

**Unique Identification Authority of India**

F.No.4(4)/57/159/2016-E&U

April 1, 2019

- To,
1. All Registrar / Enrolment agencies
  2. Regional Offices of UIDAI
  3. Tech Centre of UIDAI

**Office Memorandum**  
**Modification in O.M dated 24.09.2018 & 07.02.2019 Regarding**  
**Updation of Name Gender and Date of Birth - Reg**

Please refer to UIDAI.HQ.O.M.No.4(4)/57/159/2016-E&U dated 24.09.2018 and 07.02.2019 regarding updation of Name, Gender and Date of Birth in the Aadhaar records. The OM stands modified as below.

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

3. Vide OM dated 07.02.2019, it was further decided to allow change of Date of Birth to maximum of plus or minus three years of the date of birth recorded during Aadhaar enrolment. In case the date of birth is to be updated more than this limit, it can be done through an exception handling process which may require the resident to visit Regional Office (RO) of the UIDAI.

4. At the time of Aadhaar enrolment, resident who submits prescribed document for date of birth, his / her date of birth is recorded as Verified. In case resident do not provide any prescribed proof document for Date of Birth, his/her date of birth is recorded as declared or approximate. However for update of date of birth, resident is required to submit any of the prescribed documents to prove date of Birth.

5. Considering the difficulties raised by the residents and ecosystem partners the following modifications are made with immediate effect in regard to update / correction in Date of Birth.

i) Update request received from residents for change in Date of Birth from Declared / Approximate to verified will be allowed once in life time, irrespective of range/limit of change. The resident need to submit prescribed proof document for the same.

ii) Update request received from residents for change of DoB whose date of birth is already Verified will not be allowed. In case the date of birth is to be updated where in date of birth was already verified, it can be done through an exception handling process which may require the resident to visit Regional Office (RO) of the UIDAI.

5. Exception Handling Process

For cases requiring exception handling process for update of Name, Date of Birth and Gender, following process shall be followed.

a) Resident may update the name, Date of Birth or Gender over and above prescribed limit or restriction as the case may be from any of the Aadhaar Enrolment / Update Centre in their area as per the list available on UIDAI web site. All registrars of UIDAI facilitate the same irrespective of the restrictions mentioned in above paras.

b) In case the update requires exception handing process as stated in above paras, resident may sent his / her request to accept the update through exception handling process to respective regional office of UIDAI through email or by post along with copy of URN slip, Aadhaar detail and relevant proof detail. Resident may also call 1947 or send email to [help@uidai.gov.in](mailto:help@uidai.gov.in). Resident are not required to physically visit Regional offices unless specifically asked to visit.

c) RO shall do due diligence and ascertain whether the update request beyond the prescribed threshold is genuine. RO may seek additional information from the resident or carry out a field investigation as may be required.

d) In case RO ascertain the said update request to be genuine, case shall be sent to Tech Centre for processing / reprocessing the request.

6. This issues with the approval of CEO, UIDAI.

Sd/-

**(Prabhakaran C R)**  
Deputy Director (E & U-1)