

STEP-BY-STEP GUIDELINES TO FILLING OUT FORM 6A

Please refer to the completed sample Form 6A for your reference

Form 6A

(see rule 8B)

Application for inclusion of name in electoral roll by an overseas elector

To

The Electoral Registration officer, *write down your constituency here*, Assembly/Parliamentary Constituency

District: Closest town to your village (pind)

State in India: Ex: Punjab

I request that my name be included in the electoral roll for the Constituency in which my place of residence as per the particulars furnished below in item 1(h) is located

Part A

Particulars in support of my claim for inclusion in the electoral roll are given below.

*All information that is being entered below **MUST MATCH** your passport particulars. These particulars are located on the same page as your picture.*

- a) **Name:** Please write your first name here as printed on passport
- b) **Middle Name:** Please write your middle name here as printed on passport, if there is **NO** middle name on the passport then write N/A
- c) **Surname:** Please write your last name here as printed on passport
- d) **Date of Birth:** Write your date of birth as on passport
- e) **Sex (Male/Female):** Please write Male or Female
- f) **Place of Birth:**
 - i. **Village/Town:** Write your village(pind) name here as shown on your passport
 - ii. **District:** This is the closest town to your village(pind) and should be on your passport
 - iii. **State:** Write the state name here as on your passport, ex; Punjab
- g) **Father's/Mother's/Husband's details:** Write only **ONE** name, either your mother's, father's or husband's. If the passport has your husband's name, please circle husband above and write his name. If you decide to write your father's name, circle father above and write his name. *(Please ensure that the name you are writing below is on your passport).*
 - i. **Name:** Father's first name
 - ii. **Middle Name:** Father's middle name
 - iii. **Surname:** Father's last name
- h) **Place of Ordinary Residence in India (Full address as given in the passport):** The below address should **MATCH** the address on the passport, do not write extra.
 - i. **House/Door Number:** If there is no house number on the passport, write N/A.
Street/Area/Location/Mohalla/Road: If there is no street/area on the passport, write N/A.
 - ii. **Town/Village:** Enter your village(pind) here as shown on your passport
 - iii. **Post Office:** Write your closest post office
 - iv. **Pin Code:** Write your Pin Code as shown on your passport
 - v. **Tehsil/Taluka/Mandal/Thana:** If there is no Tehsil..., on the passport, write N/A.
 - vi. **District:** This is the closest town to your village (pind) and should be on your passport

- i) **Passport details: (all the details are from the page which has your picture)**
- i. **Passport Number:** This number is located on top right hand side
 - ii. **Place of Issue of current Indian Passport:** This is located on the sixth line from the top (beside the signature section)
 - iii. **Date of issue of current Indian passport:** This is the last line, beside the signature section.
 - iv. **Date of expiry of current Indian Passport:** This is the last line, beside the signature section.

1. Details of Visa of the country of current residence:

- i. **Visa Number:** This is located on the top right hand side
- ii. **Type of Visa (Single Entry/Multiple Entry/Tourist/Work Visa etc):** This is not in one specific place, it depends on which country you have a visa for
- iii. **Date of issue of Visa:** This could either read valid from or date of issue, it depends on which country you have a visa for
- iv. **Place of issue of Visa:** This should either read New Delhi or another state where your immigration file was approved
- v. **Date of expiry of Visa:** This could either read valid until or expiry, it depends on which country you have a visa for
- vi. **Name of the issuing Authority:** Some countries have this line on the visa's while other don't.

2. Description of Absence from place of ordinary residence in India

- a. **Reason for being absent from the place of ordinary residence in India – i) employment/ ii) education/ iii) other (give description):**

Only circle one. If you have circled other, then be specific with details as to why you are absent from India. *For ex;* I am absent from India as I have immigrated to Canada on a permanent residence in Canada visa **or** I am on a work visa with an accounting firm in Canada.

- b. **Date from which absenting from ordinary residence in India _____DD/MM/YYYY.**
Write down the departure date from your passport (same date as the immigration stamp)

3. **Full residence address in the country outside India where currently residing:** Please write your overseas/abroad full overseas address, including postal/zip code.

4. **Full Official address in the country outside India currently residing (address of the place of employment or the education institution where studying):**

If you are going to school, write down your school address, if you are employed, write down your work address. If you are self employed, such as taxi driver, write down your head office address.

5. Review and place a check mark beside each question in this section.

- h) ONLY fill up the section below OR IF your name has been included in any other constituency Electoral Roll.
- j) If an Electoral Photo Identity card (EPIC) has never been issued to you, underline, **'I have not been issued an EPIC in India.'** If you have been issued an EPIC, please enclose it with the application.

PART B – PLEASE DO NOT FILL OUT THIS SECTION OF THE APPLICATION AS THIS IS ONLY FOR THE ELECTORAL REGISTRATION OFFICER TO FILL OUT.

PART C – ONLY TO BE FILLED OUT IF YOU ARE PERSONALLY SUBMITTING THE APPLICATION TO THE OFFICER