

## **Board of School Education Haryana, Bhiwani**

### **Application form for correction in Date of Birth**

(Before filling the form please go through the instructions given over-leaf.)

1- No form will be accepted without requisite fee decided by the board.

2- Middle/Matric/Sr.Secondary certificate in original should be attached with this form.

1. Name ..... 2. Male/Female .....
3. Father's name .....
4. Roll no., Year and session of Middle/ a) Roll No. ....  
Matric/Sr.Sec. exam passed from this board b) Year and Session .....
5. Name of the Institute through which .....  
student took admission/enrolled for .....  
matric exam. ....
6. Name of first attended school .....
7. Date and year of admission in school a) Date.....  
mentioned in column no. 6. b) year .....
8. Name of the institution in which a student  
got admission before matriculation exam.

Name of Institute	Year and date of admission	Class in which admission was taken	DOB according to school record
a) .....	.....	.....	.....
b) .....	.....	.....	.....
c) .....	.....	.....	.....
d) .....	.....	.....	.....

9. On what basis applicant wants correction in DOB? .....
10. DOB according to Board office record. ....
11. DOB claimed by the applicant .....
12. Board receipt no. ....date .....amount.....

For fee please read the instructions overleaf.

In the absence of board receipt, the original receipt of the demand draft or Indian postal order must be attached.

1. Who found out the mistake and how? .....
2. When was the mistake found? .....
3. The reason of mistake in DOB .....
4. Are you in service? If yes give detailed address of the office.  
.....
5. Documents attached as proof a) .....  
b) .....  
c) .....
6. Contact No. ....

Signature of Applicant

Complete address .....

.....

Mobile No.....

Date. ....

DOB according to admission withdrawal is .....

Headmaster/Headmistress/Principal  
Matric/Sr. Sec. certificate school  
(with Stamp)

Signature  
First class Magistrate  
(with Stamp)

This application form must be produced by the head of that recognized institute, where the candidate studied last. Those who did not get education in any recognized school, must send application attested by first class magistrate.)

### **Rules for Correction in Date of Birth**

1. There is no provision of any type for a change in date of birth. If there is any mistake at school level, correction in that DOB can be done according to school record/admission in first class within one year of the date of issue of certificate from the school. If a candidate has passed middle class from Board of School Education, Haryana on that basis correction can be done in matriculation certificate within a span of five years.

(a) Date of birth correction Fee                      Rs. 300/- per certificate

Note:

- i. Fee for the correction paid once will not be returned in any case.
- ii. The above fee is only for the correction in date of birth certificate of one class only. The student who applies for correction in both the certificates of Middle and Matric, he will have to pay separate fee for the both the exams.
- iii. For a correction certificate, Certificate fee Rs. 500/- + 300/- per correction or maximum of Rs. 1100/- will be charged.
- iv. The Facility of correction in Date of birth certificate will be given only in that case when the related record will be made available to the concerned department by the candidate/school.
- v. If any candidate is not able to get the correction in the mistake or to produce the related record for one year, that case will be filed in record. After one year the candidate will have to deposit the fee and apply again for the re-opening of the case (Board meeting dated 07/02/2004)

### **Correction in Date of Birth**

1. Generally, permission for correction in Date of birth will be given only in case if there is any mistake in DOB at school level while transferring (writing) the record from one register to another register. For this work board office will demand the complete available record or if it is not available, record from the affiliated school will be sought where the candidate took first admission in first class. Other than this board office will also demand record of all the schools where he took admission before passing matric, secondary certificate exam. i.e. admission and withdrawal register, original school leaving certificate and original admission forms which were filled by the father/guardian of the candidate while taking admission in every school.
2. All the documents related to school will be produced in original which the candidate will produce at his own responsibility.
3. In case the candidate produces wrong or fake documents, such case will be cancelled immediately.
4. If the Secretary is satisfied that the date of birth of the candidate is not correct for some reasons, then he can apply/approach for correction in DOB telling reason.
5. If the application is cancelled, then if the applicant wants, he can apply for re-consideration with new facts in writing within 30 days of the decision. If the head is satisfied that if the new facts were brought into his notice earlier, then second decision could be taken instead of the first one, then he can order for re-consideration of the case. This type of decision taken after re-consideration of the case, will be sent to the board for acceptance. After the acceptance given by the authorized officer, Assistant Secretary (Certificate) will issue a new certificate with corrected DOB in lieu of old certificate.