**FAQ’s regarding Certificate (issuance, duplicate and improved certificate)**

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|  | I have passed my SSC/HSSC examination as a regular candidate but did not receive my certificate so far. How can I get the certificate? |
| Ans. | The certificates of regular candidates are sent to their institutions within six months after declaration of results. Please visit/contact your institution for collection of certificate. |
|  | I am an Ex/private candidate and passed SSC/HSSC Examination from FBISE but did not receive my certificate so far. How can I get the certificate? |
| Ans. | The certificates of Ex/private candidates are sent on their mailing addresses (within six months after declaration of results) given in the Admission Form at which they have already received their Roll Number Slip and Result Card. If you have not received your certificate after six months of declaration of result then please contact Certificates Section on e-mail addresses i.e. [certificate@fbise.edu.pk](mailto:certificate@fbise.edu.pk)for update and dispatch details to track it from concerned post office. |
|  | I have improved my Result/Grade in SSC/HSSC Examination. How can I get my revised certificate with improved marks? |
| Ans. | For the purpose, you may write an application to Deputy Secretary (Certificates), FBISE, H-8/4, Islamabad. Pay the requisite fee. Bank Challan form can be downloaded from FBISE website ( [www.fbise.edu.pk](http://www.fbise.edu.pk)) for fee payment in the nearest online HBL branch. A copy of bank challan (Board’s Copy) must be attached with the application alongwith photocopy of improved result. |
|  | My original SSC/HSSC certificate has been lost. How can I get my Duplicate Certificate? |
| Ans. | Download the application form for issuance of Duplicate Certificate from FBISE website i.e. [www.fbise.edu.pk](http://www.fbise.edu.pk). Fill it in all respects and send it to the Secretary FBISE along with photocopy of result and prescribed fee. Bank Challan form can be downloaded from FBISE website ( [www.fbise.edu.pk](http://www.fbise.edu.pk)) for fee payment in the nearest online HBL branch. A copy of bank challan (Board’s Copy) must be attached with the application. |