** Gender in the appropriate box provided for 'Male' / 'Female' / 'Third Gender' should clearly be tick marked.
8. **Item (h) (Place of Current Ordinary Residence):** *The Applicant should fill up the full and complete postal address including PIN code where he is ordinarily residing at present and wants to get registered, only in the appropriate space provided for the particular entry.*
  - (I) **House No.:** *If the residence of the applicant does not have house number, in the space meant for 'House Number' it should be clearly mentioned that 'No House Number has been assigned'.*
  - (II) A copy of any of the following documents should be attached as a proof of ordinary residence: -

Bank / Kisan / Post Office current Pass Book; or Ration Card; or Passport; or Driving License; or Income Tax Assessment Order; or Latest rent agreement; or Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc.; or Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence.

(III) **Homeless Indian Citizens/Sex Workers Indian Citizens:** – Homeless Indian Citizens living in sheds/pavement dwellers and Sex Workers Indian Citizens, who do not possess any documentary proof of ordinary residence are eligible for enrolment in electoral roll, provided they are ordinarily residing at the given address.

(IV) **Students:** Students, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to their normal home or place of residence only for short periods, can be held to be ordinarily resident in the place where the hostel or mess or lodge is situated. Such students who want to enroll themselves at the hostel / mess will have to attach a bonafide declaration duly certified by the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6 (as per the specimen as Annexure IV).

9. **Photograph:** A recent passport size Colour Photograph of specification (200 DPI resolution with 3.5cm x 3.5 cm) should be pasted in the space provided for this purpose in the Form. The Photograph will be used to print applicant's image in the electoral roll and issue of EPIC. The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector.

10. **EPIC:**

1. *Whenever name of any Indian Citizen is included in the electoral rolls for the first time, new EPIC will automatically be issued without any separate application and delivered to him free of cost, through speed post under proper acknowledgement.*
2. **Replacement EPIC on shifting:** If the Applicant has shifted his address and applying in Form 6 or Form 8A on such shifting, EPIC No., if already issued to him in the earlier constituency/ address, it should be mentioned at appropriate place. If he wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the format as Annexure V), with requisite fee for replacement EPIC, and old EPIC, after enrolment at the new place on the basis of Form 6 or Form 8A.

11. **Optional Particulars**

Fields for providing details in item (k) to (m) are optional; however, it is in interest of the applicant to supply information in these items to enable election authorities to extend citizen services like intimation about status of process of application form, issue of EPIC sending information/notices to electors and providing necessary assistance at polling station during elections.

12. **Declaration**

- (1) All entries in "DECLARATION" portion must compulsorily be completed in all respects. Please indicate date from which the Applicant is presently residing at the given address. If he is not able to recall the exact date, the month and year from which he is residing at that place should be mentioned. If his name is already included in the electoral roll of any other constituency, name of earlier constituency should be mentioned. Also, full particulars of his previous address should be provided, otherwise his application is liable to be rejected at the initial stage itself. The options which are not relevant should clearly be struck off. *Please note that giving any false statement made in the DECLARATION portion is punishable offence under Section 31 of the Representation of People Act, 1950.*
- (2) Service personnel, applying for enrolment as general elector in the electoral roll at his place of posting at a peace station, has to submit a declaration (Annexure-I) along with Form-6.

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**ANNEXURE –II (For Form-6)**

**FORM OF OATH OR AFFIRMATION**

(To be made by either of the parents/Guru of the first time applicant  
in the age group of 18-21 years who has no age proof)

I, ..... whose  
name is enrolled at the Serial No. .... in the Part No. .... of electoral roll of the  
..... Assembly Constituency  
do swear in the name of the God / solemnly affirm that my son / daughter/chela  
..... is .....years  
of age as on 1<sup>st</sup> January, 20... and is residing with me.

Place:

Date:

Signature of the parent/Guru

Sworn in the name of God/solemnly affirmed by Shri/Shrimati  
..... at .....  
(Place) at ..... (hour) this the ..... day of  
..... 20... before me.

Signature of Electoral Registration Officer /  
Assistant Electoral Registration Officer with Seal

**ANNEXURE –III**  
**(For Form-6)**

**DECLARATION\***

**(For an elector of 21+ age group seeking fresh registration for the first time)**

I,....., Son/Daughter/Wife of ..... R/o.....  
....., declare as under: -

I have applied for registration in the electoral roll of ..... constituency,  
as my name does not figure in electoral roll anywhere in India.

2. I have not been issued any EPIC at any time in the past in any constituency.

Place:  
Date:

Signature of the Applicant

\*(Making false declaration in matters related to  
preparation/revision of electoral roll is an offence  
punishable under Section 31 of the Representation of the  
People Act, 1951, and also under the provisions of the  
Indian Penal Code)

ANNEXURE IV(For Form-6)

DECLARATION BY STUDENTS LIVING IN  
HOSTELS/MESSES/ELSE WHERE  
(TO BE ATTACHED WITH FORM 6)

SPACE FOR PASTING  
ONE RECENT  
PASSPORT SIZE  
COLOUR PHOTOGRAPH  
(3.5 CM X 3.5 CM)  
SHOWING FRONTAL  
VIEW OF FULL FACE  
WITHIN THIS BOX

I, .....(NAME IN BLOCK LETTERS),  
: son/daughter of .....

address of native place), hereby declare that :----

(a) I am a bonifide student of .....( name of  
the institution) and pursuing .....(details of the course)  
from .....(month).....(year)  
to.....(month).....(year)

\* (b) I am presently residing at –

(i) .....(if  
residing in hostel/mess, mention Room No./Block No./ Block Name, etc. of the  
hostel/mess).

OR

\* (ii) .....(if residing elsewhere  
outside the hostel/mess, mention complete  
postal address of the place of stay outside the hostel/mess).

(c) \* I want to be registered in the electoral roll/retain my registration in the electoral roll of  
my native place at my above-mentioned residential address with my parents/guardian.

OR

\* I want to be registered in the electoral roll of the constituency where I am presently residing .

II. I am aware that registration in the electoral roll of more than one constituency or more  
than once in a constituency is not permitted under the election law and am also aware of the  
penal provisions of Sec. 31 of the R.P.Act, 1950, which reads as follows: -

*"If any person makes in connection with (a) the preparation, revision or correction of an electoral roll, or (b)  
the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is  
false and which he either knows or believes to be false or does not believe to be true, he shall be punishable  
with imprisonment for a term which may extend to one year, or with fine, or with both.*

Place :

(signature of the student)

Date :

It is certified that the information given in the declaration at (a) above and the  
photograph have been verified from the records of the institution and are found to be correct.

Place:

Date:

Signature and seal of the  
Head Master/Principal/Registrar/Director/Dean



# ANNEXURE V(For Form-6)

Election Commission of India (ANNEXURE-V) Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		FORM ID ECI-EPIC-001
<b>A</b>	State/ UT : <hr/> AC <sup>2</sup> (No. & Name): <hr/> <div style="display: flex; justify-content: space-between;"> <div>District:</div> <div></div> </div>	
<b>B</b>	Elector's Particulars (To be filled by Elector)	
To, The Electoral Registration Officer, ..... Assembly/ Parliamentary <sup>3</sup> Constituency		Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated due to corrections in my elector's detail or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:
1. Name of Elector:		2. EPIC No of Original card ( if known ) :
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):
		5. Date of Birth (DOB) if not known then Age in Years/as on 1st Jan, 200_____
6. Address		
(i) House / Door number :		
(ii) Street/ Mohalla / Road/ Gali :		
(iii) Area / Locality :		
(iv) Town/Village :		(v) PIN CODE
(vi) Police Station :		(vii) District
(viii) Reasons for applying for a Duplicate card		
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.		
( _____ ) Signature of the applicant		
(ix) Tick (✓) the appropriate box:		Date:
<input type="checkbox"/> I hereby return my mutilated old card. <input type="checkbox"/> I undertake to return the earlier card issued to me if the same <input type="checkbox"/> recovered at a later date.		Place:
<input type="checkbox"/> For official Use		
Authentication for Issue of EPIC (To be filled by ERO's Representative)		
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE):
Register No.	Serial No. in Register	
Verified by:		
Date: ___/___/200___	Signature	
<b>D</b> Acknowledgement of R- EPIC by the Elector		
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression
<div style="display: flex; justify-content: space-between;"> <div></div> <div>-</div> <div></div> <div>-</div> <div>200___</div> </div>		



**GENERAL INSTRUCTIONS**  
**FORM-6**

**Who can file Form-6**

1. Please note that no fee shall be charged for the application Form or for processing the Form for registration by Registration Officer, except for the Election Commission approved paid services at authorized centres.
2. An Indian citizen who has attained age of 18 years or more on the first day of January of the year with reference to which the electoral roll is being revised. For example, for revision being conducted with reference to 1.1.2017 as qualifying date, a person completing 18 years of age on 1.1.2017 (i.e. a person born on or before 1.1.1998) is eligible to get enrolled as an elector and thus can file Form 6. However, while filing application during continuous updating /non-revision period of electoral roll, age of 18 years or more should be reckoned (mentioned in the application Form) with reference to the qualifying date, 1<sup>st</sup> January of the year on which basis electoral rolls have been last revised and finally published.
3. **An Indian Citizen who is eligible as per the above, can get registered his name anywhere in India at the place of his ordinary residence.**
4. A person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered as an elector. In case a person shifts his place of ordinary residence in the constituency, the application should be made in Form 8A and not in Form 6. *However, it should be noted that while submitting Form 6 or Form 8A on shifting of address (place of ordinary residence), no correction should be made in name and details of existing electoral roll in respect of the previous address (place of ordinary residence) except the details of new Address. For any correction in the entries of existing electoral roll, application should be made in Form 8 only.*
5. **Service Voter:-** A Service Personnel should apply in Form 2/ 2A/ 3, as the case may be, for registration as service elector in respect of himself and his wife, if she is residing with him, in the last part of the electoral roll of his home constituency. A Service Personnel, who has not been so enrolled as Service Elector in the last part of his/her home constituency, has also an option to get his/her name enrolled as general elector in the electoral rolls of his place of posting, provided it is a peace station.
6. Service personnel, applying for enrolment as general elector in the electoral roll at his place of posting at a peace station, has to submit a declaration (Annexure-I) along with Form-6.

**Availability of Form 6**

Form will be available at EROs/AEROs Office/Designated Locations/Authorized Centres. It can also be downloaded from NVSP portal i.e, <http://www.nvsp.in/> or from the ECI website, i.e, <http://eci.nic.in>.

**When Form-6 can be filed**

During the revision of electoral rolls, it can be filed after draft publication of electoral rolls of the constituency. The application is to be filed within the specific period provided for filing of claims and objections. Due publicity is given about the above period when the revision programme is announced. Only one copy of the application is to be filed during the revision programme. During non-revision period, application must be filed in duplicate and it can be filed throughout the year. **For Online Application there is no need to file Application in duplicate or submit a separate physical Form through offline mode.**

**Where to file Form-6**

During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) or *at the places authorised by the Election Commission*, as well as the offices of Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency. The application can also be filed online *on the National Voter Service Portal (NVSP) of the Election Commission, i.e. <http://www.nvsp.in/>* or on the website of Chief Electoral Officer of the State concerned (*Link of CEOs' website has been provided on the Commission's website, i.e. [http://eci.nic.in/eci\\_main1/Links.aspx](http://eci.nic.in/eci_main1/Links.aspx)*). ***For Online Application there is no need to file Application in duplicate or submit a separate physical Form through offline mode.***

1. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or Assistant Electoral Registration Officer or can be filed online, *as above*. ***Besides the BLOs can also collect Form 6 through out the year and give the account to ERO on regular basis at the earliest.***

#### **How to fill Form-6**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which he seeks registration. The name of the constituency should be mentioned in the blank space given for the purpose.
2. The applicant applying as a first time voter or due to shifting from another constituency, should tick the appropriate box, given for the purpose and ***fill the complete details in the DECLARATION portion, otherwise, the application is liable to be rejected at the initial stage itself.***
3. Fields for providing particulars in items (a) to (j) are mandatory and therefore complete information should mandatorily be given against the appropriate item.
4. The exact name and spelling as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name should be written in the first box and surname should be written in the second box. In case the applicant does not have a surname, then box for surname should be left blank. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned. The Applicant may mention his name in English and official language of the State both, if possible.

#### **Relation's Name**

In case of an unmarried female applicant, name of Father / Mother is to be mentioned. In case of a married female applicant, name of Husband should preferably be mentioned. Strike out the inapplicable options in the column.

#### **Age and Date of Birth**

1. The age of the applicant should be 18 years or more on 1<sup>st</sup> day of January of the year with reference to which the electoral roll is being revised. Fill up the Date of Birth in figures in the space provided in DD/MM/YYYY. If the age of the applicant is between 18 and 21 years, a documentary proof of Date of Birth should be attached. A copy of any one of the following documents can be attached as a proof of Date of Birth:-
  - i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or
  - ii) Birth certificate from the school (Govt. / Recognized) last attended by the applicant or any other recognized educational institution; or
  - iii) If a person is class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth; or
  - iv) Marksheet of class 8 if it contains date of birth; or
  - v) Marksheet of class 5 if it contains date of birth; or
  - vi) Indian Passport; or
  - vii) PAN card; or
  - viii) Driving License; or

ix) Aadhar letter/Card issued by UIDAI.

2. In case none of the above document is available, a declaration in prescribed format given in Annexure – II (enclosed with the guidelines) made by either of the parents of the applicant (or by guru in case of an elector in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer /Assistant Electoral Registration Officer / Electoral Registration Officer. Further, if none of the above documents is available and neither of the parents is alive, the applicant can attach a certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee.
3. In cases where the applicant is more than 21 years and physically appears to be so to Booth Level Officer /Assistant Electoral Registration Officer / Electoral Registration Officer, declaration of age by him / her will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1<sup>st</sup> January, of the year with reference to which electoral roll is being revised /or has been revised.
4. *If the Applicant is applying for fresh registration for the first time and he is above 21 years of age on the qualifying date of the year and his name is not included in the electoral roll anywhere in India, then a declaration has to be given in the format as per annexure III otherwise his application is liable to be rejected.*

#### **Gender**

Gender in the appropriate box provided for 'Male' / 'Female' / 'Third Gender' should clearly be tick marked.

#### **Place of Current Ordinary Residence**

1. *The Applicant should fill up the full and complete postal address including PIN code where he is ordinarily residing at present and wants to get registered, only in the appropriate space provided for the particular entry.*
2. A copy of any of the following documents should be attached as a proof of ordinary residence: -
  - (i) Bank / Kisan / Post Office current Pass Book; or
  - (ii) Ration Card; or
  - (iii) Passport; or
  - (iv) Driving License; or
  - (v) Income Tax Assessment Order; or
  - (vi) Latest rent agreement; or
  - (vii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc.; or
  - (viii) Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence.
3. **House No.:** *If the residence of the applicant does not have house number, in the space meant for 'House Number' it should be clearly mentioned that 'No House Number has been assigned'.*
4. **Homeless Indian Citizens:** *– Homeless Indian Citizens living in sheds/pavement dwellers, who do not possess any documentary proof of ordinary residence are eligible for enrolment in electoral roll, provided they are ordinarily residing there. In such case the Booth Level Officer will visit the address given in Form 6 for more than one night to ascertain that the homeless person actually sleeps at the given place. However, to avoid an eventuality of a homeless foreign national getting registered in electoral roll, the Election Commission has directed that in all such cases where homeless persons are registered in electoral rolls, a statement of such persons shall be recorded by the Booth Level Officer in which specific information about the place of his birth and the place of previous residence from where he has shifted to the present place of his ordinary residence, of such a person shall be asked for.*



5. **Sex Workers Indian Citizen:-** As in case of verification of homeless Indian citizen, as referred to in the preceding paragraph, the Election Commission has directed that in case of those sex workers Indian citizen, who do not possess any documentary proof of place of residence, the documentary proof should not be insisted, however the Booth Level Officer will ascertain that the claimant actually resides at the place, mentioned in his/her Form 6, by visiting the given address and submit a verification report to the Electoral Registration Officer/Assistant Electoral Registration Officer, to this effect who will decide the case accordingly.
6. **Students:** Students, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to their normal home or place of residence only for short periods, can be held to be ordinarily resident in the place where the hostel or mess or lodge is situated. However, if they so wish, they have the option of retaining their enrolment at their residence with their parents instead. [During intensive revision, students shall not be enumerated at their hostels. They can be enrolled subsequently on application in Form 6 with bonafide student and hostel resident certificate]. However, the course pursued by the said students should be recognized by Central / State Governments / Boards / Universities / Deemed Universities and such courses should be of not less than 1 year's duration. Such students who want to enroll themselves at the hostel / mess will have to attach a bonafide declaration duly certified by the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6 (as per the specimen as **Annexure IV**).

#### **EPIC**

1. Whenever name of any Indian Citizen is included in the electoral rolls for the first time, new EPIC will automatically be issued without any separate application and delivered to him free of cost, through speed post under proper acknowledgement.
2. **Replacement EPIC on shifting:** If the Applicant has shifted his address and applying in Form 6 or Form 8A on such shifting, EPIC No., if already issued to him in the earlier constituency/ address, it should be mentioned at appropriate place. If he wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the format as **Annexure V**), with requisite fee for replacement EPIC, and old EPIC, after enrolment at the new place on the basis of Form 6 or Form 8A.
3. **Replacement EPIC on correction:** in case a fresh EPIC due to correction in entries through Form 8 is required, then an application for issue of such replacement EPIC should be made in Form EPIC-001(as per the specimen as above), with old EPIC and requisite fee, applicable if any, after making correction by ERO in relevant entry.
4. **Replacement EPIC in case of loss/mutilation/destruction:** In this case also, for a fresh replacement EPIC an application has to be made in Form EPIC-001 with old EPIC and requisite fee, applicable if any.

#### **Photograph**

A recent passport size Colour Photograph of specification (200 DPI resolution with 3.5cm x3.5 cm ) should be pasted in the space provided for this purpose in the Form. The Photograph will be used to print applicant's image in the electoral roll and issue of EPIC.

- The photograph shall show a close-up of the applicant's head and the top of the shoulders.
- The face shall take 75% of the vertical dimension of the picture.
- The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed.

- The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/ veil/cover/shadow/reflection etc. obscuring the eyes.
- If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector.
- The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector.

#### **Optional Particulars**

Fields for providing details in item (k) to (m) are optional; however, it is in interest of the applicant to supply information in these items to enable election authorities to extend citizen services like intimation about status of process of application form, issue of EPIC sending information/notices to electors and providing necessary assistance at polling station during elections.

#### **Declaration**

1. All entries in "DECLARATION" portion must compulsorily be completed in all respects.
2. Please indicate date from which the Applicant is presently residing at the given address. If he is not able to recall the exact date, the month and year from which he is residing at that place should be mentioned.
3. If his name is already included in the electoral roll of any other constituency, name of earlier constituency should be mentioned. Also, full particulars of his previous address should be provided, otherwise his application is liable to be rejected at the initial stage itself.
4. The options which are not relevant should clearly be struck off.
5. Please note that giving any false statement made in the DECLARATION portion is punishable offence under Section 31 of the Representation of People Act, 1950.

#### **Status Tracking of Application**

The Applicant can track his application and know status by providing registration ID provided to him at the time of submission of Application on National Voters Service Portal i.e. <http://www.nvsp.in/>, or on mobile app/SMS/e-mail, provided that up-to-date contact details are furnished in items (k) to (m) of the Form 6.

#### **Personal Hearing**

While processing the Application of the Applicant, the Electoral Registration Officer (ERO) may hold personal hearing in the following cases:

1. if he is not satisfied with Booth Level Officer's (BLO) verification report, or
2. BLO is not able to find the Applicant at given address despite several visits, or,
3. his identity cannot be established due to non-availability of family link, or
4. as a first time applicant above 21 years he has not filed age declaration, or
5. an objector demands for applicant's personal hearing.

#### **Reason for Rejection of Application**

The ERO may reject the application of the Applicant in any of the following cases:

1. if it is not within time/in manner/ in Form
2. the applicant is already registered at the same address
3. he is not eligible due to underage/not Indian citizen/not ordinarily resident.

4. *he fails to turn up for personal hearing/cooperate in enquiry/ to produce requisite documents to ERO's satisfaction*
5. *BLO is not able to complete verification, despite repeated visits.*

**Provision for Appeal**

*The Applicant can make an Appeal against the decision of the ERO with regard to his application .*

1. **Appeal during revision:** *An Appeal during revision can be presented to the District Election Officer. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.*

*The appeal can be preferred only if the Applicant has availed himself of right to be heard or to make representation to the Electoral Registration Officer. The appeal should be in the form of a memorandum, signed by the Applicant. It can be presented to the Appellate Authority or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Authority within 15 days of the decision by the Electoral Registration Officer becoming known.*

2. **Appeal during continuous updation:** *During continuous updation the Applicant can avail two opportunities for appeals. First before the first appellate authority who is the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent, within the period of fifteen days of the order appealed against or sent by registered post so as to reach him within that period. The appeal shall be in the form or memo signed by the Applicant and accompanied by a copy of the order appealed against.*

*Second appeal against the order of the District Magistrate or Additional District Magistrate can be presented to the Chief Electoral Officer within 30 days from the date of order appealed against or sent by registered post so as to reach him within that period. This appeal should be in the form of a memorandum signed by the appellant and accompanied by a copy of the order appealed against.*

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