

## Procedure & Checklist Document

1	Name of Service	Domicile Certificate
2	Name of Department	Revenue Department
3	Applicability Criteria	Anyone can apply who is resident of Uttar Pradesh
4	SLA/ Number of Days	20 days
5	Documents Required	1. Ration Card / Electricity Bill 2. Voter Id Proof 3. Self-Declaration Form 4. Educational Certificate (if required)
6	Form Submission	<a href="https://edistrict.up.gov.in/edistrictup/">https://edistrict.up.gov.in/edistrictup/</a>
7	Procedure for apply & getting certificate	<p><b>Step- 1:</b> a) The applicant shall open the Online e-District Portal using the address <a href="https://edistrict.up.gov.in/edistrictup/">https://edistrict.up.gov.in/edistrictup/</a> and click on Citizen login (e-Sathi). b) Register in online portal using their personal details and contact details. c) A password is generated and sent through SMS/Email. d) Using the User id and Password applicant shall log into the online portal.</p> <p><b>Step - 2:</b> After logging into the web portal, the Applicant shall select “E-SATHI INTEGRATED SERVICES” radio button.</p> <p><b>Step-3:</b> Applicant shall select “<b>Domicile Certificate</b>” service under Revenue Department.</p> <p><b>Step-4:</b> Applicant shall create profile (Select district &amp; enter DOB, Mobile no.)</p> <p><b>Step-5:</b> Applicant shall pay the user charges i.e., Rs 15/- through online payment gateway.</p> <p><b>Step-6:</b> Applicant shall fill details, attach documents in application form for “<b>Domicile Certificate</b>” &amp; submit it.</p> <p><b>Step-7:</b> S.D.M. forward the application to Tehsildar for verification.</p> <p><b>Step-8:</b> Tehsildar verifies the application &amp; forward to Lekhpal for inspection.</p> <p><b>Step-9:</b> Lekhpal submits the inspection report to Tehsildar</p> <p><b>Step-10:</b> Based on Tehsildar &amp; Lekhpal report, S.D.M. approves the application &amp; issue domicile certificate</p>

		<b>Step-11:</b> Applicant shall download the certificate from online portal/Digi-Locker.
8	Fee	1. User charges – Rs 15/- (Fixed) 2. Service Fee – Not Required
9	Mode of payment	Online