

**FORM R.S. 2.3**  
[See rule 2.10]

**Intimation of loss or destruction of driving licence and  
application for duplicate.**

To

The Licensing Authority  
.....

I ..... of (permanent address) ..... and present  
address ..... (father's  
/husband's name) ..... hereby report that driving licence  
No. .... issued by the Licensing Authority ..... on or  
about the ..... day of .....20 .. has been \* lost /destroyed in the following  
circumstances:-

1. I hereby apply for a duplicate driving licence and tender 1 (the prescribed fee) by  
cash/ money order/ cheque/challan.
2. I attach two copies of a recent photograph of myself\*
3. I further declare that my driving licence is not impounded by any authority.
4. I hereby declare that there have been following\* / no endorsement by the Court /  
since the day of last renewal\* / grant.

|                     |       |         |            |
|---------------------|-------|---------|------------|
| Date of endorsement | Court | Offence | Punishment |
|---------------------|-------|---------|------------|

|             |   |
|-------------|---|
| Dated ..... | Signature or thumb impression<br>Of the applicant |
|-------------|---|

.....  
(Duplicate signature or thumb impression)

.....  
(Duplicate signature or thumb impression)

For use in office of Licensing Authority

**PART – I**

\*Duplicate of Driving Licence No..... first granted of  
..... has been issued by me this ..... day of .....

\* Application refused in letter No. .... dated the ..... to  
the applicant giving reasons.

|             |                                    |
|-------------|------------------------------------|
| Dated ..... | .....<br>Licensing Authority ..... |
|-------------|------------------------------------|

**PART – II**

(Part II,III and IV will be printed on a separate sheet to part I and will be used if the application is made to an authority other then the original Licensing Authority).

Forwarded to the Licensing Authority ..... for verification and completion of Part III.

Dated .....  
Licensing Authority.....

**PART – III**

Returned to the Licensing Authority .....

The photograph and \* signature / thumb impression have been compared with my records.

No such driving licence appears to have been issued by this office\*

I am not satisfied that the applicant was the holder of the driving licence described\*

I am satisfied that the applicant was the holder or a driving licence issued by this office as follows.

- (1) Number .....
- (2) Date of issue .....
- (3) Last renewal by the Licensing Authority .....
- (4) Date of expiry .....
- (5) Classes of vehicle\*\*
- (6) The driving licence-
  - a. entitled the holder to drive as a paid employee\*
  - b. carried authorisation to drive a transport vehicle granted by\* .....
  - c. carried the following endorsements :-

Dated .....  
Licensing Authority.....

**PART- IV**

Returned to the Licensing Authority ..... for record. A duplicate driving licence has been issued by me on the ..... day of ....., and a copy of the photograph affixed there to is attached.

I have, in my letter No..... dated the ..... declined to issue the duplicate driving licence applied for and I attach a copy of that letter.

Dated .....  
Licensing Authority.....