# GUIDELINES FOR FILLING UP THE APPLICATION FORM-8A

## General Instructions

### Who can file Form-8A

1. A person whose name is already included in the current Electoral Roll can file the Application for transposition of an entry in a different place of the same Constituency.

### When Form-8A can be filed

1. The application can be filed after draft publication of Electoral Roll of the Constituency for transposition of entry relating to one own self or someone else within the same Constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.

2. Only one copy of the application is to be filed.

3. Application for transposition of name within the Constituency can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

### Where to file Form-8A

1. During revision period, the application can be filed at the designated locations where the draft Electoral Roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the Constituency.

2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.
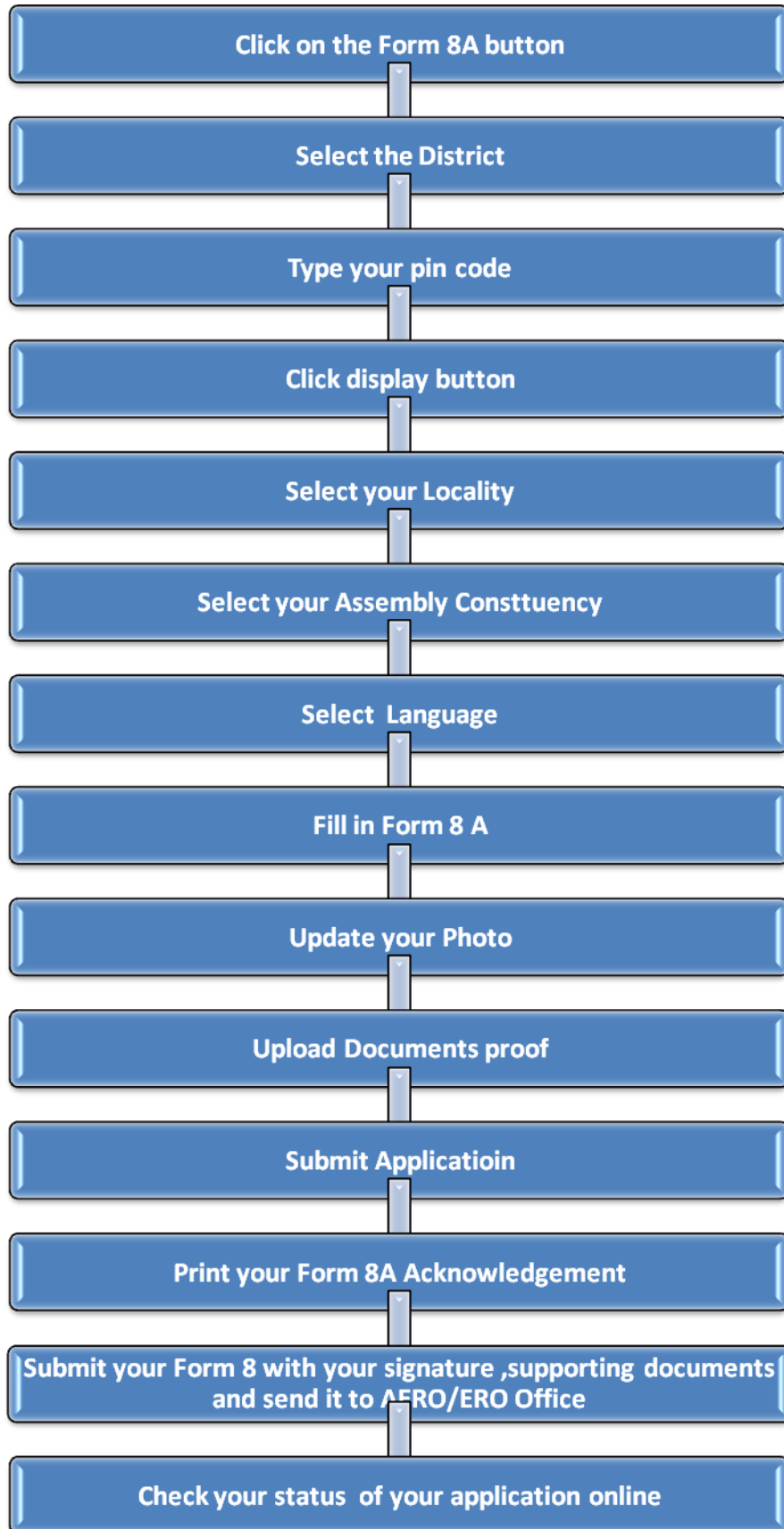
### How to Fill the Form-8A

1. The application should be addressed to the Electoral Registration Officer of the Constituency in which
transpositions of the relevant entry is required. The name of the Constituency should be mentioned in the
blank space.

2. In Part-I of the Application Form, fill the name, Part No. & Serial No. of the Electoral Roll where already registered and Electors Photo Identity Card No. (EPIC) in full and the relation's name (as printed in the Electoral Roll).

3. In Part-II of the Application please mention the complete address of the new place (with documentary proof) where you/ person concerned have shifted place of ordinary residence within the Constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of Electoral Roll where the entry is required to be transposed.

4. In Part-III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part-II.

5.  In Part-IV, write the Electoral Roll Part No. in which the residents of the new area where you have shifted are enrolled.  This part is optional in case you don't know the Electoral Roll Part No. then leave it blank.

6.  Part-V is not to be filled where the applicant seeks transposition of entry relating to one own self. This
part is required to be filled in case the applicant applies for transposition of entry of some other person.

# Walk through of CITIZEN Portal

**Click on the Form 8A button**

**Select the District**

**Type your pin code**

**Click display button**

**Select your Locality**

**Select your Assembly Consttuency**

**Select Language**

**Fill in Form 8 A**

**Update your Photo**

**Upload Documents proof**

**Submit Applicatioin**

**Print your Form 8A Acknowledgement**

**Submit your Form 8 with your signature ,supporting documents and send it to AERO/ERO Office**

**Check your status of your application online**

Instructions for using Internet Portal to submit Form-8A

1.  **Registration of a Form 8A Application on the Portal.**
    Citizen has to click on the Form 8A button. They will be redirect to the Select AC Page where Citizen has to select the District, Pincode and the Assembly Constituency. Based on the District, the Assembly Constituency would be displayed. The following screens show the screen shots of the user navigation interface.

    You have to select District from the dropdown as shown in below fig.

To check your Assembly Constituency in Bangalore you can select your Ward. Then your Assembly Constituency will display.

Once the ward is selected your Particular Assembly Constituency will display.

Select Your Assembly Constituency from the dropdown list, On selection of the District.

Select Your Assembly Constituency from the last dropdown list. User shall enter the Form 8A details either in English or Kannada. Click on Kannada button to enter the form in Kannada, or click on the English button to enter form in English.

2. Citizen will enter the application details in the portal as shown below.

Recent Passport Size Photograph (3.5CM X 3.5 CM) and Photo should be .jpg Format.
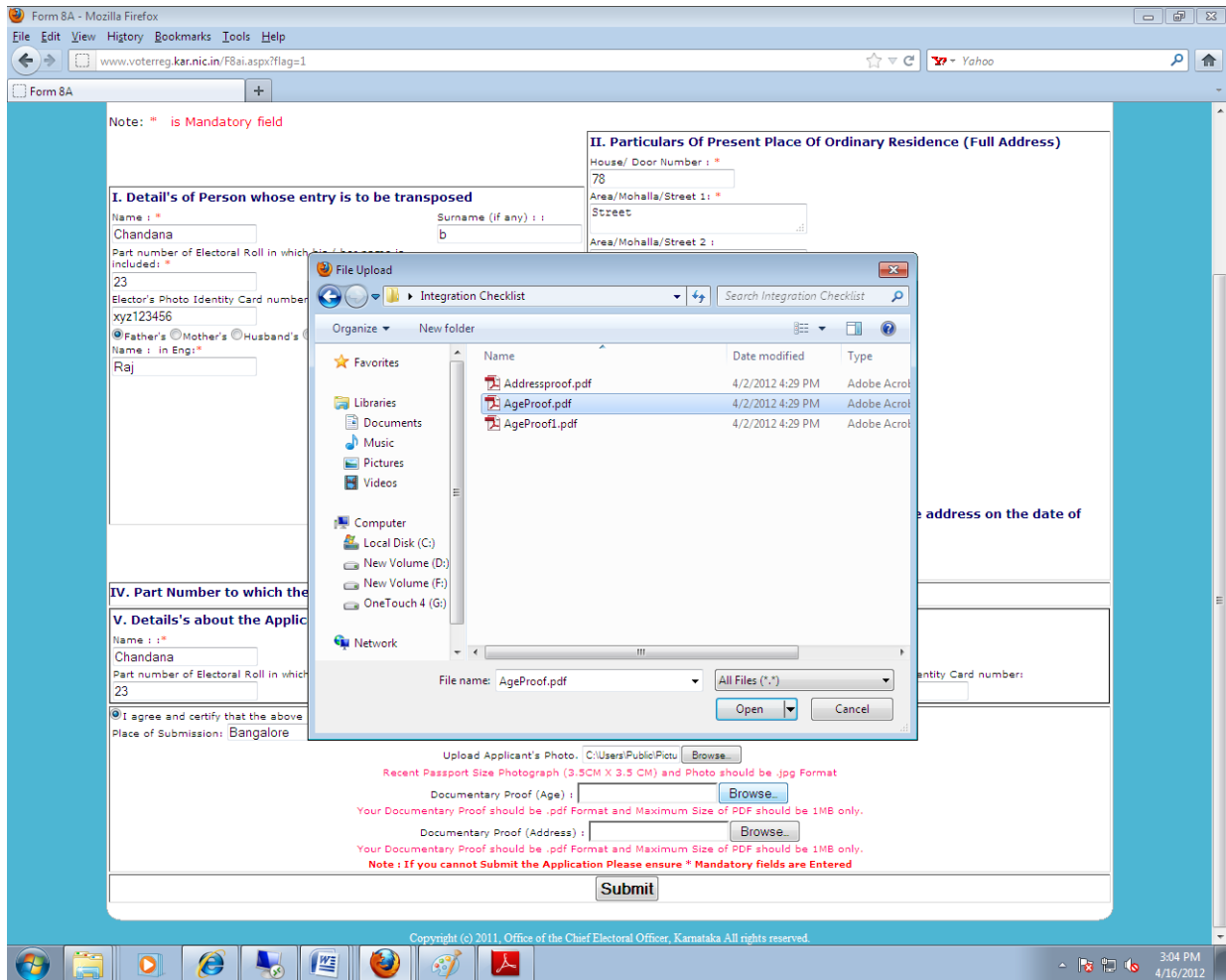
Documentary Proof (Age Proof) has to be uploded mandatorily for the new inclusion. should be .PDF Format and Maximum Size of PDF should be 1MB only.
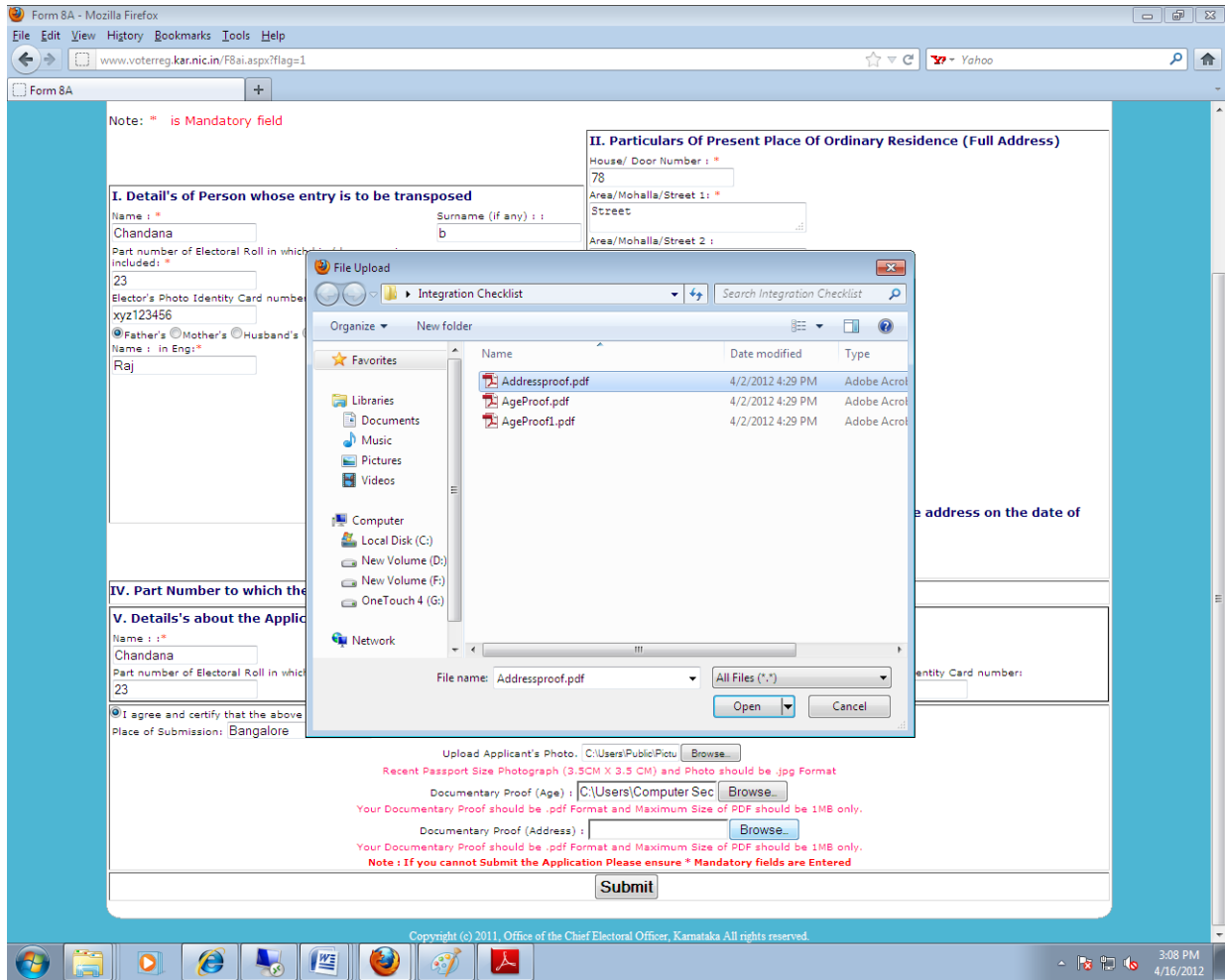
Documentary Proof (Address Proof) has to be uploded mandatorily for the new inclusion. should be .PDF Format and Maximum Size of PDF should be 1MB only.

3. After uploading Photo, Documentary Proof (Age and Address Proof) Select the submit button to SUBMIT the application.It'll show a pop up message that "Do You Wish to Submit?"
Click on YES button and it'll proceed further.

4. Once Application is submitted it'll redirect to Form 8A Acknowledgement Page, where you can find out

the submitted applications.
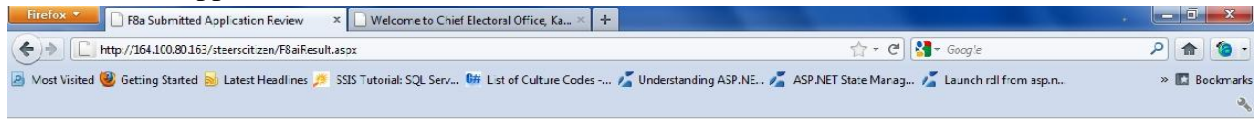


**Form 8A Acknowledgement**

These are the Applications Successfully Submitted from your LoginID:                                    [ Home ]
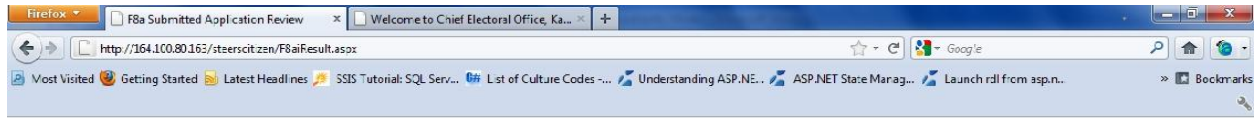
| | Image | AppNo | Name | Surname | Relation Type | Rln Name | Rln Surname |
|---|---|---|---|---|---|---|---|
| Select | | 100325 | test | test | Father | test | test |
| Select | | 100365 | Chandana | B | Father | Raj | M |
| Select | | 100367 | test | t | Father | test | t |

(Select a Record and Click "Export tp PDF")

[ Generate Acknowledgement ]

5. Click on the select link in the application list to select the submitted application,



further click on the Generate Acknowledgement button for generating the submitted form 8A application.

6. **Important:** Your submitted application wil displayed, You can take Print out of the same and sign and send the ERO/AERO Copy with the supporting documents to the Postal Address given in the ERO/AERO Copy.

7. The Status of your application wil be knowing through the link Application Status by entering the
application No which is printed in the acknowledgement copy.