Introducer's Roles and Responsibilities

How are Residents without documents enrolled in Aadhaar?

Key demographic data needs to be verified properly at the time of enrolment. Residents can bring any of the approved documents as Proof of Identity (PoI) and Proof of Address (PoA). If a resident is unable to provide documentary proof of identity or proof of address, they can be enrolled through a pre-designated "Introducer" who is identified and notified by the Registrar or Regional Offices.

An Introducer is a person who is authorized by the Registrar to introduce a resident who does not possess any PoA/PoI documents. **This introduction does not tantamount to giving a character certificate to resident.**

Who is an Introducer?

Introducers are individuals (for example, Registrar's employees, elected local body members, members of local administrative bodies, postmen, influencers such as teachers, health workers & doctors, Aanganwadi / ASHA workers, representative of local NGO's etc.) identified by a Registrar and registered in UIDAI's CIDR as "Introducers". In certain cases, the UIDAI Regional Office may itself take the initiative to identify a pool of Introducers for the convenience of the Registrars.

Introducer must be above the age of 18 years and Introducer must not have a criminal record.

Introducers will be linked to a Registrar. The same Introducer may be used by more than one Registrar as long as they are identified by the concerned Registrar and registered in UIDAI's CIDR as "Introducers" for the particular Registrar. Therefore, the Introducer can only introduce people within the Registrar's jurisdiction. In addition, a Registrar can further limit the operations of an Introducer by administrative boundaries (State, district level).

What are the Responsibilities of an Introducer?

Once the Registrar identifies introducers region-wise (District/State in which the Introducer is authorized to work), he will notify the Introducers. The Introducers must:

1. Attend the Aadhaar awareness workshop organized by the Registrar and UIDAI to acquaint them with the Aadhaar program and understand Introducer responsibilities and liabilities.
2. If the identified Introducer is ready to work as an Introducer, he/she will have to give a written consent (prescribed Performa attached as annexure) to being an Introducer for the purpose of enabling Aadhaar enrolments and to follow the guidelines and procedures laid down for the Introducers by the Unique Identification Authority of India (UIDAI) and the Registrar
3. Introducers need to be enrolled and must have received their Aadhaar numbers and signed the consent forms before they start introducing residents in the field.
4. They must ensure that the Registrar has registered and activated them as an Introducer at UIDAI.

5. Introducers must keep themselves informed on the Enrolment Schedules, Enrolment Centre locations and operational hours of the Enrolment Centers in their assigned territory.
6. They must ensure that their contact information is correctly displayed at the Enrolment Centre. In case of no display/incorrect information, ask the Enrolment Centre supervisor to display/correct the details.
7. Introducer must be easily accessible to the residents.
8. The Introducers must check the Resident's Name and Address on the enrolment form for correctness and completeness. Introducer should also check his/her own details in the form and then provide his/her signature/thumbprint on the Enrolment Form space provided.
9. Introducers should make themselves available during the working hours of the EC for endorsing residents. In case, they are not available during the operational hours, they can visit the Enrolment Centre at the End of the Day and check the list of residents pending for their endorsement.
10. Introducer must carefully check the Name and Address details of the Resident and provide their Approval/Rejection.
11. Introducer has to provide their biometric on Aadhaar client to endorse a resident's enrolment.
12. The Introducer also signs/provide thumbprint on the consent for enrolment where consent print requires the same.
13. Introducer confirms the identity and address of the resident they are introducing
14. Introducer must only introduce residents who do not have documentary proof of identity or address
15. Introducer is not obliged to introduce every person who approaches them
16. Introducer cannot charge fees for introducing residents. However, Registrars can prescribe an honorarium to them for this work.

What are the Liabilities of an Introducer?

Introducer's liabilities:

1. Introducer must not collude with a person to impersonate another person (dead or alive) at the time of enrolment.
2. Introducer must not help an Aadhaar holder to deliberately take on the identity of another person by changing their demographic information or even collude to provide false biometric information.
3. Strict action will be taken against the Introducer for violation of guidelines.

Consent Provided by Introducer

To,

_____ (Name / Designation of Registrar Nodal Officer)

_____(Name of Registrar)

I, (Name) _____ (S/O, D/O, W/O) _____ residing at

(Address) _____and holding the

post of (Designation) _____at

(Organization)_____, consent to being an Introducer for the purpose of enabling enrolment of residents for AADHAAR and will follow the guidelines and procedures laid down for Introducers by the Unique Identification Authority of India and the Registrar. I shall introduce only that resident whose identity and address I personally know. I understand that UIDAI shall proceed to issue Unique ID no (Aadhaar) based on my introduction".

I will not collude with a person to impersonate another person (dead or alive) at the time of enrolment.

I will not help an Aadhaar holder to deliberately take on the identity of another person by changing their demographic information or collude to provide false biometric information.

AADHAAR Number / Enrolment number:

Name: Designation:

Signature: Date:

Landline ph no (Office and Home):
Mobile no:
Email

[1] Registrar shall translate this document into local language