

Certificate

FUNCTIONS :

- To issue Duplicate certificate/result card in the cases where original certificate/card is lost/destroyed/stolen of the candidates.
- To issue Migration certificate in the case where candidates wish to migrate to other Boards/Universities for seeking education.
- Rectification of errors in the Board's certificates such as candidate's name, Father's name, Mother's name, Date of Birth.
- Change in the name/addition of surname.
- Change of Father's & Mother's name because of legal adoption.

CONTACT PERSON :

Dy. Secretary	244171-244176 (Ext 303)
Assistant Secretary	244171-244176-(Ext 116)
Superintendents	244171-244176 (Ext 129)
	A.128
	B.109,129

PROCEDURE :

(A) DUPLICATE CERTIFICATE

(i) First Duplicate Copy.

- Apply on prescribed application form along with requisite fee.
- Paste one passport size photograph on the prescribed form.
- Get the application form & photograph attested by the head of the institution in the case of regular school candidate through which the candidate had appeared in the examination and in the case of private candidate who had ever studied in any recognized/Govt. school from the head of school through which the applicant applied for the examination of which the duplicate certificate is applied for giving old roll no ,year and session in column 5 in the application form
- Such private candidates who had never studied in any recognized/Govt. school may get their form & photo attested by any gazetted officer of the Education Department Haryana or 'A' class officers of the Board or member of the Board.
- Normally Duplicate certificate is issued by post. However in the cases of extreme emergency Duplicate certificates can be issued by hand on the identification by an officer not below the rank of Board's Assistant Secretary) or dispatched on the same day of submitting application form on additional payment of Rs. 300/- in addition of Rs. 100/- charged as normal fee for duplicate certificate. None on behalf of candidate can apply or receive the duplicate certificate.

(ii) IInd copy of Duplicate Certificate

- In addition to the requirements for getting first copy, an affidavit to be sworn in before

the Ist Class Executive Magistrate to the effect that Ist copy of duplicate certificate has been lost/destroyed or stolen as the case may be along with additional fee of Rs. 50/-.

(iii) IIIrd copy of Duplicate Certificate

- In addition to the requirements for getting IInd copy, additional fee of Rs. 100 and a copy of the FIR to be submitted along with the application form if the IInd copy of the duplicate Certificate is stolen.

Note: According to rule, the result sheets bearing the details of marks are destroyed after twenty years. Hence, no detail of marks can be given before twenty years.

(b) MIGRATION CERTIFICATE.

- Apply on the prescribed application form giving information about the Board/University where the student wishes to migrate, along with requisite fee of Rs. 100/-.
- In case the original migration certificate is lost, apply on the prescribed application form along with an affidavit to be sworn in before Ist Class Magistrate to the effect that the original migration certificate has been lost, along with requisite fee.

c) RECTIFICATION OF ERRORS IN THE BOARD'S CERTIFICATES .

CORRECTION IN NAME/FATHER'S NAME/MOTHER'S NAME Request for such corrections are entertained only on the basis of school record. Before applying go through carefully the rules/regulations quoted on the application form. After passing the Board's examination, if a mistake in the name of candidate or/and Father or/and mother is noticed by the candidate in his certificate (s).

- Apply on the prescribed application form along with requisite fee.
- Annex all original certificates issued by the Board.
- Get the filled up application form recommended from the head of the last attended institution.
- Original school record viz Admission and withdrawal register, paste file, First admission form etc. are also to be produced for verification.

d) CORRECTION IN DATE OF BIRTH

Correction in date of birth is permissible only on the basis of school record and that too within the stipulated period as laid down in the application form. Change in date of birth is not permissible.

How to apply

- Fill up prescribed application form and remit requisite fee.
- Get the filled up form recommended by the head of institution last attended.
- Annex all original certificates issued by the Board.
- Produce original school record viz. admission & withdrawal register, paste file, first admission form etc.

(e) CHANGE OF NAME

In case a candidate wishes to change his name after passing the Board's examination, he should

- Give advertisement about the change in any national daily newspaper.
- Apply on prescribed application form with requisite fee and the form should be recommended by the head of the institution last attended.
- Annex all original certificates and copy of advertisement published in the newspaper.
- Submit an affidavit to be sworn in before Ist Class Magistrate as given on the application form.

(f) CHANGE OF NAMES OF FATHER & MOTHER DUE TO ADOPTION

Change in the name of father & mother is permissible in the case of legal adoption.
How to apply

- Apply on the application & remit requisite fee.
- Submit original adoption deed & one attested copy of the same.
- Submit an affidavit about adoption to be sworn in before the Ist Class Magistrate by the original father.
- Submit an affidavit about adoption to be sworn in before the Ist Class Magistrate by the parents who have adopted the applicant
- Submit affidavits about adoption by the two gazetted officers or respected persons to be sworn in before the Ist Class Magistrate.

4. FEES STRUCTURE:

Application form fee		Rs. 10/-
(Prescribed application form can be downloaded from the website of the Board)		
First duplicate certificate	if required within a month	Rs.200 /-
	if required within a week	Rs.300 /-
	if required in the two day	Rs.500 /-
Second duplicate certificate	if required within a month	Rs.250 /-
	if required within a week	Rs.350 /-
	if required in the two day	Rs.550 /-
Third duplicate certificate	if required within a month	Rs.300 /-
	if required within a week	Rs.400 /-
	if required in the two day	Rs.600 /-
Migration Certificate		Rs. 100/-
Correction in name/Father's name/Mother's name	Rs. 200/-per correction + Rs. 200/- per certificate	

Change in Name	Rs. 100/- + Rs. 200/-per Certificate
Change in Father's & Mother's name in the case of adoption	Rs. 100/- + Rs. 200/-per Certificate
Correction in date of birth :	
(I) Within a year ending on 31st December after the year of passing the examination of the Board.	Rs. 100/- + Rs. 200/- for each exam separately
(II) After the lapse of above period additional fee for every following per year	Rs. 100/-
Maximum fee for each examination certificate.	Rs. 700/-