

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER : WEST GARO HILLS DISTRICT : TURA**  
**APPLICATION FORM FOR PERMANENT RESIDENCE CERTIFICATE**  
**(For Higher Education and Diploma Courses Only)**  
(Please use **CAPITAL** letters to fill in the application form)

Applicant's Name in full\*: Shri/Smt/Kum \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of Birth\*: \_\_\_\_\_ (dd-mm-yyyy) Place of Birth\*: \_\_\_\_\_

Permanent Address\*:

Locality\*: \_\_\_\_\_ Village/Town/P.O.\*: \_\_\_\_\_

District\*: \_\_\_\_\_ State\*: \_\_\_\_\_

Present Address\*:

Locality\*: \_\_\_\_\_ Village/Town/P.O.\*: \_\_\_\_\_

District\*: \_\_\_\_\_ State\*: \_\_\_\_\_

Police Station/Outpost\*: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of the Institution presently studying: \_\_\_\_\_

Class presently studying (enclose copy of Certificate): \_\_\_\_\_

Last 12 years educational details (enclose copy of Certificates):

Name of the Institution	From (Year)	To (Year)

How did you acquire Indian Citizenship (by birth, by naturalization, by descent) \*? \_\_\_\_\_

Course(s) applied for (one or more, separated by comma)\*: \_\_\_\_\_

Father's Details

Father's Name in full Shri/Lt.\*: \_\_\_\_\_

How did he acquire Indian Citizenship (by birth, by naturalization, by descent)\*? \_\_\_\_\_

Father's place of Birth\*: \_\_\_\_\_ Father's Profession\*: \_\_\_\_\_

Father's Address\*: \_\_\_\_\_ Father's EPIC No.: \_\_\_\_\_

Mother's Details

Mother's Name in full Smt./Lt.\*: \_\_\_\_\_

How did she acquire Indian Citizenship (by birth, by naturalization, by descent)\*? \_\_\_\_\_

Mother's place of Birth\*: \_\_\_\_\_ Mother's Profession\*: \_\_\_\_\_

Mother's Address\*: \_\_\_\_\_ Mother's EPIC No.: \_\_\_\_\_

For both Parents

Location and address of landed property(ies) owned in the District: \_\_\_\_\_

Location and address of landed property(ies) owned outside the District/State: \_\_\_\_\_

This is to certify that the information furnished as above are true to the best of my knowledge and belief and I am liable for prosecution if found otherwise.

Date:

Signature of Applicant

Attested copies of documents to be submitted along with the application:

1. Two Passport Size Photographs 2. Birth Certificate/SSLC Admit Card. 3. Pass Certificate/Mark Sheets from School/College 4. Land Patta/Ration Card 5. Certificate from Headman/Nokma/Gaonbura 6. Election Photo Identity Card (EPIC) of self, parents 7. Caste Certificate of self, parents 8. Supporting documents for course(s) applied for

Important Note:

- Police Verification is not required for the children of the regular employees of the State Government/ Government or Semi-Government Corporations and Autonomous Bodies of the State of Meghalaya. Certificate from the Appointing/Controlling Officer along with attested copy of Identity Card to be enclosed.
- All columns marked with \* are mandatory fields and must be filled in.

**FORMAT OF CERTIFICATE FROM THE APPOINTING/CONTROLLING OFFICER**

To whom it may concern

This is to certify that Shri/Smt. \_\_\_\_\_ aged \_\_\_\_\_ years,  
son/daughter of \_\_\_\_\_ is a regular employee of this  
department/directorate/office since \_\_\_\_\_ .

He/She is working as \_\_\_\_\_ which is a sanctioned post.

Dated _____	(Signature) Name _____
Seal	Designation _____
	Phone No. _____
	Mobile No. _____

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**For Official Use:**

Please do the following verification checks before accepting the application:

1. All mandatory fields (marked with \*) are filled in properly
2. Signature of applicant & date of submission is mentioned
3. Following necessary documents submitted

- |   |                          |
|---|--------------------------|
| (i) Two Passport Size Photographs                         | <input type="checkbox"/> |
| (ii) Birth Certificate/SSLC Admit Card                    | <input type="checkbox"/> |
| (iii) Pass Certificates/Mark Sheets from School/College   | <input type="checkbox"/> |
| (iv) Land Patta/Ration Card                               | <input type="checkbox"/> |
| (v) Certificate From Headman/ Nokma/Gaonbura              | <input type="checkbox"/> |
| (vi) Election Photo Identity Card (EPIC) of self, parents | <input type="checkbox"/> |
| (vii) Caste Certificate of self, parents                  | <input type="checkbox"/> |
| (viii) Supporting documents for course(s) applied for     | <input type="checkbox"/> |

**Verified & Accepted by:**

\_\_\_\_\_  
Signature of Receiving Assistant & Date

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