

To,
The Local Registrar of Citizen Registration

NRC Seva Kendra (NSK)

Sir/ Madam,

I had applied for inclusion in NRC as the HOF with the following ARN

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However, my name/name(s) of the following family member(s) has/have not appeared in the Draft NRC published. I would, therefore, request you kindly to include the name(s) in Final NRC based on the particulars given below :

INDIVIDUAL DETAILS OF FAMILY MEMBERS

- | Serial No. | Q. 1 a | Name of the Claimant/Members not included in Draft
<small>(in BLOCK Letters)</small> | Q. 2 | Member ID
<small>(Same ID as appeared in the original NRC Application)</small> |
|------------|--------|---|------|---|
| | Q. 1 b | Landline/Mobile No. | | |

	1a	<small>Name</small>		
	1b	<small>Landline/Mobile No</small>		
	1a	<small>Name</small>		
	1b	<small>Landline/Mobile No</small>		
	1a	<small>Name</small>		
	1b	<small>Landline/Mobile No</small>		
	1a	<small>Name</small>		
	1b	<small>Landline/Mobile No</small>		
	1a	<small>Name</small>		
	1b	<small>Landline/Mobile No</small>		
	1a	<small>Name</small>		
	1b	<small>Landline/Mobile No</small>		

INSTRUCTION FOR FILLING UP CLAIM FORM

A. GENERAL INSTRUCTIONS:

1. The Claim for inclusion in NRC will be made by the HOF (Head of the Family) or any adult member of the family giving details and particulars of the family member(s) for whom Claim filed.
2. Claim is required to be submitted at the NSK where claimant had earlier submitted his/her NRC Application Form. Even if an applicant has changed address after submission of Application Form, Claim can be submitted only at the NSK where the NRC Application was submitted originally. Claimants who had originally applied online are also required to submit Claim Form only at their designated NSK.
3. In case of institutional homes such as orphanages, old age homes, asylums etc, the responsibility of filing claims with requisite details of the inmates shall lie with the head of the institutions. Any inmate can also file claim for his case.
4. Only those applicants who had applied with a Valid ARN during May – August 2015 for inclusion in NRC but whose names were not included in Complete Draft NRC are eligible to file claims.
5. Those who didn't apply in 2015 for inclusion in NRC including children born after submission of NRC application forms can't apply freshly for inclusion during Claim phase.

B. POINT WISE INSTRUCTIONS

1. Q. 1a: Name of Person in full: Name of the Claimant for inclusion to be written in full, in BLOCK Letters.
2. Q. 1b: Landline/mobile no : Claimants are requested to provide one or more valid mobile numbers which will be used for future communication.
3. Q.2: Member ID: The Member ID here refers to the original member serial number of the claimant in the NRC Application Form submitted in 2015. Refer the photocopy of the original Form and write the member serial number as appeared in the Application Form of 2015.
4. Legacy Data:

In order to claim for inclusion in NRC the claimant will provide any one of the 14 documents accepted as List A as provided in the right margin of Side B of the Claim Form. Answering any one of Q.3 or Q.4 or Q.5 or Q.6 is sufficient, however, more than one out of Q.3 or Q.4 or Q.5 or Q.6 can also be answered. **Particulars of only such documents need to be submitted herewith which were not submitted in the original Application Form (of 2015).**

- i. Q. 3 Will be applicable only if the name of the person with whom linkage is claimed appears in 1951 NRC. Q.4 Will be applicable only if the name of the person with whom linkage is claimed appears in any of the Electoral Rolls up to 24th March (midnight) 1971. Q.5 Will be applicable only if the name of the person with whom linkage is claimed appears in any of the List-A documents from SI 3 to 14 (within Assam) as given in the right margin of Side-B of the Claim Form. Q.6 Will be applicable only if the name of the person with whom linkage is claimed appears in any of the documents (outside Assam) adduced to prove residence up to 24th March (Midnight) 1971.
- ii. Q.3a or Q.4a or Q.5a or Q.6a: The name of the legacy person to be written here as it appeared in the Legacy Data i.e. at Q.3a if appeared in 1951 NRC, at Q4.a if appeared in Electoral Rolls up to 24th March (Midnight) 1971, at Q.5a or Q.6a if appeared in other List-A documents.
- iii. Q.3b or Q.4b or Q.5b or Q.6b: In case of the 11 digit Legacy Data Code (LDC) is received against the Legacy Person figuring in NRC 1951, it will be entered at Q.3b, in case the LDC is issued against the Legacy Person figuring in Electoral Rolls up to 24th March (Midnight) 1971 it will be entered at Q.4b. In case the Legacy Person figures in an admissible document used from List-A (SI 3 to 14) the SI no and the name of that document shall be entered at Q.5b. For Q.6b, the name of the document adduced to prove residence in any part of the country (outside Assam) up to 24th March (Midnight) 1971 will be mentioned.
- iv. **Submission of a valid List-A document is essential. However, if a valid List-A document was submitted earlier, submission of any additional List A document is not required.**
- v. **There is no need to resubmit documents already submitted.**
- vi. Q.3c or Q.4c or Q.5c or Q.6c: Relationship of the claimant with the legacy person to be written. The correct relationship in word to be selected from the list given in the box at top right corner of Side-B of the Claim Form.
- vii. Q.3d or Q.4d or Q.5d or Q.6d: The SI No and the name of the document submitted to prove linkage/relationship with the Legacy Person to be provided here. The list given as List-B documents at Side-B is only for the purpose of quoting code and name. Only a legally admissible document will be considered for proving linkage. List-B documents are admissible only if accompanied by any one of the documents from List-A as provided at Side-B. **These are only for the purpose of quoting. Additional instructions, if any, will be informed after finalisation of Standard Operating Procedure for disposal of Claims and Objections.**

5. One form has provision to give detail of 6 members of a family. If in case of filling up details for more than 6 members, additional forms can be used. In such case write "C" in the box at bottom of Side-D next to "If continued to Additional Form write 'C'. Thereafter the total number of Forms used by one family to be written in the box next to "Total No. of Forms".
6. Manual Family Tree (MFT) is not to be submitted again.
7. **The Claim Form is to be filled using BLACK BALL POINT PEN only.**

LEGACY DATA

Serial No.

- Q. 3 * Particulars of entry in NRC, 1951 in respect of Claimant or his Parents/Ancestors
- Q. 3a Name of Legacy Person with whom linkage claimed.
- Q. 3b NRC 1951 Legacy Data Code.
- Q. 3c ** Relationship with the Legacy person
- Q. 3d Sl. No. of self-attested documentary proof of relationship from List B[#]

- Q. 4 * Particulars of entry in any Electoral Roll(s) upto 24th March 1971 in respect of claimant or his Parents/Ancestors
- Q. 4a Name of Legacy person with whom linkage claimed.
- Q. 4b Electoral Roll(s) Upto 24th March 1971 Legacy Data Code.
- Q. 4c ** Relationship with the Legacy person
- Q. 4d Sl. No. of self-attested documentary proof of relationship from List B[#]

NOTE

* Answer to any one of Q.3 or Q.4 or Q.5 or Q.6 is sufficient.

** Q.3c or Q.4c or Q.5c or Q.6c –

Relationship with legacy person

- (1) Self
- (2) Father/Mother
- (3) Grandfather/Grandmother
- (4) Great Grandfather / Great Grandmother
- (5) Above Great Grandfather/ Great Grandmother

LIST A (Legacy Document)

1. 1951 NRC
2. Electoral Roll(s) upto 1971
3. Land & tenancy records
4. Citizenship Certificate
5. PRC
6. Refugee registration certificate
7. Passport
8. LIC
9. Govt issued license/ certificate
10. Govt service/employment certificate
11. Bank/Post office Accounts
12. Birth certificate
13. Board / University Educational certificate
14. Court Records/ process

Supporting Document

15. Ration Card
- {Above Documents must have been issued only upto 24th March (Midnight)1971}

LIST B (Illustrative list of Linkage Document)[#]

1. Birth Certificate
2. Land Documents
3. Board / University Certificate
4. Bank / LIC / P.O. Documents.
5. Circle Officer / LM / GP Secretary Certificate^{##}
6. Electoral Roll
7. Ration Card
8. Others (Please Specify)

[#] (These documents will be admissible only if accompanied by any one of the documents from Sl. No. 1 to 14. of List-A)

^{##} Only for Married Women migrating from one place to another by virtue of marriage

	3a	Name of the person		4a	Name of the person
	3b			4b	
	3c	Relationship in words		4c	Relationship in words
	3d			4d	
	3a	Name of the person		4a	Name of the person
	3b			4b	
	3c	Relationship in words		4c	Relationship in words
	3d			4d	
	3a	Name of the person		4a	Name of the person
	3b			4b	
	3c	Relationship in words		4c	Relationship in words
	3d			4d	
	3a	Name of the person		4a	Name of the person
	3b			4b	
	3c	Relationship in words		4c	Relationship in words
	3d			4d	
	3a	Name of the person		4a	Name of the person
	3b			4b	
	3c	Relationship in words		4c	Relationship in words
	3d			4d	

LEGACY DATA

Serial No.

- Q. 5** *Particulars of other Documents from List A in respect of claimant or his Parents/Ancestors residing in Assam upto 24th March (Midnight) 1971
- Q. 5a** Name of Legacy person with whom linkage claimed.
- Q. 5b** SI Nos of eligible documents from List A (SI. No. 3 to 14).
- Q. 5c** **Relationship with the Legacy person
- Q. 5d** SI. No. of self-attested documentary proof of relationship from List B[#]

- Q. 6** *Particulars in respect of claimant or his Parents/Ancestors residing in Other State of India upto 24th March (Midnight) 1971
- Q. 6a** Name of Legacy person with whom linkage claimed.
- Q. 6b** The name of the document adduced to prove residence in any part of the country (outside Assam) upto 24th March (Midnight) 1971 to be mentioned
- Q. 6c** **Relationship with the Legacy person
- Q. 6d** SI. No. of self-attested documentary proof of relationship from List B[#]

	5a	Name of the person		6a	Name of the person
	5b			6b	
	5c	Relationship in words		6c	Relationship in words
	5d			6d	
	5a	Name of the person		6a	Name of the person
	5b			6b	
	5c	Relationship in words		6c	Relationship in words
	5d			6d	
	5a	Name of the person		6a	Name of the person
	5b			6b	
	5c	Relationship in words		6c	Relationship in words
	5d			6d	
	5a	Name of the person		6a	Name of the person
	5b			6b	
	5c	Relationship in words		6c	Relationship in words
	5d			6d	
	5a	Name of the person		6a	Name of the person
	5b			6b	
	5c	Relationship in words		6c	Relationship in words
	5d			6d	
	5a	Name of the person		6a	Name of the person
	5b			6b	
	5c	Relationship in words		6c	Relationship in words
	5d			6d	

Serial No. : **Q. 7 Ground for submission of Claim** : Number of additional sheets used

(A brief description can be given of the grounds for Claim)

If the space here is not found sufficient, additional blank sheet may be used

I declare that all the information mentioned above are true to the best of my knowledge and belief.

Signature/ Thumb impression
(for male left thumb and for female right thumb) of Head of the Family (HOF)/any other Adult Member of the Family

Correspondence Address			
House/Building Name/No	Locality/Street Name/Post Office		
Village/Town	Circle	District	
State/Country	P	I	N C O D E
Contact No.			

If continued to Additional Form write 'C'

Total No. of Forms

Member ID of the person submitting the claim (same ID as appeared in the original NRC Form)

The Updating of NRC, 1951 in Assam is carried out under the provisions of The Citizenship Act, 1955 and The Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003 (Rule 4A and Schedule) as amended.