

## Request Letter for Duplicate Student Identity Card

**To**  
**Coordinator,**  
**IGNOU Study Centre,**.....

Paste self  
attested  
photograph

Dear Sir,

I have lost / missed my Identity Card. My details are hereunder:

Name .....

Enrolement Number .....

Programme of Study ..... Year ..... Semester.....

Study Centre Code ..... Regional Centre .....

Address:.....

Mobile No.....e-mail ID.....

I request you to issue me Duplicate Identity Card. For the same, I enclose the following:

1. **Xerox copy** of 'Recent' Fee Receipt / Admission confirmation letter / IGNOU communication (address label, on the envelop, sent from IGNOU) indicating my name & enrolement number
2. **Xerox copy** of lost Identity Card / Driving Licence / any other Photo proof  
(OR)  
Attested Passport size photo (by any Gazetted Officer / Coordinator), pasted on a plain paper, indicating my name and address
3. Demand Draft for **Rs.200/-** drawn in favour of IGNOU, payable at City of Regional centre concerned.

DD No.....DD Date..... Bank.....

4. Filled-in IGNOU **Student Card with Photo** (pasted on it)

Date:

(Signature of the Learner )

.....(Forwarding / Recommendation of Study Centre –Coordinator).....

I have verified the above mentioned documents and found correct. It is forwarded & recommended to RC to issue Duplicate Identity Card.

Date:

**Signature of the Coordinator / PIC**  
(SC Seal)

To  
Regional Director, IGNOU Regional Centre.

**Remark(s) of DEO:**

Received Duplicate Identity Card

(Signature of the Student, with date)