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How to get a Maharashtra Domicile Certificate

The Age, Nationality and Domicile Certificate is given by the Tahsildar. You apply online on the Aaple Sarkar portal and pay a fee of Rs 20.

Apply: Online or at an office

Fee: Rs 20

Time: 15 days (notified time)

Official portal: Revenue Department, Government of Maharashtra

The official sources differ. The service page on the portal says No Documents Required, but the official checklist lists an identity proof, an address proof, a residence proof and a self declaration. Read the list the portal shows when you apply.

Quick answer

Register on the Aaple Sarkar portal, choose Revenue Department, then the service Age, Nationality and Domicile Certificate. Fill in the form, upload your documents, pay Rs 20 and submit. The notified time is 15 days. When the Tahsildar approves, you download the digitally signed certificate from the portal.

What you need before you start

- A mobile phone number for OTP
- Your Aadhaar number if you want to make your user ID with Aadhaar, or your mobile number for OTP if you make your own profile
- Your photograph, a proof of identity and a proof of address, to upload during registration
- Rs 20 for the service fee, paid online

Step by step

1. **Open the Aaple Sarkar portal and register.** Go to aaplesarkar.mahaonline.gov.in and choose Register.
2. **Make your user ID and password.** Choose one way: verify your Aadhaar number (UID), or make your own profile with an OTP sent to your mobile.
3. **Fill in your details and finish registration.** Enter your details and address, verify your mobile number and user name with the OTP, and upload your photograph, a proof of identity and a proof of address. Then complete the registration.
4. **Choose the Revenue Department.** After you register, choose Revenue Department in the left panel.
5. **Choose the service.** In the Sub Department list choose Revenue Services and click Proceed. Then select the service Age, Nationality and Domicile Certificate.
6. **Read the list of documents.** Read the list of documents, then click Proceed.
7. **Fill in the application form.** Select the type of certificate. Then fill in the applicant details, the applicant's address, the beneficiary details, the present address, the birth details, the education details and the migration details of the beneficiary.
8. **Accept the declaration and submit.** Accept the declaration and submit the application.
9. **Upload the documents.** Upload the documents from the list below.
10. **Pay the fee and finish.** Pay the service fee of Rs 20 online and complete the application.

Documents

Proof of identity (any one)

- PAN card
- Passport

- RSBY card
- Aadhaar card
- Voter ID card
- Driving licence
- MNREGA job card
- Identity card issued by a government or semi government organisation

Proof of address (any one)

- Passport
- Water bill
- Ration card
- Aadhaar card
- Voter ID card
- Telephone bill
- Driving licence
- Electricity bill
- Property tax receipt
- Extract of 7/12 and 8A, or a rent receipt

Residence proof (any one)

- Residence proof by the Talathi
- Residence proof by the Gram Sevak
- Residence proof by the Bill Collector

The checklist also lists other documents that can show your residence, any one: water, telephone or electricity bill, ration card, rent receipt, property tax receipt, extract of 7/12 and 8A, marriage certificate, or the husband's residence proof.

Age proof, only if the certificate is for a minor (any one)

- SFC certificate
- Bonafide certificate
- School leaving certificate
- Father's domicile certificate
- Extract from the primary school entry

Also needed (all of these)

- A self declaration
- Any other document the department lists, apart from the ones above

After you apply

- The tehsil clerk checks your form, documents and payment online.
- If something needs correcting, the clerk sends you a rectification request with remarks. Correct it and submit the application again as the remarks say.
- If all is right, the application goes to the Awwal Karkun and then to the Tahsildar, and each of them checks it online in the same way.
- When the Tahsildar approves, a digitally signed certificate is issued. Download it from the portal.
- If the service is delayed or refused, you can appeal. The first appeal goes to the Sub Divisional Officer and the second to the Additional Collector.
- To follow your application, choose Track your Application on the Aaple Sarkar portal and enter the Application ID you got when you applied.
- To check that a certificate is genuine, choose Verify Your Authenticated Certificate on the portal and enter the 18 digit barcode value printed on it.
- For questions about services under the Right to Services Act 2015 you can call the 24 hour toll free citizen call centre, 1800 120 8040.

Official portal: <https://aaplesarkar.mahaonline.gov.in/en>

Official source: https://aaplesarkar.mahaonline.gov.in/pdf/Fees,%20Procedure,%20Checklist_Domicile%20Certificate.pdf

LABHLO: <https://labhlo.in/en/guides/maharashtra-domicile-certificate/>



LABHLO Summary. Not an official government document.

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