

Domicile Certificate FAQs

Q1. Which department specifically deals with Domicile Certificate?

Ans. Board of Revenue is the relevant department for Domicile Certificate.

Q2. Who issues Domicile Certificate?

Ans. Assistant Commissioner issues Domicile Certificate.

Q3. What is the service Delivery Time and Applicable Charges for Domicile certificate?

Ans. Service delivery time for the issuance of Domicile Certificate at e-Khidmat Markaz is 16 working days.

Q4. Can I directly go to relevant department for the issuance of Domicile Certificate apart from e-Khidmat Markaz?

Ans. Yes, you can also avail Domicile Certificate service form the parent department.

Q5. How much time department takes for the issuance of Domicile Certificate?

Ans. Department issues Domicile Certificate in 4 working days.

Q6. Then why should I choose e-Khidmat Markaz?

Ans. We provide hassle free services to the citizens under one roof in timely manner through appropriate application tracking ID from e-Khidmat Markaz website, Mobile App, helpline and SMS gateways. Service will be offered with promising time management systems, for extended hours by means of separate counters for male/female and observe special elderly service protocol.

Q7. How I can track my application status?

Ans. You can track your application via application tracking ID, through our website, Mobile App, by calling on our toll free number (0800-09100) and through our SMS Gateways (9100) as well.

Q8. What are the Application processing charges?

Ans. The departmental fee for the issuance of Domicile Certificate is PKR 200/-

Q9. From where I can get the application form?

Ans. You can collect the required application form from all the e-Khidmat Markaz across Punjab and from our website as well as from the parent department.

Q10. What is the service fee payment method?

Ans. Service fee is paid via cash.

Q11. What is the name of the designated bank for the payment of service fee?

Ans. National Bank of Pakistan.

Q12. From where I can get the challan form?

Ans. You can get the challan form from e-Khidmat Markaz across Punjab and from those branches of National Bank of Pakistan that are adjacent to e-Khidmat Markaz.

Q13. What are the required documents for Domicile certificate service?

Ans. Given below are the required documents:

Required documents for Domicile

Sr. No	Document Required	Original Required	No. of Photocopies Required	Attestation Required	Amount (PKR)
1	Application Form	Yes	-	Yes	-
2	Form "P"	Yes	-	Yes	-
3	CNIC of Applicant	No	1	No	-
4	CNIC of Applicant Father	No	1	No	-
5	Photo Graph (Passport size)	Yes	1	No	-
6	Matriculation Certificate/School Certificate	No	1	Yes	-
7	Affidavit (Properly signed)	Yes	-	No	
8	Bank Challan (Service Fee)	Yes	-	No	200
9	Property Documents (if the above documents are not attached)	No	1	No	-
10	Electricity/Telephone/Sui Gas Bill (if the above documents are not attached)	Yes	-	No	-
11	Nikkah Nama (if the above documents are not attached)	No	1	Yes	-
12	Husband CNIC (if the above documents are not attached)	No	1	No	-

13	Children Birth Certificate (if the above documents are not attached)	No	1	No	-
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Q14. What is the application processing method?

Ans. Application will be processed manually by the relevant department.

Q15. How I will be informed in case of any problem in application / service delivery?

Ans. Applicants will be informed through SMS and calls from e-Khidmat Call Centers, in case of any problem in application / service.

Q16. Can I get my required service at my home?

Ans. No, we cannot deliver your required service at doorstep.

Q17. What is the Toll Free number of e-Khidmat Markaz?

Ans. You can always reach us at 0800-09100.

Q18. What is the SMS short code of e-Khidmat Markaz?

Ans. 9100.