



# DELHI PUBLIC SCHOOL, Gaya, Bihar

## Application for Issue of Duplicate ID-Card or Bus ID-Card :

ID-Card       Bus ID-Card

### Application Details :

Reason :

- Card Lost                       Card Mutilated                       Change in Bus Route
- Change in Transport Facility    Change of Address

Please issue duplicate ID:

- Student                       Parent                       Both

### Student's Particulars :

1. Name : .....
2. Class : ..... Section : ..... Admission No. : .....
3. Mother's Name : .....
4. Father's Name : .....
5. Present Address : .....  
.....  
.....
6. Contact No. : .....
7. Transport User : ..... Supervision : .....
8. New Bus Route No. : ..... Bus Stop : .....

Enclosures :

- a. Mutilated copy of ID-Card
- b. Rs. 150/- towards issue of duplicate ID-Cards
- c. Rs. 200/- towards issue of duplicate ID-Cards(s)
- d. Rs. 50/- towards issue of Bus ID-Card

**Signature of the Parent**

### For Office Use only

As per the request of the parent the changes as requested for have been recorded in all relevant documents / files / school records.

**Authorised Signatory**

Received by Admin Off. on ..... and changes recorded in Student's file.      Signature with Date

Class Teacher intimated of the change on ..... by .....      Signature with Date

Transport I/C intimated of the change on ..... by .....      Signature with Date