

**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,H-8/4 ISLAMABAD**

**APPLICATION FORM FOR CORRECTION IN NAME/PARENTAGE/DATE OF BIRTH**

**Part-I (to be filled in by the candidate)**

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
SSC Registration No: \_\_\_\_\_ Examination Passed SSC-I/SSC-II, Annual/  
Supplementary, Year \_\_\_\_\_ Roll No : \_\_\_\_\_ HSSC Registration  
No: \_\_\_\_\_ HSSC-I / HSSC-II Annual / Supplementary, Year \_\_\_\_\_ Roll  
No : \_\_\_\_\_ Name of Institution: \_\_\_\_\_

**CORRECTION REQUESTED: NAME / PARENTAGE / DATE OF BIRTH (TICK ✓ WHICHEVER IS APPLICABLE)**

**FROM**

**TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stage of the error occurred: \_\_\_\_\_  
Bank Challan/Bank Draft. No. \_\_\_\_\_ dated \_\_\_\_\_ amounting to Rs/US\$ \_\_\_\_\_  
is attached.

**Signature of the Applicant** \_\_\_\_\_  
**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Part-II (to be filled in by the Institution)**

No. \_\_\_\_\_ dated: \_\_\_\_\_

Certified that Mr/Miss \_\_\_\_\_ S/O, D/O \_\_\_\_\_

- i) is/ was a bonafide student of this institution.
- ii) His/Her case for correction in Name/Parentage/Date of Birth is submitted alongwith following documents duly attested:-
  - (a) Copies of Admission Form and Admission Withdrawal Register (relevant page) pertaining to the stage of occurrence of the said transcribing error.
  - (b) School Leaving Certificate.
  - (c) Copies of the 1<sup>st</sup> Admission Form and relevant page of Admission Withdrawal Register in case error in clause (a) is not determined.
  - (d) Correction in particulars of a candidate at the HSSC level will be allowed on the basis of entries made in the SSC Result Card/certificate issued by the Board. However in case of other Board, correction will be carried out on the basis of the college record and the SSC Result Card.
  - (e) Any other document as desired by the Board.

**Stamp of the Head of Institution  
Institution**

**Name & Signature  
of the Head of**

Please read instructions overleaf

## **INSTRUCTIONS**

1. Change of Name/Parentage/Date of Birth is not allowed. However, change in Name is allowed in case of change of religion or sex, subject to provision of:-
  - (i) An affidavit on stamp paper duly attested by the Oath Commissioner and a certificate from the Head of a recognized Islamic Educational Institution/Deeni Madrassa to the effect of the change of religion.
  - (ii) A Medical Certificate from the Medical Superintendent of a Government Hospital with regard to the change of sex.

**No fee is charged in case of change at 1 (i) (ii)**

2. In case of a private candidate the application form attested by a Class-I officer will be submitted directly to the Board alongwith documentary proof i.e his/her previous institution's record (if any) or Form-B and Birth Certificate, Court Decree etc (whichever is applicable) together with the prescribed fee. The term "Private" candidate is applied to one who has never been admitted to any educational institution at any stage. Otherwise, the candidate shall provide the school record with the request for correction in his/her particulars.

3. Special children (physical handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee payable to Federal Board.

4. Correction fee will be charged:- (from the date of issuance of 1<sup>st</sup> documents of the Board wherein correction is required)

<b>Rs. 500/-</b>	-	Inland	} Before declaration of the result of the relevant examination
<b>US \$ 20/-</b>	-	Abroad	
<b>Rs. 500/-</b>	-	Inland	} For first four years from the declaration of the result of the relevant examination
<b>US \$ 50/-</b>	-	Abroad	
<b>Rs. 1000/-</b>	-	Inland	} Per year after the first four years of the result of the relevant examination.
<b>US \$ 50/-</b>	-	Abroad	

5. Each appeal against any decision about the correction case shall be entertained on payment of the fee i.e Rs. 500/- (Pakistan) and US \$ 20/- (Abroad).

6. Correction fee once deposited shall not be refunded.

**Note:** Any request for correction found incomplete in any respect shall not be entertained.