Important information for persons making application for a new PAN card / corrections
(Request for Reprint of PAN Card or/ And Changes Or Correction in PAN Data)

Do's and Don'ts

Do's	Don'ts
1. Do use form Request for New PAN Card Or/ And Changes Or Correction in PAN Data for reprint of PAN card or for making changes/correction in PAN data.	1. Do not overwrite or make corrections by canceling any data in the application.
2. Do fill the application in block letters in English and preferably with black ink.	2. Do not pin or staple the photograph.
3. Do paste a recent colour photograph (size 3.5 cm X 2.5 cm).	3. Do not sign across the box (i.e. signature should not be spread outside the box).
4. Do provide the signature within the box.	4. Do not provide POI and POA which is not in the name of applicant.
5. Do mention correct PAN.	5. Do not write any details (date, designation, rank, etc.) along with the signature in the box. Do not mention Husband's name in the Father's Name column.
6. If thumb impression is put on the application form, do get the thumb impression attested by Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.	6. Do not abbreviate your name or do not use initials.
7. Do attach Proof of Identity (POI) and Proof of Address (POA) as per Rule 114 (4) of Income Tax Rules, 1962.	
8. Do make sure that, the Name mentioned in application matches exactly with name mentioned in POI and (POA).	
9. Do tick the column where change is required.	
10. Do provide proof to support the requested change.	
11. Do write the complete postal address in the application with landmark.	
12. Do mention correct pin code in the address field.	
13. Do mention telephone number / e mail id.	
14. Do attach proof of PAN (copy of PAN card or PAN allotment letter issued by Income Tax Department, if any.) with the application.	