

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 Sub-Rule 8(a) or 8(b) of Rule 158 of the Income-tax Rules, 2026, indicating correct details, may be provided.

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