

## FORM 6

[See rules 13(1) and 26]

### *Application for inclusion of name in electoral roll*

To

The Electoral Registration Officer

.....Assembly/ Parliamentary <sup>£</sup> Constituency.

Sir,

I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

SPACE FOR PASTING  
ONE RECENT  
PASSPORT SIZE  
PHOTOGRAPH  
(3.5 CM X 3.5 CM)  
SHOWING FRONTAL  
VIEW OF FULL FACE  
WITHIN THIS BOX

|  |                             |   |                            |                                      |
|--|-----------------------------|---|----------------------------|--------------------------------------|
| <b>I. Applicant's details</b>  | Name                        | Surname (if any)                            |                            |                                      |
|  |                             |   |                            |                                      |
| Age as on 1 <sup>st</sup> January .....#   | Years:                      | Months:                                     | Sex (male/female/others):  |                                      |
| Date of birth, if known:   | Day:                        | Month:                                      | Year:                      |                                      |
| Place of birth:  | Village/ Town:              |   |                            |                                      |
|  | District:                   |   | State:                     |                                      |
| * Father's/<br>Mother's/<br>Husband's  | Name                        | Surname (if any)                            |                            |                                      |
|  |                             |   |                            |                                      |
| <b>II. Particulars of place of present ordinary Residence (Full address)</b>   |                             |   |                            |                                      |
| House/ Door number:  |                             |   |                            |                                      |
| Street/ Area/Locality/<br>Mohalla/Road:  |                             |   |                            |                                      |
| Town/ Village:   |                             |   |                            |                                      |
| Post Office:   |                             |   | Pin Code:                  |                                      |
| Tehsil/ Taluka/<br>Mandal/ Thana:  |                             |   |                            |                                      |
| District:  |                             |   |                            |                                      |
| <b>III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:</b> |                             |   |                            |                                      |
| Name   | Relationship with applicant | Part number of the roll of the Constituency | Serial number in that Part | Elector's Photo Identity Card Number |
| 1.   |                             |   |                            |                                      |
| 2.   |                             |   |                            |                                      |

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

# Please give the year i.e. 2007, 2008, etc.

\* Strike out the inappropriate alternative

#### IV. Declaration

I hereby declare that to the best of my knowledge and belief: -

- (i) I am a citizen of India;
- (ii) I am ordinarily resident at the address given in para II above since .....(date, month, year)
- (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (iv) \*My name has not already been included in the electoral roll for this or any other assembly constituency;

**Or**

\*My name may have been included in the electoral roll for \_\_\_\_\_  
Constituency in \_\_\_\_\_ State in which I was ordinarily  
resident earlier at the address mentioned below and if so, I request that the  
same may be deleted from that electoral roll.

Full Address (Earlier Place of ordinary residence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electors Photo Identity Card number (if  
already issued) \_\_\_\_\_

Date of issue \_\_\_\_\_

Place:

Date:

Signature or thumb impression of the applicant

**Please give your mobile number /E-mail I.D (Optional)/.....**

**A) Note – Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).**

\* Strike out the inappropriate alternative.

#### Details of action taken

**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km.....for  
inclusion of name in the electoral roll in Form 6 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)]<sup>£</sup> or\* rejection [under or in  
pursuance of rule 17/20\*/26(4)<sup>£</sup>]:

|                |  |   |
|----------------|--|---|
| Place:<br>Date | Signature of Electoral<br>Registration Officer | (Seal of the Electoral<br>Registration Officer) |
|----------------|--|---|

£ During continuous updating after final publication of electoral roll.

\* Strike out the inappropriate alternative.

**Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)**

[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

**Intimation of action taken**  
 (Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 6 of  
 \*\*Shri/ Shrimati/ Kumari.....

|   |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| ** (Full address)                       |  |  |  |  |  |  |  |  |  |
| House/ Door number:                     |  |  |  |  |  |  |  |  |  |
| Street/ Area/Locality/<br>Mohalla/Road: |  |  |  |  |  |  |  |  |  |
| Town/ Village:                          |  |  |  |  |  |  |  |  |  |
| Post Office:                            | Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |
| Tehsil/ Taluka/<br>Mandal/ Thana:       |  |  |  |  |  |  |  |  |  |
| District:                               |  |  |  |  |  |  |  |  |  |

\*\* To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No..... of AC No. ....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.  
 (Address).....  
 .....  
 .....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 6 of \*\* Shri/Shrimati/Kumari.....  
 \*\*Address.....

Date.....

Signature of the officer receiving the application  
 on behalf of the Electoral Registration Officer  
 (Address) .....

\*\* To be filled in by the applicant.

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## **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 the applicant should be eighteen or more on 1<sup>st</sup> January of the year with reference to which the electoral roll is being revised. The age should be indicated in years and months.

e.g. A person born on or upto 1/1/1991 will be eligible for inclusion in the electoral roll which is being revised with reference to 1/1/2009. Persons born on 2/1/1991 or thereafter upto 1/1/1992 shall be eligible for inclusion during the next revision with reference to 1/1/2010.

4. Sex  
Write your sex in full in the space provided e.g. Male / Female. Eunuchs have to choose from one of these options.
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) 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
- 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) A declaration in prescribed format given in Annexure-1 made by either of his parents if the person is not educated till class 10 (In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/ERO/AERO); or
- vii) 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, the person is not educated till class 10 and both the parents are not alive.

**Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by the applicant will be taken as proof of age.**

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) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or 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: In case of homeless persons, the BLO 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 BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification..**

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 alongwith the form. The photograph will be used to print your image in the electoral roll and issue of identity card, if required.

Please also give your full name and address on the acknowledgement and intimation portions.

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 the applicant whenever required.