

Distribution and Receipt of Application Form has started across the state. In order to make the process smooth for the Public a special mobilization drive on Distribution and Receipt of Application Form through various means of communication has taken off in all districts.

NRC UPDATION : GET READY TO APPLY FOR INCLUSION IN UPDATED NRC

Process of Distribution and Receipt of filled in NRC Application Form has started across Assam and will continue till 31st July, 2015. Online Submission has been launched on 22nd June. [Click here form online submission](#). Experience hassle free online submission of NRC Forms with integrated utilities such as image to PDF converter for easy uploading of documents and tools for cropping, rotation, compressing and conversion photos automatically from JPEG & JPG to PDF.

In order to ensure easy filling-up of the NRC Application Form publicity materials are developed in various formats. They are_

- a) A sheet distributed with each Application Form called “NRC Updation Application Form Fill Up Made Easy” that provides simple steps for easy fill up of the Application Form in addition to the instructions printed on the Application Form itself. If this is not received with the Application Form, complaint may also be lodged by calling NRC toll free helpline number 15107 or by submitting complaint in the website of NRC. Click here to register your [Complaints & Feedback](#). This sheet can also be accessed online at the website of NRC, Assam. [Click here for the details](#).
- b) An exhaustive takeaway leaflet detailing prerequisites of Application Form fill up viz. documents required, and instructions on answering each question of the Application Form. The leaflets are distributed in the Community Level Meetings conducted in both urban and rural areas by the officials of district administration. The leaflet can also be accessed in the website of NRC, Assam. [Click here to view the leaflets](#).
- c) Video tutorials on How to fill up the Application Form taking example of a fictional family of Chandra Sarma. The videos are also uploaded in YouTube for public viewing. The public may also watch the videos during Community Level Meetings conducted by the officials of district administration. [Click here to view the Videos](#).
- d) A pictorial leaflet illustrating how the fictional Chandra Sarma family collects documents and fills up the Application Form. The Field Level Officer may be approached by public for obtaining a copy of this leaflet. The same has also been made available in all NSKs as well as in the website of NRC, Assam. [Click here to view the leaflets](#).
- e) In order to further aid the public in easily filling up of the Application Form, practice sheets of the Side C of the Application Form are printed. Public may obtain the copies of practice sheet from nearest NSK to practice filling up of the Application Form to ensure that the Forms are filled up correctly and neatly.
- f) A Television Commercial on Online Submission of Application Form is also developed for easy understanding of the online process.

For those residing outside Assam and India, the facility of Online Submission is made available. Checklist on How to Fill Up the Online Application Form – 1) Before Filling and 2) While Filling is also made available through this website. [For details click here](#).

IMPORTANT POINTS TO BE NOTED FOR INCLUSION IN THE UPDATED NRC

There will be two requirements for inclusion of names of any person in updated NRC:

1) The first requirement is collection of documents of ANY OF the following documents of List A issued before midnight of 24th March, 1971 where name of self or ancestor appears (to prove residence in Assam up to midnight of 24th March, 1971).

LIST A:

1. 1951 NRC OR
2. 1971 Electoral Roll(s) upto 1971 OR
3. Land & Tenancy Records OR
4. Citizenship Certificate OR
5. Permanent Residential Certificate OR
6. Refugee Registration Certificate OR
7. Passport OR
8. LIC OR
9. Any Govt issued License/Certificate OR
10. Govt. Service/ Employment Certificate OR
11. Bank/Post Office Accounts OR
12. Birth Certificate OR
13. Board/University Educational Certificate OR
14. Court Records/Processes.

Further, two other documents viz (1) Circle Officer/ GP Secretary Certificate in respect of married women migrating after marriage (can be of year before or after 24th March (midnight) 1971, and (2) Ration Card issued upto the midnight of 24th March, 1971 can be adduced as supporting documents. However, these two documents shall be accepted only if accompanied by any one of the documents listed above.

2) The Second requirement arises if name in any of the documents of List A is not that of the applicant himself/ herself but the name appearing in List A is that of an ancestor, namely, father or mother or grandfather or grandmother or great grandfather or grandmother (and so) of the applicant. In such cases, the applicant shall have to submit documents as in List B below to establish relationship with such ancestor i.e father or mother or grandfather or grandmother or great grandfather or grandmother etc. appearing in List A. such document shall have to be a legally acceptable document which clearly proves such relationship.

LIST:B

- 1. Birth Certificate OR
- 2. Land document OR
- 3. Board/University Certificate OR
- 4. Bank/LIC/Post Office records OR
- 5. Circle Officer/GP Secretary Certificate in case of married women OR
- 6. Electoral Roll OR
- 7. Ration Card OR
- 8. any other legally acceptable document

For example, the Birth Certificate gives the name of the father/ mother and the child together in one place and can prove the parent child relationship. Similarly, a land mutation document carrying the name of both the child and the father/ mother can be used to prove a parent child relationship. Electoral Roll also may carry the name of the father and child together and can be used to establish the parent child relationship.

***CITIZENS ARE NOW REQUESTED TO COLLECT ALL THE REQUIRED DOCUMENTARY PROOF
AND GET PREPARED FOR FILLING UP THE NRC APPLICATION FORM.***

***CLICK HERE TO CHECK THE VIDEO TUTORIALS (Side A, Side B, Side C, Side D)
CLICK HERE FOR LEAFLET ON HOW TO FILL UP THE APPLICATION FORM***