

How to apply for Duplicate PAN Card Online?



Duplicate PAN Card Online

If you somehow lost your PAN card, before applying for duplicate card you should lodge a FIR in your local Police Station that will help you to get Duplicate PAN Card but it's not necessary.

Now, the next step would be to find your lost PAN card number which is not hard to find, ways to find:

- Know your PAN Card Number @ [Income Tax India](https://www.incometaxindia.gov.in/)
- Through your Income Tax Returns
- Check your bank account
- Check your Demat Account.

The procedure to Apply for Duplicate PAN card:

Procedure to apply for duplicate PAN card is almost similar to applying for new PAN card.

Step 1) Open <https://tin.tin.nsdl.com/pan/index.html>

Step 2) Select Reprint of PAN Card (Same as Changes or Correction in PAN Details)



Step 3) Read the [Guidelines](#) (this is where Change of Details in PAN and Duplicate PAN differs)

Online Application for Request for New PAN Card Or/ And Changes Or Correction in PAN Data (PAN Change Request Form)

Guidelines

(Please [click here](#) for Guidelines in Hindi language)

I STEPS FOR ONLINE APPLICATION

- Applicant will fill PAN Change Request Form online and submit the form.
- If the data submitted fails in any format level validation, a response indicating the error(s) will be displayed on the screen.
- The applicant shall rectify the error(s) and re-submit the form.
- If there are no format level error(s) a confirmation screen with data filled by the applicant will be displayed.
- If the applicant requires any amendment to this data, it can choose the edit option, else it shall choose the confirm option.
- For Changes or Correction in PAN data**, fill all mandatory fields (marked with *) of the Form and select the corresponding box on left margin of appropriate field where correction is required.
- If the application is for re-issuance of a PAN card without any changes in PAN related data of the applicant**, fill all fields in the Form but do not select any box on left margin.
- In case of either a request for Change or Correction in PAN data or request for re-issuance of a PAN Card without any changes in PAN data, the address for communication will be updated in the ITD database using address for communication provided in the application.
- For Cancellation of PAN**, fill all mandatory fields in the Form, enter PAN to be cancelled in Item No.11 of the Form and select the check box on left margin. PAN to be cancelled should not be same as PAN (the one currently used) mentioned at the top of the Form.

Step 4) Scroll down, select your status (firm, individual, LLP etc.)

Step 5) A form will open, fill it completely (Fields marked with * (asterisk) are mandatory)

Leave all the left margins box unchecked except number 7 which is by default checked.

☐	* 1. Name
	Title Shri/Mr ☐ Smt./Mrs. ☐ Kumari/Ms ☐ M/s ☐
	Last Name/Surname
	* Name as you would like it printed on the card
☐	* 2. Father's Name <i>(Even married women should give father's name only)</i>
	Last Name/Surname
☐	* 3. Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons
	DD MM YYYY
☐	* 4. Sex
	Male ☐ Female ☐
☐	5. Photo Mismatch
☐	6. Signature Mismatch
☒	* 7. Address for Communication
	Residential ☐ Office ☐

Read the Instructions for help @ [Instrcutions for Duplicate PAN Card](#)

Note: There is no need of attaching any documents but in case it is found that there are differences between the PAN or the data provided in the application with the ITD database, the application may not be processed and the processing fee will be forfeited. So it's wise to submit Copy of FIR or Copy of intimation letter issued by the Income Tax Department in lieu of PAN card intimating PAN.

Step 6) Once you fill the form click submit to pay Rs. 96, ([list of supported Banks](#)) you will then be redirected to payment gateway for Payment.

Congratulations, you have done all from your side, you will receive the new PAN card in a maximum of 15-25 days time.

Few points to remember

- Lodge a FIR with your police station if you lose your PAN card and get a copy. You may need it for future reference.
- If you are NRI, you can also apply for duplicate PAN online by the process mentioned above. You will be charged Rs. 717.00 and will need to pay by credit card.
- Your PAN card will be delivered to your address in the foreign country (hence the extra charge) within a fortnight.