

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 _____

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

Photograph of
Servant/Employee

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) Pet words 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

X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----

ACKNOWLEDGEMENT

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

RIGHT HAND				
Right Thumb	Right Index	Right Middle	Right Ring	Right Little

LEFT HAND				
Left Little	Left Ring	Left Middle	Left Index	Left Thumb

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		