

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



To,

**The Regional Director,  
IGNOU Regional Centre**

.....  
.....

Paste photograph

**Subject: Issuing of IGNOU Student ID card.**

Respected Sir/Madam,

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

Enrollment Number : 

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 Programme Name .....

Regional Centre ..... Study Centre Code / Name .....

**Student Name** ..... **Father Name** .....

**Student Full Address:** .....

..... **City:** .....

**State:** ..... **Pin Code:** .....

**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 Admission 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** (**Must be Pasted on it**)

**Date:** .....

**(Signature of the Learner)**

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

To

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

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

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

From  
The Regional Director,  
IGNOU Regional Centre

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

PIN:

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