



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 Examination

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

5. Circumstances in 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.
8. 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 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.300/- [H/A "0202-01-102-97[03]" other receipts]
Fee for Duplicate Certificate [Subsequent appearances] Rs. 300/- each

* If the original certificate/marklist is irrecoverably lost, declaration of the candidate, in Stamped Paper worth not below Rs.25/ (Twenty Five), attested by a Judicial First Class Magistrate under the seal of his court or by the Officer Commanding, the case if Jawan, detailing the circumstances under which it was lost should be produced.

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

FORMAT OF THE AFFIDAVIT

I
..... (name and address) do hereby solemnly affirm & state
as follows :-

I completed my Plus Two Course in the Year and appeared for the
Higher Secondary Examination (Month & Year) with Register Number
.....

A Plus Two Certificate was issued to me with Register Number The
Same was irrecoverably lost
..... (Give details).

I made all my efforts to get the above certificate. Now I am convinced that the
certificate is irrecoverably lost. I need a duplicate copy of the certificate. I am swearing this
affidavit for getting a duplicate of Plus Two Certificate and submit that I am highly needed of
a duplicate of Plus Two Certificate as early as possible.

If at any time the lost Certificate is recovered it will be surrendered to the concerned
authority and I shall not misuse the above Certificate for any other purpose.

The above facts are true.

Dated (Month & Year)

Deponent