

Board of Intermediate & Secondary Education, RawalpindiAPPLICATION FORM FOR CORRECTION IN NAME

1. Name _____
2. Name's recorded in the Board's Office _____

3. Name as claimed by the applicant _____

4. Registered No. If any _____
5. Year of passing Secondary School Year _____ Roll No. _____
Examination of the Board.
6. Name and address of institution from which appeared in Secondary School Certificate
Examination _____
7. Name and address of the School joined _____
for the first time in the first infant school.
8. Date and Year of joining the School, mentioned in column No. 7 _____

9. Stage at which the mistake occurred _____
and also state reason _____

10. Documents produced in support of claim for correction in Father's name _____

11. No. of Receipt issued by Board No. _____ dated _____
Rs. _____

NOTE :- No form will be entertained unless the receipt Number is given or the original
Receipt issued by the Board is enclosed, or Bank Challan produced.

Dated _____ Signature and address of the applicant _____

FORWARDED :

Signature _____

Headmaster/Principal _____ H/School/College _____

Date _____

(To be filled in by the office)

Verified that a fee of Rupees _____ has been received vide Board
Receipt No. _____ Dated _____

INSTRUCTIONS

1. The application should be sent through :-
 - (i) The Head of the Institution through which the application has passed the Secondary School Certificate Examination or Intermediate Examination if he was a regular candidate;
2. (i) Through any Head of the Institution recognised by the Board if the applicant has passed the Secondary School Certificate of Intermediate Examination privately.
3. No application for change name shall be entertained unless the applicant has deposited the required fee as detailed below :-

Within two years	Rs 1,070/
Within five years	Rs 2,070/
Within ten years	Rs 3,070/
After ten years	Rs 4,070/

4. Fee once paid for change name is not refundable
5. The application for change name should accompany the applicant's original certificates of Secondary School Certificate Examination or Intermediate Examination as the case may be, each should be retained in the office if the change name is allowed. In case the request for change name is not acceded to the certificates shall be returned to the applicant. In case the original certificate of the applicant is lost, the applicant shall submit affidavit attested by a first class Magistrate or Oath Commissioner to the effect that the applicant has lost his original certificate and that he has passed the examination.
6. Affidavit attested by first class Magistrate.