

**GENERAL INSTRUCTIONS**  
**FORM-8A**

**Who can file Form-8A**

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. A person whose name is already included in the current electoral roll and who has shifted from one place to another place within the same constituency can file the Application for transposition of entries relating to his in a different place of the same constituency.

**Availability of Form 8A**

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-8A can be filed**

1. The application can be filed after draft publication of electoral roll of the constituency for transposition of entry relating to one own self or someone else within the same constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. Application for transposition of name within the constituency can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

**Where to file Form-8A**

1. 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)).
2. 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*.

**How to Fill the Form-8A**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.

2. Fill the name Part No. & Serial No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full. (as printed in the electoral roll).
3. In item (g) of the Application please mention the complete address of the new place where the Applicant/person concerned has shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.
4. Full name and address may also be given on the intimation portions .The Applicant may give his 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 the applicant whenever required.

### **Replacement EPIC**

If the Applicant wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the Format as Annexure I ), with requisite fee for replacement EPIC, and old EPC, after enrolment at the new place on the basis of Form 8A.

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