Cert-34

Case No. .....
(to be left blank)

Board of School Education Haryana, Bhiwani

FORM OF APPLICATION FOR CHANGE IN NAME

Note:- 1. The Applicant should carefully read the instructions given on page – 4 and comply with the same before filling in the form, Utmost care should be taken to write correct spellings of Name according to the Board Certificates.
2. The Applicant should sign the application and also the affidavit with old name.

Declaration to be submitted by the applicant

I (Old Name) ..... Son/daughter of Sh.....

Enrolment No. (if any).....do hereby solemnly declare that subject to the sanction of the Board, I have changed my name

From..... To.....

and that:-

(A) I am minor and an affidavit duly sworn before the magistrate by my parents/guardian or I am major and an affidavit duly sworn before the Magistrate by myself is enclosed herewith.

(i) Bank Demand Draft(s) which is also enclosed herewith No.....

Date..... Value Rs.....

(D.D. should be drawn in favour of Secretary, Board of the School Education, Haryana, Bhiwani, or

(ii) Board's Receipt No. and date.....

(if fee has been deposited in office through cash stream)

(B) The Particulars of the examinations taken and being taken by me/are as under:-

Name of Examination	Month and Year of Exam.	Roll No.	Result (Passed or failed)
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

(C) The following certificates in original are sent herewith:

1..... 2..... 3.....

4.....

Contd...2

The cutting from the newspaper in which in I have notified the change in my name is pasted below:-

Name of Newspaper .....

Place of Publication .....

Date of Publication .....

(Spellings/surname/ sub caste of the proposed change in name should be according to the advertisment)

(Signature of the applicant with the old name)

Complete Address:-

.....

.....

Pin Code.....

Mobile No.....

Date.....

(TO BE FILLED IN BY THE BOARD'S OFFICE)

The applicant has completed all the formalities regarding change in name under the rules, particulars reg. exams, results of the applicant have been verified, The name of the applicant in the Board record will now be.....alias/nee .... CN/FN/MN to ....

Dealing Clerk Assistant Superintendent

FINAL ORDERS

Change in name as recomended is allowed.

Assistant Secretary

Declaration in the case of those who have passed only the Matriculation or Higher Secondary Part I or Higher Secondary Part II Examination and are not Enroled Students.

[Applicant should write and sign his/her old name in the Declaration/ certificate concerned]

Declaration No. 1

I..... son/daughter of ..... do hereby solemnly declare that i did not join any school recognised by the Board of School Education Haryana, Bhiwani and have not so far been enroled in this Board.

Signature .....
(of attesting authority)

.....
(Signature of applicant)
Dated.....

Designation..... (Official Stamp)

Contd...3

Declaration in the case of those who did not join any school recognised by the Board of School Education Haryana, Bhiwani but studied privately.

DECLARATION NO. 2

I.....son/daughter.....
do hereby solemnly declare that I did not join any school recognised by the Board of School Education, Haryana, Bhiwani but studied privately.

Signature .....
(of attesting authority)

.....
(Signature of applicant)
Dated.....

Designation .....
(Official Stamp)

Certificate by the Head of the Department

End. No..... Date.....

CERTIFICATE NO. 1

Forwarded to the Secretary, Board of School Education Haryana, Bhiwani for necessary action with the following remarks:-

(a) The office has no objection to this change
(b) The applicant is employed in this office since.....
(c) The entries made overleaf have been verified and found correct.

Signature.....

Designation.....
(Official Stamp)

Note:- This certificate is required from the candidates who are in service but have never remained on the rolls of any school recognised by the Board of School Education Haryana, Bhiwani. Such candidates should submit their applications through the Head of the Department where they are employed.

Certificate by the Head of the recognised institution, Board of School Education Haryana, Bhiwani or a Principal of an affilliated college to a University, being attended or last attended,

End. No..... Date.....

CERTIFICATE NO. 2

Forwarded to the Secretary, Board of School Education Haryana, Bhiwani for necessary action with the following remarks:

(a) This office has no objection to this change.
(b) This candidate is/was a student of ..... class of this school in the year .....
(c) The entries made overleaf have been verified and found correct.

Signature.....

Designation.....
(Official Stamp)

AFFIDAVIT NO. 1-2 & 3 SHOULD BE SUBMITTED ON STAMP PAPER

No. 1

Form of affidavit in the case of minor applicants (Applicant should write and sign her old name in the affidavit concerned.)

I.....son/daughter of.....
do hereby solemnly declare that my son/daughter/ward is below eighteen years and had changed his/her name from..... to.....
with my consent and that he/she is one and the same person.

Signature
(Magistrate)
Place: .....
(Office stamp)

Deponent (Father/Guardian)
Full address.....
.....
.....
.....

Contd... 4

No. 2

Form of affidavit in the case of major applicants

I (Old name)..... son/daughter of Shri..... do hereby solemnly declare that I am a major (over eighteen years) and have changed my name from.....to..... and that I am one and the same person.

Signature.....
(Magistrate)

Place.....
(Official Stamp)

Deponent
Applicant (Old name)
Full address:
.....
.....
Pin Code.....
Mobile No.....

No. 3

Form of affidavit in the case of women applicants who are married

I (Old name)..... son/daughter of Shri..... do hereby solemnly declare that I am a major (over eighteen years) and have changed my name from.....to. .....due to marriage and that I am one and the same person.

Signature.....
(Magistrate)

Place.....
(Official Stamp)

Deponent
Applicant (Old name)
Full address:
.....
.....

In case of Military personnel the applicant can get it attested by the commanding officer of his unit. Attestation of the following persons only will be accepted:
[1] Gazetted Officer [2] First Class Magistrate [3] Headmaster/Headmistress/Principal of a recognised High/Senior Secondary School or of an affiliated college [4] An Officer of the Board not below the rank of Assistant Secretary.
A person applying for change of his/her name in the Board shall submit his/her application.
[a] In the case of regular student, through the Principal/Headmaster/Headmistress of the College/School last attended by him/her.

[b] In the case of private candidate, through a Gazetted Officer or the Headmaster or the Principal of a recognised High/Senior Secondary School or an Officer of the Board not below the rank of an Assistant Secretary, or [in the case of a Government employee] through the Head of the Department in which he/she is employed.

Accompanied by:

A fee of Rs. 300/- per correction, Rs. 800/- per certificate and maximum fee for correction Rs. 1400/- Maximum correction

fee for one certificate will be Rs. 1400/-. Along with a one-time lump-sum penalty amount shall also be payable by the applicant as follows:

Sr. No.	Time period from the Date of Issue of Original Certificate	Lump-Sum Penalty Fee & Correction Fee
1.	More than 03 years and up to 06 years from the date of issue of certificate	Nil + Prescribed correction fee
2.	More than 06 years and up to 09 years from the date of issue of certificate	Rs. 3,000/- + Prescribed correction fee
3.	More than 09 years and up to 12 years from the date of issue of certificate	Rs. 6,000/- + Prescribed correction fee
4.	More than 12 years and up to 15 years from the date of issue of certificate	Rs. 9,000/- + Prescribed correction fee
5.	More than 15 years from the date of issue of certificate	Rs. 10,000/- + Prescribed correction fee

Note:

1. To obtain any copy of a Re-issued / post-correction Re-issued certificate by hand (Dasti), the candidate will have to pay an additional fee of ₹500/-.
2. If an applicant is currently employed in service/a job and wishes to change their Date of Birth/Name Changed, there certificate will not be amended. Furthermore, if an applicant in not currently employed in service/a job, A First-Class Magistrate will be required to be obtained an affidavit stating that they are not currently employed.
3. In respect of the certificates applied for by the applicant, the penalty amount shall be payable reckoning from the date of issue of the first certificate.

Other terms and conditions shall remain in accordance with the rules/regulations of the Board and the amendments made from time to time pursuant to the Government / Right to Education Act.

ii) An affidavit relating to his present and proposed names duly sworn in the presence of a Magistrate by his/her parents or guardian in case he/she is a minor or by himself/herself in case he/she is major, and

[I] A cutting from a daily newspaper in which the proposed change of name has been advertised.

[II] Change in surname is not permissible unless there is any link between the proposed and the one already shown against his/her name. This rule does not apply to women candidates who change their names due to marriage.

[III] Women candidates change in whose name has been made due to marriage, have only to submit an affidavit duly attested by a magistrate to this effect. Advertisement in a newspaper is not necessary.

[IV] Duplicate certificate with changed name can be issued on payment of the prescribed fees and on return of the original certificate. This fee will be in addition to the paid for change in name.