

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 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.

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.
