

## Domicile Certificate

The domicile certificate, also known as the residence certificate, is proof of a person's permanent residence in a specific State or Union Territory of India. A person can only obtain this certificate for one State/UT.

Aagam is a platform for the needful young adults to help them with options for their career and to complete their board education.

[contact@aagam.org.in](mailto:contact@aagam.org.in)



# DOMICILE CERTIFICATE

Base Page



## 1. What does Domicile Certificate mean?

'Domicile' is another name for a permanent home or residence. Domicile Certificate is a document that proves that a person is a permanent/usual resident of a specific state/Union Territory (UT) in India. This means any person who resides for a period specified by the State/Union Territory for being eligible for a Domicile Certificate. It is also called 'Residence Certificate'. It can only be made in one state / UT.

## 2. Why is a Domicile Certificate required?

It can be used as a proof of residence to avail various benefits in education, Resident Quotas in the Government Service and also in case of jobs where local residents are given preference.

## 3. What are the steps involved in registration for a Domicile Certificate?

Two options are available – apply in-person or online.

#### 4. Who are the authorities for Registration of Domicile Certificate?

The Tehsil or District Magistrate or registrar at the Revenue Department is the authority for registration of domicile.

#### 5. Where can you collect the Domicile Certificate from?

The process generally takes 1-2 weeks across all the states & Union Territories. It can be collected from any authority who

was referred to for registration, like Tehsil or District Magistrate's office, Revenue Department, etc. If you have applied online, you can download the e-certificate from the online portal used for registration.

#### 6. Are there any alternate sources you can contact to get the Domicile Certificate?

No, there are no alternates.

#### 7. Can corrections be made to the Domicile Certificate?

- i. Yes, you may apply in-person. You may confirm with the local authority in case any other step is required.
- ii. You may also check your state government's website for citizen services for an online process for the same.

## 8. Is there any procedure to follow if you have lost your Domicile Certificate?

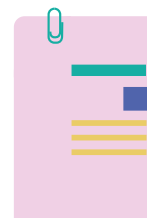
Yes, the procedure can only be done in-person.

It includes filing a report to the police. Generally, it is a Non Cognizable Report (NCR). Along with the copy of NCR, you also need an Affidavit. Once done, you can visit the nearest office in your locality, like Tehsil or District Magistrate's office, Revenue Department, etc. and submit these documents with other proof of information like identity and address.

With the help of all these documents you can get the duplicate copy of your Domicile Certificate.

# DOMICILE CERTIFICATE

## Detailed Information



### 1. What are the steps involved in getting a Domicile Certificate?

Two options are available – apply in-person or online. Here is the list of specified documents required for it.

Following is the list of documents that are needed while applying for a Domicile Certificate. It may vary for each State /Union Territory. You can check with the nearest office in your locality.

- i. Identity and / or address proof (Aadhaar Card / Driving License / Voter ID / Passport / PAN Card)
- ii. Proof of Date of Birth (Birth Certificate / School Leaving Certificate)

#### 1.1 In-person

- i. Visit the nearest office in your locality like Tehsil or District Magistrate's office, Revenue Department, etc.
- ii. Confirm if you are eligible to apply for a Domicile Certificate based on your years of residence in the region. It varies from 5 to 15 years for each state / Union Territory.
- iii. Fill the application form to apply. Click English for the sample of the format used in Goa. The format might vary for each state / Union Territory.
- iv. Check with the nearest office in your locality to know if any other form needs to be filled. Click Self-declaration for the sample of the format as required in Goa.
- v. Once all the details are filled, sign at appropriate places.
- vi. For details regarding application fee, check with the nearest office.
- vii. Attach all required documents and submit the application along with the documents.

Note: The validity of the Domicile Certificate varies for each state / Union Territory. Ensure that you confirm it at the nearest office.

## 1.2 Online

The online services for each state are available on the state government's website for citizen services. You can confirm it

on your state government's website and follow the procedure mentioned on it.

## 2. Can corrections be made to the Domicile Certificate?

Yes, you may apply in-person.

You may also check your state government's website for citizen services for an online process for the same.

### 2.1 In-person

- i. For information regarding what an affidavit is and how to get it made, click here. For team: This information will be added later and will be common across all documents which refer to an affidavit.
- ii. Once the Affidavit is prepared, visit the nearest office in your locality like Tehsil or District Magistrate's office, Revenue Department, etc.
- iii. Attach all required documents like original Domicile Certificate and proof of correct information and submit with the Affidavit.

## 3. Is there any procedure to follow if you have lost your Domicile Certificate?

Yes, the procedure can only be done in-person.

It includes filing a report to the police. Generally, it is a Non-Cognizable Report (NCR). Along with the copy of NCR, you also need an Affidavit. Once done, you can visit the nearest office in your locality, like Tehsil or District Magistrate's office, Revenue Department, etc. and submit these documents with other proof of information like identity and address.

With the help of all these documents you can get the duplicate copy of your Domicile Certificate.

### 3.1 Report to the police

- i. If you tell the police verbally, then the duty officer must write it down and then make an entry in the General Diary or Daily Diary.
- ii. If you submit a written complaint, then you must carry two copies. One for the duty officer and the other one will be returned to you, with a receiving stamp on it.
- iii. The police will go through all the details once you submit the information. After that, the information recorded by the police is read over to you.
- iv. A free copy of the report filed will be given to you with an NCR number, date of NCR and the name of the police station.
- v. Make sure that both the copies must be stamped. It is proof that they received your complaint.

### 3.2 Affidavit

For information regarding what an affidavit is and how to get it made, [click here.](#)

## 4. Sample forms for Registration & Template of Domicile Certificate

### 41. Sample form for Registration for Domicile Certificate (English – Goa) – Page 1

**ANNEXURE “X”**

From: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Dated: \_\_\_\_\_

To,  
The Collector/District Magistrate,  
\_\_\_\_\_

**APPLICATION FORM FOR THE GRANT OF DOMICILE CERTIFICATE**

**FACT:**

1. Name (in block letters): \_\_\_\_\_
2. Address of the applicant: \_\_\_\_\_
3. Date & place of birth: \_\_\_\_\_
4. Name of father/husband: \_\_\_\_\_
5. Address of father, if living, otherwise last address: \_\_\_\_\_  
\_\_\_\_\_
6. The year & date from when he/she is residing in Goa continuously: \_\_\_\_\_  
\_\_\_\_\_
7. Have you obtained domicile certificate of any place other than Goa, if any give reasons for applying domicile certificate in Goa: \_\_\_\_\_
8. Give details in which claims to be a domicile in Goa.
  - a) Ownership of immovable property in Goa:**  
Details as such in whose name the property is registered \_\_\_\_\_  
location \_\_\_\_\_ value \_\_\_\_\_  
when brought \_\_\_\_\_
  - b) Continuous resident in Goa for the last five years:**  
Details such as address of the applicant \_\_\_\_\_  
since when the applicant has been residing there with whom, period of stay at Goa.
  - c) Education or carrying on some business, trade, etc. in Goa:**  
Details such as name and address of educational institution \_\_\_\_\_  
Period of study there etc. place of business \_\_\_\_\_ period \_\_\_\_\_  
Whether he/she is owner of firm/partner of firm, etc.



4.2 Sample form for Registration for Domicile Certificate (English – Goa) – Page 2

— 2 —

9. For what purpose the domicile certificate is required: \_\_\_\_\_
10. Ration Card No. \_\_\_\_\_ at Sr. No. \_\_\_\_\_ issued by Mamlatdar of \_\_\_\_\_ (it should be produced along with photocopy of the ration card (part 1 & 2) at the time of submission of application form.

Signature: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE APPLICANT**

1. That all the facts are correct and nothing has been concealed.
2. That I do not claim domicile certificate of any other place other than Goa.
3. That I have not applied or obtained certificate of domicile from some other State.
4. That I intend to make Goa as permanent place of residence.

Signature of applicant: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Residential address: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE GUARDIAN IF APPLICANT IS MINOR**

1. That all facts given are correct and nothing has been concealed.
2. That my ward has not claimed domicile from any other place other than Goa.
3. That my ward intends to make Goa as permanent place of residence.

Signature of applicant: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Residential address: \_\_\_\_\_

*Note:* Minor will make the domicile of their parents, married upon that of her husband student wholly dependent and adult may accept the domicile of one when he/she is fully and entirely dependent.

.4.3 Sample form for Registration for Domicile Certificate (English – Goa) – Page 3

**ATTESTATION:**

Shri/Smt./Kum. \_\_\_\_\_ S/o., W/o., D/o. \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_

is personally known to me for the last \_\_\_\_\_ years. I have attested the forms of applicant for grant of Domicile Certificate on my personal knowledge. The facts given in the application form are correct and it has been signed by the applicant for the grant of Domicile Certificate in Goa, Daman and Diu in my presence. The purpose given by the applicant for the issue of Domicile Certificate is genuine.

Signature of Attesting Authority: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Designation and address with office seal: \_\_\_\_\_

**Note:**

The above attestation should be done only on the basis of personal knowledge of atleast three years by any Under Secretary of both Administration/Government of India, any Magistrate, Superintendent or Police, any Gazetted Officer holding Class I post of Delhi Administration/Government of India.

**WARNING:**

In case attesting officer makes false attestation either willfully or due to insufficient information in verifying the facts cited in the application, he will be liable to criminal proceeding under the Indian Penal Code apart from the Department action.

No. \_\_\_\_\_

Dated: / /2012.

To,  
The Collector/District Magistrate,  
\_\_\_\_\_

Sir,

The attestation of the application of Shri/Smt./Kum. \_\_\_\_\_  
S/o., D/o., W/o. \_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_ has been done by me on the basis of personal knowledge of (a) the ownership of immovable property in Goa (b) continuous resident of Goa for the last \_\_\_\_\_ years, or (c) the facts that the applicant has been educated/carrying sole business/occupation trade in Goa. (Please give details) \_\_\_\_\_-Further to above, I state that I am holding Class-I Gazetted post/Magistrate post.

Signature of the Attesting Authority: \_\_\_\_\_

Full name: \_\_\_\_\_

Office seal with complete address: \_\_\_\_\_

#### 4.4 Sample Affidavit for Domicile Certificate (English – Goa)

— 4 —

**AFFIDAVIT**

I, \_\_\_\_\_ resident of \_\_\_\_\_  
do hereby solemnly affirm and state on oath as under:

1. That I was born at \_\_\_\_\_ on \_\_\_\_\_.
2. That I am residing in \_\_\_\_\_ since \_\_\_\_\_ and have intention of making Goa my permanent place of residence.
3. That I own/do not own property (Immovable) in Goa.
4. That myself and my parents are Indian Citizens and have not opted for any other nationality.
5. That I hence not applied or obtained certificate of domicile from other State.
6. That all the statements made by me in my form for grant of application are correct and true and I have not concealed any information in the said application.
7. I do not claim Domicile Certificate of any place other than Goa.
8. This affidavit is made by me for producing it to the District Magistrate, North Goa, Panaji for the purpose of obtaining Domicile Certificate.
9. That I have renounced my former domicile from the State of my origin viz. \_\_\_\_\_ State.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_ Deponent \_\_\_\_\_

Identified by me. \_\_\_\_\_

All are attested copies:

1. Residence certificate.
2. 2 photos (Passport size).
3. Affidavit on Rs. 50/- stamp paper.

Govt. Ptg. Press, Panaji-Goa—2024/1.000—2131/1 .000—7/2012

#### 4.5 Sample form for Self-declaration (English – Goa)



### **FOR RESIDENCE CERTIFICATE**

### **DECLARATION**

I, the undersigned \_\_\_\_\_,  
Indian National, Single/Married/Widow/Widower/Divorcee, major in  
age/\_\_\_\_\_years, resident of \_\_\_\_\_  
\_\_\_\_\_ in  
Taluka \_\_\_\_\_, District \_\_\_\_\_, State of Goa do  
hereby solemnly affirm and state/declare as under:

1. I say that I am permanent resident of above mentioned address.
2. I say that my name is recorded on ration card bearing No. \_\_\_\_\_ and I also possess EPIC/ Voting card bearing No. \_\_\_\_\_
3. I say that since my birth i.e. from the year \_\_\_\_\_ to till date I am continuously residing at above mentioned address with my family.

OR

I say that I was residing at \_\_\_\_\_ from \_\_\_\_\_(year) to \_\_\_\_\_(year) and thereafter I had shifted from that place and residing at \_\_\_\_\_ since - \_\_\_\_\_(year) till date with my family.

4. I say that I have taken my education in \_\_\_\_\_(Name of the State/Place) and in \_\_\_\_\_(Name of the State/Place), however I have not surrendered my residential status in Goa.
5. I say that, I am permanent resident of State of Goa since more than 15 years.
6. I say that I am executing this declaration in order to produce the same in the office of the Mamlatdar of \_\_\_\_\_ Taluka, \_\_\_\_\_ Goa, in order to apply for Residence Certificate which is required to produce before Competent Authority.
- 7.
- 8.
- 9.
- 10.
11. I say that the contents of above paras of my declaration are true to the best of my knowledge and belief and that I have not misrepresented any facts.

Place:

Date:

Identified by:

DEPONENT

4.6 Sample Domicile Certificate (English - Punjab)

Office Of Tehsildar /ਦਫ਼ਤਰ ਤਹਿਸੀਲਦਾਰ, Jalandhar/ਜਲੰਧਰ, Mukoder/ਮੁਕੋਦਰ (Punjab/ਪੰਜਾਬ)  
**Punjab Residence Certificate/ ਪੰਜਾਬ ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ**

Document Sr. No : [REDACTED]





Certified that/ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ

Sh/Sms/Ms / ਸ੍ਰੀ /ਸ੍ਰੀਮਤੀ/ ਸ੍ਰੀਮਤੀ [REDACTED]

Sh/Dily/Wio , Sh. ਪੁੱਤਰ / ਪੁੱਤਰੀ [REDACTED]

ਪਤਨੀ ਸ੍ਰੀ

Resident of ਵਾਸੀ [REDACTED]

Tehsil/ਤਹਿਸੀਲ [REDACTED]

District/ਦਿਸ਼ਾ [REDACTED]

UID/EID/ਯੂ ਆਈ ਡੀ/ਈ ਆਈ ਡੀ : [REDACTED]

was born in the State of Punjab as per Birth Certificate./ਦਾ ਜਨਮ, ਜਨਮ ਸਰਟੀਫਿਕੇਟ ਤੇ ਮੁਤਾਬਿਕ ਪੰਜਾਬ ਰਾਜ ਵਿਚੇ ਹੋਈਆ।

Date of issuance : [REDACTED]

( Stamp and Sign of certificate printing center )

Signature of the Approving Authority:

Digitally Signed by [REDACTED]

Designation [REDACTED]

Date [REDACTED]

Location [REDACTED]



This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced.

The Content of this document could be verified using the document serial number at the following web link  
<http://e-district.punjab.gov.in/EGDA>

