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duly attested

**(For SSC)**  
**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION**  
**H-8/4 ISLAMABAD**

**APPLICATION FORM FOR CORRECTION IN NAME/FATHER'S NAME/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 : \_\_\_\_\_ Name of Institution: \_\_\_\_\_

**CORRECTION REQUESTED: NAME / FATHER'S NAME / 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 \_\_\_\_\_

who passed SSC Examination under Roll No. \_\_\_\_\_ 20 \_\_\_\_\_

- i) is/was a bonafide student of this institution.
- ii) His/Her case for correction in Name/Father's Name/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) Any other document as desired by the Board.

**Stamp of the Head of Institution**

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

Please read instructions overleaf

## INSTRUCTIONS

1. The request for Change in Name or Correction in Name/Father's Name/Date of Birth of a candidate will be considered on submission of an application on the prescribed proforma with supporting documents and fee through the Head of an Institution last attended. Date of Birth once recorded in SSC certificate /recorded at the time of joining Government/ Semi-Government/Autonomous Bodies shall final and thereafter no change will be allowed:-

- a. The candidate may be allowed to change his/her Name in case of his/her change of religion or gender, provided that:-
  - i. For a change in religion, the candidate must provide an affidavit on stamp paper duly attested by a Gazetted Government Officer Class-I or Magistrate First Class and a certificate from the Head of a recognized Islamic Educational Institution/Deeni Madrassa to the effect of change of religion, are produced.
  - ii. For a change in gender, the candidate must provide a Medical Certificate issued by the Medical Superintendent of a Government Hospital on the recommendation of a Medical Board certifying the change of gender.

**Note: No Fee shall be charged in such cases.**

- b. The Board may allow change in Name or Correction in Name & Father's Name on production of:-
  - i. An Affidavit to the effect of change duly attested by a Magistrate First Class.
  - ii. Original cutting of advertisements showing particulars of both previous and changed Name/Father's Name along with applicants recent photographs in two National Daily Newspapers one (01) in English and one (01) in Urdu language.
  - iii. Any additional document/evidence required by the Board.
- c. Correction in Date of Birth of a candidate may also be considered on the basis (production) of documents like Birth Certificate issued by Union Council/Cantonment Board/Municipal Corporation/Government Hospital (recorded within two years of date of birth) and Passport, Domicile, NADRA Registration Record provided these documents have been issued within minimum of two years before the registration of the candidate with the Board.

2. In case of a private candidate the application form duly attested by a class-I officer, will be submitted directly to the Board along with documentary proof (i.e. his/her previous Institution's record (if any) or Form B and birth certificate whichever is applicable or any other document/evidence required by the Board) together with the prescribed fee. The term "Private" candidate is applied to one who has never appeared at SSC/HSSC Examinations of FBISE. 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. 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 SSC level:-

- i. Rs. 1500/- (**Inland**)/US\$ 50/- (**Abroad**) **within three (03) years** of passing SSC examination.
- ii. Rs. 4500/- (**Inland**)/US\$ 150/- (**Abroad**) **after three (03) years** of passing SSC examination.

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

6. A candidate may file an appeal to Chairman/Chairperson of the Board against the decision within 30 days along with prescribed appeal fee Rs. 1000/-/US\$. 40/- (Abroad) and any additional documentary evidence not provided earlier. The decision of the Competent Authority on the appeal will be final.

**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.**

## **Affidavit for Correction in Date of Birth After attaining the age of 18**

I \_\_\_\_\_ S/D/O \_\_\_\_\_

resident of \_\_\_\_\_ do hereby solemnly confirm and

declare as under:-

- i. That I appeared in SSC Annual / Supplementary Examination \_\_\_\_\_ under Registration No. \_\_\_\_\_ Roll No. \_\_\_\_\_ from F.B.I.S.E., Islamabad and have attained the age of 18.
- ii. That I have not Joined Service in Government / Semi Government / Autonomous Body till date after passing SSC Examination.
- iii. That I will never use the same for any financial / legal benefit.
- iv. That I or my Guardian have / has not applied for correction earlier.
- v. That the matter has never been subjudice in any Court of Law.

(Sample of Affidavit to be attested by the Magistrate Class-I for correction in Date of Birth after attaining the age of 18)