

Last checked: 26 September 2026

How to get an Income Certificate in Maharashtra

The Income Certificate is given by the Nayab Tahsildar. You apply online on the Aaple Sarkar portal and pay a fee of Rs 20.

Apply: Online

Fee: Rs 20

Time: 15 days (notified time)

Official portal: Revenue Department, Government of Maharashtra

Quick answer

Register on the Aaple Sarkar portal, choose Revenue Department, Revenue Services and then the service Income Certificate. Choose the income year, fill in the form, upload your documents, pay Rs 20 and submit. The notified time is 15 days. When the Nayab Tahsildar approves, you download the digitally signed certificate from the portal.

What you need before you start

- A mobile phone number for OTP
- Your photograph, a proof of identity and a proof of address, to upload during registration
- Details of your family income for the year: farm income and other sources of income
- 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. If you already have an account, log in.
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 Revenue Services.** In the Sub Department list choose Revenue Services and click Proceed.
6. **Choose the service.** Select the service Income Certificate.
7. **Read the list of documents.** Read the list of documents, then click Proceed.
8. **Fill in the application form.** Choose the income year from the list. Then fill in the applicant details, the applicant's address, the family's education details, the beneficiary information, the family's farm income details and the details of other sources of income, and select the supporting attachment.
9. **Accept the declaration and submit.** Accept the declaration and submit the application.
10. **Upload the documents.** Upload the documents from the list below.
11. **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
- Photograph of the applicant
- 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

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

- SFC certificate
- Birth certificate
- Bonafide certificate
- School leaving 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

If you need the certificate for a medical facility, the checklist also asks for a certificate from a health or medical officer.

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 Nayab Tahsildar, and each of them checks it online in the same way.
- When the Nayab 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 Tahsildar and the second to the Sub Divisional Officer.
- 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_Income%20Certificate.pdf

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



LABHLO Summary. Not an official government document.

LABHLO is an independent information platform. This guide is a summary of the official source and is not a government document. Rules, fees and websites can change, so check the official portal before you apply.