



## 7. Residence Certificate for Passport

A Residence Certificate is a proof to ensure that the person bearing the Certificate is a Resident of the State. A Residence Certificate is generally issued to prove that the person bearing the Certificate is a Resident of the State by which the Certificate is being issued. This Certificate is required as proof of residence to avail Residence/Resident Quotas in educational institutions and in the Government Service, and also in case of jobs where local residents are preferred. It is needed of all categories of people.

**Category Type:** B

**User Charges:** Rs35/-

**SLA:** 7 Days

**Documents Required:** 1. Application Form\*  
2. Ration card /EPIC Card/AADHAR Card  
3. House Tax/Telephone Bill/Electricity Bill

\* Denotes mandatory requirement of documents.

### Procedure for Applying:

- ◆ Operator clicks on Revenue Department services to go to Revenue Department services.



- ◆ In Revenue Department Services Select “Residence Certificate” Service like shown in the below screen



**Application Submission**

**Revenue Department**

- AGRICULTURE INCOME CERTIFICATE
- CURRENT ADANGAL
- EBC CERTIFICATE
- F-LINE PETITIONS/SUB DIVISION
- F.M.B COPY
- FAMILY MEMBERSHIP CERTIFICATE
- INCOME CERTIFICATE
- INTEGRATED CERTIFICATE
- MUTATION
- NO EARNING MEMBER CERTIFICATE
- ORC CERTIFICATE
- RESIDENCE CERTIFICATE**
- ROR - 1B
- VILLAGE MAP COPY

GHMC

**Key Contacts of GO.A.P**

**Media Releases**

**Helpline Numbers**

**Govt. Sites**

**Meeseva Updates**

- Guidelines to Meeseva Centers
- Citizen's Charter for Citizens
- Physical Forms

**Help Desk**

Technical Support :- Call Center :-  
040-66675612 1100

**User Manuals**

- Village Map Copy Service
- APOnline End
- Current Adangal
- ROR 1B
- FMB Copy
- Certified Copy
- Encumbrance Certificate
- Income Certificate
- Residence Certificate
- Integrated Certificate
- Mutation

- ◆ After selecting the “Residence Certificate” Service in the Revenue Department services, the below screen will be displayed.



<a href="#">View Transactions</a>	<a href="#">Reports</a>	<a href="#">Home</a>	<a href="#">Log Off</a>
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### Residence Certificate Request

**Please Select Payment Mode**

Payment Modes:

**Applicant Details**

Application Number:

Applicant Name\*:

Father/Husband Name\*:

Gender\*:

Date Of Birth:  (DD/MM/YYYY)

**Permanent Address:**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village\*:

Pin Code:

☐ Postal Address is same as Permanent Address

**Postal Details**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village/Ward\*:

Pin Code:

Mobile\*:

Phone:

Email:

Remarks:

Ration Card No:

AADHAR Card No:

Delivery Type\*:

**Residence Certificate Details**

Residing Since (in Years)\*:

Purpose:

**Document List**

<input type="checkbox"/> Application Form	File Browse*: <input type="text"/>	<input type="button" value="Browse...."/>
<input type="checkbox"/> Ration card / EPIC Card / AADHAR Card	File Browse: <input type="text"/>	<input type="button" value="Browse...."/>
<input type="checkbox"/> House Tax / Telephone Bill / Electricity Bill	File Browse: <input type="text"/>	<input type="button" value="Browse...."/>

- ◆ Operator enters all the applicant details and Residence Certificate particulars such as Residing Since (In Years) And Purpose etc. Like as below Screen.



<a href="#">View Transactions</a>	<a href="#">Reports</a>	<a href="#">Home</a>	<a href="#">Log Off</a>
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### Residence Certificate Request

**Please Select Payment Mode**

Payment Modes:

**Applicant Details**

Application Number:

Applicant Name\*:  Father/Husband Name\*:

Gender\*:  Date Of Birth:  (DD/MM/YYYY)

**Permanent Address:**

Door No:  Locality/Land Mark:

District\*:  Mandal\*:

Village\*:  Pin Code:

☒ Postal Address is same as Permanent Address

**Postal Details**

Door No:  Locality/Land Mark:

District\*:  Mandal\*:

Village/Ward\*:  Pin Code:

Mobile\*:  Phone:

Email:  Remarks:

Ration Card No:  AADHAR Card No:

Delivery Type\*:

**Residence Certificate Details**

Residing Since (in Years)\*:  Purpose:

**Document List**

<input checked="" type="checkbox"/> Application Form	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> Ration card / EPIC Card / AADHAR Card	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> House Tax / Telephone Bill / Electricity Bill	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> Upload Passport Size Photo	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/> (Height : 3.5 cm , Width : 3.5 cm)

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Please note that based on the customer request, the delivery option (either through Manual or Speed Post - Local or Speed Post - Non Local at the Franchisee) has to be selected properly. Like as below Screen.



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**Residence Certificate Request**

**Please Select Payment Mode**

Payment Modes:

**Applicant Details**

Application Number:

Applicant Name\*:

Father/Husband Name\*:

Gender\*:

Date Of Birth:  (DD/MM/YYYY)

**Permanent Address:**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village\*:

Pin Code:

☒ Postal Address is same as Permanent Address

**Postal Details**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village/Ward\*:

Pin Code:

Mobile\*:

Phone:

Email:

Remarks:

Ration Card No:

AADHAR Card No:

Delivery Type\*: 

Select

SelectManualPost - LocalPost - Non Local

**Residence Certificate Details**

Residing Since (in Years)\*:

Purpose:

**Document List**

☒ Application Form

File Browse\*:

☒ Ration card / EPIC Card / AADHAR Card

File Browse:

☒ House Tax / Telephone Bill / Electricity Bill

File Browse:

☒ Upload Passport Size Photo

File Browse\*:    
(Height : 3.5 cm , Width : 3.5 cm)

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Please note that based on the customer request, the Purpose option (Either General or Passport) has to be selected properly. Like shown in the below Screen.



View Transactions Reports Home Log Off

### Residence Certificate Request

Please Select Payment Mode

Payment Modes:

#### Applicant Details

Application Number:

Applicant Name\*:  Father/Husband Name\*:

Gender\*:  Date Of Birth:  (DD/MM/YYYY)

#### Permanent Address:

Door No:  Locality/Land Mark:

District\*:  Mandal\*:

Village\*:  Pin Code:

☒ Postal Address is same as Permanent Address

#### Postal Details

Door No:  Locality/Land Mark:

District\*:  Mandal\*:

Village/Ward\*:  Pin Code:

Mobile\*:  Phone:

Email:  Remarks:

Ration Card No:  AADHAR Card No:

Delivery Type\*:

#### Residence Certificate Details

Residing Since (in Years)\*:  Purpose:

#### Document List

<input checked="" type="checkbox"/> Application Form	File Browse*: <input type="text" value="C:\Documents and Set"/> Browse...
<input checked="" type="checkbox"/> Ration card / EPIC Card/ AADHAR Card	File Browse*: <input type="text" value="C:\Documents and Set"/> Browse...
<input checked="" type="checkbox"/> House Tax/ Telephone Bill/ Electricity Bill	File Browse*: <input type="text" value="C:\Documents and Set"/> Browse...

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- ◆ Operator collects the necessary supporting documents as indicated in the service page and scans the same documents and uploads into the system. Like shown in the below Screen (Here Number of uploads are changed based on purpose).



<a href="#">View Transactions</a> <a href="#">Reports</a> <a href="#">Home</a> <a href="#">Log Off</a>			
<b>Residence Certificate Request</b>			
Please Select Payment Mode			
Payment Modes	Cash		
<b>Applicant Details</b>			
Application Number:	RC01005691		
Applicant Name*:	PODA RAKESH	Father/Husband Name*:	PRASADARAO
Gender*:	Male	Date Of Birth:	12/10/2010 (DD/MM/YYYY)
<b>Permanent Address:</b>			
Door No:	12A	Locality/Land Mark:	NEW TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village*:	KALLURU	Pin Code:	525498
<input checked="" type="checkbox"/> Postal Address is same as Permanent Address			
<b>Postal Details</b>			
Door No:	12A	Locality/Land Mark:	NEW TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	KALLURU	Pin Code:	525498
Mobile*:	XXXXXXXX65	Phone:	XXXXXXXX854
Email:	PODA.RAKESH@GMAIL	Remarks:	NILL
Ration Card No:	XXXXXXXXXXXX368	AADHAR Card No:	XXXXXXXXXX32
Delivery Type*:	Manual		
<b>Residence Certificate Details</b>			
Residing Since (in Years)*:	10	Purpose:	General
<b>Document List</b>			
<input checked="" type="checkbox"/> Application Form	File Browse*: C:\Documents and Set Browse...		
<input checked="" type="checkbox"/> Ration card / EPIC Card / AADHAR Card	File Browse: C:\Documents and Set Browse...		
<input checked="" type="checkbox"/> House Tax/ Telephone Bill/ Electricity Bill	File Browse: C:\Documents and Set Browse...		
<a href="#">Show Payment</a>			

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Please note that all the mandatory fields have to be entered, otherwise request will not be accepted by the system.

Please Note That Operator has to select the Permanent Address of the applicant correctly as the concerned mandal officials visit this place during the verification of his/her Residence particulars

- ◆ After entering all mandatory fields and uploading the necessary supporting documents, Operator Clicks on “Show Payment “ button like shown in the below screen.



[View Transactions](#)   [Reports](#)   [Home](#)   [Log Off](#)

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### Residence Certificate Request

**Please Select Payment Mode**

Payment Modes:

**Applicant Details**

Application Number:	<input type="text" value="RC01005691"/>	Father/Husband Name*:	<input type="text" value="PRASADARAO"/>
Applicant Name*:	<input type="text" value="PODA RAKESH"/>	Date Of Birth:	<input type="text" value="12/10/2010"/> (DD/MM/YYYY)
Gender*:	<input type="text" value="Male"/>		

**Permanent Address:**

Door No:	<input type="text" value="12A"/>	Locality/Land Mark:	<input type="text" value="NEW TEMPLE"/>
District*:	<input type="text" value="Chittoor"/>	Mandal*:	<input type="text" value="Vadmalapeta"/>
Village*:	<input type="text" value="KALLURU"/>	Pin Code:	<input type="text" value="525498"/>

☒ Postal Address is same as Permanent Address

**Postal Details**

Door No:	<input type="text" value="12A"/>	Locality/Land Mark:	<input type="text" value="NEW TEMPLE"/>
District*:	<input type="text" value="Chittoor"/>	Mandal*:	<input type="text" value="Vadmalapeta"/>
Village/Ward*:	<input type="text" value="KALLURU"/>	Pin Code:	<input type="text" value="525498"/>
Mobile*:	<input type="text" value="XXXXXXXX65"/>	Phone:	<input type="text" value="XXXXXXXX854"/>
Email:	<input type="text" value="PODA.RAKESH@GMAIL"/>	Remarks:	<input type="text" value="NIL"/>
Ration Card No:	<input type="text" value="XXXXXXXXXX368"/>	AADHAR Card No:	<input type="text" value="XXXXXXXXXX32"/>
Delivery Type*:	<input type="text" value="Manual"/>		

**Residence Certificate Details**

Residing Since (in Years)*:	<input type="text" value="10"/>	Purpose:	<input type="text" value="General"/>
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**Document List**

<input checked="" type="checkbox"/> Application Form	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> Ration card / EPIC Card / AADHAR Card	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> House Tax/Telephone Bill/Electricity Bill	File Browse*: <input type="text" value="C:\Documents and Set"/> <input type="button" value="Browse..."/>

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- ◆ After Clicking on “Show Payment” button, It will go to Conform Payment. Like shown in the below Screen.





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**Residence Certificate Request**

**Please Select Payment Mode**

Payment Modes:

**Applicant Details**

Application Number:

Applicant Name\*:

Father/Husband Name\*:

Gender\*:

Date Of Birth:  (DD/MM/YYYY)

**Permanent Address:**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village\*:

Pin Code:

☒ Postal Address is same as Permanent Address

**Postal Details**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village/Ward\*:

Pin Code:

Mobile\*:

Phone:

Email:

Remarks:

Ration Card No:

AADHAR Card No:

Delivery Type\*:

**Residence Certificate Details**

Residing Since (in Years)\*:

Purpose:

**Document List**

☒ Application Form

☒ Ration card / EPIC Card / AADHAR Card

☒ House Tax / Telephone Bill / Electricity Bill

**Uploaded Documents**

01~TEST DOCUMENT.doc  
02~TEST DOCUMENT.doc  
03~TEST DOCUMENT.doc

**Receive Payment**

Challan Amount:

User Charges:

Courier Charges:

Total Amount:

- ◆ Based on the delivery option chosen by the citizen, the service charges will be calculated and displayed. Like shown in the below Screen.

Note: The charges for Postal (Local) is Rs. 33/- and for Postal Non Local is Rs. 46/-.



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**Residence Certificate Request**

Please Select Payment Mode

Payment Modes:

**Applicant Details**

Application Number:

Applicant Name\*:

Father/Husband Name\*:

Gender\*:

Date Of Birth:  (DD/MM/YYYY)

**Permanent Address:**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village\*:

Pin Code:

☒ Postal Address is same as Permanent Address

**Postal Details**

Door No:

Locality/Land Mark:

District\*:

Mandal\*:

Village/Ward\*:

Pin Code:

Mobile\*:

Phone:

Email:

Remarks:

Ration Card No:

AADHAR Card No:

Delivery Type\*:

**Residence Certificate Details**

Residing Since (in Years)\*:

Purpose:

**Document List**

☒ Application Form

☒ Ration card / EPIC Card / AADHAR Card

☒ House Tax / Telephone Bill / Electricity Bill

**Uploaded Documents**

01~TEST DOCUMENT.doc  
02~TEST DOCUMENT.doc  
03~TEST DOCUMENT.doc

**Receive Payment**

Challan Amount:

User Charges:

Courier Charges:

Total Amount:

- ◆ Operator collects the amount from the customer and submits the request by Clicking on “Conform Payment” button. Like shown in the below Screen.



View Transactions Reports Home Log Off

### Residence Certificate Request

Please Select Payment Mode

Payment Modes: Cash

#### Applicant Details

Application Number: RC01005691

Applicant Name\*: PODA RAKESH

Father/Husband Name\*: PRASADARAO

Gender\*: Male

Date Of Birth: 12/10/2010 (DD/MM/YYYY)

#### Permanent Address:

Door No: 12A

Locality/Land Mark: NEW TEMPLE

District\*: Chittoor

Mandal\*: Vadamalapeta

Village\*: KALLURU

Pin Code: 525498

☒ Postal Address is same as Permanent Address

#### Postal Details

Door No: 12A

Locality/Land Mark: NEW TEMPLE

District\*: Chittoor

Mandal\*: Vadamalapeta

Village/Ward\*: KALLURU

Pin Code: 525498

Mobile\*: XXXXXXXX65

Phone: XXXXXXXX85

Email: PODA.RAKESH@GMAIL

Remarks: NIL

Ration Card No: XXXXXXXXXXXX14

AADHAR Card No: XXXXXXXXXXXX52

Delivery Type\*: Manual

#### Residence Certificate Details

Residing Since (in Years)\*: 10

Purpose: General

#### Document List

☒ Application Form

☒ Ration card /EPIC Card/AADHAR Card

☒ House Tax/Telephone Bill/Electricity Bill

File Browse: [Browse...]

File Browse: [Browse...]

File Browse: [Browse...]

Show Payment

#### Uploaded Documents

01~TEST\_DOCUMENT.docx

02~TEST\_DOCUMENT.docx

03~TEST\_DOCUMENT.docx

#### Receive Payment

Challan Amount: 0

User Charges: 30

Courier Charges: 0

Total Amount: 30

**Confirm Payment**

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- ◆ On confirmation the receipt will generated as shown below along with Certificate Delivery Date .

Please note that in case if you do not have sufficient balance with your service provider (SCA), system will not accept the request.



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Date :18/01/2012  
Time :7:44 PM

RESIDENCE CERTIFICATE Receipt			
Date of Payment :18/01/2012			
Transaction Id :	T12017270	Application No :	RC01005691
Authorized Agent Name:	OPERATOR	Customer Name :	PODA RAKESH
Father/Husband Name :	PRASADARAO	Delivery Type:	Manual
Village:	KALLURU	Amount Paid (in Rs.):	30
Certificate Delivery Date:	25/01/2012		

TCS NET ZONE

The Transaction Id should be kept for further correspondence.

[Print](#)

[List of Services](#)

[Residence Certificate Request](#)

- ◆ On submission, the request will go to respective Tahasildhar workflow for further processing.
- ◆ Once the request is approved by Tahasildhar, then Residence Certificate will be dispatched through courier to the customer's address if Delivery Type is Speed Post Local/Non Local.
- ◆ If Delivery Type Is Manual, then citizen collect the Residence Certificate from franchisee where he/she applied for the Certificate.

**Note: Residence Certificate General also same as above**