

UIDAI Hqrs. Building,
Bangla Sahib Road, New Delhi-01
Dated: 24 Sept., 2018

Office Memorandum

Sub:- Updation of Name, Gender and Date of Birth.

The Aadhaar (Enrolment and Update) (Sixth amendment) Regulations, 2018 provides that the date of birth of resident can be updated only once. In case the date of birth is to be updated more than once, it can be done through an exception handling process which may require the resident to visit Regional Office (RO) of the UIDAI. Similar decision has been taken for Name and Gender which can be updated twice and once respectively.

2. Further to this, it has been decided that one time change in date of Birth (DoB) shall only be allowed plus / minus one year of existing age in Aadhaar else the update shall be rejected.

3. However, for genuine cases of update of Name/ Date of Birth and Gender more than the threshold, an exception process shall be followed as below :-

- (a) Resident may approach Regional Offices with relevant details of update alongwith necessary proof documents.
- (b) RO shall do the due diligence and ascertain whether the update request is genuine. RO may seek additional information from resident or carry field investigation as required.
- (c) In case RO ascertain the request to be genuine, case shall be sent to Tech Center for processing / reprocessing the request.

(4) This has approval of competent authority.


(Ashok Kumar)

Assistant Director General

To,

1. All Registrar/ Enrolment agencies.
2. Regional Offices of UIDAI
3. Tech Center of UIDAI.