

Affix court fee

Stamp of Rs.2/-

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Dated:.....

To,  
The Mamlatdar of \_\_\_\_\_.  
\_\_\_\_\_ -Goa

**Sub:- Application for issue of residential certificate**

Sir,

I, the undersigned request you to issue me a residential certificate as per the below given address, as am residing at \_\_\_\_\_ since birth for the past \_\_\_\_\_ years and \_\_\_\_\_ months.

1. Full name of the applicant :
2. Age :
3. Occupation :
4. Name of the household in which the applicant resides :
5. Place of residence :
6. Name of the Father /Husband :
7. House No. :
8. House is located at i.e. Village/Street etc. :
9. Name of the village Panchayat / Municipal Council :
10. The period of residence or since the applicant :
11. The period of residence prior to the place of residences indicated above in case the applicant was not continuously at the above address. :
12. If employed where employed during the last 6 months :
13. If Business, the place of the business during the last 6 months :
14. If Student, the place of study during the last 6 months :
15. Relationship of the applicant with the head of household in which he/she resides. :
16. Whether the applicant name is included in the ration card of this Taluka and Electoral Roll. In the affirmative indicate the Ration Card No..... :
17. Whether the applicant has any immovable property or share in it in the place of resident and if so, give details :
18. Whether the applicant is married / unmarried :
19. Purpose for which the residential certificate is required And for whom it is to be produced :

*Signature of the Applicant*

Closed Attested Xerox copies of Documentary evidence:--

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1. Birth Certificate
  2. Educational Certificate such as Leaving Certificate, Bonafide Certificate
  3. Ration Card, Voters Card, Affidavit from person
  5. Marriage Certificate of married women.