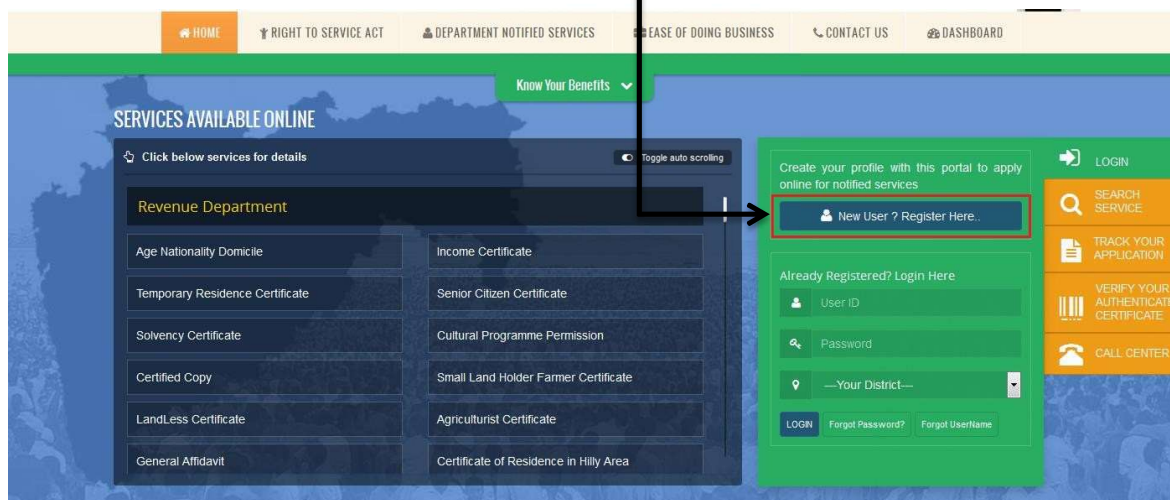


## Steps for Aaple Sarkar Registration

A. Click the link “New User? Register Here...”



B. Select any one mode from given options to create **user name and password** i.e. **User ID and Password** by verifying **UID** or **Create own user profile using OTP verification on your mobile**.

### CREATE YOUR PROFILE WITH THIS PORTAL TO APPLY ONLINE FOR NOTIFIED SERVICES UNDER MAHARASHTRA RIGHT TO PUBLIC SERVICES ACT 2015

- ▶ Information entered on this page will be used as base for most certificates that will be issued by the Government. Please take your time and patiently fill up all the details. Please take special care to recheck spellings in all information that you enter. You can also later modify and alter information on this page.
- ▶ For Marathi Keyboard Press CTRL + Y.
- ▶ Kindly double click on typed word to get options.

SELECT ANY ONE FROM BELOW GIVEN OPTIONS TO APPLY ON THIS PORTAL

OPTION 1 ☒

Create UserID and Password by verifying UID.

Your information will be downloaded here and will

OPTION 2 ☐

Upload complete self details, photo, Identity Proof, Address Proof once and Create own user profile using OTP verification on your mobile number.

After this process while applying online for

C. Please fill the information to create User Name and Password through detail profile using OTP verification on your mobile number.

Fill Aple Sarkar Service Portal Registration form in 6 steps i.e.

**Step 1 - Applicant Detail**

**Step 2 - Applicant's Address [As per document]**

**Step 3 - Mobile No. & Username Verification**

**Step 4 - Upload Photograph**

**Step 5 - Proof of Identity (Any -one)**

**Step 6 - Proof of Address (Any -one)**

1

Applicant Detail

Salutation *	Full Name(English) *	Full Name(Marathi) *	
Mr.			
Father's Salutation *	Father's Name(English) *	Father's Name(Marathi) *	
Mr.			
Date of Birth *	Age *	Gender *	Occupation
21/03/1988	28	M	Government Empl

2

Applicant's Address [As per document]

Address (English) *	Address (Marathi) *	Street (English)	Street (Marathi)
A -1	ए -१	Ward A	वार्ड ए
Section (English)	Section (Marathi)	Building (English)	Building (Marathi)
vashi	वाशी	Navi Mumbai	नवी मुंबई
Landmark (English)	Landmark (Marathi)	District *	Taluka *
		Mumbai City	Ward ABCD
Village *	Pincode *		
Abcd-400001	444444		

3

## Mobile No. &amp; Username Verification

10 digit Mobile Number \*

+ 91

0980000121

Send OTP

One Time Password (OTP) \*

324567

PAN No

UID Number

User Name \*

citizen@citizen.com

Email ID

citizen@citizen.com@gmail.com

Password \*

\*\*\*\*\*

Confirm Password \*

\*\*\*\*\*

Password must contains one digit from 0-9, and contains atleast one lowercase characters and one uppercase characters, Must contains one special symbols in the list @#%\$ and Password length atleast 7 character and maximum 20 character. Example- Citizen@123

4

## Upload Photograph

Instructions for issued photo:

1. The size of the photograph should fall between 5KB to 20KB
2. Photograph Format should be JPEG.
3. The width of the photograph should be 160 pixels.
4. The height of the photograph should fall between 200 to 212 pixels.

Add Photo



## Crop Photo

If you dont have photo in this mentioned size you can go throught the below link to upload & crop photo. Steps are as below

- Click on below link which will get you crop page
- Select option for "Crop photo"
- Upload your photo
- resize your photo and fit it inside the red mark given
- After resizing click on "crop image" and then click on "Download button" to get the photo

Browse No file selected

5

## Proof Of Identity (Any -1)

Document Format should be JPEG/ PDF.

The size of the documents between 75 KB to 100 KB.

☒ PAN Card

Browse...

Aadhar card.jpg

☐ Government / Semi - Government ID Proof
☐ Voter ID Card (POI)☐ Aadhaar Card (POI)☐ MNREGA Job Card☐ Passport (POI)☐ Driving License (POI)☐ RSBY Card

6

## Proof Of Address (Any -1)

Document Format should be JPEG/ PDF.

The size of the documents between 75 KB to 100 KB.

☒ Ration Card

Browse...

Aadhar card.jpg

☐ Extracts of 7/12 and 8 A☐ Water Bill☐ Rent Receipt☐ Passport (POA)☐ Driving License (POA)☐ Property Tax Receipt☐ Electricity Bill☐ Aadhaar Card (POA)☐ Voter ID Card (POA)☐ Property Agreement Copy☐ Telephone Bill

I declare that that above mentioned information submitted by me is true and correct to my knowledge and belief. I hereby agree to be liable for legal consequences for any information found incorrect or false under section 200 of Indian penal code 1960.



I accept

Register

Back

**Step 3:** After login with User Name & Password, on left side user can see Department names like Agriculture, Home Department, Industries Energy and Labour Department, on selection of department user will get list of services of respective department for application.

Contact Us

Agriculture

DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES

Department of Co-Operation Marketing and Textiles

Director of Insurance

Finance Department

Food & Public Distribution System (PDS)

Higher And Technical Education Department

Home Department

**Industries, Energy and Labour Department**

Inspector General of Registration

SEARCH SERVICE

Type here Initial letters of desired service. Services, matching with the initials, will be displayed. You can click on desired service and proceed ahead.

YOUR TRANSACTION HISTORY

Sr.No	Application ID	Service Name	Payment Date	Current Status	Pending User Action	Payment Receipt	Maximum Days For Issuing Certificate	Expected Service Delivery Date	Actual Service Delivery Date	Appeal	Rejection Status	Download Certificate
1	1650139912476200492626	Birth Certificate		Not Completed	<a href="#">Make Payment</a>	<a href="#">Download</a>	5			<a href="#">Appeal</a>	<a href="#">Rejection Reason</a>	<a href="#">Download</a>

Total Records 1

Page: 1 of 1

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**Select Skill Department**

