

**(For Office Use)**

| Year |   |  |  |
|------|---|--|--|
| २    | ० |  |  |

| L.A.C.No. |  |  | Part No. |  |  |
|-----------|--|--|----------|--|--|
|           |  |  |          |  |  |

| Sr. No. |  |  |  |
|---------|--|--|--|
|         |  |  |  |

**FORM 6**  
[See rules 13(1) and 26]

| Application for inclusion of name in electoral roll  |                             |  |                     |                            |            |  |
|--|-----------------------------|--|---------------------|----------------------------|------------|--|
| To<br>The Electoral Registration Officer,<br>Assembly /Parliamentary Constituency.   |                             |  |                     |                            |            | Space for pasting one recent<br>passport size colour<br>photograph (3.5 cm x 3.5 cm)<br>Showing frontal view of full<br>face within this box |
| Sir,<br><br>I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below :- |                             |  |                     |                            |            |  |
| I Applicant's Details  |                             | Name                                   |                     | Surname(if any)            |            |  |
|  |                             | District                               |                     |                            |            |  |
| Age as on 1 <sup>st</sup> January ----- #  |                             | Years :                                | Months :            | Sex (male/female/Others) : |            |  |
| Date of birth, if known :  |                             | Day :                                  | Month :             | Year :                     |            |  |
| Place of Birth   |                             | Village/Town                           |                     |                            |            |  |
|  |                             | District                               |                     | State                      |            |  |
| *Father's Name   |                             | Name                                   |                     | Surname(if any)            |            |  |
| Mother's   |                             |  |                     |                            |            |  |
| Husband's  |                             |  |                     |                            |            |  |
| II. Particular of place of present ordinary residence (Full address):  |                             |  |                     |                            |            |  |
| House/Door number :  |                             |  |                     |                            |            |  |
| Street/Area/Locality/Mohalla/Road :  |                             |  |                     |                            |            |  |
| Town/Village:  |                             |  |                     |                            |            |  |
| Post Office :  |                             |  |                     | Pin Code :                 |            |  |
| Tehsil/Taluka/Mandal/Thane :   |                             |  |                     |                            |            |  |
| Distirct :   |                             |  |                     |                            |            |  |
| III. Details of member(s) of applicant family already included in the current electoral roll of the Constituency   |                             |  |                     |                            |            |  |
| Name   | Relationship with applicant | Number of the roll of the Constituency | Serial in that part | Elector's Identity number  | Photo Card |  |
| 1  |                             |  |                     |                            |            |  |
| 2  |                             |  |                     |                            |            |  |

**IV .Declarations**

I hereby declare that to the best of my knowledge and belief-(i) I am a citizen of India;(ii) I am ordinarily resident at the address in given para II above since------(date, month, year); (iii) I have not applied for the inclusion of my name in the electoral roll for any other Constituency; (iv)\* My name has not been included in the electoral roll for this or any other Assembly Constituency; Or \*My name may have been included in the electoral roll for ----- Constituency in -----State in which I was ordinarily resident earlier at the address mentioned below and if so, I request that the same may be deleted from that electoral roll.

**Full address (Earlier place of ordinarily residence )-----**

|  |  |
|--|--|
|  | Electors photo identity card (if issued)number-----date of issue |
|--|--|

**Place :**

**Date:**

**Signature or thumb impression of**

**Please give your mobile number/E-mail.I.D.(Optional)-----**

**(A)Note-** Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the representation of the People Act, 1950 (43 of 1950)

\* Strike out the inappropriate alternative.

|   |
|---|
| <b>Detail of action taken</b><br><i>(to be filed by Electoral Registration Officer of constituency)</i> |
|---|

**The application of Shri/Smt./Kumari -----**

for inclusion of name in the electoral roll in Form 6 has been accepted\*/rejected

\*Detailed reasons for \*acceptance [under or in pursuance of rule \*18/20\*/26(4)£ or \*rejection [under or in pursuance of rule 17/20\*/26(4) \*]

Place

Date

Signature of Electoral Registration Officer

(Seal of the Electoral Registration officer)

£ (during continuous updating after final publication of electoral roll)

\* Strike out the inappropriate alternative

(This page should be thick enough so that it does not get mutilated /damaged in postal transit)  
(Intimation of action taken)

**(Section-II** of the page is to be filed by Electoral Registration Officer of the Constituency to be posted to that applicant on the address as given by the applicant in Section-I)

1)----- (Fist Fold)-----  
Section-I

Postage Stamp to be affixed by the  
Electoral Registration Authority at  
the time of dispatch

The application in Form 6 of \*\* Shri /Shrimati/Kumari -----

\*\* (Full Address) :

House/Door number :

Street/Area/Locality/Mohalla/Road

:

Town/Village

:

Post Office

:

Pin Code :

Tehsil/Taluka/Mandal/Thane

:

Distirct

:

(\*\* To be filled by the applicant)

2)----- (Sesond Fold)-----  
Section-II

(a)Has been- accepted and the name of Shri/Shrimati/Kumari-----has  
been registered at Serial No in Part

(b) rejected for the reason-----

Date :

Electoral Registration Officer  
(Address)-----

(Receipt for application)

Received the application in Form 6 of \*\* Shri/Shrimati/Kumari-----  
Address-----

Date:

Signature of the officer receiving the application on behalf of the Electoral Registration Officer  
(Address) -----

(\*\* To be filled in by the applicant)

**For more information visit or contact:-**

- 1) Election Commission of India's web site [www.eci.nic.in](http://www.eci.nic.in)
- 2) Chief Elctoral Officer web site [www.ceo.maharashtra](http://www.ceo.maharashtra)
- 3) Toll Free Tel.No. "1950"

# **GUIDELINES FOR FILLING UP THE APPLICATION FORM-6**

## **General Instructions**

### **Who can file Form-6**

1. First time applicant on attaining years or more on the first day of January of the year with reference which the electoral roll is being revised.
2. Person shifting his /her place of ordinary resident outside the Constituency in which he/she is already registered

### **When Form-6 can be filed**

1. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filled within the specific days provided by the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application for inclusion of name can be filled through the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

### **Where to file Form-6**

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

### **How to Fill up Form-6**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space.

### **2. Name (With Documentary Proof)**

The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have surname just write even name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific applications like Shri, Shrimati, Kumari, Khan, Begum, Pandit etc. should not be mentioned.

### **3. Age (With Documentary Proof)**

The age of the applicant should be eighteen or more on 1<sup>st</sup> January of the year with reference to which electoral roll is being revised. The age should be indicated in years and months.  
e.g. A person born on or upto 1/1/1991 will be eligible inclusion in the electoral roll which being revised with reference to 1/1/2009. Persons born on 2/1/1991 or thereafter upto 1/1/1992 shall be eligible for inclusion during the next revision with reference to 1/1/2010.

### **4. Sex**

Write your sex in full in the space provided e.g., Male/Female/Others. Applications may indicate their sex as "Other" where they do not want to be described as male or female.

### **5. Date of Birth (With Documentary Proof)**

Fill up the date of birth in figures in the space provided in dd/mm/yyyy.

Proof of date of birth to be attached are as under:

- (i) Birth Certificate issued by a Municipal Authorities or District Office of the Register of Births & Deaths or Baptism Certificate; or
- (ii) Birth Certificate from the school (Govt. /Recognized) last attended by the applicant or any other recognized educational institution' or
- (iii) If a person is class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth; or
- (iv) Marksheet of class 8 if it contains date of birth; or
- (v) Marksheet of class 5 if it contains date of birth; or

- (vi) A declaration in prescribed format given in Annexure-I made by either of his parents if the person is not educated till class 10(In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/ERO/AERO); or
- (vii) A certificate of his age given by a Sarpanch of the Gram Panchayat or by a member of the concerned Municipal Corporation /Municipal Committee. The person is not educated till class 10 and both the parent are alive.

**Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by which by the applicant will be taken as proof of age.**

**6. Place of Birth**

In case born in India please mention name of place like Village/Town. District State.

**7. Relation 's Name**

In case of unmarried female applicant, name of father/Mother is to be mentioned . In case of married female applicant, name of husband is to be mentioned. Strike out the inapplicable options in the colours.

**8. Place Ordinary Residence**

Fill up and complete postal address including PIN code where you are ordinary residing and want to get registered, in the space provided.

Proof or Ordinary residence to be attached are as under.;

- (i) Bank/Kisan /Postoffice current Pass Book or
- (ii) Applicant 's Ration Card/Passport/Driving License/Income Tax Assessment Order or
- (iii) Latest Water/Telephone/Electricity/Gas Connection Bill for that address either in the name of the applicant or that of his/her immediate relation like parents etc.or
- (iv) Postal Department's posts received/delivered in the applicant's name at the given address.

**NOTE-In case of homeless persons, the BLO will visit the address given in Form-6 at night to certain that the homeless person actually sleeps at the place which is given as his address in Form-6 If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification.**

**9. Details of Family Members Already included in the Electoral Roll**

Please fill up name and other particulars of immediate family members i.e. Father/ Mother/ Brother/Sister/Spouse included in the current electoral roll of the constituency. Name of any other relation like uncle, aunt, cousin brother/sister etc.not to be mentioned.

**10. Delcaration**

Please indicate date from which you are residing in the given address. In case the exact date is not known fill-up month and year.

If your name is already included in the electoral roll of any other constituency, please write legibly the full previous address with PIN code.

If you already have been issued with a Photo Identity Card by the Election Commission please mention the card number ( printed on the front side) and date of issue (printed on the back side) of the card in the space provided. Please attach a self attested photocopy of both sides of the card.

**Miscellaneous**

**In many places the photograph of the elector is also printed in the electoral roll. You have the option to submit one recent coloured passport-size photograph along with the form. The photograph will be used to print your image in the electoral roll and issue of identity card if required.**

**Please also give your full name and address on the acknowledgement and intimation portions. Please also your mobile number and E-mail I.D in the Form, which is optional, as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.**