

Instructions and Requirements of Domicile Certificate

Eligibility Criteria:

Applicant should be a resident of West Bengal.

Documents Required:

1. Residential Proof: Documentary Evidence of Rented House (Photocopy of Land Deed/Khatiyan/Rent Receipt Copy)/Documentary Evidence of Residential Land, Residential Certificate issued by S.D.O
2. Identity Proof: Defense ID Card/Pan Card/Govt. ID Card/Passport/Driving License/Electors Photo Identity Card (EPIC)/Ration Card, Photocopy of Gorkha certificate issued from D.G.H.C, Certificate by Gram Panchayat Pradhan/Certificate from MLA/Certificate from MP, Attested photocopy of call letter issued from Army/BSF/CRPF/CISF/SSB/ITBP/EFR
3. Birth Proof: Admit Card for Secondary Examination/Photocopy of Birth Certificate
4. Photograph: One Attested Passport Colored Photograph

Fee Details:

Not Applicable

CSC Fees:

Rs 20.00 INR

All the service charge containing one page of black and white printing (including money receipt) and one page scanning. If any extra page of printing or scanning required then the following charges will be applicable to beneficiaries:

- 1.Rs 5.00 for extra page black and White printing.
- 2.Rs 10.00 for extra colour page printing.
- 3.Rs 5.00 for scanning per page.