



DATA REQUIREMENT FOR LETTER OF GUARDIANSHIP:

(IN CASE OF SINGLE PARENT)

PERSONAL INFORMATION/DETAILS:

1. Full Name of Parent

First Name

Middle Name

Last Name

2. Age

DD

MM

YYYY

3. Occupation

4. Nationality

☐

Indian

☐

Other

5. Status – Single / Divorced / Widow / Widower

6. Address:-

Temporary / Correspondence Address

City

State

Pin Code

Permanent Address

City

State

Pin Code

7. Pan Card / Aadhar Card / Passport number

8. Number of Children

1	2	3	4	5
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9. Names of Children with age

CHILD 1

First Name

Middle Name

Last Name

Gender

M	F
---	---

Date of Birth

DD	MM	YYYY
----	----	------

Pan Card / Aadhar Card / Passport Number

CHILD 2

First Name

Middle Name

Last Name

Gender

M	F
---	---

Date of Birth

DD	MM	YYYY
----	----	------

Pan Card / Aadhar Card / Passport Number

10. Purpose of Guardianship – Power of the Guardian (Tick the Appropriate Reason - You can choose more than one reason)

- ☐ To take immediate custody of minor
- ☐ To obtain court order pertaining to guardianship of minor
- ☐ To manage all assets of the minor
- ☐ To manage expense pertaining to education, maintenance, health care

Any other reasons

11. Do you want to give the Guardianship of the person (Custody of the Child) and Guardianship of Assets (Management of Child's Asset) to the same person?

Same Person ☐

Different Person ☐

If Different Person please specify:

Guardianship of Person Name: _____

Guardianship of Asset Name: _____

PERSONAL INFORMATION OF GUARDIAN

PRIMARY GUARDIAN

1. Full Name of Guardian

First Name

Middle Name

Last Name

2. Date of Birth

DD	MM	YYYY
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3. Gender

M	F
---	---

4. Occupation

5. Nationality

☐

Indian

☐

Other

6. Marital Status – Single / Married / Divorced

7. Consent of Spouse (If Married) – Yes / No (Does the Guardian have the consent of his or her spouse to become Guardian)

☐

Yes

☐

No

8. If Yes – Consent Letter of Spouse (It is important to take a consent letter from the spouse of the Guardian). Please give your consent to get this letter from the spouse.

9. Address:

Temporary / Correspondence Address

City

State

Pin Code

Permanent Address

City

State

Pin Code

10. Guardianship

Guardianship of Person ☐

Guardianship of Asset ☐

Both ☐

Alternate GUARDIAN

(To be appointed as Guardian in case the Primary Guardian is unable to take the responsibility of Guardianship)

1. Full Name of Guardian

First Name

Middle Name

Last Name

2. Date of Birth

DD	MM	YYYY
----	----	------

3. Gender

M	F
---	---

4. Occupation

5. Nationality

☐ Indian

☐ Other

6. Marital Status – Single / Married / Divorced

7. Consent of Spouse (If Married) – Yes / No (Does the Guardian have the consent of his or her spouse to become Guardian)

☐

Yes

☐

No

8. If Yes – Consent Letter of Spouse (It is important to take a consent letter from the spouse of the Guardian). Please give your consent to get this letter from the spouse.

9. Address:

Temporary / Correspondence Address

City

State

Pin Code

10. Guardianship

Guardianship of Person ☐

Guardianship of Asset ☐

Both ☐

WITNESS(ES):

1. Full Name

First Name

Middle Name

Last Name

2. Age

DD	MM	YYYY
----	----	------

3. Address:-

Temporary / Correspondence Address

City

State

Pin Code

Permanent Address

City

State

Pin Code

4. Pan Card / Aadhar Card / Passport Number

WITNESS(ES):

1. Full Name

First Name

Middle Name

Last Name

2. Age

DD	MM	YYYY
----	----	------

3. Address:-

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City

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Permanent Address

City

State

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4. Pan Card / Aadhar Card / Passport Number



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