



GOVERNMENT OF KERALA
DIRECTORATE OF HIGHER SECONDARY EDUCATION
APPLICATION FOR DUPLICATE CERTIFICATE/ SCORE SHEET
OF HIGHER SECONDARY EXAMINATION

1. Name of the applicant with complete address
[In block letters] with PIN code :
2. Name of parent/guardian :
3. Date of Birth :
4. Particulars of Certificate/Mark list for which Duplicate is required

Name of the Examination	Register Nos.	Year & Month	Centre of Examination	Remarks

5. Circumstances under which duplicate certificate is applied for :
- 6.[a] Whether the declaration attested by designated authority attached* :
- [b] If the original certificate is damaged, give details and enclose its remnants** :
- [c] Whether applied for Duplicate /Triplicate certificate before? If yes, give details :

7. Particulars of fees remitted.

No. & date of Chalan	Amount remitted	Name of Treasury	Head of Account	Remarks
			“0202-01-102-97[03] other receipts	

Place.

Date.

Signature of the applicant

CERTIFICATE OF THE PRINCIPAL OF THE HIGHER SECONDARY SCHOOL THROUGH WHICH THE CANDIDATE WAS PRESENTED FOR THE EXAMINATION

Certified that to the best of my knowledge and belief, the original certificate/marklist issued to Sri/Smt.....was irrecoverably lost/damaged. I have carefully verified the particulars furnished above by the candidate and found the same correct. I recommend that a duplicate certificate/marklist may be issued to the applicant.

Principal :

Name of School :

Edl. Dist :

Revenue Dist :

[Office seal]

Fee for Single Duplicate Certificate/Marklist Rs.200/-[H/A “0202-01-102-97 [03] other receipts”]

Fee for Duplicate Certificate [Subsequent appearances] Rs100/- each

* If the original certificate/marklist is irrecoverably lost ,declaration of the candidate, in Stamped Paper worth Rs. 50/-, attested by a First Class Judicial Magistrate under the seal of his court or by the Officer Commanding, in the case of Jawan, detailing the circumstances under which it was lost should be produced.

** Affidavit not necessary in case of damaged certificates/marklists.