

# **Frequently Asked Questions (FAQs)**

## **A. Elector's Photo Identity Card (EPIC)**

### **(1) What is EPIC?**

EPIC stands for Electoral Photo Identity Card. It is a photo identity card issued by the Electoral Registration Officer (ERO) to one who is registered as an elector (voter) of his Assembly Constituency (A.C.) on behalf of the Election Commission of India. It is used for the purpose of identification of an elector especially at the time of casting his or her vote.

### **(2) Who is eligible to get an EPIC?**

Any elector whose name is enrolled in the Electoral Roll (Voters' List) published by the Electoral Registration Officer is eligible to get an EPIC. A person whose name does not appear in any Electoral Roll in India is not eligible to get an EPIC.

### **(3) How is EPIC generated?**

There are two broad mechanisms for generating EPICs: -

#### **(a) If your name is enrolled in the Photo Electoral Roll (PER)**

- At the time of Revision of Electoral Rolls or at any other time announced by the Election Commission of India, photo-taking programmes are conducted at Designated Photography Locations (DPL). A DPL is generally a polling station, where photos of electors belonging to the adjacent polling stations are taken. There is also a Permanent EPIC Centre (PEC), which runs throughout the year at the office of the concerned Sub Divisional Officer. In the Designated Location or at the PEC, an elector may get himself photographed or may submit his photographs along with Form No. 001B duly filled in on the basis of which the EPIC is generated.

#### **(b) If your name is not enrolled in the Photo Electoral Roll (PER)**

- You should submit your details in Form 6 alongwith two photographs to the ERO/BLO. After verification and scanning the photo, the name of eligible elector is inserted in the photo electoral roll and EPIC is prepared.

#### **(4) How can I get an EPIC?**

- First you have to ensure that your name is included in the Electoral Roll. You can check this from the website of the Chief Electoral Officer of your State (e.g. [www.ceoharyana.nic.in](http://www.ceoharyana.nic.in)). Then you can contact your ERO's office to know whether any photo-taking programme is scheduled in the near future. If yes, then you might enquire about Designated Photographic Locations (DPL) catering to your polling station. If no photo-taking programme is scheduled in the near future, you can ask for the location of the Permanent EPIC Centre (PEC). After getting this information you may either go to the Designated Photography Location (if a photo-taking programme is going on) or the PEC to get yourself photographed. You can also submit Form 001B or Form 6 as the case may be duly filled in with your two photographs at these places.
- These forms may also be submitted to the Electoral Registration Officer or the Booth Level Officer of your area.

#### **(5) Who is Electoral Registration Officer (ERO)?**

For each assembly constituency an Electoral Registration Officer is appointed/designated by the Election Commission of India. Usually, he may be Sub-divisional Officer (Civil)/Divisional Magistrate or any other officer who is having the similar status. The office locations/designations of the EROs are available on the CEO's website of the concerned State.

#### **(6) Who is Booth Level Officer (BLO)?**

- BLO is a local Government/Semi-Government official, familiar with the local electors and generally a voter in the same polling area who assists in updating the roll using his local knowledge. In fact, BLO is a representative of Election Commission of India at the grass-root level who plays a pivotal role in the process of roll revision and collecting actual field information with regard to the roll corresponding to the polling area assigned to him. Though BLO is not a full time electoral official, but the responsibility of BLO adds an additional dimension to his profile as he is rendering a responsible civic duty. He is just like a friend, philosopher and guide of the local people in matters relating to the roll. Each BLO shall have one/two polling station area under his/her jurisdiction. An eligible person can contact to the BLO in respect of registration in electoral roll and for getting EPIC.
- The name, designation, location, contact telephone / mobile number of the BLOs are available on the State CEO's website (for example [www.ceoharyana.nic.in](http://www.ceoharyana.nic.in)). BLO is a most convenient person to whom respective forms can be obtained and submitted.

**(7) What are the documents I need for getting an EPIC?**

For getting an EPIC, you will need documents to prove your: -

- Identity
- Residence
- Date of birth

The documents for proving identity may be any photo-bearing document issued by any Government or semi-government authority or educational institutions including identity cards. Proof of date of birth may be provided through Birth Certificate issued by competent authority or Admit Card of school leaving examination as you have to be citizen of India and ordinarily resident of that place as given in your Form.

**(8) What happens if I do not have any proof of identity?**

In case you do not have an identity proof, you may bring one of your family members who holds an EPIC and whose blood-relation is evident from the part of Electoral Roll containing your name. He or she can identify you at the ERO office/BLO location.

**(9) What happens if I do not have a proof of date of birth?**

If you do not have a proof of date of birth, only your year of birth can be ascertained by the software used for preparing the EPIC, depending upon your age as entered in the Electoral Roll. Your date of birth will appear as XX/XX/1950 (if your year of birth is ascertained as 1950) in your EPIC.

**(10) I have lost my EPIC. How can I get a new one?**

If you have lost your EPIC, you can get a duplicate EPIC by submitting a declaration that your EPIC is lost and paying a fee of Rs.25. In case you have lost your EPIC in a natural calamity such as flood, earthquake, cyclone, etc you may be issued with a duplicate EPIC free of cost. Your duplicate EPIC will have the word "DUPLICATE" inscribed upon it.

**(11) My EPIC is torn – can I get a duplicate EPIC?**

You may get a duplicate EPIC on submission of the torn EPIC to the ERO and by making a payment of Rs.25/- against proper receipt. The rest of the procedure is the same as that for obtaining a new EPIC.

**(12) I have changed my place of residence – should I get a new EPIC?**

An EPIC issued at any place is valid throughout India for the purpose of casting of votes. Hence you do not need an EPIC replacement.

**(13) I have changed my place of residence and want the changed address to be reflected on my new EPIC. What shall I do?**

First you have to ensure that you are included in the Electoral Rolls pertaining to your new address. Then you have to apply for a duplicate EPIC by depositing Rs. 25/- against proper receipt. The rest of the procedure is the same as that for obtaining a new EPIC. You have to deposit your old EPIC at the time of receiving the duplicate EPIC.

**(14) My name/father's name/husband's name/age/sex appears incorrectly on my EPIC. How can I get my EPIC corrected?**

Please check whether the related data is reflected correctly in the electoral roll or not. If it appears correctly in the Electoral Roll, you can apply for changing the EPIC to your ERO in Form 8 at the PEC or at the DPL if a phototaking programme is running. In case the roll is in Vernacular (local language) and the error is in the name printed in English on the EPIC or vice versa, please ensure that the correct spelling in both the languages are written in the Form 8.

If the data is incorrect in the electoral roll itself, please take steps to correct the electoral roll first. Then follow the procedure stated in the previous paragraph.

**(15) I have two EPICs of myself in my possession. What should I do?**

Holding of more than one EPIC is illegal under law. You should immediately deposit one EPIC to the concerned ERO under proper receipt.

## **B. Photo Electoral Rolls (P.E.R.)**

**1. I am an Indian citizen. How can I enroll my name in the Photo Electoral Roll for the first time?**

You can enroll your name in the Photo Electoral Roll through an application in Form 6 to your ERO or your BLO enclosing the following three types of documents:-

1. Copy of "Age proof" (Age of the applicant must be 18 yrs or more as on the reference date and year announced by the Election Commission of India).
2. Copy of "Citizenship proof" and
3. Copy of "proof of Ordinary Residence".

You have to submit the application in Form 6 to the concerned ERO/BLO.

4. The following forms are prescribed for inclusion, deletion, correction etc. which are also available on the Chief Electoral Officers' website as well as on the website of the Election Commission of India

<b>Sr.No.</b>	<b>Purpose</b>	<b>Form</b>
1.	For inclusion of name in the photo electoral roll	Form 6
2.	For inclusion the name of overseas person in the photo electoral roll	Form 6A
3.	For deletion of name from photo electoral roll	Form 7
4.	For correction in particulars of the elector in photo electoral roll	Form 8
5.	For transposition of elector's entry in photo electoral roll within the same Constituency	Form 8A

**2. How do I know the office address of Electoral Registration Officers?**

- You will get office address and details of Electoral Registration Officers (EROs) from the CEO's website (for example [www.ceoharyana.nic.in](http://www.ceoharyana.nic.in))
- You may also get it from the DM/DC/SDO/BDO Office or from the local BLO.

**3. Who is Booth Level Officer (BLO) and how can he/she be contacted?**

- BLO is a local Government/Semi-Government official, familiar with the local electors and generally a voter in the same polling area who assists in updating the roll using his local knowledge. In fact, BLO is a representative of Election Commission of India at the grass-root level who plays a pivotal role in the process of roll revision and collecting actual field information with regard to the roll corresponding to the polling area assigned to him. Though BLO is not a full time electoral official, but the responsibility of BLO adds an additional dimension to his profile as he is rendering a responsible civic duty. He is just like a friend, philosopher and guide of the local people in matters relating to the roll. Each BLO shall have one/two polling station area under his/her jurisdiction. An eligible person can contact to the BLO in respect of registration in electoral roll and for getting EPIC.
- The name, designation, location, contact telephone / mobile number of the BLOs are available on State CEO's website (for example [www.ceoharyana.nic.in](http://www.ceoharyana.nic.in)). BLO is the most convenient person to whom respective forms can be obtained and submitted.

#### **4. What are the documents I may submit as my proof of age?**

The following documents may be submitted as proof of age:-

1. Birth certificate issued by a Municipal Authority or District office of the Registrar of Births & Deaths or Baptism certificate; or
2. Certificate from the school (govt./ recognized) last attended by the applicant or any other recognized educational institution; or
3. If a person is class 10 or more pass, he should give a copy of the marksheet of class 10., if it contains date of birth as a proof of date of birth; or
4. Marksheet of class 8 if it contains date of birth; or
5. Marksheet of class 5 if it contains date of birth; or
6. A declaration in prescribed format made by either of his parents if the person is not educated till class 10 (In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/AERO/ERO); or
7. A certificate of his age given by a Gram Pradhan of the concerned Gram Panchayat or by a Commissioner of the concerned Municipality or by a Councillor of the concerned Municipal Corporation, the person is not educated till class 10 and both the parents are not alive.

**N.B. In the case of applicants born on or after 26/1/1989 only Birth certificate issued by the Municipal authorities or District office of the Registrar of Births & Deaths are acceptable.**

#### **5. What are the documents I may submit as proof of my citizenship?**

The following documents may be submitted as proof of nationality:-

1. Copy of EPIC of parents, or
2. Birth certificate issued by the Municipal authorities or District office of the Registrar of Births & Deaths.
3. Passport

\* The above list is illustrative and not exhaustive.

## **6. Which documents are considered as proof of Ordinary Residence?**

The following documents are generally considered as proof of Ordinary Residence:-

1. Bank/Kisan/ Post office current passbook, or
2. Applicant's Ration card/ Passport/ Driving License/ Income Tax Assessment Order, or
3. Latest Water/ Telephone/ Electricity/ Gas connection Bill for that address, either in the name of the applicant or his / her immediate relatives like parents, etc, or
4. Postal department's posts received/ delivered in the applicant's name at the given address.
5. In cases of homeless persons, the BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification.

It must be noted that if any applicant submits only Ration card as proof of address, it should be accompanied by one more proof of address out of the above categories.

## **7. When do I submit application in Form 6?**

You may submit application in Form 6:-

- a) to the Designated Officer (D.O.) at the designated locations (Polling Stations) during Summary Revision of Photo Electoral Rolls, or
- b) to the Booth Level Officer (B.L.O.) during Summary Revision of Photo Electoral Rolls, or
- c) to the Electoral Registration Officer during Continuous Updation of Electoral Rolls.

Don't forget to collect acknowledgement/ receipt while submitting Form 6.

## **8. I am working/studying/Temporally living abroad but am an Indian Citizen can I get myself enrolled/registered as an elector?**

- Yes, the Election Commission of India has recently introduced the Form 6A for enrollment of overseas eligible persons and also got done the necessary amendments in the provisions of the Representation of People Act, 1950.

- An Indian Citizen who is otherwise eligible is temporally abroad for studying, job or for some other reason and who has not acquired citizenship of any other country can now get him/herself registered as an elector in the Assembly Constituency in India of which he is ordinarily resident as per address mentioned in the passport.

**9. How and where I being an overseas elector shall vote?**

You can vote, if you are physically present in the polling station alongwith your original passport on the day of poll.

## **C. Revision of Photo Electoral Rolls**

**1. What is Summary Revision of Electoral Rolls?**

Every year, Election Commission of India generally undertakes special time bound programme for Revision of Photo Electoral Rolls, where applications for inclusion, correction, transposition and deletion of names are received by Designated Officers at the designated locations (Polling Stations). This special programme is known as Summary Revision of Electoral Rolls.

**2. What are Designated Places?**

The following are the designated places for the purpose of revision of electoral roll and the concerned officers are usually the designated officers.

- District Election Office
- Concerned Electoral Registration Officer's Office
- Concerned Asstt. Electoral Registration Officer's Office
- Executive Officer/Secretary, Municipal Corporation/Committee
- District Information and Public Relation Officer's Office
- Block Development & Panchayat Office
- Post Offices
- Panchayat Ghar
- Patwar Khana
- Concerned BLO

### **3. What is Continuous updation of Electoral Rolls?**

- Electors may lodge applications for inclusion, correction, transposition and deletion of names directly to the E.R.O. at his office throughout the year. As this programme runs continuously throughout the year, it is called Continuous updation of Electoral Rolls.
- Generally the final electoral roll is published on 5<sup>th</sup> January of every year. After the final publication of electoral roll, the claims/objections can be filled for inclusion/deletion/ correction with the ERO/BLO on the prescribed form.

### **4. Who is Booth Level Officer (BLO) and how can he/she be contacted?**

- BLO is a local Government/Semi-Government official, familiar with the local electors and generally a voter in the same polling area who assists in updating the roll using his local knowledge. In fact, BLO is a representative of Election Commission of India at the grass-root level who plays a pivotal role in the process of roll revision and collecting actual field information with regard to the roll corresponding to the polling area assigned to him. Though BLO is not a full time electoral official, but the responsibility of BLO adds an additional dimension to his profile as he is rendering a responsible civic duty. He is just like a friend, philosopher and guide of the local people in matters relating to the roll. Each BLO shall have one/two polling station area under his/her jurisdiction. An eligible person can contact to the BLO in respect of registration in electoral roll and for getting EPIC.
- The name, designation, location, contact telephone / mobile number of the BLOs are available on the State CEO's website (for example [www.ceoharyana.nic.in](http://www.ceoharyana.nic.in)). BLO is a most convenient person to whom respective forms can be obtained and submitted.

### **5. Where can I get the relevant Forms?**

All kinds of forms i.e. Form 6, 6A, 7, 8 & 8A are also available on the State CEOs' website (for example Haryana: [www.ceoharyana.nic.in](http://www.ceoharyana.nic.in)) as well as the website of Election Commission of India ([www.eci.nic.in](http://www.eci.nic.in)). These forms are also available at all the designated offices and with the BLOs. BLOs are authorized to provide and receive the respective forms for onward submission to the concerned ERO.

### **6. I am a married woman. What are the documents I have to submit for enrolment of my name in the Photo Electoral Roll for the first time?**

You have to submit the following documents along with your application in form no. 6 to the concerned Electoral Registration Officer:-

1. Copy of "Age proof" (your age must be 18 yrs or more on the reference date and year of Roll revision announced by the Election Commission of India every year),
2. Copy of "Nationality proof" (copy of EPIC of parents),
3. Copy of Proof of Ordinary Residence before marriage (to be certified by Pradhan of Gram Panchayat/ Chairman of Municipality and countersigned by Govt. employee like Executive Assistant/ Secretary in case of Gram Panchayat and by Executive Officer in case of Municipalities) in case copy of EPIC of parents are not submitted.
4. Copy of Proof of Marriage (Marriage Registration Certificate).
5. Linkage of spouse, if he/ she is an elector of the concerned part.
6. Copy of "proof of Ordinary Residence" at your present address.

**7. I am a married woman. However, I don't have any proof of my marriage. How can I enroll my name in the Photo Electoral Roll with my Husband's linkage?**

It is a special case. In this case E.R.O. may direct Booth Level Officer to conduct local enquiry to ascertain the marriage related information of the applicant. If it is proved beyond reasonable doubt that you are married to the person you have already referred to in your application, E.R.O. may allow enrolling your name in the concerned part with linkage of your husband. But, once again it must be noted that this case is a special case and it entirely depends on the satisfaction of the E.R.O. either to accept or to reject your claim.

**8. The summary revision in my State is over. Now will I have to wait one year for getting an EPIC?**

No. After final publication of the electoral roll, you can apply with your ERO/BLO in Form 6 alongwith two photographs and residential proof at any time throughout the year under continuous updation.

**9. What is linkage? Why it is required for inclusion of name in the Photo Electoral Roll?**

Linkage is nothing but the relationship of the applicant with one or more already enrolled elector or electors in the concerned roll. It is required to integrate the applicant's name with his or her family.

**10. Whether I will be able to enroll my name even if I do not have linkage at my place of residence?**

Of course. You can enroll your name even if you do not have any linkage, provided you satisfy other criteria of i) Citizenship, ii) Age and iii) Ordinary residence.

**Correction :**

**(1) How can I get my name/age/address, etc. corrected?**

You have to apply to the ERO/BLO in Form 8 with documentary evidence in favour of the corrections. The form can be submitted to the ERO or BLO at the time of Summary Revision of Electoral Roll or at any time throughout the year under continuous updation.

**(2) I do not have documentary evidence of the corrections I want? Will my application be granted?**

Obvious mistakes like sex, pin code may be corrected. But all major corrections are made in the roll on the basis of supporting documentary evidence.

**Deletion :**

**(1) One of my family members has expired / acquired foreign citizenship. How can I delete his/her name from the Electoral Roll?**

You have to submit Form 7 to the BLO or ERO at the time of Summary Revision of Electoral Roll or to the ERO/BLO at the time of continuous updation. Documentary evidence like photocopy of death certificate, certificate of foreign citizenship must be adduced. The name will be deleted after due enquiry and hearing.

**Transposition :**

**(1) I have shifted my residence from one address to another address within the same Assembly Constituency. The previous polling station and the polling station of my present address are different. What shall I do to enroll myself as an elector at the new address?**

You have to apply for enrollment in the concerned part in Form 8A [NOT in FORM 6], alongwith the photocopy of your EPIC and proof of ordinary residence at your present address.

## **Shifted Voters**

- (1) I have shifted my residence from one constituency to another constituency. Whether it is necessary to delete my name from the electoral roll of the constituency where I stayed earlier?**

There is no need to apply for deletion of your name from the old place before applying for inclusion in the new place. The deletion of the concerned entry from the electoral roll where your name was included previously is a subsequent act after your name has been included in the new place. However, you must give complete details of the previous place where your name was already included when submitting your application in Form 6.