

GUIDELINES FOR FILLING UP THE APPLICATION FORM-6

General Instructions

Who can file Form-6

- A. 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 1.1.2014 as qualifying date, a person completing 18 years of age on 1.1.2014 (i.e. a person born on or before 1.1.1995) is eligible to get enrolled as an elector and thus can file Form 6.
- B. A person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered.

When Form-6 can be filed

The application can be filed throughout the year. During the revision of electoral roll, it can be filed after draft publication of electoral roll 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.

Where to file Form-6

- A. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) 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 website of Chief Electoral Officer of the State concerned.
- B. When revision programme is not going on, the application can be filed only with the Electoral Registration Officer or can be filed online.

How to fill Form-6

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space given for the purpose.
2. **Name**
The name 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 you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned. Please mention your name in English and official language of the State both, if possible.
3. **Age and Date of Birth**
 - A. 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:-
 - 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 in 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 issued by UIDAI.

- B. In case none of the above document is available, a declaration in prescribed format given in Annexure – I (enclosed with the guidelines) made by either of the parents of the applicant (or by guru in case of an elector in transsexual 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 document 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.
- C. 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 the reference to which electoral roll is being revised.

4. **Sex**

Write your sex in full in the space provided e.g. 'Male' / 'Female'. The applicants may indicate their sex as 'Other' where they do not want to be described as 'Male' or 'Female'.

5. **Place of Birth**

Please mention name of place like Village / Town, District, State.

6. **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 is to be mentioned. Strike out the inapplicable options in the column.

7. **Place of Ordinary Residence**

- A. Fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided. 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.
- B. In case of a homeless person, who does not possess any of the documents mentioned above, Booth Level Officer will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the Booth Level Officer is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. Booth Level Officer must visit for more than one night for such verification.
- C. In case of a student residing at the place of study, in hostel or mess managed by the educational institutions or elsewhere will have the option to get himself / herself registered as elector at his / her native place with his / her parents or at the address of hostel / mess where he / she resident or the time being for pursuing his / her studies. 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 student who wants to enroll himself / herself at the hostel / mess will have to attach a bonafide certificate (as per the specimen at Annexure II) from the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6.

8. Details of Family Members Already Included in the Electoral Roll

Please fill up name and other particulars of immediate family members i.e. Father / Mother / Brother / Sister / Spouse residing at the same address included in the current electoral roll of the constituency. Name of any relative other than the above should not be mentioned.

9. Declaration

- A. Please indicate date from which you are residing at the given address. If you are not able to recall the exact date, mention the month and year from which you are residing at that place.
- B. If your name is already included in the electoral roll of any other constituency, please write legibly the complete previous address with PIN code.
- C. If you already have been issued with an EPIC (Electors Photo Identity Card) please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided. You can check you EPIC number at the website of the Chief Electoral Officer of the State.

10. Miscellaneous

- A. Please fill up all the required details in application. Incomplete application form will be liable to be rejected.
- B. Please also give your full name and address in the acknowledgement and intimation portions.
- C. Please give your mobile number and E-mail I.D in the Form, which is optional, as the same ,if given, may be used by the Electoral Registration Officer for further communication with you whenever required.
