

GUIDELINES FOR FILLING UP THE APPLICATION FORM-6
General Instructions

Who can file Form-6

1. First time applicant on attaining 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.
2. Person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered.

When Form-6 can be filed

1. The application can be filed after draft publication of electoral roll of the 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 inclusion of name can 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-6

1. 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 Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill the 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.
2. Name (With Documentary Proof)
The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name except the surname 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.
3. Age (With Documentary Proof)
The age of applicant should be eighteen or more on 1st January of the year with reference to which the electoral roll is being revised. The age should be indicated in years and months. . Person born up to 1/1/1993 shall be eligible for eligible for revision with reference to 1/1/2011.
4. Sex
Write your sex in full in the space provided e.g. Male / Female/Others. Applicants may indicate their sex as "Other" where they do not want to be described as male or female.

5. Date of Birth (With Documentary Proof)

Fill up the date of birth in figures in the space provided in dd/mm/yyyy.

Proof of date of birth to be attached are as under:

- (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. / Recognised) last attended by the applicant or any other recognised educational institution; or
- (iii) Illiterate or semi-illiterate applicant who is not in possession of any of the above document are required to attach a declaration in prescribed format by either of the parents already included in the electoral roll in support of the applicants age. The format will be supplied on demand.

N.B. In the case of applicants born on or after 26.01.1989, only birth certificate issued by the Municipal Authorities or district office of the Registrar of Births & Deaths is acceptable.

6. Place of Birth

In case born in India, please mention name of place like Village / Town, District, State.

7. Relation's Name:

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

8. Place of Ordinary Residence

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.

Proof of ordinary residence to be attached are as under:

- (i) Bank / Kisan / Post Office current Pass Book, or
- (ii) Applicants Ration Card / Passport / Driving License / Income Tax Assessment Order, or
- (iii) 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
- (iv) Postal department's posts received / delivered in the applicant's name at the given address.

NOTE: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the above categories.

9. 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 included in the current electoral roll of the constituency. Name of any other relation like uncle, aunt, cousin brother / sisters etc. not to be mentioned.

10. Declaration

Please indicate date from which you are residing in the given address. In case the exact date is not known, fill-up month and year.

If your name is already included in the electoral roll of any other constituency, please write legibly the full previous address with PIN code.

If you already have been issued with a Photo Identity Card by the Election Commission, 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. Please attach a self-attested photocopy of both sides of the card.

Miscellaneous

In many places the photograph of the elector is also printed in the electoral roll. You have the option to submit one recent coloured passport-size photograph along with the form. The photograph will be used to print your image in the electoral roll and issue of identity card, if required.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-7

General Instructions

Who can file Form-7

1. Can be filed only by a person whose name is already included in that roll in order to object inclusion of a name proposed to be included in that part of the electoral roll or for seeking deletion of a name already included in that part of the electoral roll.

When Form-7 can be filed

1. The application can be filed after draft publication of electoral roll of the constituency to object to the proposed inclusion of an entry in the draft roll. 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. The Application seeking deletion of an entry from the final electoral roll can be filed throughout 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-7

1. 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 Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill up Form-7

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.
2. **Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted :**

Out of the two alternative options, the first alternative is relevant after draft publication of electoral roll during revision of electoral roll. In other words to show the objected entry in the draft roll in the list of deletions at the time of final publication of the roll. The second alternative is relevant during continuous updation after final publication of electoral roll. In other words for deletion of an entry already included in the final electoral roll. *(Please strike out the inappropriate alternative while filling up the Form)*

Besides the name of the person whose entry is objected for inclusion or sought to be deleted, the other details of the electoral roll **Part No., Serial No. of the entry in that Part of electoral roll and Identity Card No issued to that person** are also required to be filled up. These details are available in the relevant part of electoral roll. The **Part No.** of the electoral roll is printed on the right hand top corner of the electoral roll. Every entry is given a serial number. Please check the electoral roll and write the serial number at which the name of the person whose entry is objected for inclusion/sought to be deleted is listed. In case the person has already been issued an **Identity Card that No.** is also printed against that entry. Please write that card no. in full in the space provided.

Separate Application is required to be filed for objecting inclusion/seeking deletion of each entry.

3. Details of objector

An "Objector" can file Application in Form 7 only in respect of persons included in the part of the electoral roll in which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her name including surname, relation's name (Father/Mother/Husband), sex, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

The Objector must fill up his full address in the space provided in Part III of the Application.

4. Reason(s) for objection / deletion.

In Part IV of the Application, the applicant 'objector' must specify the reason(s) as to why according to him/her the person whose name is objected is not qualified for inclusion in that part of electoral roll viz. Due to death, due to shifting, not ordinarily residing at the registered address etc.. The onus of proof to substantiate the reason given for removal of the name lies with the Objector.

5. Declaration

In Part V of the Application the applicant must give a declaration that the facts and particulars mentioned in the application are true to the best of his/her knowledge and belief. Please indicate date from which you are residing in the given address. Giving a false declaration is punishable under section 31 of the Representation of the People Act, 1950.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-8
General Instructions

Who can file Form-8

1. Can be filed only by a person whose name is already included in the electoral roll seeking correction to his/her particulars already printed in the electoral roll. One person cannot file application in Form 8 for correction in the particulars of any other person.

When Form-8 can be filed

1. Form-8 can be filed for correction to particulars of a person entered in the electoral roll. The application can be filed after draft publication of electoral roll of the 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. The Application can also be filed for correction of particulars relating to oneself in the finally published electoral roll when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-8

1. 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 Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill up Form-8

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.
2. Name
3. In Part I of the Application, please write your name, as it should appear in the electoral roll. In case the initials to your name printed in the electoral roll are in abbreviated form and you want them to be printed in expanded form you can write your full name in expanded form. The full name except the surname 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 fill up the Part Number and serial number in that part of electoral roll where your name is listed. This is mandatory.

4. Age
Similarly, you should indicate your Age in years and months as on 1st January of the year with reference to which the electoral roll is printed. This qualifying date is printed at the bottom of each page of electoral roll.
5. Sex
Write your sex in full in the space provided e.g. Male / Female. Applicants may indicate their sex as "Other" where they do not want to be described as male or female.
6. Date of Birth (With Documentary Proof)
Fill up the date of birth in figures in the space provided in dd/mm/yyyy.
Proof of date of birth to be attached are as under:

- (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. / Recognised) last attended by the applicant or any other recognised educational institution; or
- (iii) Illiterate or semi-illiterate applicant who is not in possession of any of the above document are required to attach a declaration in prescribed format by either of the parents already included in the electoral roll in support of the applicants age. The format will be supplied on demand.

N.B. In the case of applicants born on or after 26.01.1989, only birth certificate issued by the Municipal Authorities or district office of the Registrar of Births & Deaths is acceptable.

7. Relation's Name:

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

8. Place of Ordinary Residence

In Part II of the Application Form please 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.

Proof of ordinary residence to be attached are as under:

- a. Bank / Kisan / Post Office current Pass Book, or
- b. Applicants Ration Card / Passport / Driving License / Income Tax Assessment Order, or
- c. 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
- d. Postal department's posts received / delivered in the applicant's name at the given address.

NOTE: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the above categories.

9. Details of Electors' Photo Identity Card.

If you already have been issued with a Photo Identity Card by the Election Commission, 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 in Part III of the Application Form. Please attach a self-attested photocopy of both sides of the card.

10. Details of entries to be corrected.

In Part IV of the Application you should indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. You have indicated the correct details about your name, age, date of birth, relations name, sex, address and photo identity card in the space provided in Parts I to III of the Application. In this Part you have to clearly put a tick mark on the details that need to be corrected on the basis of information now furnished by you. Please score out the alternatives that are not to be corrected.

In most part of the country now the electoral roll is printed with the photograph of electors. In case the application is for correcting a wrong photograph, then the applicant may write "My Photograph" in Part IV of the application and if possible, attach a recent passport size coloured photograph with the application.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-8A

General Instructions

Who can file Form-8A

1. A person whose name is already included in the current electoral roll can file the Application for transposition of an entry in a different place of the same constituency.

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) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

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. In Part I of the Application Form fill the name Part No. & Sr. No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).
3. In Part II of the Application please mention the complete address of the new place where you/person concerned have 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. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.
5. In Part IV, write the electoral roll part no. in which the residents of the new area where you have shifted are enrolled. This part is optional in case you don't know the electoral roll part no., then leave it blank.

In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person