

Application for Lost Aadhaar Card

1. Application for Reissue of Aadhaar Card after Theft

To,
The Officer-in-Charge,
Unique Identification Authority of India (UIDAI),
City, State, PIN

Subject: Application for Reissue of Aadhaar Card due to Theft

Respected Sir/Madam,

I, [Your Full Name], a resident of [Your Residence Address] am writing to bring a serious issue to your kind attention. My Aadhaar card, bearing the number [Your Aadhaar Number], has unfortunately been stolen. I discovered this loss on [Date of Discovery]. Despite my best efforts, I have not been able to recover it.

The Aadhaar card is an essential document in our country as it serves as an identity proof. It is required for various services like opening a bank account, getting a new SIM card, and availing government benefits, among others. Hence, its absence can cause significant inconveniences.

I have already lodged a complaint about this theft at my local police station and have a copy of the FIR (First Information Report) for your perusal.

Therefore, I kindly request you to reissue a new Aadhaar card at your earliest convenience. I am willing to provide any additional information or fulfill any requirements necessary for the reissuance process.

Please acknowledge this application and guide me on the subsequent steps to be taken from my end.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email ID]

[Date]

Attachments: Copy of FIR

2. Application for Replacement of Damaged Aadhaar Card

To,
The Branch Manager,
Unique Identification Authority of India,
[Branch Address],

Subject: Application for Replacement of Damaged Aadhaar Card

Respected Sir/Madam,

I, [Your Full Name], resident of [Your Full Address], am writing this letter to bring to your kind attention that my Aadhaar Card, bearing the number [Your Aadhaar Number], has been damaged due to unforeseen circumstances.

The current state of the card makes it difficult for me to use it for any official purposes. As you might be aware, the Aadhaar Card is a crucial document for validating one's identity in India and its damaged condition is causing me much inconvenience.

Therefore, I kindly request you to issue a new Aadhaar Card as a replacement for my damaged one. I understand that there may be certain procedures to follow and fees to be paid for this process. I am ready to complete all necessary formalities and make the required payment.

The details of my Aadhaar Card are given below for your reference:

Name: [Your Full Name]

Date of Birth: [Your DOB]

Aadhaar Number: [Your Aadhaar Number]

I hope for your kind consideration in this matter and look forward to your prompt action. Please let me know if you require any additional information from my end.

Thanking you in anticipation.

Yours faithfully,
[Your Full Name]
[Your Contact Number]
[Your Email ID]
[Today's Date]

3. Application to Update Personal Information in Aadhaar Card

To,
The Branch Manager,
Aadhaar Card Service Centre,
[City Name], [State Name]

Subject: Application for Updating Personal Information in Aadhaar Card

Respected Sir/Madam,

I, [Your Full Name], resident of [Your Full Address], would like to bring to your attention that my Aadhaar Card contains some inaccuracies that need to be rectified. The information that needs to be updated includes [mention the field(s) – Name, Date of Birth, Address, etc.].

In order to streamline my records and ensure seamless access to various services, I kindly request you to update the aforementioned information in my Aadhaar Card at the earliest. I understand that this process requires submission of relevant supporting documents. I am ready to provide the necessary documents such as [mention the documents you have for proof – Pan Card, Birth Certificate, Passport, etc.] for verification.

My Aadhaar Card number is [Your Aadhaar Card Number]. I am enclosing a photocopy of my Aadhaar Card and the necessary supporting documents along with this application for your perusal.

I am hopeful for your prompt action in this regard. Thank you very much for your time and assistance.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email ID] (if any)

[Date]

4. Application for Duplicate Aadhar Card due to Misplacement

To,
The Officer In-Charge,
Aadhar Card Division,
Unique Identification Authority of India (UIDAI),
[City],
[State].

Subject: Application for Issuance of Duplicate Aadhar Card Due to Misplacement

Respected Sir/Madam,

I, [Your Full Name], a resident of [Your Full Address], am writing this letter to bring to your kind attention that I have misplaced my Aadhar Card, bearing the number [Your Aadhar Number]. Despite thorough searching, I have been unable to locate it, and I am afraid that it might have been lost permanently.

I understand the importance of an Aadhar Card as a critical document for establishing identity and availing various government and non-government services in India. Due to its loss, I am facing significant difficulties in day-to-day activities like banking transactions, government subsidies, and various other services.

Therefore, it is my humble request to your esteemed authority to issue a duplicate Aadhar Card at the earliest convenience. I assure you that all necessary protocols shall be complied with on my part during this process.

Hereby, I am enclosing all required documents including a copy of my FIR (First Information Report), filed with the local police station about the loss, and a self-attested proof of address for your perusal.

I would be highly obliged if you could expedite the process and issue me a duplicate Aadhar card as early as possible. I am hopeful for your prompt response and assistance in this matter.

Thank you for your understanding and cooperation.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email ID]

[Date]

5. Application for a New Aadhaar Card after Losing the Original during Travel

To,
The Branch Manager,
Aadhaar Enrolment Centre,
[City Name]

Subject: Application for Issuing a New Aadhaar Card

Dear Sir/Madam,

I am writing this letter to kindly request the issuance of a new Aadhaar Card as I have unfortunately lost my original one during a recent journey.

My name is [Your Full Name] and my Aadhaar number is [Your Aadhaar Number]. I lost my card while travelling from [City A] to [City B] on [Date]. Despite my best efforts, I have been unable to find it. I understand the

importance of the Aadhaar Card as it serves as a crucial identity proof and is needed for many essential services in our country.

I have attached with this letter a copy of my FIR (First Information Report), which I filed at the local police station immediately after realizing the loss of the card. I have also included photocopies of supporting identity proof documents such as my PAN card and Passport, which I hope will expedite the process.

I would be grateful if you could guide me through the necessary steps to obtain a new Aadhaar card at the earliest. I am ready to provide any additional information or complete any further procedures as required.

Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

[Your Residential Address]