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
   ______________________________________________________________
   Date of Birth
7. Date and year of joining the School, mention in column No. 5
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 ___________

P.T.O.
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 another record, register or document.

OR

If that the entry of the date of birth of joining recognized School is not available or is reported to 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 submittee to the Board on the prescribed form along with the prescribed fee, once received is not refunded.