

F.no. HQ-16024/4/2020-EU-I-HQ
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I Division)

7th floor, UIDAI Head Office
Behind Kali Mandir, Bangla Sahib Road
Gole Market, New Delhi – 110 001
Dated: Sept 2026

CIRCULAR

Subject: Standard Operation Procedure (SOP) to be followed for updating name in Aadhaar

In supersession of the Name update process as described in the *Standard Operating Procedure (SOP) of Name & Gender Update Request under Exception Handling Process* issued vide F.no. HQ 16022/2/2020-EU-I-HQ-Part(1) on 28.10.2021, a revised SOP (along with Annexures) is being issued to be followed for carrying out update of name in Aadhaar by an Aadhaar number holder.

2. The SOP shall come into force with effect from the date of signature of this circular.
3. This issues with the approval of the competent authority.

Encl.: as above.

Yours faithfully,
Digitally signed by
Nikhil Sinha
Date: 18-09-2026
17:03:51
(Nikhil Sinha)
Director

To:

1. All Registrars/EAs (through notification)
2. UIDAI Regional Offices

Copy to:

1. UIDAI Technology Centre, Bengaluru
2. E&U-II/ CRM/ Enforcement Divisions, UIDAI HO, New Delhi.
3. File.

Standard Operation Procedure (SOP) for carrying out name update in Aadhaar

1. The following may be referred to:
 - a) Regulation 19 (Update of information of Aadhar number holder) of the Aadhaar (Enrolment and Update) Regulations, 2016,
 - b) Schedule II (List of acceptable documents for enrolment and update) of the Aadhaar (Enrolment and Update) Regulations, 2016.
2. During the process of Aadhaar enrolment, demographic information of an individual such as name, date of birth, gender, address is recorded based on the documents submitted, as per Schedule II. Name in Aadhaar shall be recorded in block letters without the use of *alias* or *urf*, prefixes, military ranks, designations, service, awards/decorations etc. Dots and other special characters shall not be permitted in the name.
3. An Aadhaar Number Holder (ANH) may need to update/correct name as recorded in Aadhaar due to various reasons. The ANH, seeking to update name, shall submit the request accompanied by the corresponding documents as laid down under Regulation 19 *ibid*. ***The name shall be updated as per the spelling, sequence, abbreviation etc. mentioned in the submitted document.***
4. An indicative list enumerating different scenarios applicable for name update, along with prescribed acceptable documents is attached as **Annexure A**.
5. The newly requested name shall be matched with all the previously recorded/ updated names of ANH. In case such matching results in complete change in name / change of identity (categorized as a ***Major Name Change***), the update request is liable to be rejected, if not accompanied by a Gazette Notification.
6. The genuineness of submitted Proof of Identity (PoI) / Proof of Relationship (PoR) documents, Affidavits and Gazette Notifications shall be verified while processing the update request.

Annexure A

List of categories and different scenarios applicable for name update

1. Minor Name Change		
Scenario	Illustrations	Document to be submitted
(a) Expanding the abbreviation or abbreviating the name to initials	- T R D Prasad to Tadi Rama Durga Prasad - Ram Mohan Naidu to RM Naidu or Naidu RM or R M Naidu or Naidu R M - V V R S Shastri to Varanasi Venkata Ramanuja Shiva Shastri, Varanasi Venkata Ramanuja Shiva Shastri to VVRS Shastri - Mohd to Md or Mohammad or Muhammed or Muhammad - CA Tirkey to Cornelius Ajas Tirkey	PoI/ Applicable PoR in cases of HoF-based name update of children (less than 18 years)
(b) Addition or deletion of middle name(s) or last name	<u>Addition</u> - Himanshu Gupta to Himanshu Chandra Gupta or Himanshu Bhimrao Keshav Gupta - Sanapala Rao to Sanapala Bhushan Rao - Tadi Rama Prasad to Tadi Rama Shyam Prasad <u>Deletion</u> - Himanshu Chandra Gupta to Himanshu Gupta - Lakshmi Jyoti Swaroopini to Jyoti Swaroopini - Vishu Kumar to Vishu	
(c) Change in sequential order	- Divakar Anand to Anand Divakar - Ravi Kishan to Kishan Ravi	
(d) There is a minor correction in English spelling, however names are phonetically similar	- Ram to Rama - Sitaram to Sita Ram - Somya to Saumya	

		• Pooja Singh to Puja Singh • Sanjeev Kumar to Sanjiv Kumar • Abhishek to Abhisek • Velayutham to Velayudham • Chidambaram to Sidambaram • Dhanalakshmi to Thanalakshmi	
(e)	Any combination of (a), (b), (c) and (d)	-	

2. Data Entry Error			
	Scenario	Illustration	Document to be submitted
(f)	Name was incorrectly recorded in Aadhaar; however, the previously submitted document carried the correct name.	If the name in the instant update request matches the name in previously submitted PoI/PoR document available with UIDAI, then the instant update request shall be accepted. <i>Note: However, if the name in the instant update request does not match the name in previously submitted PoI/PoR document available with UIDAI, then the instant update request shall be rejected.</i>	For adults: Affidavit (Annexure B) & PoI / PoR For minors: Affidavit (Annexure C) & PoI / PoR

3. Error in Regional Language		
Scenario	Illustration	Document to be submitted
(g) Name in English was correctly recorded in Aadhaar, however the name in regional language is incorrect.	Nirmal Sinha (निर्मल सिन्हा) to Nirmal Sinha (निर्मल सिन्हा)	PoI

4. Special Cases		
Scenario	Illustration	Document to be submitted
(h) Change of surname of women, post marriage or divorce	- Gita Rai to Gita Siddharth Rai - Reeta Rai to Reeta Krishna Mohan - Amisha Patel to Amisha Singh	Affidavit (Annexure D) & PoI
(i) Change of name due to change of gender	Sarita Kumari to Santosh Kumar	Applicable PoI
(j) HoF-based name update of child (less than 18 years of age) from “Baby of ___” to any name	- Baby of Sudha to Ritu Kumar - Baby to Rahul Singh	Applicable PoR
(k) Dropping of ranks, designations, and other such prefixes	- Military ranks such as Lt Gen, Maj Gen, Brig, Col, Lt Col, Sub Maj, Sub, Nb Sub, Hav, Nk, L Nk etc. - Justice, Prof, Retd, Dr, Learned, Ld etc. - Shri, Smt, Ms, Mr etc.	PoI

(l)	Correction of randomly occurring capital letters recorded in name	• RaMesh to Ramesh • ViVEK to Vivek	No document required
(m)	Removal of dots from name	• R.V.N Srinivas to RVN Srinivas • R.P. Singh to R P Singh • R P Singh. to R P Singh	No document required
(n)	Name recorded in Aadhaar with an ‘urf’ or ‘alias’. Necessitates removal of “urf” or ‘alias’ from name	• Jagdish Singh urf Jagga to either Jagdish Singh or Jagga • Rahul Singh urf Bittu to either Rahul Singh or Bittu	For adults: Affidavit (Annexure E) & PoI For minors: Affidavit (Annexure F) & PoI / PoR

5. Major Name Change		
	Scenario	Illustration
(o)	Complete change of name / change of identity	• Ram Gupta to Shyam Gupta • Amisha Patel to Ameesha Kumar Singh
PoI (only Gazette Notification for name change)		

Annexure B (for adults)**AFFIDAVIT**

(Applicable where the resident's name had been incorrectly recorded in Aadhaar due to data entry error)

(To be printed on Non-Judicial Stamp Paper of minimum value of ₹10)

I, Shri/Smt./Ms. _____, S/o, D/o, W/o _____, resident of _____, do hereby solemnly affirm and declare as under:

1. That I am the holder of Aadhaar number _____.
2. That my correct name is _____.
3. That due to an inadvertent data entry error at the time of enrolment/update, my name had been recorded in Aadhaar as _____, whereas my correct name is _____.
4. That the update request pertains only to the correction of my name and does not amount to a change of identity or adoption of a different name.
5. That I am submitting the prescribed supporting document evidencing my correct name.
6. That I undertake if any declaration made herein or any document submitted by me is found to be false, fabricated, forged, fraudulent or otherwise not genuine, I shall be solely responsible for all legal consequences including deactivation of my Aadhaar number and prosecution under the applicable laws.

Deponent

Verification:

Verified at _____ on this _____ day of _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Deponent

(This affidavit may be signed and attested in the presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Annexure C (for minors)**AFFIDAVIT**

(Applicable where the resident's name had been incorrectly recorded in Aadhaar due to data entry error)

(To be printed on Non-Judicial Stamp Paper of minimum value of ₹10)

I, Shri/Smt./Ms. _____, S/o, D/o, W/o _____, resident of _____, being the father/mother/legal guardian of minor _____, do hereby solemnly affirm and declare as under:

1. That minor _____ is the holder of Aadhaar Number _____.
2. That correct name of the minor is _____.
3. That due to an inadvertent data entry error at the time of enrolment/update, his/her name had been recorded in Aadhaar as _____, whereas his/her correct name is _____.
4. That the update request pertains only to the correction of his/her name and does not amount to a change of identity or adoption of a different name.
5. That I am submitting the prescribed supporting document evidencing his/her correct name.
6. That I undertake if any declaration made herein or any document submitted by me is found to be false, fabricated, forged, fraudulent or otherwise not genuine, I shall be solely responsible for all legal consequences including deactivation of my Aadhaar number and prosecution under the applicable laws.

Deponent

Verification:

Verified at _____ on this _____ day of _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Deponent

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Annexure D**AFFIDAVIT**

(Applicable for change of surname in Aadhaar post Marriage/Divorce)

(To be printed on Non-Judicial Stamp Paper of minimum value of ₹ 10)

I, Smt./Ms. _____, D/o _____, W/o _____ (wherever applicable), resident of _____, do hereby solemnly affirm and declare as under:

1. That I am the holder of Aadhaar number_____.
2. That my name prior to marriage/divorce was _____.
3. That consequent upon my marriage solemnized on /divorce becoming effective on _____, I have adopted/am entitled to use the surname _____, and my full name is now _____.
4. That I request for name update in my Aadhaar by replacing my earlier surname _____ with my present surname _____, while my identity as the individual remains same.
5. That I am submitting the prescribed supporting document(s) in support of the said change of surname.
6. That the requested name update is solely on account of marriage/divorce and does not involve any fraudulent assumption or concealment of identity.
7. That I undertake if any declaration made herein or any document submitted by me is found to be false, fabricated, forged, fraudulent or otherwise not genuine, I shall be solely responsible for all legal consequences including deactivation of my Aadhaar number and prosecution under the applicable laws.

Deponent

Verification:

Verified at _____ on this _____ day of _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Deponent

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Annexure E (for adults)**AFFIDAVIT**

(Applicable where the name is recorded in Aadhaar with “urf” or “alias” and the Aadhaar number holder seeks to retain one of the names)

(To be printed on Non-Judicial Stamp Paper of minimum value of ₹10)

I, Shri/Smt./Ms. _____, S/o, D/o, W/o _____, resident of _____, do hereby solemnly affirm and declare as under:

1. That I am the holder of Aadhaar Number _____.
2. That my name is presently recorded/used as _____ urf or alias _____ in my Aadhaar, both names referring to one and the same person, i.e. myself.
3. That I intend to retain the name _____ and discontinue the use of _____ as an alias/urf.
4. That the requested update is limited to removal of the “urf or alias” and retention of the aforesaid name and does not amount to a change of identity or adoption of a different name.
5. That I am submitting the prescribed supporting document(s) in support of the name sought to be retained.
6. That I undertake if any declaration made herein or any document submitted by me is found to be false, fabricated, forged, fraudulent or otherwise not genuine, I shall be solely responsible for all legal consequences including deactivation of my Aadhaar number and prosecution under the applicable laws.

Deponent

Verification:

Verified at _____ on this _____ day of _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Deponent

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)

Annexure F (for minors)**AFFIDAVIT**

(Applicable where the name is recorded in Aadhaar with “urf” or “alias” and the Aadhaar number holder seeks to retain one of the names)

(To be printed on Non-Judicial Stamp Paper of minimum value of ₹10)

I, Shri/Smt./Ms. _____, S/o, D/o, W/o _____, resident of _____, being the father/mother/legal guardian of minor _____, do hereby solemnly affirm and declare as under:

1. That minor _____ is the holder of Aadhaar Number _____.
2. That the name of the minor is presently recorded/used as _____ urf or alias _____, in his/her Aadhaar, both names referring to one and the same minor.
3. That I, being the father/mother/legal guardian of the minor, seek to retain the name _____ and discontinue the use of _____ as an alias/urf.
4. That the requested update is limited to removal of the “urf/alias” and retention of the aforesaid name and does not amount to a change of identity or adoption of a different name of minor.
5. That I am submitting the prescribed supporting document(s) in support of the name sought to be retained.
6. That I undertake if any declaration made herein or any document submitted by me is found to be false, fabricated, forged, fraudulent or otherwise not genuine, I shall be solely responsible for all legal consequences including deactivation of my Aadhaar number and prosecution under the applicable laws.

Deponent

Verification:

Verified at _____ on this _____ day of _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Deponent

(This affidavit may be signed and attested in presence of a Judicial Magistrate or Executive Magistrate/Notary Public)