



ANDHRA PRADESH BOARD OF SECONDARY AND INTERMEDIATE EDUCATION

[An Autonomous Board, Established Under Indian Education Act]
(ISO 9001:2008 - Certified Organization)

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Date:.....

1.	Name of Candidate	
2.	Enrollment No.	
3.	School/Center Name & Code	
4.	School/Center Address	
5.	Class	
6.	Session/Year	
7.	Duplicate Certificate which applied for	
8.	If applying for duplicate marksheet, fill in the month and year of exam, for which mark statement was issued.	
9.	If applying for duplicate migration fill in the (if applicable) month and year.	
10.	Circumstance under which the certificate was lost and from when	
11.	FIR copy is attached	
12.	Whether affidavit in support has been enclosed with the application. (applicable for Marksheet/ Migration)	
13.	Address to which the certificate is to be sent.	

Fees Paid Details:

Date	D.D. No.	Draw on (Bank Name and Address) Payable at	Amount

Signature of the Candidate	Received the documents as per the Application above Signature of the Candidate with date
Authorized Signatory of School/Center	
For office use only	
Signature of Controller of Examination	

INSTRUCTIONS

1. Duplicate Certificate will be issued only when it lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format and should be sent to the office of the Controller of Examination directly. Application received on behalf of the candidate will not be accepted.
3. Application should be complete in every respect. Failure to furnish correct
 - a. Details may cause delay/deny issuance of the certificate.
 - b. Fees for issuing Duplicate Certificates: for class X/XII (MarkSheet Rs.1000/-& Migration Rs.1000/-)
4. Xerox copy of the statement of marks/certificate for which duplicate is required Shall be closed, if available.
5. The Fees must be paid through DD. The Demand Draft should be drawn in favour of "ANDHRA PRADESH BOARD OF SECONDARY & INTERMEDIATE EDUCATION" or shall be paid at the APBSIE Headquarter.
6. Fees once paid shall neither be refunded nor adjusted for any other certificate
 - a. Under the circumstances.
7. Duplicate Certificate is to be surrendered to the Council immediately if the. Original Certificate is recovered.
8. Application duly filled-in along with an affidavit should be closed.
9. FIR Copy has to be attached along with the application forms if applied for more than two certificates.

AFFIDEVIT TO BE FIELD FOR ISSUE OF DUPLICATE CERTIFICATE

I, _____
Son/Daughter of _____
DOB _____ student of (School/Center Name) _____

_____ With enrollment number _____ and residing at _____

Do here by solemnly and sincerely state as follows:

My _____ Certificate issued relating to the examination held issued during _____ by the Council has irrevocably been Lost/destroyed.

I fill the affidavit for the purpose of receiving duplicate certificate.

The duplicate certificate shall be returned to the Council once my original certificates/are recovered by chance.

The facts stated are true and correct to the best of my knowledge and is found false by the APBSIE, I shall abide by the decision of the APBSIE.

Solemnly Affirmed

His/her signature,

At (Place) _____

This (Date) _____

Month and Year _____

Place:

Date:

SIGNATURE OF THE APPLICANT