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Unique Identification Authority of India
(Enrolment & Update Division-II)
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UIDAI Head Office, Bangla Sahib Road
Gole Market, New Delhi – 110 001
Dated: 26.11.2025

Standard Operating Procedure for Date of Birth update in Aadhaar

This Standard Operating Procedure (SOP) is being issued in supersession of all previous SOPs/ procedures/ rules etc. defined for date of birth update in Aadhaar.

The basic tenets to be observed for the purpose of date of birth update in Aadhaar is highlighted below:-

1. **An individual can have only one Date of Birth (DoB)**. 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. Also, ideally Aadhaar data should have Birth Certificate as the PDB and therefore, efforts should be made to gradually move towards the ideal situation.

2. For enrolment of children below 5 years of age, Birth Certificate has already been made mandatory. 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. Therefore, Birth Certificates should form the bulk of the PDB documents for this age category also. Very high percentage of Head of Family (HoF) based enrolment in this age category is a testament to this.

3. Cases of false documents and adoption of fraudulent means to bypass the system have been reported. **The Aadhaar of an individual who has submitted false document as PDB, should ideally be deactivated and should be reactivated only when a genuine online-verifiable document along with an affidavit is submitted with a DoB update request.**

4. Further, 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. Marksheet, 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).

5. Some cases have come to light, where individuals have submitted different documents with different dates of birth and have been able to update their DoB more than once in their Aadhaar data. This can be attributed to the non-verifiability of PDB documents from document issuing authorities in the past. Also, there have been different approaches in addressing DoB exception handling cases among the Regional Offices. To address these lacunae and bring uniformity in handling of DoB update requests, instant SOP is being issued.

6. Based on the guiding principles mentioned at para 4 above, the SOP is being provided which will be followed as per the exhaustive list of scenarios mentioned below:

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

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

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 supporting document (PDB or PoR document), such cases shall be handled as cases of DoB in Aadhaar as 'verified' based on birth certificate (Para (b) (i)).

b) *If the existing DoB in Aadhaar is 'verified'*: The PDB document submitted by ANH at the time of enrolment should be checked. If PDB document does not exist in the Aadhaar database, it shall be treated as a case of *'declared' or 'approximate'* DoB. For the age group 0-5 years and 5-18 years, Birth Certificate is the only document permitted for DoB update. Below are the various scenarios that may arise:

    i)   **DoB was recorded as 'verified' in Aadhaar database based on Birth Certificate:** If the document submitted at the time of enrolment is 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.

    ii)   **DoB was recorded as 'verified' in Aadhaar database based on PDB document other than Birth Certificate:** In case the date of birth was recorded as 'verified' during enrolment based on any PDB document other than birth certificate, the Aadhaar number holder shall submit 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.

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:** The PDB document submitted by ANH at the time of enrolment should be checked. If the DoB in Aadhaar differs from that mentioned in the document, and the update request is for change to the same DoB mentioned in that 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 on the basis of self-declaration (Annex-II) submitted by ANH stating that his/her DoB was incorrectly entered by operator. **The DoB update count shall not be increased for such cases.**

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

a) Since there is a limit that DoB can be updated only once, all subsequent DoB updates 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:** The PDB document submitted by ANH at the time of enrolment should be checked. If the DoB in Aadhaar differs from that mentioned in the document, and the update request is for change to the same DoB mentioned in that 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 on the basis of self-declaration (Annex-II) submitted by ANH stating that his/her DoB was incorrectly entered by operator. **The DoB update count shall not be increased for such cases.**

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

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 becomes 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. Based on requested age of the ANH at the time of update, the following two cases may arise:

a) **Requested age of ANH is more than 5 and less than 18 years:** Legal action may be initiated against the Head of Family of the ANH (as ANH is minor) as well as the Aadhaar centre operator (depending upon the findings) who colluded in the process of enrolment without capturing the biometrics.

b) **Requested age of ANH is 18 years or above:** Legal action must be initiated against the Aadhaar number holder along with Head of Family of the ANH (who had authenticated during enrolment) and Aadhaar centre operator who colluded in the process of enrolment without capturing the biometrics.

All such Aadhaar numbers in categories (a) and (b) above, shall be omitted or deactivated as under:

i) **Biometric information available in Aadhaar:** In such cases wherein Aadhaar number holder was actually aged 5 years or more at the time of enrolment but was enrolled without capturing core biometric information and later biometric update has also been carried out, such Aadhaar shall be deactivated as per regulation 28 (1) (ca) of the Aadhaar (Enrolment and Update), Regulations, 2016.

ii) **Biometric information not available in Aadhaar:** In such cases wherein Aadhaar number holder actually aged 5 years or more at the time of enrolment but was enrolled without capturing core biometric information and further no biometric update has been carried out, such Aadhaar shall be omitted as per regulation 27 (2) (b) of the Aadhaar (Enrolment and Update), Regulations, 2016.

Case 4: Enrolment in 5-18 years of age and 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 becomes more than 18 years, it is clearly a case of fraud because it means that the individual had enrolled without verification by the State authorities even though s/he was more than 18 years old at the time of enrolment. **Legal action may be initiated against the Aadhaar number holder along with the Head of Family of the ANH (if applicable) as well as the Aadhaar centre operator (depending upon the findings) who colluded in the process of enrolment.**

b) Any such Aadhaar shall be deactivated as per regulation 28 (1) (c) of the Aadhaar (Enrolment and Update), Regulations, 2016, after following the due process of deactivation.

For Case 3 and Case 4 above, if the ANH applies for reactivation of Aadhaar along with DoB update in such a way that the age of the ANH on the date of enrolment was actually more than 18 years and enrolment was carried out after 19.01.2023 (implementation date of State portal), **such update packet shall also be routed through State portal for verification by State Government authorities.**

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.

The packet shall move through the normal QC flow and previously submitted documents shall be made visible on the QC portal for above verification. **The DoB update count shall not be increased for such cases.**

7. If at any stage, during backend processing or RO analysis, it is established that ANH has submitted a fraudulent or forged documents, such Aadhaar number shall be deactivated as per Regulation 28 (1) (c) of the Aadhaar (Enrolment and Update), Regulations, 2016, after following the due process of deactivation.

If fraudulent/forged cases are identified during backend processing, deactivation of such Aadhaar numbers, shall be an automated process without any direct involvement of ROs. Further, if such fraudulent/forged cases are identified during RO

analysis, ROs may recommend to Tech Centre for deactivation of such Aadhaar numbers with approval of DDG of the concerned RO.

In the Case 3 (ii), requiring omission of Aadhaar number, a notice must be served on the ANH by the Regional Office concerned based on the report of Tech Centre or analysis done by the Regional Office.

An Aadhaar number holder shall be informed of the omission or deactivation of their Aadhaar number along with reasons through SMS, registered e-mail ID, tele-calling, letter or through other means.

A monthly report shall be shared by Tech Centre with ROs and Enforcement division for all such cases of omission or deactivation.

A deactivated Aadhaar 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. ROs shall conduct their due diligence, and accordingly, may recommend to Tech Centre under intimation to Enforcement division, for reactivation of such Aadhaar numbers along with corrected date of birth with approval of DDG of the concerned RO.

A monthly report shall be shared by Tech Centre with ROs and Enforcement division for all such cases of reactivation.

8. This issues with the approval of Competent Authority.

Rahul Kumar
26.11.25
(Rahul Kumar)
Director, E&U-II

Affidavit for date of birth updation

(Applicable for cases where the DoB is verified in Aadhaar)

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)

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

Annexure III-For adults

Affidavit for reactivation of Aadhaar

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

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)