

All documents in one PDF

ID Services

Aadhaar Services

Updating address, downloading e-Aadhaar, linking mobile, checking update status

Documents required

- ☐ Proof of Identity and Proof of Address (for updates)
- ☐ Registered mobile number for OTP

Tick each document as you keep it ready

Process

1. Address and document updates can be done online on myAadhaar
2. Biometric, mobile, name and date of birth changes need a visit to an Aadhaar Seva Kendra

Issued by: UIDAI · **Typical time:** Updates usually within 30 days
myAadhaar (UIDAI): <https://myaadhaar.uidai.gov.in/>

Services

PAN Card Services

Banking, income tax filing, high-value transactions

Documents required

- ☐ Aadhaar card (for instant e-PAN)
- ☐ Proof of identity, address and date of birth (for physical PAN)

Tick each document as you keep it ready

Process

1. Get a free instant e-PAN with Aadhaar on the Income Tax e-filing portal
2. Or apply through Protean (NSDL) or UTIITSL for a physical card

Issued by: Income Tax Department · **Typical time:** Instant e-PAN; physical card in about 15 days
Income Tax e-Filing: <https://www.incometax.gov.in/>

Services

Voter ID Services



Documents required

- ☐ Passport-size photograph
- ☐ Age proof
- ☐ Address proof
- ☐ Aadhaar (optional)

Tick each document as you keep it ready



Process

1. Apply with Form 6 on the Voters' Service Portal or Voter Helpline app
2. BLO verification
3. Download e-EPIC once approved

Issued by: Election Commission of India · **Typical time:** About 30 days
Voters' Service Portal: <https://voters.eci.gov.in/>



Services

Caste / Community Certificate

Reservations in education & jobs, scholarships, SC/ST/BC welfare schemes



Documents required

- ☐ Application form
- ☐ Aadhaar card
- ☐ Parent's caste certificate (if available)
- ☐ School records showing caste (SSC / TC)
- ☐ Address proof

Tick each document as you keep it ready



Process

1. Apply at your Village / Ward Secretariat or MeeSeva centre
2. Field enquiry by revenue officials
3. Issued with a unique certificate number

Issued by: Tahsildar / Mandal Revenue Office · **Typical time:** About 15–30 working days
AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>

Income Certificate

Scholarships, fee reimbursement, welfare schemes, EWS quota and loans

Documents required

- ☐ Application form
- ☐ Aadhaar card
- ☐ Ration card
- ☐ Salary certificate / self-declaration of income
- ☐ Passport-size photograph

Tick each document as you keep it ready

Process

1. Submit application at your Village / Ward Secretariat or MeeSeva centre
2. Verification by Village Revenue Officer / Revenue Inspector
3. Certificate approved by Tahsildar and issued digitally

Issued by: Tahsildar / Mandal Revenue Office · **Typical time:** About 7–15 working days

AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>

Birth Certificate

Proof of age and identity, school admission, passport, Aadhaar

Documents required

- ☐ Hospital discharge summary / birth report
- ☐ Parents' Aadhaar
- ☐ Marriage certificate of parents (if asked)
- ☐ Affidavit for delayed registration (after 1 year)

Tick each document as you keep it ready

Process

1. Births must be registered within 21 days at the local registrar
2. Hospitals usually report births online through CRS
3. Download or collect the certificate from the municipality / Village or Ward Secretariat

Issued by: Registrar of Births & Deaths (Municipality / Gram Panchayat) · **Typical time:** Usually within 7 days of registration

Civil Registration System (CRS): <https://crsorgi.gov.in/>

Services

Death Certificate

Insurance claims, property mutation, pension, bank settlements, family member certificate

Documents required

- ☐ Hospital death report or doctor's certificate
- ☐ Aadhaar of the deceased
- ☐ Applicant's ID proof
- ☐ Cremation / burial ground receipt

Tick each document as you keep it ready

Process

1. Register the death within 21 days at the local registrar
2. Apply for certified copies online or at MeeSeva

Issued by: Registrar of Births & Deaths (Municipality / Gram Panchayat) · **Typical time:** Usually within 7 days of registration

Civil Registration System (CRS): <https://crsorgi.gov.in/>

Services

Meebhoomi – Land Records (Adangal / 1-B)

Proof of land ownership, crop loans, Annadatha Sukhibhava, crop insurance, property sale and mutation

Documents required

- ☐ District, mandal and village name
- ☐ Survey number, khata number or pattadar name
- ☐ Aadhaar number (to search by Aadhaar)
- ☐ Registered mobile number (for OTP)

Tick each document as you keep it ready

Process

1. Open meebhoomi.ap.gov.in and choose Adangal or 1-B

2. Select district, mandal and village, then search by survey number, khata number, pattadar name or Aadhaar
3. Enter the captcha / OTP and view or download the record
4. For certified copies or corrections, apply at your Village Secretariat or MeeSeva centre

Issued by: Revenue Department, Govt. of Andhra Pradesh · **Typical time:** Instant online view; certified copies same day

Meebhoomi (meebhoomi.ap.gov.in): <https://meebhoomi.ap.gov.in/>

AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>

Services

Residence / Nativity Certificate

Local candidate status in admissions and recruitment, state schemes

Documents required

- ☐ Aadhaar card
- ☐ Study certificates (Class 1–10 / bonafide)
- ☐ Ration card or utility bill
- ☐ Self-declaration

Tick each document as you keep it ready

Process

1. Apply at MeeSeva centre / Secretariat
2. Verification of address and duration of stay
3. Certificate issued by Tahsildar

Issued by: Tahsildar / Mandal Revenue Office · **Typical time:** About 7–15 working days

AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>

Services

EWS Certificate

10% EWS reservation in central / state jobs and education (for non-reserved categories)

Documents required

- ☐ Aadhaar card
- ☐ Income certificate of family (all sources)
- ☐ Land / property details

☐ Self-declaration on assets

☐ Photograph

Tick each document as you keep it ready



Process

1. Apply at your Village / Ward Secretariat with family income and asset details
2. Verification by revenue officials
3. Valid for the financial year it is issued for

Issued by: Tahsildar / Mandal Revenue Office · **Typical time:** About 7–21 working days

AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>



Services

Family Member / Legal Heir Certificate

Claiming pension, insurance, bank deposits and compassionate appointment after a family member's death



Documents required

☐ Death certificate

☐ Aadhaar of all family members

☐ Relationship proof

☐ Self-declaration / affidavit

☐ Ration card

Tick each document as you keep it ready



Process

1. Apply at your Village / Ward Secretariat
2. Field enquiry and public notice by revenue officials
3. Certificate issued listing all legal family members

Issued by: Tahsildar / Mandal Revenue Office · **Typical time:** About 15–30 working days

AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>



Services

SADAREM Disability Certificate

NTR Bharosa disability pension, reservations, bus / rail concessions and other disability benefits



Documents required

☐ Aadhaar card

☐ Rice card

☐ Medical records / previous reports

☐ Passport-size photographs

Tick each document as you keep it ready



Process

1. Book a SADAREM assessment slot through the Village / Ward Secretariat or MeeSeva
2. Attend the medical board camp on the given date
3. Certificate with disability percentage is issued online

Issued by: Health Department (Medical Board) via SADAREM · **Typical time:** Slot within a few weeks; certificate after assessment

AP Village/Ward Secretariat: <https://vswsonline.ap.gov.in/>



Services

Encumbrance Certificate (EC)

Checking property transactions and loans before buying property or taking a home loan



Documents required

☐ Property details (document number, survey number, village)

☐ Period for which EC is required

Tick each document as you keep it ready



Process

1. Search and download EC online on the state registration portal
2. Certified EC available from Sub-Registrar office

Issued by: Sub-Registrar Office, Registration & Stamps Department · **Typical time:** Online: instant; certified copy: 1-3 days

AP Registration: <https://registration.ap.gov.in/>



Services

Rice Card (Ration Card)

Subsidised food grains and eligibility proof for many welfare schemes



Documents required

☐ Aadhaar of all family members

☐ Income certificate

☐ Address proof

☐ Photograph of head of family

☐ Gas connection details

Tick each document as you keep it ready



Process

1. Apply at your Village / Ward Secretariat or during state application drives
2. Field verification by civil supplies officials
3. Check card status and entitlement online

Issued by: Civil Supplies Department · **Typical time:** About 15–30 working days

AP EPDS: <https://epdsap.ap.gov.in/>



Services

Passport

International travel and identity proof



Documents required

☐ Aadhaar card

☐ Birth certificate / SSC certificate (DOB proof)

☐ Address proof

☐ Annexures as applicable

Tick each document as you keep it ready



Process

1. Register on Passport Seva, fill the form and pay fees online
2. Book an appointment at PSK / POPSK
3. Police verification and dispatch

Issued by: Ministry of External Affairs · **Typical time:** Normal: about 30 days; Tatkal: faster

Passport Seva: <https://www.passportindia.gov.in/>



Services

Driving Licence



Documents required

- ☐ Age proof
- ☐ Address proof
- ☐ Learner's licence (for DL)
- ☐ Medical certificate Form 1A (for transport / age 40+)
- ☐ Photographs

Tick each document as you keep it ready



Process

1. Apply for learner's licence on Sarathi (Parivahan) and take the online test
2. After 30 days, book a driving test slot at the RTO
3. DL dispatched by post after passing the test

Issued by: Regional Transport Office (RTO) · **Typical time:** Learner's licence: same day; DL: after test
Parivahan Sarathi: <https://sarathi.parivahan.gov.in/>



Services

Udyam (MSME) Registration

MSME benefits, priority sector loans, government tenders and subsidies



Documents required

- ☐ Aadhaar of proprietor / partner / director
- ☐ PAN
- ☐ GSTIN (if applicable)
- ☐ Bank details

Tick each document as you keep it ready



Process

1. Register free of cost on the Udyam portal using Aadhaar
2. Download the Udyam certificate instantly

Issued by: Ministry of MSME · **Typical time:** Instant
Udyam Registration: <https://udyamregistration.gov.in/>

NTR Bharosa Pensions

Monthly social security pensions delivered at the doorstep for the elderly, widows, persons with disabilities and other vulnerable groups.

Documents required

- ☐ Aadhaar card
- ☐ Rice card
- ☐ Age proof
- ☐ Bank account details
- ☐ SADAREM certificate (for disability)
- ☐ Husband's death certificate (for widows)
- ☐ Passport-size photograph

Tick each document as you keep it ready

How to apply

1. Visit your Village / Ward Secretariat and submit the pension application with documents
2. Welfare & Education Assistant / Ward Welfare Secretary verifies the details
3. Sanctioned pensions are distributed at home every month

Apply / official website: <https://sspensions.ap.gov.in/>
Helpline: 1902

Annadatha Sukhibhava

Investment support of ₹20,000 per year for farmers (including the PM-KISAN share), also covering tenant farmers.

Documents required

- ☐ Aadhaar card
- ☐ Land records (Webland / pattadar passbook) or CCRC card
- ☐ Bank account linked to Aadhaar
- ☐ Mobile number

Tick each document as you keep it ready

How to apply

1. Contact your Rythu Seva Kendram (RSK) / Village Agriculture Assistant
2. Complete e-KYC; eligible farmers are listed after verification
3. Check payment and eligibility status on the official portal

Apply / official website: <https://annadathasukhibhava.ap.gov.in/>

Helpline: 155251

Education & Scholarships

Thalliki Vandanam

Annual financial assistance of ₹15,000 for every school-going child, paid to the mother.

Documents required

- ☐ Aadhaar of mother and child
- ☐ Rice card
- ☐ Mother's bank account (NPCI-linked)
- ☐ School / college study details

Tick each document as you keep it ready

How to apply

1. Eligible lists are prepared automatically from school data and displayed at Secretariats
2. If your name is missing, raise a grievance at your Village / Ward Secretariat

Apply / official website: <https://www.ap.gov.in/>

Helpline: 1902

Food, LPG & Transport

Deepam 2.0 (Free LPG Cylinders)

Three free LPG cylinder refills every year for eligible households.

Documents required

- ☐ Rice card
- ☐ LPG connection in the name of a family member
- ☐ Aadhaar linked to bank account

Tick each document as you keep it ready

How to apply

1. No separate application: book the cylinder normally with your gas agency

2. Make sure Aadhaar, rice card and LPG connection are linked

Apply / official website: <https://www.ap.gov.in/>

Helpline: 1967

Food, LPG & Transport

Stree Shakti (Free Bus Travel for Women)

Free travel for women, girls and transgender persons of Andhra Pradesh in APSRTC buses within the state.

Documents required

☐ Any ID with AP address: Aadhaar, voter ID or rice card

Tick each document as you keep it ready

How to apply

1. No application needed: show your ID to the conductor and take a zero-fare ticket

Apply / official website: <https://www.apsrtcsonline.in/>

Helpline: 149

Health

Dr. NTR Vaidya Seva (Aarogyasri)

Cashless treatment for listed surgeries and therapies at network government and private hospitals.

Documents required

☐ Rice card / health card

☐ Aadhaar card

☐ Referral (if required)

Tick each document as you keep it ready

How to apply

1. Visit any network hospital and approach the Aarogya Mithra desk with your rice card and Aadhaar

2. Pre-authorisation is obtained by the hospital; no payment is needed for covered procedures

Apply / official website: <https://drntrvaidyaseva.ap.gov.in/>

Helpline: 104

Education & Scholarships

Post-Matric Scholarships & Fee Reimbursement

Tuition fee reimbursement and maintenance assistance for SC, ST, BC, EBC, Kapu, minority and disabled students in higher education.



Documents required

- ☐ Aadhaar card
- ☐ Income certificate
- ☐ Caste certificate
- ☐ Rice card
- ☐ Previous mark sheets
- ☐ Admission / fee receipt
- ☐ Bank account in student's or mother's name

Tick each document as you keep it ready



How to apply

1. Register on the Jnanabhumi portal through your college
2. Complete biometric / Aadhaar authentication at the college or Secretariat
3. Track sanction and payment status on Jnanabhumi

Apply / official website: <https://jnanabhumi.ap.gov.in/>

Helpline: 1902



Agriculture & Fisheries

Matsyakara Sevalo

Livelihood support of ₹20,000 to marine fishermen families during the annual fishing ban period.



Documents required

- ☐ Aadhaar card
- ☐ Rice card
- ☐ Fishing boat registration / crew details
- ☐ Bank account linked to Aadhaar

Tick each document as you keep it ready



How to apply

1. Contact your Fisheries Assistant / Village Secretariat during the enumeration period
2. Eligible lists are displayed at the Secretariat for objections

Apply / official website: <https://www.ap.gov.in/>

Helpline: 1902

Livelihood & Workers

Auto Driver Sevalo

Annual assistance of ₹15,000 to auto-rickshaw, taxi and maxi-cab owner-drivers.



Documents required

- ☐ Aadhaar card
- ☐ Driving licence
- ☐ Vehicle registration certificate (RC)
- ☐ Rice card
- ☐ Bank account details

Tick each document as you keep it ready



How to apply

1. Apply at your Village / Ward Secretariat during the application window
2. Field verification is done by Secretariat staff

Apply / official website: <https://www.ap.gov.in/>

Helpline: 1902

Food, LPG & Transport

Anna Canteens

Hygienic breakfast, lunch and dinner for just ₹5 per meal at canteens across towns and cities.



Documents required

- ☐ None

Tick each document as you keep it ready



How to apply

1. Simply visit the nearest Anna Canteen during meal timings

Apply / official website: <https://www.ap.gov.in/>