



(FOR HSSC)

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

APPLICATION FORM FOR CORRECTION IN NAME/PARENTAGE
Part-I (to be filled in by the candidate)

Name: _____ Father's Name: _____
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 (TICK ✓ WHICHEVER IS APPLICABLE)

FROM

TO

(Name)

(Father's Name)

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 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) Copy of the SSC Result Card/Certificate/Registration Card issued by the Board in case the candidate passed his/her Examination from any other Board, verified copy of the SSC Result Card or Certificate from concerned Board must be provided.

Stamp of the Head of Institution

**Name & Signature
of the Head of Institution**

Please read instructions overleaf

INSTRUCTIONS

1. Correction in particulars of a candidate will be allowed at the HSSC level on the basis of entries made in the SSC Result Card/Certificate issued by the Boards or any requirement document issued by any other body.
2. The request for correction of transcribing error in Name/Parentage of a candidate will be considered on his submission of an application on the prescribed Proforma forwarded by the concerned head of the institution affiliated with the Federal Board accompanied by the supporting documents mentioned at a, b & c, over leaf attested by the head of the concerned institution along with the prescribed fee as indicated in para 5 below.
3. In case of a private candidate the application form attested by a Class-I officer will be submitted directly to the Board alongwith attested copy of SSC Result Card/Certificate or verified copy of SSC Result Card from the concerned Board (in case of other Board) together with prescribed fee.
4. Board mistake shall be corrected without fee within one year of the issuance of first result card, whereafter, correction fee shall be charged w.e.f the date of issuance of the Result Card wherein correction is required.
5. Case Processing Fee as per schedule given below which is subject to revision from time to time will be charged at HSSC level:-
 - i. **Rs. 1500/-(Inland)/US \$ 50/- (Abroad) within three (03) of passing HSSC examination.**
 - ii. **Rs. 4500/-(Inland)/US \$ 150/- (Abroad) after three (03) year of passing HSSC examination.**

Note:- Request for Correction/Change after ten years passing HSSC examination will be entertained on additional Payment of Rs.1000/- Inland)/US # 40 (Abroad) per annum over and above the aforementioned prescribed fee.

Note:

1. **Any request for correction found incomplete in any respect shall not be entertained.**
2. **Complete case for any correction must be submitted within three months after fee is remitted. Thereafter fresh fee will be charged.**
3. **Case processing fee once deposited will not be refunded being processing fee.**