

Unique Identification Authority of India

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Demographic Data Standards and Verification procedure (DDSVP) Committee Report

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1 Introduction

UIDAI has been setup by the Govt. of India with a mandate to issue a unique identification number to all the residents in the country. UIDAI proposes to create a platform to first collect the identity details and then to perform authentication that can be used by several government and commercial service providers. A key requirement of the UID system is to minimize/eliminate duplicate identity in order to improve the efficacy of the service delivery. UIDAI has selected biometrics feature set as the primary method to check for duplicate identity. In order to ensure that an individual is uniquely identified in an easy and cost-effective manner, it is necessary to ensure that the captured biometric information is capable of carrying out the de-duplication at the time of collection of information. For government and commercial providers to authenticate the identity at the time of service delivery, it is necessary that the biometric information capture and transmission are standardized across all the partners and users of the UID system.

The Government of India, in the past, had set up a number of expert committees for standards to be used for various e-governance applications in areas of Biometrics, Personal Identification and location Codification Standards. These committees have worked out standards in the respective categories to be uniformly applied for various e-governance standards.

As UIDAI proposes to use common demographic data for establishing and verifying identity, it becomes essential to standardize these fields and verification procedure across registrars and to aid interoperability across many systems that capture and work with resident identity.

1.1 Definitions and Acronyms

- UID – Unique Identification
- UIDAI – Unique Identification Authority of India
- Authority – Unique Identification Authority of India (UIDAI)
- DDSVP – Demographic Data Standards and Verification Procedure
- KYR – Know Your Resident
- KYC – Know Your Customer
- PoI – Proof of Identity
- PoA – Proof of Address
- DIT – Department of Information Technology
- ORGI – Office of Registrar General of India
- VARCHAR – Variable character string as represented in a database. Unlike the fixed-size character type, VARCHAR does not store any blank characters at the end, reducing the size of a database when the full length of the field is not used.
- UNICODE – Globally accepted standard definition of local language characters in a computer system. Character sets defined by Unicode Consortium.
- UTF-8 – Unicode Transformation Format, most widely used storage encoding for any UNICODE data

- Registrar – Any government or private agency that will partner with UIDAI in order to enroll and authenticate residents
- Introducer – A person who is authorized to introduce a resident who does not possess any supporting documents in order to help them establish UID (see later section 3.3 for details)
- Flag – a marker to indicate a particular status of a field

1.2 Committee Objective

A key requirement of the UID system is to capture necessary demographic data in a standardized manner so that this identity information works across various systems.

1. In order to achieve interoperability of data across various govt. and private agencies that will use the UID system, it is important that the capture and verification of basic demographic data for each resident is standardized across all partners of the UID system.
2. Another important aspect of demographic data collection is to ensure the correctness of the data at the time of enrolment of residents into the UID System. While an elaborate verification system based on local enquiries and existing documents issued by various agencies can be used to verify the correctness of the data to a large degree, it is likely to result into exclusion of poor and the marginalized who normally do not have any documents to prove their identity and addresses. As the main focus of the UIDAI is on inclusion, especially of the poor, the verification procedure has to be formulated in such a manner that while it does not compromise the integrity of the inputs, it also does not result in exclusion and harassment of the poor.
3. The government of India had set up expert committees for standards to be used for various e-governance applications in areas of Personal Identification, Biometrics, and Location Codification Standards. These committees have worked out few standards on the respective categories to be uniformly applied for various e-governance standards.
4. As UIDAI will use basic demographic data to establish identity and authentication, it becomes essential to review the applicability of the existing data and process standards for various e-Governance applications, modify them for UIDAI specific requirements and frame the methodology for its implementation.

In view of the above, a Demographic Data Standards and Verification Procedure (DDSVP) Committee was setup vide OM No.63/DG-UIDAI/2009 dated 09/10/2009 (annexed to this report) to review the existing standards and modify/enhance/extend them so as to achieve the goals and purpose of UIDAI.

1.3 Committee Charter

- To Recommend the Demographic Data standards (The data fields and their formats/structure etc.) that will ensure interoperability and standardization of basic demographic data and their structure used by various agencies that use the UID system. This will necessitate the review of the existing standards of Demographic

Data and, if required, modify/extend/enhance them so as to serve the specific requirements of UIDAI and its partners.

- To Recommend the Process of Verification of these demographic data in order to ensure that the data captured, at the time of enrolment of the Residents into the UID system, is correct.

1.4 Target Audience

Any person or organization involved in designing, testing or implementing UID system, UID compatible systems, or UID enrollment for the central government, state government, commercial organizations, or any users of the UID system.

2 KYR Demographic Data

2.1 Introduction

Purpose of UIDAI is to help Residents establish their identity. So, it is important that the KYR data is kept to a usable minimum so as to support goals of UID and avoid other profiling and transactional fields.

2.1.1 Names and Addresses

Names in India can be from a single word to many (sometimes even 5 or more) words long depending on the region, caste, religion, etc. A standardized structure for names needs to be created for common KYR and interoperability between various systems.

Similarly, we neither have a standardized address format nor have well defined geographic boundaries beyond villages. This creates issues when trying to map addresses in a standard way. Various forms issued by existing registrars vary greatly when it comes to capturing addresses. As part of this committee, address structure for residents will also be standardized.

2.1.2 UID Number Format

The rationale for adopting UID numbering scheme was explained to the committee by UIDAI which is given below:

UID number is a 12-digit number with no intelligence built into it – it should be a random number, with as few digits as possible to accommodate the identification needs of the population for the next 100-200 years. UID number will be assigned only after biometric de-duplication process of the data supplied by the registrars.

The following factors were considered in order to arrive at a design of the UID number.

1. The date-of-birth and other attribute information should not be embedded in the UID number. Similarly, place of birth/residence using administrative boundaries (state/district/taluk) should not be embedded in the UID number. When state/district IDs are embedded in the UID number, the number faces the risk of becoming invalid and misleading the authenticator when people move from place to place. It can also lead to profiling/targeting based on the region/state/district that a person is from.

The approach of storing intelligence in identification numbers was developed to make filing, manual search and book-keeping easier prior to the advent of computers. This is no longer necessary, since centralized database management systems can index the records for rapid search and access without having to section data by location or date of birth.

2. Given the rapid penetration of mobile phones and landlines across the country and across economic groups, the phone could become an enabling device used for authenticating a person, especially in the village scenario where internet penetration is still very small. In this case it would be useful to keep the UID number as a number rather than an alphanumeric.
3. Packing Density is the ratio of valid UID numbers issued to the total number of possible UID numbers available given a certain number of digits. The lower the packing density is, the more likely it is that a random guess will not produce a valid assigned UID number. In general it is suggested that we keep the packing density to about 20%.
4. The Authority intends to assign UID numbers to all residents – more than a billion people. UID number will not be re-used and hence numbering scheme need to accommodate necessary population growth over the years.

This committee has taken note of the above.

2.2 UID for Children

All children will be assigned a UID number. It is very important for several service organizations such as education and health to be able identify children uniquely in order to deliver services effectively. Children’s’ fingerprints are not fully formed and hence cannot be used for de-duplication given current state of technology.

Hence during enrollment, details of the parents are captured in order to link the child to established UIDs so that either of the parents can be used to authenticate the child. When the child’s biometrics are well-formed (as per biometric committee recommendations), biometric capture will take place and the child will be de-duplicated to ensure the uniqueness of the child. Until the child is biometrically de-duplicated, their UIDs will be flagged as “De-duplication not performed”.

2.3 Data Fields Summary

Information	Fields	Mandatory / Optional	Data Type
Personal Details	Name	Mandatory	Varchar (99)
	Date of Birth##	Mandatory	Date
	Gender	Mandatory	Char (1) – M/F/T
Address Details	Residential Address	Mandatory	8 address lines and pin code. See later sections for details.
Parent / Guardian Details	Father’s/Husband’s /Guardian’s Name*	Conditional	Varchar (99)
	Father’s/Husband’s /Guardian’s UID*	Conditional	Number (12)

	Mother's/Wife's /Guardian's Name*	Conditional	Varchar (99)
	Mother's/Wife's /Guardian's UID*	Conditional	Number (12)
Introducer Details	Introducer Name**	Conditional	Varchar (99)
	Introducer's UID**	Conditional	Number (12)
Contact Details	Mobile Number	Optional	Varchar (18)
	Email Address	Optional	Varchar (254)
## A flag is maintained to indicate if Date of Birth (DoB) is verified, declared, or approximate.			
* For infants, Father/Mother/Guardian's name (at least one) and UID is mandatory.			
* For children under a particular age, biometric de-duplication will not be done. Hence their UID will be flagged as such until they are biometrically de-duplicated at a later age (see section on UID for Children). Their UID will be linked to at least of the parent's UID.			
* For adults, Name of either Father/Husband/Guardian or Mother/Wife/Guardian is mandatory. But, an option will be provided to not specify in the case the adult is not in a position or does not want to disclose.			
** For residents with no document proof, an "introducer" should certify his/her identity. See later section on Introducer System.			

Table 1: Data Fields Summary

2.4 Data Fields in Detail

2.4.1 Unique ID

Field Name	UID
Data Type	Number (12)
Mandatory / Optional	Mandatory
Specification Owner	UIDAI
Valid Values and Default Value	---
Language Support	---
Description	Internal generated random number. Unique in the whole system.
Display and Print Specifications	Print and display format should be NNNN-NNNN-NNNN

2.4.2 Name of Resident

Field Name	NAME
Data Type	Varchar (99)
Mandatory / Optional	Mandatory
Specification Owner	DIT (MDDS Standard)
Valid Values and Default Value	---
Language Support	Yes. Other than English, it will also be stored in one official Indian language. Data storage will be based in UTF-8. An additional Indian language code (Indian language codes as

	specified under DIT standards) will also be maintained for transliteration purposes. Specific guidelines such as handling “matras” on hand-written forms will be provided by UIDAI as part of registrar on-boarding process.
Description	Name of the resident.
Display and Print Specifications	---

2.4.3 Date of Birth

Field Name	DOB
Data Type	Date
Mandatory / Optional	Mandatory
Specification Owner	DIT (MDDS Standard)
Valid Values and Default Value	---
Language Support	---
Description	Date of Birth of the resident.
Display and Print Specifications	Print and display format should be DD/MM/YYYY

2.4.3.1 Date of Birth Type

Field Name	DOB_TYPE
Data Type	Char (1)
Mandatory / Optional	Mandatory
Specification Owner	DIT (MDDS Standard)
Valid Values and Default Value	“V” - Verified (full DoB as per document) “D” - Declared (full DoB as declared by resident) “A” -Approximate (Just the year, based on estimated age)
Language Support	---
Description	Flag used to indicate DoB type.
Display and Print Specifications	---

2.4.4 Gender

Field Name	GENDER
Data Type	Char (1)
Mandatory / Optional	Mandatory
Specification Owner	ORGI
Valid Values and Default Value	“M” – Male, “F” – Female, and “T” – Transgender
Language Support	---
Description	Gender of the resident
Display and Print Specifications	---

2.4.5 Residential Address

Field Name	RESIDENTIAL_ADDRESS
Data Type	Address (see address structure details below)
Mandatory / Optional	Mandatory
Specification Owner	Dept. of Post
Valid Values and Default Value	---
Language Support	Yes. Other than English, it will also be stored in one official Indian language. Data storage will be based in UTF-8. An additional Indian language code (Indian language codes as specified under DIT standards) will also be maintained for transliteration purposes.
Description	A verifiable address where resident lives normally.
Display and Print Specifications	Format should be (empty values/lines not printed): C/o Person Name Building Street Landmark, Locality Village/Town/City, District State - Pin Code

2.4.5.1 Address Structure

Address Field	Description	Data Type	Mandatory / Optional
CARE_OF	Field to capture "C/o" person name	Varchar (60)	Optional
BUILDING	Door/House/flat/Bldg number and name	Varchar (60)	Mandatory
STREET	Street number and name	Varchar (60)	Optional
LANDMARK	Major/Minor Landmark	Varchar (60)	Optional
LOCALITY	Locality/Area/Suburb /Sector/Block	Varchar (60)	Optional
VILLAGE_TOWN_CITY	Village/Town/City	Varchar (8) for code and Varchar (50) for name (stored as code*)	Mandatory
DISTRICT	District	Varchar (4) for code and Varchar (50) for name (stored as code*)	Mandatory
STATE	State	Varchar (2) for code and	Mandatory

		Varchar (50) for name (stored as code*)	
PINCODE	Postal code for an area	CHAR(6)	Mandatory
COUNTRY	Country. Currently not used on forms.	Varchar (3) for code and Varchar (50) for name (stored as code*)	Mandatory
<i>* All region codes are based on "Land Codification" from ORGI</i>			

2.4.6 Father/Husband/Guardian and Mother/Wife/Guardian Information

Field Name	NAME and UID
Data Type	Same as Name and UID
Mandatory / Optional	Name of either Father/Husband/Guardian or Mother/Wife/Guardian is mandatory for all . But, an option will be provided to not specify in the case the adult is not in a position or does not want to disclose. In the case of children , both Name and UID of at least one parent/guardian is mandatory .
Specification Owner	DIT (MDDS Standard)
Valid Values and Default Value	---
Language Support	Yes. Other than English, it will also be stored in one official Indian language. Data storage will be based in UTF-8. An additional Indian language code will also be maintained for transliteration purposes.
Description	Name and UID of parent/guardian.
Display and Print Specifications	---

2.4.6.1 Relationship Type

Field Name	RELATIONSHIP_TYPE
Data Type	Char (1)
Mandatory / Optional	Mandatory when Parent/Spouse/Guardian data is provided
Specification Owner	UIDAI
Valid Values and Default Value	"F" – Father, "M" – Mother, "H" – Husband, "W" – Wife, and "G" – Guardian
Language Support	---
Description	Flag used to indicate. Two separate flags will be stored in database – one for Father/Husband/Guardian and another for Mother/Wife/Guardian.
Display and Print Specifications	---

2.4.7 Introducer Information

Field Name	INTRODUCER_NAME and INTRODUCER_UID
Data Type	Varchar (99) and Number (12)
Mandatory / Optional	Optional
Specification Owner	UIDAI
Valid Values and Default Value	---
Language Support	---
Description	In the case of residents having no documents as proof, they can be “introduced” by any approved “introducer” (see KYR process chapter for details on introducer system). Both Name and UID will be captured in form although only Introducer UID will be stored against resident record.
Display and Print Specifications	---

2.4.8 Mobile Number

Field Name	RESIDENT_PHONE
Data Type	Varchar (18)
Mandatory / Optional	Optional
Specification Owner	DIT (MDDS Standard)
Valid Values and Default Value	---
Language Support	---
Description	Mobile phone number of the resident. This can be used for enhanced authentication and alerting. Landline also will be accepted if mobile number is not available.
Display and Print Specifications	---

2.4.9 Email Address

Field Name	RESIDENT_EMAIL
Data Type	Varchar (254)
Mandatory / Optional	Optional
Specification Owner	DIT (MDDS Standard)
Valid Values and Default Value	---
Language Support	Yes.
Description	Email address of resident.
Display and Print Specifications	---

3 KYR Verification Procedure

3.1 Introduction

It is essential that key demographic data is verified properly so that the data within UID system can be used for authentication of identity by various systems. There are 3 distinct methods of verification:

- Based on supporting documents
- Based on introducer system (see section 3.5 for details)
- Based on the NPR (National Population Register) process of public scrutiny

All the above forms of verification are acceptable for UID enrollment.

At a high level the 'Personal Details' and the 'Address Details' are mandatory, whereas the 'Parent/Guardian', 'Introducer' and 'Contact' details are optional or conditional.

In order to verify the correctness of certain mandatory fields, such as Name, date-of-birth and address, there is a concept of 'Proof of Identity' (PoI) and "Proof of Address" (PoA). PoI requires a document containing the resident's name and photograph, whereas the PoA contains the name and address.

3.2 Broad Principles of Verification

One of the key goals of the UID system is to be inclusive and ensure every resident is able to establish their identity. There are certain key principles that verification procedure will follow to ensure inclusiveness without compromising data quality.

1. Ease of access
2. No harassment
3. No discrimination
4. No corruption
5. No exclusion

3.3 Verification Summary

Information	Fields	Verification Required?	Verification Procedure
Personal Details	Name	Yes	<ul style="list-style-type: none">○ Any of the PoI documents.○ Introducer for people who have no documents.
	Date of Birth##	No	---
	Gender	No	---

Address Details	Residential Address (for UID letter delivery and other communications)	Yes	<ul style="list-style-type: none"> ○ Any of the PoA documents. ○ Introducer for people who have no documents. ○ Address will be physically verified during UID letter delivery. But, resident's physical presence not required during letter delivery.
Parent / Guardian Details	Father's/Husband's /Guardian's Name*	Conditional	<ul style="list-style-type: none"> ○ No verification of Father/Husband/Guardian in the case of adults.
	Father's/Husband's /Guardian's UID*		
	Mother's/Wife's /Guardian's Name*	Conditional	<ul style="list-style-type: none"> ○ No verification of Mother/Wife/Guardian in the case of adults.
	Mother's/Wife's /Guardian's UID*		
Introducer Details	Introducer Name**	Yes	<ul style="list-style-type: none"> ○ Introducer's Name, UID on the form. ○ Physical presence of the introducer at the time of enrollment may not be practical. UIDAI will therefore suggest alternate methods to overcome this practical difficulty.
	Introducer's UID**		
Contact Details	Mobile Number	No	---
	Email Address	No	---
## A flag is maintained to indicate if Date of Birth (DoB) is verified, declared, or approximate.			
* For infants, Father/Mother/Guardian's name (at least one) and UID is mandatory. For adults, Name of either Father/Husband/Guardian or Mother/Wife/Guardian is mandatory.			
** For residents with no document proof, an "introducer" should certify his/her identity. See later section on Introducer System.			

Table 2: Process Summary

3.4 KYR Guidelines

Following are the main guidelines for KYR process.

- **Uniform process** - A uniform procedure for KYR process & verification to be followed by each registrar that is easy to implement. Once a resident obtains a UID from any one of the registrars in the UID ecosystem; all other registrars will honor the validity of the UID fields obtained through the KYR process described in this document. This can eliminate cost involved in repeated KYR verification by several registrars.

- **Multiple options for supporting documents** - Applicants will be given a choice of supporting documents that they can produce as PoI and PoA. See later sections for supported list of documents.
- **Lack of Supporting Documents** – A process for enrolling residents who have no documented PoI and PoA must be defined through a concept of “Introducer”. For details, please see section on Introducer System.
- **Supporting documents in regional languages** – The UID backend system will support the capture and storage of data in 2 languages – English and one official Indian language. Enrolling agencies must be prepared to verify and accept supporting documents that carry information in local languages.
- **Archiving Form & Supporting Documents** – Clarity in how the forms and supporting documents are archived for later access (dispute resolution, error in data entry etc) should be defined and followed across all enrolling registrars. Detail guidelines regarding this will be issued by UIDAI separately.
- **Accepting changes in demographic information** – Some of the fields captured during UID enrollment could change – such as Name and address. An update process will be supported in order to facilitate this. Upon following this process, the registrars will accept changes in demographic details. See later sections for details.

3.5 Introducer System

There are several situations, especially in the case of poor, where they are unable to provide any supporting documents. Since the main goal of UIDAI is inclusion, it is important that an effective process is developed to identify them and give a UID number without harassment.

An approach is to use a network of “approved” introducers who can introduce a resident and vouch for the validity of resident’s information.

Essentially, this idea has been borrowed from the account opening procedure in the banks. When someone opens an account in the bank without any proofs, he/she needs an “introducer”. This introducer is someone who already has an account in the branch and is ready to certify that X who wants to open the account is indeed X. Logically, then a branch has a chain of introducers. Every account that has been introduced is linked to the introducer.

This analogy needs to be generalized and expanded to become applicable to UID registration process. In the UID registration process, registration is proposed to be done through various registrars like the Banks, Insurance Companies, Central and State Government Departments. In each of these institutions, the introducer concept will work like a “tree structure” where one introducer may introduce more than one person. However, someone needs to be the first introducer and be the “root” of this tree. The person at the root will be the person who will be “self-introduced”. In other words, that

person will be initially registered without any introducer. He will then introduce and get a number of persons registered. This process will then continue.

As an example, in a registration process where State's Rural Development Department is the registrar and NREGA is the scheme whose beneficiaries are being registered. In this process, the District Magistrate (or the Deputy Commissioner) can "self-introduce" and become the root of the introducer tree. He/She will introduce his/her BDOs and the Block Panchayat heads (known as Block Pramukhs in some states) who implement NREGA. Each of these BDOs and Block Pramukhs can introduce other people at the Panchayat level like the Panchayat Sewaks, Pradhans/Mukhias (elected Panchayat Head), and ward members (in a village Panchayat). Generally, the last category will reach down to the village level. However, in order to ensure that the enrolment process is not hampered by the lack of approved introducers at the ground level, each registrar should have the freedom to decide on the issue of approved introducers so as to ensure that there are people at the ground level who are able to introduce the people who want to enroll in the UID system.

Similarly in a banking environment, senior bank officials will be able to introduce the lower functionaries and this will go down to the customer level.

In effect, there will be several approved 'introducers' who can help residents without supporting documents to enroll for a UID. Having multiple introducers within and outside government agencies should provide a needy resident access to people who can assert their identity while minimizing harassment. However, the concept of inclusiveness should not take away the credibility of the introducer system. As of now, offenses of impersonation (by the person) or abatement of this offense (by the introducer) should therefore be dealt with within the existing legal framework. However, UIDAI should put in place its own legal framework to deal with such situations as early as possible.

3.5.1 Goals of Introducer System

- Provide every resident having no documented proofs to provide an alternate method to confirm their identity and address.
- Ensure availability of multiple introducers so that residents are not being harassed by a single person.
- Since registrars provide the list of introducers, ensure that the introducer network spans people from Govt. and Private (e.g., Banks) and NGO agencies.
- Avoid disputes and fraud by making sure that introducers have their UID created before becoming an introducer and all introducers must be registered as such.

3.5.2 Broad Guidelines for Creating Introducers List

This section covers broad guidelines that can be used by registrars for creating a list of introducers within their domain. Following are some of the guidelines:

- The list of approved introducers should go down till the village/customer level so that the process of registration is not hampered due to lack of introducers.

- The registrars need not keep the hierarchy of approved introducers limited to their own department/organization. As an example, in NREGA, there are a number of NGOs involved in NREGA social audit and the registrars could make some of the representatives of these NGOs who work at the village level as the approved introducers. Similarly, the village teachers and postman could also be incorporated as approved introducers by state Governments if required.
- At the ground level, residents should have access to multiple introducers so as to avoid harassment by a single introducer.
- Introducer list should include credible organizations which have traditionally been advocates of vulnerable communities to make sure goal of inclusion is truly achieved.

3.5.3 Introducer System in Detail

As discussed earlier, UIDAI will request registrars to provide a list of people who can act as trusted introducers within their ecosystem. It is highly recommended that this list includes people from both government and private enterprises including NGOs if necessary so that residents get a choice of people to approach for getting the introduction done. UIDAI may also provide its own list of introducers to make the pool of introducers large enough.

All introducers are required to be enrolled into UID system and obtain their UID number before they can become an introducer. This helps in effectively auditing all introductions.

Residents with no document proofs can approach any of the introducers enlisted to assert their identity. Residents are required to fill up the enrollment form and take it to one of the introducers for getting introduced. Introducer will verify the information filled, fill up his/her name and UID, and put thumb impression within the specified area of the form.

UIDAI should, in consultation with its various Registrars, come out with a detailed policy and guideline for the Introducer. This will be in the form of a Manual to be followed by the various stakeholders.

3.6 Supporting Documentation

During enrolment, the quality of data has to be ensured primarily with supporting documents that the resident provides. Copies of documents provided will be verified against the original. Physical copies of the documentary evidence will be stored by the Registrar and available for audit by the designated audit agencies.

In the case of residents with no documentation, introducer system can be used to enroll them into the system.

UIDAI and Registrars shall have the authority to amend and enlarge the list of PoI and PoA documents as and when necessary.

3.6.1 Proof of Identity (PoI) Documents

Proof of Identity document **must contain name and photo** of the resident. Any of the following PoI documents are supported:

Supported PoI Documents Containing Name and Photo
<ol style="list-style-type: none">1. Passport2. PAN Card3. Ration/PDS Photo Card4. Voter ID5. Driving License6. Government Photo ID Cards7. NREGS Job Card8. Photo ID issued by Recognized Educational Institution9. Arms License10. Photo Bank ATM Card11. Photo Credit Card12. Pensioner Photo Card13. Freedom Fighter Photo Card14. Kissan Photo Passbook15. CGHS / ECHS Photo Card16. Address Card having Name and Photo issued by Department of Posts17. Certificate of Identity having photo issued by Group A Gazetted Officer on letterhead

Table 3: PoI Documents

NOTE: *If any of the above documents submitted do not contain the photograph of the resident, then it will not be accepted as a valid PoI. In order to be inclusive and free of harassment, documents with older photographs are acceptable.*

3.6.2 Proof of Address (PoA) Documents

Proof of Address document **must contain name and address** of the resident. Any of the following PoA documents are supported:

Supported PoA Documents Containing Name and Address
<ol style="list-style-type: none">1. Passport2. Bank Statement/Passbook3. Post Office Account Statement/Passbook4. Ration Card5. Voter ID6. Driving License7. Government Photo ID Cards

8. Electricity Bill (not older than 3 months)
9. Water Bill (not older than 3 months)
10. Telephone Landline Bill (not older than 3 months)
11. Property Tax Receipt (not older than 3 months)
12. Credit Card Statement (not older than 3 months)
13. Insurance Policy
14. Signed Letter having Photo from Bank on letterhead
15. Signed Letter having Photo issued by registered Company on letterhead
16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead
17. NREGS Job Card
18. Arms License
19. Pensioner Card
20. Freedom Fighter Card
21. Kissan Passbook
22. CGHS / ECHS Card
23. Certificate of Address having photo issued by MP or MLA or Group A Gazetted Officer on letterhead
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)
25. Income Tax Assessment Order
26. Vehicle Registration Certificate
27. Registered Sale / Lease /Rent Agreement
28. Address Card having Photo issued by Department of Posts
29. Caste and Domicile Certificate having Photo issued by State Govt.

Table 4: PoA Documents

3.6.3 Proof of Date of Birth (DoB) Documents

Proof of DoB document **must contain name and DoB** of the resident. Any of the following documents are supported:

Supported Proof of DoB Documents
<ol style="list-style-type: none"> 1. Birth Certificate 2. SSLC Book/Certificate 3. Passport 4. Certificate of Date of Birth issued by Group A Gazetted Officer on letterhead

Table 5: Proof of DoB Documents

3.7 KYR Process

3.7.1 Verifying Name

Name must be verified against any one of the PoI documents listed. A copy of PoI should be kept as part of enrollment and verification should be done against the original document.

In the case of resident not having a valid PoI document, resident should furnish the form signed by any of the approved introducers.

3.7.2 Verification for Name Change

Residents may want to change his/her name due to various reasons. Name change should be verified against documents. Following are the reasons and verification method for supporting name changes.

Marriage

Women may want to change their name after marriage. In this case, a copy of the marriage certificate or any acceptable proof of marriage as approved by the registrar should be provided and should be verified against original documents.

Any Other

Residents may change their name for other reasons such as self-wish, religion change, numerology, etc. In all these cases, they should provide a copy of legal name change certificate and it should be verified against the original document.

3.7.3 Verifying DoB

Date of Birth should be verified against any of the Proof of DoB documents listed above. Copy of the document should be verified against the original.

In the case of lack of documents, an approximate DoB may be taken and marked as so.

3.7.4 Verifying Address

The addresses will be verified against any one of the PoA documents listed. A copy of PoA document should be kept as part of enrollment and verification should be done against the original document.

In the case of resident not having a valid PoA document, resident should furnish the form signed by any of the approved introducers.

3.7.5 Verification for Address Change

Residents can update their address through any of the enrolling registrars. Process for address verification is same as described above.

3.7.6 Verifying Parents/Spouse/Guardian Information

In the case children, “Name” and “UID” of one of the parents or guardian is mandatory. Parent/Guardian must bring their UID letter when enrolling children (or they can be enrolled together) and should be verified.

In the case of an adult, no verification will be done for the information on parent or spouse. They are recorded for internal purposes only.

3.7.7 Making Corrections to Initial Data

In the case of mistakes such as spelling errors, address errors, etc. resident should be able to come back and request such corrections. Enrolling agencies should allow making those changes based process similar to initial KYR.

3.8 Exceptions Handling

There are likely to be several types of exceptions during enrolment process that need to be handled. Following list provide the common exceptions and appropriate verification method.

Exception	Process
DoB Unknown	Record estimated year of birth leaving date and month fields. DoB Type flag set to “Approximate”.
Inconsistent Address in PoA document	Quite like name spelling errors, address too is likely to have a large number of inconsistencies across documents. Addresses must be mapped appropriately onto the standard KYR address fields as per specification.
Absence of original documents	In instances where original documents are not available, copies attested / certified by a public notary / gazetted officer will be accepted.

Table 6: KYR Exceptions List

UIDAI shall have the right to alter / amend the guidelines in this regard from time to time.

4 References

1. ***“Person Identification Codification (MDDS), Version 1.02”*** – by Expert Committee on Metadata and Data Standards, DIT (<http://egovstandards.gov.in/>).
2. ***“Land Region Codification, Version 1.02”*** – by Expert Committee on Metadata and Data Standards, DIT (<http://egovstandards.gov.in/>).
3. ***“Master Circular – Know Your Customer (KYC) norms”*** – by RBI (http://rbidocs.rbi.org.in/rdocs/notification/PDFs/73IKYC010709_F.pdf)
4. ***“UPU S42 International Address Standard”*** – by UPU (<http://www.upu.int/>). Also see the reference article at <http://xml.coverpages.org/ni2003-06-17-a.html>
5. ***“Customer Information Quality Specifications Version 3.0”*** – by OASIS (<http://docs.oasis-open.org/ciq/v3.0/specs/ciq-specs-v3.html>)
6. ***“Markup Languages for Names and Addresses”*** – OASIS Cover Pages (<http://xml.coverpages.org/namesAndAddresses.html>)

5 Members

5.1 DDSVP Committee

S.No.	Name & Designation	Role
1	Mr. N. Vittal, Former CVC	Chairman
2	Mr. S. R. Rao, Additional Secretary, DIT	Member
3	Dr. C. Chandramauli, RGI	Member
4	Mr. K. Raju, Principal Secretary, Rural Development, GoAP, Hyderabad	Member
5	Dr. DS Gangwar, Jt Secy., Min of Rural Development, New Delhi	Member
6	Shri Ram Narain, DDG(Security), Dept. of Telecommunication	Member
7	Mr. Vinay Baijal, CGM (DBoD), RBI, Mumbai	Member
8	Mr. VS Bhaskar, Commissioner & Secretary, Health & FW, IT, Sports & Youth Welfare, Government of Assam, Guwahati	Member
9	Mr. S. Satpathy, Secretary, Rural Development, Govt of Jharkhand, Ranchi	Member
10	Ms. Kalpana Tiwari, Department of Posts	Member
11	Prof. Bharat Bhaskar, IIM, Lucknow	Member
12	Mr. Ashutosh Dixit, Jt. Secretary (TPL II), Dept. of Revenue	Member
13	Ms. Madhavi Puri Buch, ICICI Securities, Mumbai	Member
14	Dr. Gayathri V., CEO LabourNet	Member
15	Mr. Ram Sewak Sharma, DG UIDAI	UIDAI Rep.
16	Mr. Srikanth Nadhamuni	UIDAI Rep.
17	Dr. Pramod K. Varma	UIDAI Rep.

5.2 KYR Data Sub-committee

S.No.	Name & Designation	Role
1	Shri S.R. Rao, Additional Secy. DIT	Chairman
2	Shri Ashutosh Dixit, JS Dept. of Revenue	Member
3	Shri Chakravarty DDG, RGI Office	Member
4	Dr. D.S. Ganwar, JS, MoRD	Member
5	Shri V.S. Bhaskar, Commissioner and Secy, Health and Family welfare, Govt. of Assam	Member
6	Ms. Renu Bhudiraja, Director, DIT	Member
7	Ms. Aruna Chaba, Senior Technical Director, NIC	Member
10	Shri Ram Sewak Sharma, DG UIDAI	UIDAI Rep.
11	Shri Srikanth Nadhamuni	UIDAI Rep.
12	Dr. Pramod K. Varma	UIDAI Rep.

5.3 KYR Process Sub-committee

S.No.	Name & Designation	Role
1	Ms. Kalpana Tiwari, India Post	Chairman
2	Shri Ram Narain, Joint Secy. DoT	Member
3	Dr. D.S. Ganwar, JS, MoRD	Member
4	Shri V.S. Bhaskar, Commissioner and Secy, Health and Family welfare, Govt. of Assam	Member
5	Shri Ashutosh Dixit, JS Dept. of Revenue	Member
6	Prof. Bharat Bhaskar, IIM Lucknow	Member
10	Shri Ram Sewak Sharma, DG UIDAI	UIDAI Rep.
11	Shri Srikanth Nadhamuni	UIDAI Rep.
12	Dr. Pramod K. Varma	UIDAI Rep.



9.12.2019

(N. Vittal)

Chairman, DDSVP Committee