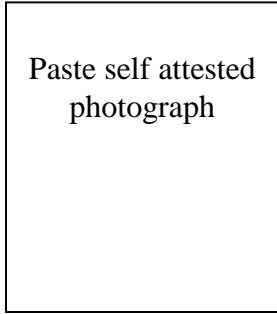




**Request Letter for Duplicate Student Identity Card  
(Only for Registered through OFFLINE mode)**



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

Dear Sir,

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

Name.....

Enrollment Number : 

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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 & Enrollment number
2. **Xerox copy** of lost Identity Card / Driving License / 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. 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  
Saurashtra University Campus  
Rajkot-360005

Received Duplicate Identity Card

(Signature of the Student, with date)

Enrolment No. \_\_\_\_\_

Name of the Programme \_\_\_\_\_

Name \_\_\_\_\_

Father's/Husband's/Mother's Name \_\_\_\_\_

\_\_\_\_\_

Address (in Capital Letters) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Full Signature of the Student \_\_\_\_\_

**PASTE**

LATEST PHOTOGRAPH TO  
BE PASTED WHICH WILL  
BE  
ATTESTED BY  
UNIVERSITY OFFICERS

ATTESTED BY  
REGIONAL DIRECTOR \_\_\_\_\_  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Please mention your full postal address at the space allocated**

Affix  
Postage  
stamp for  
Rs 6/-

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

From  
The Regional Director,  
IGNOU Regional Centre

\_\_\_\_\_  
\_\_\_\_\_

PIN:

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