APPLICATION FORM
RESIDENCE CERTIFICATE

Fields marked with (*) are mandatory

(Please paste court fee stamp here)

Applicant Details

Applied By*		Photograph of the person (on whose name Residence Certificate is to be issued)
Father's/Husband's Name*		
Gender*	☐ Male ☐ Female ☐ Transgender	
Date of Birth/Age*		
Mobile No.*		
Aadhaar No.		**(This photo is for scanning do not cross sign)**
Email		

Relationship with Applicant*	☐ Self

Fill below only in case of Minor			
☐ Father	☐ Mother	☐ Grand Father	☐ Grand Mother

Person Details (On whose name Residence Certificate will be issued) :

Name*			
Father's/ Husband's Name*			
Gender*	☐ Male ☐ Female ☐ Transgender	Date of Birth/Age*	
House No / Flat No. *		Sector / Village*	
Tehsil / Sub-District*	Chandigarh	District*	Chandigarh
State/UT*	Chandigarh	Pin Code*	
Aadhaar No.		Residing in Chandigarh since* (Mention Date)	
Purpose of Certificate*			

Self-Undertaking

I…………………………………………Son/Daughter of Sh. …………………………………………….. aged ………… resident of …………………………………………………………………………………, verify that the above contents and supporting documents are correct to the best of my knowledge and belief and nothing has been concealed therein. I am aware that in case the information furnished above is found to be incorrect, I shall be liable for prosecution under Section 177 & 191 of the Indian Penal Code, which stipulates imprisonment and fine.

Date: …………………………………

Signature: …………………………………………………………..

Place: …………………………………

Name   : …………………………………………………………..

Photograph of the person applying for the certificate **with cross signature**

*Without cross signature (half on paper and half on photograph) and signature on undertaking the application will be rejected

Check List of Requisite Document Required while Applying

(Please check against the document being provided while applying)

Applicant has to bring original documents for verification and scanning at Sampark

1	Application form along with Rs 2/- court fee (1.25 /-)	☐
2	Self-Undertaking / Affidavit	☐
3	Identity Proof of the applicant	☐
4	Photograph (of the person in whose name certificate is to be issued)	☐
5	Residence Proof (of the person in whose name certificate is to be issued)	☐
6	Date of Birth proof (of the person in whose name certificate is to be issued)	☐

Additional Documents in case of Minor		
1	Residence Proof of applicant	☐
2	Photograph of applicant	☐
3	Supporting documents in case parents are not able to apply	☐

Note: 1. Proofs of the parent applying for the certificate are to be provided.

2. In case of minor, grandparent can only apply if parents are not available by furnishing the supporting documents

Date: ……………………………….

Signature : ……………………………………………………………….

Name : ……………………………………………………………..

Undertaking from Sampark Operator

It is hereby certified that the original documents as specified in the above checklist have been personally seen by me and the same have been uploaded in the online application

Date: ……………………………….

Signature : ……………………………………………………………….

Name : ……………………………………………………………..

Documentary Proof of Residence	**Documentary Proof of Identity**	**Documentary Proof of Date of Birth**
• Passport • Telephone (BSNL landline or post-paid mobile bill) on the Name of Applicant • Election Commission Photo ID card • Applicant's current and valid ration card • Aadhaar Card / E-Aadhaar letter issued by government of India. • Registered Rent Agreement (for a period of more than one year) • Photo Passbook of running Bank Account (Scheduled Public Sector Banks and Regional Rural Banks only) • House Allotment Letter • Revenue Record • Registered Sale Deed • Certified Voter List	• Election Commission Photo ID card • Aadhaar Card / E-Aadhaar letter issued by government of India. • Driving License • Passport • Arm's License with Photo Graph • Central Government Health Scheme Card or Ex-servicemen Contributory Heath Scheme photo card • Applicant's current and valid ration card with Photograph • Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking • Pensioner Card having photograph of the applicants • Certificate of identity in original signed by Member of Parliament or Member of Legislative Assembly or a Gazetted Officer containing duly attested photograph • Bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant(Scheduled Public Sector Banks and Regional Rural Banks only)	• Birth certificate issued by a Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths • School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution • Passport • Affidavit sworn before a magistrate stating the date of birth in case of illiterate and Semi-literate(Below Class 5) • Pan Card