

Document Required for PAN

Proof of Identity, Proof of DOB and Address proof are three types of documents required for PAN application by an Individual Indian Citizen or a Hindu Undivided Family (HUF). For each proof required, the Income Tax Department has suggested a list of documents.

1. Documents accepted as Proof of Identity –

Copy of:

- Voter's ID card
- Passport
- Aadhar card
- Ration card having Applicant's photo
- Driving License
- Photo ID card which are issued by central government, state government or any undertaking of public sector
- A certificate issued by a bank that should be duly attested, containing applicant's photo and the bank a/c number
- Arm's license
- Central government health scheme card
- Pensioner card copy with applicant's photograph

Original of:

- A certificate of identity in prescribed format signed by a Member of Legislative Assembly, Member of Parliament, Municipal Councillor or a Gazetted Officer
- Bank statement on letter head from the bank branch along with name and stamp of the issuing officer and containing duly attested photograph and bank account number of the applicant

Additional Notes:

(i) In case of a minor applicant, parents'/guardian's proof of identity shall be deemed to be the proof of identity and address for the minor applicant.

(ii) In case of HUFs, an affidavit by the karta of the HUF stating the name, father's name and address of all the coparceners on the date of application will work as a proof of identity.

2. Documents accepted as proof of Address –

Copy of:

- Electricity Bills
- Landline connection Bills
- Bills for Broadband connection
- Voter ID card containing photograph
- Aadhaar card

- Passport
- Passport of spouse
- Statements of Bank Account
- Statements of Credit Card
- Passbook of Post office account containing applicant's address
- Latest order for property tax assessment
- Domicile certificate allotted by government
- Driving license
- Allotment letter of accommodation issued by Central or State Government of not more than three years old
- Property Registration Documents

Note: Utility Bills and Bank/Credit card statements should be recent, preferably not more than three months old.

3. Documents accepted as Proof of Date of Birth –

Copy of:

- Birth certificate issued by any office that is certified for issuing Birth as well as Death Certificate, like Municipal Authority
- Birth Certificate issued by Indian Consulate
- Matriculation certificate from a recognized board
- Aadhaar Card
- Driving license
- Passport
- Certificate of Marriage issued from Marriage Registrar's Office
- Pension payment order
- Domicile certificate issued by Government of India or any of the state governments
- Affidavit stating the DOB which is signed before a magistrate
- Photo identity card issued by the Central Government or State Government or Central Public Sector Undertaking or State Public Sector Undertaking.