

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS,
NEW DELHI**
Pragati House (3rd floor), 47-48, Nehru Place,
New Delhi 110 019

APPLICATION FOR ISSUE OF DUPLICATE DOCUMENTS

Document required: please specify:-----
(Duplicate Statement of Marks/Certifying Statement of Examination Results/Duplicate Admit Card/Duplicate Migration Certificate)

Details of Applicant

- 1) **Full Name** :-----
- 2) **Full Name: at the time of examination:**.....
(in case of a subsequent change)
- 3) **Date of Birth** :-----
- 4) **Full Postal Address to which document is to be sent:**

----- Pin Code ----- Tel: -----

Details about the Examination:

- 5) **Name of the Examination:** or
- 6) **Name of the School:**-----
- 7) **Index No. Year :**

Details of Payment:

- 8) **Amount of Fee Paid : Rs** ----- **Draft No.**.....
Drawn on Bank/Branch :
- Date. Signature

Recommendation: To be recommended and forwarded by the Head of the School

Signature..... Name..... School Seal

Name of the School & Address:.....
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Explanatory Note

1. The documents will normally be sent to the Head of the School.
2. The Council charges the following fees for the issue of the documents listed below:

(i) Duplicate Statement of Marks	` 1000/-
(ii) Certifying Statement of Examination Results (alongwith original affidavit & news paper cutting)	` 500/-
(iii) Duplicate Migration Certificate	` 500/-
(iv) Duplicate Admission Card	` 500/-

The fees is payable only by bank draft favouring the “COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS”, payable at NEW DELHI.

3. Duplicate Pass Certificates are not issued. If required, the Council will issue a Certifying Statement of Examination Result, which contains the details that are found in the Pass Certificate. For obtaining a Certifying Statement of Examination Results, the following documents are to be produced.
 - a) An affidavit notarized by a ‘Notary Public’ or attested by an Oath Commissioner stating that the applicant has lost his/her Pass Certificate (original copy required).
 - b) Cutting of a news paper announcement either in English or Hindi (If the publication is in any regional language, kindly supply a translation in English or Hindi duly attested by a Notary Public or an Oath Commissioner) stating that the Pass Certificate issued to the applicant has been irretrievably lost. This announcement should carry the name of the applicant, the Index Number, Year of passing the examination and the name of the School (original copy required).
4. Kindly ensure that complete and correct particulars are provided in the application.

Incomplete or wrong information may result in undue delay in issuing the documents.

The application completed in all respects along with the bank draft for the correct amount should be sent to:

The Chief Executive and Secretary
Council for the Indian School Certificate Examinations
Pragati House (3rd floor)
47-48, Nehru Place
NEW DELHI 110 019

The documents will be sent by Courier/Registered post. (Kindly allow time after the receipt of the application (complete in all respects), before making enquiries.