

File No.:18-193/2025DD-III (46701)
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (DEPwD)

5th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi-110003
Date 07th November, 2025

To,

Principal Secretaries of Social Welfare Department/Secretaries of Social Welfare Department
dealing with disabilities related matters (All States/UTs Govt.)

Subject: Standard Operating Procedure (SOP) for Aadhaar Enrollment of Destitute Persons with Disabilities who are above 18 years of age

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that the Department of Empowerment of Persons with Disabilities (DEPwD), under the Ministry of Social Justice & Empowerment is hereby forwarding Standard Operating Procedure (**Annexure**) for Aadhaar Enrollment of Destitute Persons with Disabilities with 18+ years of age with Unique Identification Authority of India (UIDAI) for compliance.

2. This issues with the concurrence of UIDAI and approval of Honorable Minister of Social Justice & Empowerment.

Yours faithfully,



(Manish Kumar Mishra)

Under Secretary to the Government of India

Copy to:

Shri Bhuvnesh Kumar,
Chief Executive Officer,
Unique Identification Authority of India,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001
(Email:ceo@uidai.net.in)

Annexure

Subject: Standard Operating Procedure for Aadhaar enrolment of destitute persons with disabilities who are above 18 years of age.

1. Every resident, under section 3 of The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, hereinafter referred to as the Aadhaar Act, is entitled to obtain an Aadhaar number by submitting demographic and biometric information by undergoing the process of enrolment. UIDAI is required to take special measures to issue Aadhaar number to persons with disability, under section 5 of the Aadhaar Act.
2. In accordance with the provisions of the Rights of Persons with Disabilities (RPwD) Act, 2016, the Department of Empowerment of Persons with Disabilities (DEPwD), under the Ministry of Social Justice & Empowerment, is designated as the nodal agency at the Central level to formulate, implement, and monitor policies and programmes for the social, educational, and economic empowerment of persons with disabilities.
3. In view of the above, the Standard Operating Procedure (SOP) to be followed for Aadhaar enrolment of destitute persons with disabilities (PwDs) who are above 18 years of age and admitted to a registered shelter home, is specified in the following steps.

Standard Operating Procedure (SOP)

Step 1: A certificate as per the UIDAI prescribed format (Annexure-I), jointly signed and stamped by the Head of Shelter Home registered under the RPwD Act, 2016 and the District Social Welfare Officer (DSWO)/Authorized Officer of equivalent rank for disability related matters in the district, may be used as the Proof of Identity (PoI) and Proof of Address (PoA) document for Aadhaar enrolment. A recent color photograph of the person seeking to enrol shall be affixed on the certificate and the official address of the shelter home shall be mentioned in the address field of the certificate.

Step 2: The head of shelter home shall accompany the person seeking to enrol, to the UIDAI run Aadhaar Sewa Kendra or UIDAI Regional/State Office or the Aadhaar enrolment camp organized by Regional/State Office.

Step 3: The person undergoes the process of Aadhaar enrolment by providing biometric and demographic information to the Aadhaar enrolment operator. The name and declared date of birth shall be recorded in the enrolment form.

4. Case 1: Person had previously been issued Aadhaar and biometrics are available with UIDAI

4.1 In case the person had previously been issued an Aadhaar number and his biometric information is available with UIDAI, then the new enrolment request will automatically be rejected by the UIDAI system. The Enrolment ID (EID)/ Service ID (SID) pertaining to the previously issued Aadhaar may be shared by UIDAI with the Aadhaar number holder.

4.2 Using the provided EID/SID, the Aadhaar number may be obtained by the person by visiting an Aadhaar enrolment centre and carrying out biometric authentication. The Aadhaar letter or e-Aadhaar may also be printed at any Aadhaar enrolment centre or downloaded from the myAadhaar portal of UIDAI.

4.3 Based on demographic details such as name, address etc., in the Aadhaar, the person may be identified and restored to his/her parents/guardian.

5. Case 2: No previous Aadhaar detected by UIDAI system

5.1 In case no previous Aadhaar is detected by the UIDAI system, Aadhaar may be generated by UIDAI after following due process of enrolment and communicated to the enrollee at the provided address.



CERTIFICATE FOR AADHAAR ENROLMENT OF DESTITUTE PERSON WITH DISABILITY, ABOVE 18 YEARS OF AGE

Instructions: All details to be filled in Block Letters

(Date of issue)

To be printed on plain A4 paper size;

Not required to be printed on letter head;

Resident's Details

Full Name:

Address:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

Signature of the Resident/
Thumb/ Finger ImpressionResident's Recent
Colour Photograph
3.5cm x 4.5 cmCross Signed and
Cross Stamped by
the Certifier.NB: DO NOT
OVERLAP WITH
TEXT BOXES

DoB (Declared/Estimated):

We jointly certify the credentials of the person stated above and that the person is eligible for obtaining Aadhaar as per section 2(v) and 3 of The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

Certifier's Details (To be filled by the Head of the Shelter Home)

Name of the Initiator:

Designation:

Office Address:

Contact Number:

Signature & Stamp of the
Head of the Shelter Home**Checklist for Certifier**☐ No overwriting☐ Issue date is filled☐ Resident's signature☐ Certifier's details☐ Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper)**Certifier's Details (To be filled by the District Social Welfare Officer/Authorized Officer of Equivalent Rank)**

Name of the Certifier:

Designation:

Office Address:

Contact Number:

Signature & Stamp of the
District Social Welfare Officer/
Equivalent rank Officer**Checklist for Certifier**☐ No overwriting☐ Issue date is filled☐ Resident's signature☐ Certifier's details☐ Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper)

Note: To be used as Proof of Identify (PoI) and Proof of Address (PoA) only in the case of destitutes above 18 years with disability.