

**Board of Intermediate & Secondary Education, Rawalpindi.****FORM OF APPLICATION FOR CORRECTION IN DATE OF BIRTH**

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Registration No, If any \_\_\_\_\_
4. Year passing Secondary School Examination of the Board \_\_\_\_\_  
Roll No. \_\_\_\_\_ Session \_\_\_\_\_
5. Name and address of the School join for the first time in the first infant class and date of birth of the applicant as recorded therein \_\_\_\_\_  
\_\_\_\_\_
6. Name and address of institution from which appeared in Secondary School Examination \_\_\_\_\_  
\_\_\_\_\_
7. Date and year of joining the School, mention in column No. 5 \_\_\_\_\_  
Date of Birth \_\_\_\_\_
8. Date of birth as recorded in the Board's office \_\_\_\_\_
9. Date of birth as Claimed by the applicant \_\_\_\_\_
10. Stage at which the mistake occurred and also state reason \_\_\_\_\_  
\_\_\_\_\_
11. Documents produced in support of claim for correction in date of birth \_\_\_\_\_
12. No. of Receipt issued by Board acknowledging fee No. \_\_\_\_\_ Dated \_\_\_\_\_  
Rs. \_\_\_\_\_

NOTE : No form will be entertained unless the receipt Number is given  
the original Receipt issued by the Board is produced.

Dated \_\_\_\_\_ Signature and address of the applicant \_\_\_\_\_

FORWARDED :

Signature \_\_\_\_\_  
Headmistress/Headmaster/Principal \_\_\_\_\_ G/H/School/College \_\_\_\_\_  
G/Higher Sec. \_\_\_\_\_

Date \_\_\_\_\_

(To be filled in by the office)

that the fee Rupees \_\_\_\_\_ has been received  
vide Bank Challan No. \_\_\_\_\_ Date \_\_\_\_\_

The date of birth of the candidate who has either applied for appearing in the Secondary School Certificate Examination or has already passed the Examination may be corrected provided that :-

1. The application can be entertained as per Schedule given as under :-

Period	Fee
(I) Within two years	Rs. 1070.00/-
(ii) Within five years	Rs. 2070.00/-
(iii) Within ten years	Rs. 3070.00/-
(iv) After ten years	Rs. 4070.00/-

2. The Board is satisfied after enquiry and inspection of School records pertaining to the first admission of a particular candidate in a recognised School that the mistake was due to clerical error in transferring the date of birth from one record, register or document to another record, register or document.

OR

If that the entry of the date of birth of joining recognised School is not available or is reported to be incorrect then the birth certificate containing all entries pertaining to his name in the Municipal birth register to be supplied :-

Provided that the name of the candidate and name of the father already mentioned in these entries.

3. The School's records are corrected in the same manner as the records in the office of the Board.
4. No understanding anything contained in this regulation, the chairman may accept certificate of school duly attested by the foreign mission of Pakistan in foreign country.
5. Affidavit attested by first class Magistrate.

### INSTRUCTIONS

1. The application should be sent through the Head of the Institution, from where the applicant passed the Secondary School Certificate Examination. If the applicant passed Secondary School Certificate Examination privately the application should be submitted through the Head of a recognised Institution.
2. No application for correction in date of birth will be considered unless it is submitted to the Board on the prescribed form along with the prescribed fee, once received is not refunded.