

Government of India  
MINISTRY OF COMMUNICATIONS & IT  
DEPARTMENT OF TELECOMMUNICATIONS  
(Access Services Cell)

12<sup>th</sup> Floor, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001.

NO. 800-08/2007-AS-II/24

Dated 16 .04.2008

To,  
All Basic/ CMTS/UAS Licensee (s)

Subject: Verification of identity of subscribers.

This has reference to this office letter No. 800-04/2003-VAS/112 dated 10<sup>th</sup> May 2005 wherein detailed instructions were issued for verification of identity of subscribers. Proforma of application for pre-paid as well as post paid/ regular telephone connection was also enclosed in the above mentioned letter. In the said proforma, requirement of furnishing documents for proof of identity/ address were also indicated. Service Providers, their Associations and VTM Cells have sought clarifications about acceptability of various documents against proof of identity/ address from time to time.

2 The matter has been examined and I am directed to clarify that the documents listed in Annexure is acceptable against proof of identity/ address for provision of telephone connection.

Please acknowledge the receipt of this letter.

M.K. Khatri

16-4-2008

(M.K.Khatri)

Assistant Director (VAS-III)

Tel: 23036150

Copy to:

- (i) DDG (Security)/ DDG (AS-II), DoT
- (ii) All VTM Cells.
- (iii) COAI
- (iv) AUSPI
- (v) Director (AS-I)
- (vi) DDG (C&A) – for uploading copy of this letter on DoT website.

216/DDG (AS-II)  
7.5

उप प्रहरी (संचार सेवा शासन)  
DDG (Security & Audit)  
आ. सं./Dy. No. 869-4  
दिनांक/Date: 6/5/08

ADG (IT-2)  
7/5/08

**List of documents required for identity/ address proof for providing telephone connection.**

**1. For Identity/Address Proof**

- (i) Passport
- (ii) Arms License
- (iii) Driving License
- (iv) Photo Identity Card having address
- (v) Election Commission ID Card
- (vi) Any other document containing photograph includes
  - (a) Ration Card with photo & address applicable for person whose photo is affixed.
  - (b) CGHS / ECHS Card.
  - (c) Certificate of address having photo, issued by MP / MLA / Group A Gazetted Officer in letter head
  - (d) Certificate of address with photo from Govt. recognized educational institutions (for students only)
  - (e) Certificate of address having photo issued by Village Panchayat head (for rural areas)

**2. For Identity Proof (only)**

- (i) Income Tax PAN
- (ii) Photo Credit Card

**3. For Address Proof (only)**

- (i) Ration card
- (ii) Water Bill (not older than last 3 months)
- (iii) Telephone Bill of Fixed line (not older than last 3 months)
- (iv) Electricity Bill of State company (not older than last 3 months)
- (v) Income Tax Assessment Order
- (vi) Vehicle Registration Certificate
- (vii) Registered Sale /Lease Agreement

Note: For verification of identity/address proof, either document listed in Sl. No 1 or documents listed in Sl No.2 &3 (One each for identity & address proof) should be obtained along with Customer Application Form before providing telephone connection.