

Registration Policy for CNIC

| TYPE OF CASE | DESCRIPTION | DOCUMENTS/INFORMATION REQUIRED | REMARKS |
|--|--|---|---|
| <p>a. Applicants, having no previous registration document</p> | <p>i. Blood relatives having CNICs</p> <p>ii. Blood relatives not in possession of CNICs but having MNICs.</p> | <p>i. No document required except, CNIC number of any of the blood relatives, and documents stated in remarks column</p> <p>ii. No document required except, MNIC number of any of the blood relatives, and documents stated in remarks column</p> | <p><i>Birth Certificate</i> Or <i>Matric/ School Leaving Certificate</i> Or <i>Citizenship Certificate from Ministry Of Interior(MOI)</i></p> <p>Note: 1. No proof of age to be asked from an illiterate person who is applying for CNIC for first time. 2. For FATA/PATA local certificate is required; moreover form will be attested by concerned PA/APA</p> |
| <p>b. Applicants having previous registration documents</p> | <p>Holding MNIC / Form-B [Previous 11 digit Registration number]</p> | <p>Original/ Photocopy of MNIC/Form-B</p> | <p>AM/SE to see the original MNIC and endorse the remarks on the application form, "Seen original document" and sign.</p> <p>Note: Incase applicant is not in possession of original MNIC/B Form, original CNIC/MNIC of any blood relative is required.</p> |
| <p>c. Applicants having CRC and applied for CNIC</p> | <p>Applicants who attain the age of 18 years & having CRC</p> | <p>Original / Photocopy of CRC</p> | <p>AM/SE to see the original/Photocopy of CRC and endorse the remarks on the application form, "Seen original/ photocopy of CRC" and sign.</p> |

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|---|--|--|---|------------------------------|------------------------------|--------------------|--------------------|-----------------------|-----------------|-----------------|-----------------|-------------------------------|--|-----------------|--|---------------------------------------|--|--|
| d. Modification in CNIC (Surrender Original CNIC) | i. Age Change ii. Second time Age change | <table border="1"> <thead> <tr> <th data-bbox="789 339 1060 407"><u>For less than 3 Years</u></th> <th data-bbox="1060 339 1371 407"><u>For More than 3 Years</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="789 407 1060 440">Birth Certificate/</td> <td data-bbox="1060 407 1371 440">Matric Certificate</td> </tr> <tr> <td data-bbox="789 440 1060 505">Or Matric Certificate</td> <td data-bbox="1060 440 1371 505">Or Service Book</td> </tr> <tr> <td data-bbox="789 505 1060 537">Or Service book</td> <td data-bbox="1060 505 1371 537">Or Court Degree</td> </tr> <tr> <td data-bbox="789 537 1060 634">Or School leaving Certificate</td> <td data-bbox="1060 537 1371 634">Valid passport(only in case of NICOP see detail in annex-)</td> </tr> <tr> <td data-bbox="789 634 1060 667">Or Court Degree</td> <td data-bbox="1060 634 1371 667"></td> </tr> <tr> <td data-bbox="789 667 1060 764">Valid Passport (Only for NICOP cases)</td> <td data-bbox="1060 667 1371 764"></td> </tr> </tbody> </table> | | <u>For less than 3 Years</u> | <u>For More than 3 Years</u> | Birth Certificate/ | Matric Certificate | Or Matric Certificate | Or Service Book | Or Service book | Or Court Degree | Or School leaving Certificate | Valid passport(only in case of NICOP see detail in annex-) | Or Court Degree | | Valid Passport (Only for NICOP cases) | | AM/SE to see the original document and endorse the remarks on the application form, "Seen Original document" and sign. Note: Birth certificate to be asked from an illiterate person who is applying for modification in CNIC (less than 3 Years). Note: In order to ensure accuracy of data acquisition, strict disciplinary action will be initiated against the official, responsible for office mistake cases resulting into second time age change. |
| | | <u>For less than 3 Years</u> | <u>For More than 3 Years</u> | | | | | | | | | | | | | | | |
| | | Birth Certificate/ | Matric Certificate | | | | | | | | | | | | | | | |
| | | Or Matric Certificate | Or Service Book | | | | | | | | | | | | | | | |
| | | Or Service book | Or Court Degree | | | | | | | | | | | | | | | |
| Or School leaving Certificate | Valid passport(only in case of NICOP see detail in annex-) | | | | | | | | | | | | | | | | | |
| Or Court Degree | | | | | | | | | | | | | | | | | | |
| Valid Passport (Only for NICOP cases) | | | | | | | | | | | | | | | | | | |
| iii. Name Change | | | | | | | | | | | | | | | | | | |
| a. Partial Change | No document required | | Like Khan, Malik, Chaudhry etc | | | | | | | | | | | | | | | |
| b. Complete Change | i. Affidavit attested by 1st class magistrate | | AM/SE to see the original documents, and endorse the remarks on the application form, "Seen original documents" and sign. Note: 1. In case applicant's qualification is Matric or above, name as appears on Matric certificate will | | | | | | | | | | | | | | | |
| | ii. Advertisement in any local news paper. | | | | | | | | | | | | | | | | | |

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| | | | be written. 2. In case applicant is married name change is required to be made on the CNICs of all family members. |
| d. Modification in CNIC (Surrender Original CNIC) Continues..... ... | c. Due to Religion | <p>i. Affidavit attested by 1st class magistrate</p> <p>ii. Advertisement in any local news paper.</p> <p>iii. Certificate issued by Registered Religion Institute/Mufti.</p> | <p>Note:</p> <p>Change of religion from ISLAM to any other religion will not be entertained.</p> |
| | iv. Address Change | | |
| | a. Temporary Address | No documents required | |
| | b. Permanent Address | <p>Registry/transfer letter of property against his/her name or Certificate issued by local Councilor / Nazim of concerned UC)</p> | <p>AM/SE to see the original documents, and endorse the remarks on the application form, "Seen Original documents" and sign.</p> <p>Note:</p> <p>In case of change in permanent address to any Region of Northern Areas, applicant will have to Verify/attest the "Form" from Member Union Council/Member Municipal Committee/Member District Council in addition to the Land document or certificate of Local councilor/Nazim of concerned UC.</p> |
| | v. Father's Name Change | <p><u>Alive</u> Father's CNIC</p> <p><u>Deceased</u> Court Order (Partial name change is allowed with out court order)</p> | <p>AM/SE to see the Father's original CNIC/Court Order and to endorse the remarks on the application form, "Seen Original documents" and sign.</p> <p>Note:</p> <p>For all family members who hold CNIC/CRC/NICOP, modification of father name will be required in order to attain consistency and reliability of data.</p> |

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| | vi. Change in NIC Number on CNIC | MNIC of applicant | AM/SE to see the original MNIC and endorse the remarks on the application form, "Seen Original MNIC" and sign. |
| d. Modification in CNIC (Surrender Original CNIC) Continues..... ... | vii. Change in Marital Status and Name for Female applicants (Married/Divorced) | | |
| | a. Married Female | Provide Nikah Nama OR Husband's CNIC/MNIC | Note: For Female applicant more than 55 years of age Nikah Nama is not required. Female applicants less than 55 years of age and not in possession of Nikah Nama, a certificate issued by UC Nazim is required. AM/SE to see the original documents and endorse the remarks on the application form, "Seen Original documents" and sign |
| | b. Divorce Female | Divorce Papers/Certificate issued by Union Council | AM/SE to see the original documents and endorse the remarks on the application form, "Seen Original documents" and sign |
| | viii. AJK Flag | Birth Certificate or Domicile Certificate | AM/SE to see the original documents and endorse the remarks on the application form, "Seen Original documents" and sign |
| e. Reprint of | Apply in Duplicate | CNIC Number | |

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| CNIC | CNIC | | |
| f. Correction of Office mistake in CNIC | Apply in office mistake category | - | Note: Will only be entertained with in one month of the issuance date. |
| g. CNIC for NICOP Holder | NICOP Number | - | |
| h. Surrender of CNIC (Death Cases) | | <p>i-Death Certificate issued by Hospital, UC, or Grave yard burial certificate</p> <p>ii-Original CNIC of the deceased Applicant.</p> <p>iii- In order to ensure accuracy of data acquisition, strict disciplinary action will be initiated against the official, responsible for office mistake cases.</p> <p>iv- Only blood relative like son, daughter, father, mother wife, and husband will be issued token.</p> | <p>AM/SE to see the original documents and endorse the remarks on the application form, "Seen Original documents" and sign.</p> <p>Note: In case deceased person is issueless or has no blood relatives as defined then applicant applying for cancellation must provide court decree in addition to the document mentioned in preceding column.</p> |
| i. Processing of Amputated Applicants | For categories of CNIC | Documents requirement for the processing of ID card will be the same as required for the processing of all categories of CNIC. | |
| j. System Independent Cases | CNIC holders who are lying alone in the system with no family linkages. | CNIC number of blood relative is required | Note: Blood relatives include Son, daughter, Father, mother, Wife, Husband, brother and sister. |

