

Court Fee Stamp as required

**APPLICATION FORM FOR ISSUANCE OF RESIDENCE CERTIFICATE**

Paste Applicant  
Photo

(Fields marked \* are mandatory)

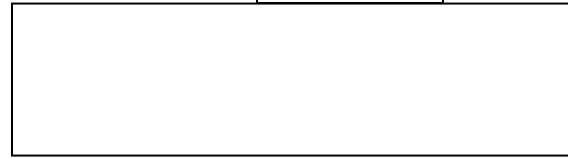
**Service Payment Details :**

- 1.Service Charges of the kiosk Operator = 18.00
- 2.Printing Charges **per unit** = 10.00
- 3.Scanning Charges **per unit** = 5.00
- 4.The Government fees = 30.00
- 5.Degs Charges fee = 2.00

(The amount may vary based on no of printing and scanning page counts)

The Acknowledgement of receipt of Application / Delivery of Certificate and

Payments received from the citizens shall be issued free of cost by the CSC operator to the citizens.



**Applicant's signatutre**

**Documents Required**

Mandatory Documents

Supporting Documents

- 1. Proof of residence- RoR**
- 2. Land Pass Book**
- 3. EPIC**
- 4. Any other document in support/claim**

**Delivery Time Lines ;** Estimated Timelines To Process The Application (Expected Date of Delivery) :

**Fill all the details in the block letters**

**Personal Details**

Applicant Name\* :- \_\_\_\_\_

Gender\* :- \_\_\_\_\_ Marital Status\*:- \_\_\_\_\_

Date of Birth\* :- \_\_\_\_\_ Age\* :- \_\_\_\_\_

**Parents Details**

Father Name\* :- \_\_\_\_\_

Mother Name\* :- \_\_\_\_\_

**Spouse Details**

Spouse Name\* :- \_\_\_\_\_

Relation With Applicant\* :- \_\_\_\_\_

**Contact Details**

Phone No :- \_\_\_\_\_ Mobile No :- \_\_\_\_\_

Email :- \_\_\_\_\_

**Permanent Address**

House No/Name\* :- \_\_\_\_\_ Village \* :- \_\_\_\_\_

District \* :- \_\_\_\_\_ Sub Division \* :- \_\_\_\_\_

Tahsil \* :- \_\_\_\_\_ RI Circle \* :- \_\_\_\_\_

Block \* :- \_\_\_\_\_ Police Station \* :- \_\_\_\_\_

Post Office \* :- \_\_\_\_\_ Pin \* :- \_\_\_\_\_

**Submitter Details**

**Is applicant and submitter are same? \*      Yes      No**

Submitter's Name\* :- \_\_\_\_\_

Relation With Applicant\* :- \_\_\_\_\_

**Present Address**

**Is Present Address Same as Permanent Address?**

**Yes No**

(If "No" please fill the Present address given below)

House No/Name\* :- \_\_\_\_\_

Village\* :- \_\_\_\_\_

District\* :- \_\_\_\_\_

Sub Division\* :- \_\_\_\_\_

Tahsil\* :- \_\_\_\_\_

RI Circle\* :- \_\_\_\_\_

Block\* :- \_\_\_\_\_

Police Station\* :- \_\_\_\_\_

Post Office\* :- \_\_\_\_\_

Pin\* :- \_\_\_\_\_

**Land Record Details**

**Is ROR Produced? Yes No**

(If "YES" please provide the LandRecord Details)

District\* :- \_\_\_\_\_

Sub Division\* :- \_\_\_\_\_

Tahsil\* :- \_\_\_\_\_

RI Circle\* :- \_\_\_\_\_

Police Station\* :- \_\_\_\_\_

Mouza(Revenue Village)\* :- \_\_\_\_\_

Khata No\* :- \_\_\_\_\_

Recorded Tenant (Land Owner)\* :- \_\_\_\_\_

Relation of the applicant with Recorded

Tenant\* :- \_\_\_\_\_

**Plot Details**

| Sl No. | Plot No * | Area * | Kisam * |
|--------|-----------|--------|---------|
| 1      |           |        |         |
| 2      |           |        |         |
| 3      |           |        |         |
| 4      |           |        |         |
| 5      |           |        |         |

**Mandatory Fields**

**Purpose\*** :- \_\_\_\_\_

For how many years the applicant is residing in the above house\*:- \_\_\_\_\_

Regd. Sale Deed No :- \_\_\_\_\_ Regd. Sale Deed Date :- \_\_\_\_\_

Whether the applicant is able to read,write & speak in Oriya : Read Write Speak

Whether the applicant has passed Oriya up to M.E. Standard : Yes No

I, Shri / Smt .....Son of / Daughter of / Wife of

..... resident of village ..... P.S.

..... District ..... and particulars stated above are true to the best of my

knowledge and belief and that they are exhaustive and I have not suppressed any fact. In case it is detected later on that any of the facts stated herein wrong or that I have suppressed some material facts, I shall be liable for prosecution under the relevant law.

Signature of the applicant.