



## Revised Guidelines for Processing New Citizenship Identity/Special Residence card for individuals residing in the country, 2025

**For individuals aged 15-17 years shall be required to submit the following documents:**

- (a) The concerned individual's NDI Biometric data must have been enrolled;
- (b) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-01, signed by the applicant and Head of Household (HoH), either of parents or guardian;
- (c) One recent passport size photograph (In national dress and white background) affixed on the form;
- (d) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth formalities.

**For individuals aged 18-24 years shall be required to submit the following documents:**

- (a) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-02, signed by the applicant and the Gup/Thromde Representative/Thromde Tshogpa of the individual's permanent Gewog/Thromde;
- (b) One recent passport-sized photograph (In national dress and white background), affixed on the form, must be stamped with the seal of Gup/Thromde Representative/Thromde Tshogpa;
- (c) The DCRCO/TCRCO and Dzongdag/Executive Secretary of either the individual's permanent Dzongkhag/Thromde OR their current residing Dzongkhag/Thromde (where the CID card is being processed), must verify the individual's information against BCRS and complete signatory part, as outlined in the application form;
- (d) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth formalities.



**For individuals aged 25 years and above shall be required to submit the following documents:**

- (a) A duly completed New CID/SR Card Application Form No. BCRS-CID/SRC-02 must be submitted. The applicant may authenticate the form with either a signature or a thumb impression placed across the affixed legal stamp. If a thumb impression is provided, it must be clearly marked as either 'Right Thumb Impression (RTI)' or 'Left Thumb Impression (LTI)' to ensure proper identification;
- (b) The application form must bear the official seal and signature of the Gup/Thromde Representative/Thromde Tshogpa of the applicant's permanent address, affixed in the designated space on the form;
- (c) One recent passport size photograph (In national dress and white background), affixed on the form, must be stamped with the seal of Gup/Thromde Representative/Thromde Tshogpa of the individual's permanent address;
- (d) The DCRCO/TCRCO and Dzongdag/Executive Secretary of the individual's permanent Dzongkhag/Thromde, must verify the individual's information against BCRS and complete the signatory part, as outlined in the application form;
- (e) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth formalities.

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