



APPLICATION FOR DUPLICATE IDENTITY CARD

Date: _____

Student's Name: _____

Register Number: _____

Department: _____

Year & Branch: _____

Brief details of loss: _____

Address: _____

Student's signature

Signature of the Class coordinator	Signature of the Head of the Department	Signature of the Director (Student Affairs)

For Office Use

Payment Information: (For Replacement of ID card)

Duplicate ID card: Rs. 1000

Damage ID card: Rs. 200

Tag and Holder: Rs. 100

Amount paid: _____ Receipt No: _____ Date: _____	Signature: ID card section
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ID card issued on: _____ Received on: _____

Signature, ID card section: _____ Student's signature: _____

- Note: 1) The student must collect the identity card within 7 days from the date of Application.
 2) Upon the acceptance of the paid receipt, a minimum of three working days is required issue the new ID card.