

## **Required Documents Checklist for All Services**

### **1. New Pan Card**

- Aadhaar Card with full DOB
- Photo
- Signature
- Mobile Number
- Email (Optional)

### **2. Reissue Pan Card**

- Aadhaar Card with full DOB
- Photo
- Signature
- Mobile Number
- Email (Optional)
- Pan Card or Pan Number

### **3. Correction in Pan Card**

- Aadhaar Card with full DOB
- Photo
- Signature
- Mobile Number
- Email (Optional)
- Pan Card or Pan Number
- Other Document according to Correction
- Annexure A with ID

### **4. PVC Card**

- Original PDF file
- Password if required

### **5. New Voter Card Apply**

- Photo
- Aadhaar Card with Full DOB
- Mobile Number
- Other Family Member

### **6. Voter Card Correction**

- Voter Card or Number
- Mobile Number
- Aadhaar Card with Correct details

### **7. New Passport Application**

- Aadhaar Card
- Pan Card
- 10<sup>th</sup> Certificate (if available)
- Birth Certificate (in case of minor passport application)
- Father/Mother Passport (in case of minor passport application)
- Mobile Number, Police Station, Place of Birth – Details only

**8. Reissue/ Correction in Passport Application**

- Old Passport
- Aadhaar Card
- 10<sup>th</sup> Certificate (if available)
- Birth Certificate (in case of minor passport application)
- Father/Mother Passport (in case of minor passport application)
- Mobile Number, Police Station, Place of Birth – Details only

**9. MSME Registration**

- Aadhaar Card
- Pan Card
- Bank Details
- Mobile Number
- Email Id
- Business Details

**10. Income Tax Return**

- Aadhaar Card
- Pan Card
- Bank Details
- Source of Income and Income Details
- Mobile Number
- Email Id