

STUDENT ID CARD REPLACEMENT APPLICATION & APPROVAL FORM

STUDENT IDENTITY CARD REPLACEMENT APPLICATION FORM

Academic Year: _____

Application No.: _____

Date: ____ / ____ / ____

1. STUDENT DETAILS

Name of Student: _____

Register / University No.: _____

Programme / Course: _____

Department: _____

Year / Semester: _____

Class / Section: _____

Mobile No.: _____

2. DETAILS OF EXISTING ID CARD

Original / Previous ID Card No.: _____

Date of Issue: ____ / ____ / ____

Number of Previous Replacements: _____

Replacement No. Requested: _____

3. REASON FOR REPLACEMENT

Please tick (✓) the appropriate box:

☐ Lost

☐ Damaged

☐ Tampered / Altered

☐ Photograph damaged

☐ Change of particulars

☐ Other: _____

Date on which the problem was noticed:

____ / ____ / ____

Brief details / circumstances:

4. STATUS OF PREVIOUS ID CARD

- ☐ Lost – cannot be surrendered
- ☐ Damaged – surrendered
- ☐ Tampered – surrendered
- ☐ Other: _____

Previous ID Card surrendered: YES / NO / N.A.

5. STUDENT DECLARATION

- I hereby declare that the information given above is true and correct.
- In the case of a lost ID card, I undertake that if the original card is subsequently found, I will not use it and will immediately surrender it to the College.
- I understand that the previous ID card shall be treated as CANCELLED / INVALID once the replacement is processed.
- I also agree to comply with the College rules regarding the issue and use of Identity Cards.

Signature of Student: _____

Name: _____

Date: ____ / ____ / ____

6. VERIFICATION BY CLASS TUTOR / MENTOR

I have verified the student's identity and the particulars given above.

- ☐ Verified and recommended
- ☐ Not verified

Remarks, if any:

Name: _____

Signature: _____

Date: ____ / ____ / ____

7. VERIFICATION BY ID CARD IN-CHARGE

Previous ID Card No. verified: YES / NO

Previous replacement record checked: YES / NO

No. of previous replacements: _____

Replacement No.: _____

Old ID Card Status:

- ☐ CANCELLED – LOST
- ☐ CANCELLED – DAMAGED
- ☐ CANCELLED – TAMPERED

☐ Other: _____

Replacement Fee: ₹ _____

Receipt No.: _____

Date: ____ / ____ / ____

Remarks:

Name & Signature of ID Card In-charge:

Date: ____ / ____ / ____

8. APPROVAL

☐ APPROVED

☐ NOT APPROVED

☐ PENDING / REFERRED

Remarks:

Name of Authorized Officer:

Designation: _____

Signature: _____

Date: ____ / ____ / ____

9. NEW ID CARD ISSUE DETAILS

New ID Card No.:

Date of Issue: ____ / ____ / ____

Validity: _____

Issued By: _____

10. ACKNOWLEDGEMENT BY STUDENT

I have received my replacement Identity Card and verified the particulars printed on it.

Signature of Student: _____

Date: ____ / ____ / ____

ID Card Issued By: _____

Signature: _____