

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>

TYPE OF CASE	DESCRIPTION	DOCUMENTS/INFORMATION REQUIRED		REMARKS														
d. Modification in CNIC (Surrender Original CNIC)	i. Age Change ii. Second time Age change	<table border="1"> <thead> <tr> <th data-bbox="789 337 1060 407"><u>For less than 3 Years</u></th> <th data-bbox="1060 337 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															
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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.																	

			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>

	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	

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.

