

File No- HQ-16022/2/2020-EU-II-HQ-Part(1) (E-1133)
Unique Identification Authority of India
(Enrolment & Update Division-II)

UIDAI Head Office, Bangla Sahib Road
Gole Market, New Delhi – 110 001

Dated: 24.12.2025

Standard Operating Procedure for Date of Birth update in Aadhaar

This Standard Operating Procedure (SOP) is being issued in supersession of all previous communications issued by UIDAI regarding update of date of birth in Aadhaar database including Standard Operating Procedure (SOP) to update Date of Birth (DoB) under exception handling process vide letter No. HQ 16022/2/2020-EU-II-HQ-Part (1) dated 19.07.2021.

The basic tenets for the purpose of update of date of birth in Aadhaar are being highlighted below: -

1. **An individual can have only one Date of Birth (DoB).** Therefore, under the normal circumstances, there should be **No Need** to change the date of birth in Aadhaar database. From the experience, it has been seen that the following three circumstances may necessitate an updation or correction or change in the date of birth:
 - a. Currently the DoB is declared or approximate and needs to be updated to a verified DoB.
 - b. An error or mistake on part of the operator or the Aadhaar number holder (ANH) leads to incorrect DoB getting recorded inadvertently.
 - c. Where the ANH (or the parent or guardian of the ANH, if the ANH is a child) had reported a wrong DoB with false or fraudulently obtained supporting documents in the past and now wants to mend the past wrongdoing and correct the DoB with a verifiable document.
2. A Birth Certificate is the legal proof of DoB. Therefore, once a Birth Certificate has been submitted as Proof of Date of Birth (PDB) document, no further DoB updates should be considered under normal circumstances.
3. For enrolment of children below 5 years of age, Birth Certificate is the mandatory document. Nowadays, the CRS and other State Registrars of Births issue digital

versions of the older Birth Certificates. Children in the age group of 5-18 years can easily procure the online-verifiable Birth Certificates.

4. UIDAI cannot turn a blind eye to the cases where false or fraudulently obtained documents have been submitted by ANH (or the parent or guardian of the ANH, if the ANH is a child) to get a wrong date of birth recorded in Aadhaar database. At the same time, UIDAI would not like to prevent them forever from correcting their past mistake. This is also essential to ensure the integrity and continued accuracy of the Aadhaar database and maintain the trust of the user entities. Therefore, such ANH will be provided one last opportunity to correct the DoB in his/her Aadhaar. **The Aadhaar of such ANH would be deactivated whenever such a case comes to light either during DoB update request or otherwise. The deactivated Aadhaar will be considered for reactivation when a DoB update request is mandatorily accompanied by a genuine online-verifiable PDB document along with an affidavit by the ANH (or the parent or guardian of the ANH, if the ANH is a child). In such cases, depending on the circumstances, an FIR may also be lodged against the ANH or the parent or the guardian, as the case may be.**
5. Rules defined in the “important note” section of the “*List IV – Documents that may be presented to evidence Proof of Identity, Address, Relationship or Date of Birth for update of information in respect of Aadhaar Number Holder of any age*” of Schedule II of the Aadhaar (Enrolment and Update), Regulations 2016 (hereafter mentioned as “*List-IV*”), also serve as basic guiding principles. The same are being reproduced as follows:
 - a. *Request for update of date of birth in Aadhaar shall be accepted, in the following manner:*
 - (i) *If date of birth is recorded as declared or approximate:*
 - a. *For resident Indians below 18 years of age: - Aadhaar number holder shall mandatorily submit birth certificate as proof of date of birth.*
 - b. *For Non-Resident Indian (NRI) below 18 years of age: - Aadhaar number holder shall submit birth certificate or Indian Passport as proof of date of birth.*
 - c. *For resident Indians and Non-Resident Indian (NRI) of 18 years and above of age: - Aadhaar number holder shall submit any of the*

acceptable proof of date of birth documents as specified in the above list.

- (ii) If the Aadhaar number holder had earlier submitted birth certificate as proof of date of birth, the Aadhaar number holder shall submit corrected birth certificate bearing same Birth Registration Number (BRN).*
- (iii) If the Aadhaar number holder had earlier submitted any proof of date of birth document except birth certificate (for e.g. Marksheets, Passport etc.), the Aadhaar number holder shall submit corrected version of the same document or submit a birth certificate.*
- (iv) In case of date of birth update of woman who has changed her name post-marriage, proof of date of birth documents issued pre-marriage will be accepted along with evidence of name change (Aadhaar with old name or marriage certificate with both names).*

6. Based on the guiding principles mentioned above, this SOP is being issued. It covers an exhaustive list of scenarios, which are detailed below:

Case 1: Indian Resident applies for DoB update for the first time

a) *If the existing DoB in Aadhaar is 'declared' or 'approximate':*

UIDAI may enable the Aadhaar Number Holder (ANH) to view his DoB in Aadhaar as '**declared**' or '**approximate**' or '**verified**' during the process of DoB updation in the enrolment-client. DoB update in all such cases can be carried out based on any of the permitted PDB document as mentioned in "*List-IV*". For the age group 0-5 years and 5-18 years, Birth Certificate is the only document permitted for DoB update.

There may be cases wherein the DoB in Aadhaar is 'declared' or 'approximate', but Aadhaar Number Holder (ANH) has submitted Birth Certificate during enrolment or update as one of the supporting documents (PDB or PoR document), such cases shall be handled as cases of DoB in Aadhaar as 'verified' based on birth certificate as given below in Para (b) (i).

b) *If the existing DoB in Aadhaar is 'verified':*

Following scenarios may arise in this category:

- i) Even though the DoB may be recorded as 'verified' but the PDB document does not exist in the Aadhaar database. Such a case shall be treated as a

case of **'declared' or 'approximate'** DoB outlined at para (a) above. For the age group 0-5 years and 5-18 years, Birth Certificate is the only document permitted for DoB update.

- ii) **DoB was recorded as 'verified' in Aadhaar database based on Birth Certificate:** If the document submitted at the time of enrolment was a Birth Certificate, there should be no need for DoB update under normal circumstances. Some exceptional circumstances may arise where the Birth Certificate itself may require correction. **In such cases, the only document acceptable for DoB update would be the corrected Birth Certificate with the same BRN and issued by the same registrar as earlier, along with an affidavit (Annex-I).** If a document, other than Birth Certificate, is submitted or a Birth Certificate with a different BRN or from a different registrar is submitted, the update request shall be rejected.

This shall apply irrespective of the age group for all Indian residents.

- iii) **DoB was recorded as 'verified' in Aadhaar database based on PDB document other than Birth Certificate:** In such a case also, there should be no need for DoB update under normal circumstances. But under exceptional circumstances, the document submitted earlier may itself require correction. In such an exceptional scenario, the Aadhaar number holder shall submit either a **corrected version of the same document (document must be a part of the existing list of valid PDB documents) or a Birth Certificate along with an affidavit (Annex-I).** If the document submitted earlier is not a part of the current list of valid PDB documents, then the only document admissible would be a Birth Certificate.

Corrected version of the same document means the document issued by the same authority, same description, same year and same details except the corrected date of birth. For example: a mark sheet issued for the same qualification but by appearing in the exam again in a different year would **NOT** mean the same document.

This will apply to all Indian residents 18 years of age or above and will NOT apply to children below 18 years of age.

- c) **Cases where operator error is alleged:** If the DoB in Aadhaar differs from that mentioned in the PDB document earlier submitted by the ANH, and the current update request is for change to the same DoB mentioned in that earlier

document, it is a case of 'operator error'. If the earlier submitted document by the ANH is still a valid PDB document as per the existing list, ANH may submit DoB update request with the same document as the earlier submitted document. However, if the earlier submitted document by the ANH is no longer a valid PDB document as per the existing list or ANH is not in possession of the same document, the DoB update request may be permitted based on self-declaration (Annex-II) submitted by ANH stating that his/her DoB was incorrectly entered by operator. The PDB document submitted by ANH at the time of enrolment will be checked to establish the alleged operator error.

All the scenarios mentioned above under "Case 1", shall also be applicable to Non-Resident Indians (NRIs) with one exception that in case of ANH below 18 years of age, NRIs may submit Birth Certificate or Indian Passport as defined in the list of acceptable documents.

Case 2: Indian Residents / NRIs – Subsequent DoB updates

In an exceptional scenario, Aadhaar number holder may request for subsequent update of his/her DoB as below:

- a) A subsequent DoB update after the first update done since enrolment, **shall be processed only on submission of Birth Certificate (in cases where the earlier PDB document during enrolment or DoB update was not a Birth Certificate), or corrected Birth Certificate with same BRN and registrar (in cases where the earlier PDB document during enrolment or DoB update was a Birth Certificate) along with an affidavit (Annex-I), as the case may be.**

This will apply irrespective of the age group to all Indian residents/NRIs.

- b) **Cases where operator error is alleged:** If the current DoB in Aadhaar differs from that mentioned in the last PDB document submitted by the ANH, and the current update request is for change to the same DoB mentioned in that last document, it is a case of 'operator error'. If the submitted document by the ANH is still a valid PDB document as per the existing list, ANH may submit DoB update request with the same document as the earlier submitted document. However, if the earlier submitted document by the ANH is no longer a valid PDB document as per the existing list or ANH is not in possession of the same document, the DoB update request may be permitted based on self-declaration (Annex-II) submitted by ANH stating that his/her DoB was incorrectly entered. The PDB

document submitted by ANH at the time of enrolment/update will be checked to establish the alleged operator error.

Case 3: Enrolment in 0-5 years of age and first or subsequent DoB update

- a) If an individual had enrolled in the 0-5 years age category and is trying to update the age in such a way that the age of the ANH on the date of enrolment was actually more than 5 years, **it is clearly a case of fraud** because it means that the individual had enrolled without giving biometrics even though s/he was more than 5 years old at the time of enrolment. All such update request would be rejected and Aadhaar may be deactivated / omitted as per provisions of The Aadhaar (Enrolment and Update) Regulations, 2016.

Legal action may be initiated against the ANH (the parent or guardian, if the ANH is a child) as well as the Aadhaar centre operator, if s/he is found to have colluded in such process of fraudulent enrolment.

Case 4: Enrolment in 5-18 years of age and first or subsequent DoB update

- a) If an individual had enrolled in the 5-18 years age category and is trying to update the age in such a way that the age of the ANH on the date of enrolment was actually more than 18 years, **it is clearly a case of fraud** because it means that the individual had enrolled as a minor. If the enrolment was done on or after the date of operation of State Portal for that State, the individual had also bypassed the verification by the State authorities even though s/he was more than 18 years old at the time of enrolment. All such update request would be rejected and Aadhaar may be deactivated as per provisions of The Aadhaar (Enrolment and Update) Regulations, 2016.

Depending on the findings, legal action may be initiated against the Aadhaar number holder along with the individual posing as the Head of Family of the ANH (if applicable) as well as the Aadhaar centre operator who colluded in the process of enrolment.

An Aadhaar deactivated due to scenarios mentioned at cases 3 & 4 above or due to submission of a fraudulent PDB document, may be reactivated through the concerned Regional Office with correct date of birth by performing a full biometric update (face, iris and fingers) along with an **online verifiable Birth Certificate (except for the States/ Districts/ Cantonment Boards/ Embassies or any other**

registrar of births and deaths which are not issuing online verifiable Birth Certificate) and affidavit (Annex-III), at any Aadhaar Seva Kendras / any Government centre designated for this purpose by the Regional Offices. For scenario in case 4, the case would also be sent to the State portal for verification before taking any further action in the process of reactivation.

Case 5: Resident Foreigners – DoB Updates

a) The PDB document is also the Proof of Identity (PoI) document for foreign residents. Hence the need for DoB update should arise only due to operator errors. If the DoB in Aadhaar differs from that mentioned in PoI cum PDB document(s), and the update request is for change to the same DoB mentioned in those document(s), it is a case of operator error. DoB in such cases should be updated as per the document submitted at the time of enrolment, by submitting a self-declaration (Annex-II) stating that his/her DoB was incorrectly entered by operator.

DoB update request will not be entertained on any other grounds for the resident foreigners.

7. This issues with the approval of Competent Authority.

Rahul Kumar
24.12.2025

(Rahul Kumar)
Director, E&U-II

Affidavit for date of birth updation

(Applicable for cases where the DoB is verified in Aadhaar. To be printed on non-judicial stamp paper of minimum value of ₹ 10)

1. I, _____ S/D/W/o _____, resident of _____ holding Aadhaar number _____, do hereby solemnly affirm and declare as under:-

- i) That I am the resident of the above said address.
- ii) That my correct date of birth is _____.
- iii) That the earlier recorded date of birth in Aadhaar is _____ based on _____ document submitted by me.
- iv) That I have _____ (never/ once/ more than once) updated my date of birth in Aadhaar.
- v) That currently a corrected version of the same document as mentioned in (iii) above / birth certificate (choose as applicable) is being provided in support of DoB update request.
- vi) That I wish to get my date of birth updated in the Aadhaar as _____, for which I am submitting _____ as proof of date of birth.
- vii) That I further undertake that I shall not be eligible for any further updation of my date of birth in Aadhaar.

2. I undertake that if the document submitted as proof of date of birth is found to be fraudulent/false/forged/non-genuine or I was not entitled for the said document, my Aadhaar number may be deactivated as per Regulation 28 of the Aadhaar (Enrolment and Update) Regulations, 2016 and I shall be liable to be prosecuted under provisions of the applicable law.

3. I hereby declare that all the information mentioned above is true to the best of my knowledge. In case of any discrepancies, the undersigned will be held responsible.

Date

Name & Signature of Resident (Deponent)

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Affidavit for date of birth updation

(Applicable for cases where the DoB is verified in Aadhaar. To be printed on non-judicial stamp paper of minimum value of ₹ 10)

1. I, _____ S/D/W/o _____, resident of _____ holding Aadhaar number _____, do hereby solemnly affirm and declare as under:-
2. That I am the resident of the above said address.
 - i) That I am the resident of the above said address.
 - ii) That I am parent/legal guardian of the _____ <<name of child>> holding Aadhaar number _____.
 - iii) That correct date of birth of my child/ ward is _____.
 - iv) That the earlier recorded date of birth in Aadhaar of my child/ward is _____ based on _____ document submitted by me.
 - v) That I have _____ (never/ once/ more than once) updated my child/ward date of birth in Aadhaar.
 - vi) That birth certificate of my child/ward is being provided in support of DoB update request.
 - vii) That I wish to get my child/ward date of birth updated in the Aadhaar as _____, for which I am submitting his/her birth certificate as proof of date of birth.
 - viii) That I further undertake that my child/ward shall not be eligible for any further updation of date of birth in Aadhaar.
3. I undertake that if the document submitted as proof of date of birth is found to be fraudulent/false/forged/non-genuine or my child/ward was not entitled for the said document, the Aadhaar number of my child/ward may be deactivated as per Regulation 28 of the Aadhaar (Enrolment and Update) Regulations, 2016 and I shall be liable to be prosecuted under provisions of the applicable law.
4. I hereby declare that all the information mentioned above is true to the best of my knowledge. In case of any discrepancies, the undersigned will be held responsible.

Date

Name & Signature of Parent /Guardian of Minor (Deponent)

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Self-Declaration requesting DoB update for correcting operator error / typographical mistake

1. I, _____ S/D/W/o _____, resident of _____ holding Aadhaar number _____, do hereby solemnly affirm and declare as under: -
- i) That I am the resident of the above said address.
 - ii) That I had earlier submitted a valid document- _____, bearing number _____, dated _____ while enrolment / update through EID number _____, as proof of date of birth for updating my date of birth in Aadhaar.
 - iii) That the date of birth was incorrectly mentioned as _____ in Aadhaar, while the date of birth mentioned in the submitted valid document was _____, which is indeed my correct date of birth.
 - iv) That I do not have possession of earlier submitted proof of date of birth document/ the document then submitted is no longer a valid proof of date of birth. (choose applicable)
2. I request UIDAI to update my date of birth based on previously submitted and then valid proof of date of birth document.
3. I undertake that if the earlier document submitted as proof of date of birth is found to be fraudulent/false/forged/non-genuine or I was not entitled for the said document, my Aadhaar number may be deactivated as per Regulation 28 of the Aadhaar (Enrolment and Update) Regulations, 2016.
4. I hereby declare that all the information mentioned above is true to the best of my knowledge. In case of any discrepancies if arises, the undersigned will be held responsible.

Date

Name & Signature of Resident

**Self-Declaration requesting DoB update for correcting operator error / typographical
mistake**

1. I, _____ S/D/W/o _____, resident of _____ holding Aadhaar No _____, do hereby solemnly affirm and declare as under: -
- i) That I am the resident of the above said address.
 - ii) That I am parent/legal guardian of the _____ <<name of child>> _____ holding Aadhaar No _____.
 - iii) That I had earlier submitted a valid document- _____, bearing number _____, dated _____ while enrolment / update through EID number _____, as proof of date of birth for updating date of birth of my child/ward in Aadhaar.
 - iv) That the date of birth of my child/ward was wrongly mentioned as _____ in Aadhaar, while the date of birth mentioned in the submitted valid document was _____, which is indeed the correct date of birth of my child/ward.
 - v) That I do not have possession of earlier submitted proof of date of birth document/ the document then submitted is no longer a valid proof of date of birth. (choose applicable)
2. I request UIDAI to update date of birth of my child / ward based on previously submitted and then valid proof of date of birth document.
3. I undertake that if the earlier document submitted as proof of date of birth is found to be fraudulent/false/forged/non-genuine or my child/ward was not entitled for the said document, Aadhaar number of my child/ward may be deactivated as per Regulation 28 of the Aadhaar (Enrolment and Update) Regulations, 2016.
4. I hereby declare that all the information mentioned above is true to the best of my knowledge. In case of any discrepancies if arises, the undersigned will be held responsible.

Date

Name & Signature of Parent /Guardian of Minor

Affidavit for reactivation of Aadhaar

(To be printed on non-judicial stamp paper of minimum value of ₹ 10)

1. I, _____ S/D/W/o _____, resident of _____ holding Aadhaar number _____, do hereby solemnly affirm and declare as under: -
- i) That I am resident of the above said address.
 - ii) That I had earlier submitted an invalid document - _____, bearing number _____, dated _____ and provided false information, while enrolment/update through EID number _____, as proof of date of birth.
 - iii) That I understand and accept that submission of such invalid document and false information is a violation of law and legal action may be taken against me for the same under Aadhaar Act and/or any other applicable laws.
 - iv) That I sincerely regret this act and tenders an unconditional apology and ensures that such mistake shall not be repeated.
 - v) That I humbly seek pardon and request UIDAI to kindly reactivate my Aadhaar number _____ to enable its continued usage.
 - vi) That I undertake to submit only genuine, correct and verifiable proof of date of birth document _____ in support of my request to reactivate my Aadhaar.
 - vii) The I further undertake that I shall not be eligible for any further updation of my date of birth in Aadhaar.
2. I undertake that if the document submitted as proof of date of birth is found to be fraudulent/false/forged/non-genuine or I was not entitled for the said document, my Aadhaar number may again be deactivated as per Regulation 28 of the Aadhaar (Enrolment and Update) Regulations, 2016 and I shall be liable to be prosecuted under provisions of the applicable laws.
3. I hereby declare that all the information mentioned above is true to the best of my knowledge. In case of any discrepancies if arises, the undersigned will be held responsible.

Date

Name & Signature of Resident (Deponent)

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Affidavit for reactivation of Aadhaar

(To be printed on non-judicial stamp paper of minimum value of ₹ 10)

1. I, _____ S/D/W/o _____, resident of _____ holding Aadhaar number _____, do hereby solemnly affirm and declare as under: -
- i) That I am resident of the above said address.
 - ii) That I am parent/legal guardian of the _____ <<name of child>> _____ holding Aadhaar No _____.
 - iii) That I had earlier submitted an invalid document- _____, bearing number _____, dated _____ or provided false information, while enrolment/update through EID number _____, as proof of date of birth of my child/ward.
 - iv) That I understand and accepts that submission of such invalid document and false information is a violation of law and legal action may be taken against me for the same under Aadhaar Act and/or any other applicable laws.
 - v) That I sincerely regret this act and tenders an unconditional apology and ensures that such mistake shall not be repeated.
 - vi) That I humbly seek pardon and request UIDAI to kindly reactivate my child/ward Aadhaar number _____ to enable its continued usage.
 - vii) That I undertake to submit only genuine, correct and verifiable proof of date of birth document _____ in support of my request to reactivate my child/ward Aadhaar.
 - viii) The I further undertake that my child/ward shall not be eligible for any further updation of date of birth in Aadhaar.
2. I undertake that if the document submitted as proof of date of birth is found to be fraudulent/false/forged/non-genuine or my child/ward was not entitled for the same, Aadhaar number of my child/ward may again be deactivated as per Regulation 28 of the Aadhaar (Enrolment and Update) Regulations, 2016 and I shall be liable to be prosecuted under provisions of the applicable laws.
3. I hereby declare that all the information mentioned above is true to the best of my knowledge. In case of any discrepancies if arises, the undersigned will be held responsible.

Date

Name & Signature of Parent /Guardian of Minor (Deponent)

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)