

**DECCAN EDUCATION SOCIETY'S  
Shri. Navalmal Firodia Law College  
F.C. Road, Pune – 411 004**

***LIBRARY*  
Duplicate Identity Card Form**

Date: \_\_\_\_\_

To,  
The Principal  
DES's SNFLC,  
Pune – 411 004

Respected Madam,

I, undersigned \_\_\_\_\_ is the student of  
\_\_\_\_\_ **Class** \_\_\_\_\_ **division**. As per the college record my  
**Roll No.** \_\_\_\_\_ **& Identity Card No.** \_\_\_\_\_.

I have lost my college Identity card. **(Reason of Lost I-Card: \_\_\_\_\_**  
\_\_\_\_\_.)

Hence, I request you to kindly issue me a duplicate Identity card. I am responsible for any kind of misuse of my lost Identity card & I assure you that if I find my original I-card, I will return it to the Library.

**In Case of Changes in Address (Local/ Permanent) (write in BLOCK LETTERS)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile. No. \_\_\_\_\_

Thanking You

Yours faithfully.

(Student's Signature)  
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Receipt. No. _____ Fine Amount: _____ Date: _____	Received the ID Card
Lib. Staff Sign. _____	Sign. of the Student with Date

