

FAQs on 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 an elector 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?

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 Form No. 001C duly filled in on the basis of which the EPIC is generated.

(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 (ceowestbengal.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 No. 001C duly filled in with your photo at these places. You can collect your EPIC after it is generated on the specified date. Please remember that you have to collect the EPIC personally if you have submitted a 001C form, otherwise your parents or spouse may collect the EPIC on your behalf.

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

For getting an EPIC, you will need documents to prove your identity and 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.

(6) 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 DPL or PEC.

(7) 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.

(8) 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.

(9) 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.

(10) 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.

(11) 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.

(12) 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 Bengali 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.

(13) 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.

Revision of 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?

A You can enroll your name in the Photo Electoral Roll through an application in Form no. 6 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 no. 6 to the concerned Electoral Registration Officer.

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

A You will get office address and details of Electoral Registration Officers (E.R.O.s) from the CEO's website "ceowestbengal.nic.in". **You may also get it from the DM/SDO/BDO Office or from the local BLO.**

3. What are the documents I may submit as my proof of age?

A 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.

4. What are the documents I may submit as proof of my citizenship?

A 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.

5. Which documents are considered as proof of Ordinary Residence?

A 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.

6. When do I submit application in Form-6?

A 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 no. 6.

7. What is Summary Revision of Electoral Rolls (S.R.E.R.)?

A 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.

8. What is Continuous updation of Electoral Rolls?

A 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.

9. 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?

A 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.

10. 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?

- A** 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.

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

- A** 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.

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

- A** 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 in Form 8 with documentary evidence in favour of the corrections. The form can be submitted to the DO or BLO at the time of SRER or to the ERO during continuous updation.

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

Very minor mistakes like sex, pin code etc. 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 DO at the time of SRER or to the ERO at the time of continuous updation. Documentary evidence like photocopy of death certificate, certificate of foreign citizenship, etc. 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

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.