

# NATIONAL VICTOR PUBLIC SCHOOL

## I.P EXTENSION, DELHI-110092

### PROFORMA FOR UPDATION/CHANGE OF ADDRESS (To be submitted at School Reception)

To  
The Principal  
National Victor Public School  
I.P Extension, Delhi-110092

Date: \_\_\_\_\_

Subject: **Application for Change/Updating of address of our ward in School's Record**

Respected Madam,

We the parents of \_\_\_\_\_, of Class \_\_\_\_\_  
Section \_\_\_\_\_ having Admission Number \_\_\_\_\_ would like to request you to kindly Change /  
Update our address in your school records.

Our Old Address as per School Records is \_\_\_\_\_  
and we need to get it changed as

\_\_\_\_\_ **CURRENT/NEW**

**ADDRESS** We declare that all the particulars and information given in this form are correct, complete  
and up to date in all respect and we request you to kindly update the same.

\_\_\_\_\_  
(FATHER'S NAME & SIGNATURE)

\_\_\_\_\_  
(MOTHER'S NAME & SIGNATURE)

**ENCLOSURES:**

**(ANY TWO SELF ATTESTED DOCUMENTS FROM FOLLOWING TO BE SUBMITTED ALONG WITH THIS APPLICATION)**

1. CURRENT ELECTRICITY BILL
2. ADHAAR CARD PHOTOCOPY
3. VOTER ID CARD
4. DRIVING LICENSE

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(FOR OFFICIAL USE ONLY)

STATUS OF APPLICATION: \_\_\_\_\_

AUTHORISED SIGNATORY