



Revenue Department

Fees, Procedure and Document Checklist

for

Age, Nationality and Domicile Certificate

in Maharashtra

Fees Payable for Age, Nationality and Domicile Certificate in Maharashtra

- INR 20

Notified timeline for delivery of Age, Nationality and Domicile Certificate

- 15 days

Designated officer for delivery of Age, Nationality and Domicile Certificate service

- Tahsildar

Appellate authorities for Age, Nationality and Domicile Certificate service

- First appellate: Sub-Divisional officer
- Second appellate: Additional Collector

Document checklist for application for Age, Nationality and Domicile Certificate

Document Category	List of Documents
Proof of Identity (Any -1)	1) PAN Card
	2) Passport
	3) RSBY Card
	4) Aadhaar Card
	5) Voter ID Card
	6) Driving License
	7) MNREGA Job Card
	8) Photo of Applicant
	9) Signature of Applicant
	10) Identity card issued by Govt or Semi Govt organisations
Proof of Address (Any -1)	1) Passport
	2) Water Bill
	3) Ration Card
	4) Aadhaar Card
	5) Voter ID Card

	6) Telephone Bill
	7) Driving License
	8) Electricity Bill
	9) Property Tax Receipt
	10) Extracts of 7/12 and 8 A/ Rent Receipt
Other Documents (Any -1)	1) Water Bill
	2) Ration Card
	3) Rent Receipt
	4) Voter List Fee
	5) Telephone Bill
	6) Electricity Bill
	7) Marriage certificate
	8) Property Tax Receipt
	9) Property Registration Fee
	10) Residence Proof of Husband
	11) Extracts of 7/12 and 8 A/ Rent Receipt
Age Proof (In Case of Minor) (Any -1)	1) SFC Certificate
	2) Bonafide Certificate
	3) School Leaving Certificate
	4) Fathers Domicile Certificate
	5) Extract from primary school entry
Residence Proof (Any -1)	1) Residence Proof by Talathi
	2) Residence Proof by Gram Sevak
	3) Residence Proof by Bill Collector
Other Documents (All Mandatory)	1) Any other document apart from the above listed
	2) Self-Declaration

Procedure to apply for Age, Nationality and Domicile Certificate in Maharashtra

Applicant workflow

1. Register on the Aaple Sarkar portal.
2. Select any one mode from given options to create User ID and Password by verifying Aadhar (UID) or Create own user profile using OTP verification on your mobile.
3. Fill the information in the service portal to create User Name and Password using OTP verification on your mobile number i.e. Applicant Details, Applicant's Address, Mobile number and username verification, upload photograph, upload proof of identity, upload proof of address and complete your registration.
4. After registration, select Revenue Department from the left panel
5. Select Revenue Services from Sub Department drop down menu and click on proceed
6. Select the service – Age Nationality and Domicile Certificate
7. After referring to the list of documents, click on Proceed

8. Select the type of certificate and fill in applicant details, applicant's address, beneficiary details, present address, birth details, education details of beneficiary and beneficiary migration details
9. Accept the declaration and submit application
10. Upload documents
11. Make service fee payment and complete the application

Department workflow

1. Application received by tehsil clerk. Online verification of application form, attachments and payment done by tehsil clerk.
2. For any correction, tehsil clerk raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks. If there is no correction required, application is sent for approval to Awwal Karkun (AK).
3. After approval of tehsil clerk, online verification of application form, attachments and payment done by Awwal Karkun (AK).
4. For any correction, Awwal Karkun (AK) raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks. If there is no correction required, application is sent for approval to Tehsildar.
5. Upon approval of the Awwal Karkun (AK), online verification of application form, attachments and payment done by Tehsildar.
6. For any correction, Tehsildar raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks. If there is no correction required, digitally signed certificate is issued which can be downloaded from the portal.