

## **DOMESTIC SERVANT/EMPLOYEE/TENANT VERIFICATION FORM**

### **PART I**

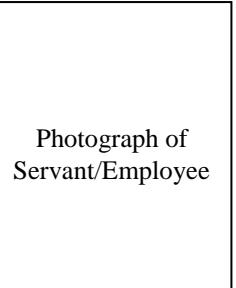
SL. No. \_\_\_\_\_ POLICE STATION \_\_\_\_\_ DISTRICT \_\_\_\_\_

#### **DETAILS OF SERVANT/EMPLOYEE**

1. Name of the Servant/Employee (with alias, if any)

\_\_\_\_\_

2. Father's Name \_\_\_\_\_



3. Mother's Name \_\_\_\_\_

4. Place & Date of Birth \_\_\_\_\_

Photograph of  
Servant/Employee

5. Language spoken \_\_\_\_\_

6. Permanent Address

\_\_\_\_\_ Vill. \_\_\_\_\_

PO \_\_\_\_\_ P.S. \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ Tel. \_\_\_\_\_

7. Details of identification proof like Ration Card/Driving Licence/I.Card, if any \_\_\_\_\_

\_\_\_\_\_

8. Name & Address of the Sarpanch \_\_\_\_\_

\_\_\_\_\_

9. Local Address \_\_\_\_\_

\_\_\_\_\_

10. Name & address of previous employer in Delhi

\_\_\_\_\_

Tel. No. \_\_\_\_\_

11. Date since when employed

\_\_\_\_\_

12. A specialization obtained in which area of domestic help like :-

- (i) Cooking \_\_\_\_\_
- (ii) Dusting & Utensil cleaning \_\_\_\_\_
- (iii) Outdoor works \_\_\_\_\_
- (iv) Attending guest/visitors \_\_\_\_\_
- (v) Attending phone calls \_\_\_\_\_
- (vi) Any other (Please specify) \_\_\_\_\_

**13. DESCRIPTION OF EMPLOYEE**

- (i) Height \_\_\_\_\_ (ii) Built \_\_\_\_\_ (iii) Eyes \_\_\_\_\_
- (iv) Hairs \_\_\_\_\_ (v) Complexion \_\_\_\_\_ (vi) Tatoo Marks \_\_\_\_\_
- (vii) Other identification Marks \_\_\_\_\_
- (viii) Deformity or peculiarity if any \_\_\_\_\_
- (ix) Petwords of speech \_\_\_\_\_ (x) Physical Built \_\_\_\_\_
- (x) Handwriting specimen \_\_\_\_\_
- (xi) Signature of the employee/servant \_\_\_\_\_

14. Name & Local Address of Relatives & Friends in Delhi \_\_\_\_\_

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**15. INTRODUCED BY:-**

Name, Address & Telephone No. \_\_\_\_\_

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**16. DETAILS OF EMPLOYER**

Name, Address & Telephone No. \_\_\_\_\_

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**Signature of the Employer**

**FOR POLICE USE ONLY**  
**PART – III**

- ## 1. Form Prepared by

Name : \_\_\_\_\_ Rank \_\_\_\_\_

Range No. \_\_\_\_\_ PIS No. \_\_\_\_\_

Police Station \_\_\_\_\_ District \_\_\_\_\_

2. Result of verification from CRO \_\_\_\_\_

3. Result of verification from Finger Print Bureau \_\_\_\_\_

4. Result of verification from previous employers \_\_\_\_\_

5. Result of verification from the concerned Police Station \_\_\_\_\_

(of Delhi to be done local PS)

6. Details of verification form sent to DCP office for enquiry from SHO Home Town

PS District State

Despatch No. Date

S.H.O

- #### 7. Result of verification from home town /Date & details of verification received from home town

S.H.O

Received Servant/Employee verification form from Sh./Smt. \_\_\_\_\_

in favour of Sh./Smt. \_\_\_\_\_ on \_\_\_\_\_.

Signature of Duty officer  
PS

## PART – II - A

### **FINGER PRINT IMPRESSION OF EMPLOYEE/SERVANT** (voluntarily given to the employer) (To be filled up by Employer only)

1. Full name with aliases \_\_\_\_\_
2. Father's or husband's Name \_\_\_\_\_
3. Address \_\_\_\_\_  
\_\_\_\_\_
4. Police Station Sl. No. \_\_\_\_\_

### **FINGER PRINT IMPRESSION OF SERVANT/EMPLOYEE**

<b>RIGHT HAND</b>				
<b>Right Thumb</b>	<b>Right Index</b>	<b>Right Middle</b>	<b>Right Ring</b>	<b>Right Little</b>

<b>LEFT HAND</b>				
<b>Left Little</b>	<b>Left Ring</b>	<b>Left Middle</b>	<b>Left Index</b>	<b>Left Thumb</b>

**Signature of employee**

**Signature of employer**

## **PART II – B**

### **RIGHT HAND IMPRESSION OF THE SERVANT/EMPLOYEE**

Plain prints of four fingers & thumbs taken simultaneously

**(Voluntarily given to the employer)  
(To be filled up by Employer only)**

**Signature of employee**

**Signature of employer**

**PART II – C**

**LEFT HAND IMPRESSION OF THE SERVANT/EMPLOYEE**

Plain prints of four fingers & thumbs taken simultaneously

**(Voluntarily given to the employer)**  
**(To be filled up by Employer only)**

**Signature of employee**

**Signature of employer**

## **SERVANT VERIFICATION REGISTER**

1.	Sl. No.	PHOTO
2.	Name & Address of employee	
3.	Name, address & telephone no. of employer	
Description of employee		
4.	> Height	
5.	> Eyes	
6.	> Hairs	
7.	> Complexion	
8.	> Physical Built	
9.	> Identification mark	
10.	Introduced by whom (Name, address & telephone numbers)	
11.	Details of Relatives & Friends in Delhi if any	
12.	Details of identity proof himself or family members	
13.	Name and address of previous employer, if any	
14.	Name of State/District where from sent for verification	
15.	Verification result of local enquiry by Police Station staff	
16.	Despatch detail/Date of sending for out station verification	
17.	Date of reply received	
18.	Address verified or not	
19.	Verification detail	
20.	Details of criminal record, if any	
21.	Photograph	
22.	Finger Print taken or not	
23.	Remarks, if any	