

Officially Valid Documents (OVDs) for establishing Proof of Identity And Mailing Address

A. "Officially Valid Document" (OVD) means

1. Passport
2. Driving licence
3. Proof of possession of Aadhaar (as issued by UIDAI)
4. Voter's Identity Card issued by the Election Commission of India
5. Job card issued by NREGA duly signed by an officer of the State Government
6. Letter issued by the National Population Register containing details of name and address.

Note: Proof of possession of Aadhaar includes:

- Aadhaar letter issued by UIDAI
- E-Aadhaar only downloaded from UIDAI website,
- Aadhaar Secure QR Code, or
- Aadhaar Paperless Offline e-KYC

B. If the OVD does not have updated address, the following Deemed OVD's can be submitted for the limited purpose of proof of address, which is valid for 3 months.

1. Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
2. Property or Municipal tax receipt;
3. Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
4. Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation;

C. In case Deemed OVD is submitted, Valid OVD with current address to be submitted within a period of three months.