

Additional documents for reprint of PAN card or corrections/changes in existing PAN card details

Proof of PAN: - Copy of PAN card / PAN allotment letter issued by ITD (if available)

Proof of change requested (POCR): Indicating change of name from old to new

- Married ladies - Marriage certificate /marriage invitation card/publication of name change in official gazette/ copy of passport showing husband's name/ certificate from a gazetted officer
- Other than married ladies - Publication of name change in official gazette or certificate from a gazetted officer
- Non individuals - Revised registration certificate / deed or agreement as applicable
- Transgenders - Transgender Certificate issued by the District Magistrate

For minor corrections in core details (i.e. name, father's name, date of birth), any proof of identity document prescribed under Rule 114(4) of Income Tax Rules 1962, indicating correct details, may be provided.

In case communication as well as other address is mentioned, submit POA for both the addresses.