

Enclosures required applying for Residential Certificate

Sln.	Name of the document	Allowed document enclosures
1	Birth Proof	Birth Certificate, Any other Birth Prrof
2	Residential Proof	EPIC/Voter's Card Electricity Bill , Patta, Ration Card, Any other Residential Proof
3	Identity Proof	Self/Parent/Guardian EPIC Card
4	Supporting Document	Document which would state why RC is required.
5	Certificate issued from this office	Document issued from the office like ST, SC certificate etc

Points to be noted while uploading or scanning of enclosures

- ✓ The photograph must be properly cropped and uploaded (min – 20kb, max- 100 kb). Only coloured photo to be uploaded while filling in the application form.
- ✓ The documents must be scanned properly. (e.g While scanning for EPIC, scan both sides and upload as one .pdf document)
- ✓ If there are additional enclosures that you want to submit, you can upload in “Others” enclosure.
- ✓ The maximum size of pdf that can be uploaded is 1 MB per document. Therefore while scanning a document, scan as 75 or 100 DPI.