



**Meena International**  
**Training and Certification Division**  
**Application for Duplicate ID / Certificate**

<b>Form No.</b>	<b>31</b>
<b>Issue Date</b>	<b>09-11-2017</b>
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**APPLICATION FOR ISSUING DUPLICATE IPC CERTIFICATE AND/OR ID CARD:**

This application is for duplicate (Please Tick the appropriate box)					
Certificate	<input type="checkbox"/>	Wallet Card	<input type="checkbox"/>		
Expired: (no fee for expired ID cards)	<input type="checkbox"/>	Not Received	<input type="checkbox"/>	Change of Address	<input type="checkbox"/>
Stolen	<input type="checkbox"/>	Destroyed	<input type="checkbox"/>	Other	<input type="checkbox"/>
Reason for applying duplicate Certificate/ID:(must be specified)					
Applicant's ID Number	<input type="text"/>	Date of Birth	<input type="text"/>		
Applicant's Name	<input type="text"/>				
Applicant's Family Name	<input type="text"/>				
E-Mail ID	<input type="text"/>				
Address for Certificate (If any changes are required)	<input type="text"/>				
Contact Number	<input type="text"/>				

**Please send one latest passport size photograph along with the application**

Applicant shall sign in the above box and the applicant shall make sure that the signature does not go out of the box. Applications received without signature will not be processed.

The filled in application shall be sent to the following address:

**Meena International**  
**Plot No.7, 1<sup>st</sup> Cross Street, VGN Royal Enclave,**  
**Avadi-Poonamallee Road, Paruthipattu,**  
**Chennai-600071. Contact Number: - +91-44-29036793; +91-9600124561**