



Board of Intermediate & Secondary Education Mardan

Application form for Correction in Name/Father Name and Date of Birth

The Secretary,
Board of Intermediate & Secondary Education,
Mardan, Khyber Pakhtunkhwa

Subject: _____

I beg to state that I want to correct my **Name/ Father Name / Date of Birth** as under, please.

PARTICULARS:

1. Incorrect Name: _____
2. Correct Name: _____
3. Incorrect Father's Name: _____
4. Correct Father's Name: _____
5. Incorrect Date of Birth: _____
6. Correct Date of Birth: _____
7. Registration/Enrollment No. of this Board: _____
8. Institute's where studying/studied: _____
9. (a) Roll No. (SSC): _____ Year _____ Annual/Supply _____
(b) Roll No. (HSSC). _____ Year _____ Annual/Supply _____
10. ABL/UBL receipt No. _____ Dated _____ Rs: _____ Branch _____

NB. That no FIR/Suit is registered against me in any Police Station/Court of Law with old name/ father's name. I undertake full responsibility in case of any litigation whatsoever arising of the said change/ correction in particulars.

Candidate's Name: _____ **Signature** _____

Father's Name: _____ **Signature:** _____

Home Address: Mohallah _____ **Village** _____ **Tehsil & District** _____

Mobile No: _____ **Date:** _____

Signature of Principal/ Headmaster/ Headmistress _____

Office Seal _____ **Date:** _____

Fee Structure

Nature of Correction	FEE
AWR	Rs. 1000/-
Court Decree (Name/Father Name or Both)	Rs. 3000/-
DOB correction on Court Decree basis	Rs. 2000/-
Spell/ Vowel/ Correction by affidavit	Rs. 2000/-
F/Name incremental fee after 05 years	Rs. 500/-per year
Revised Certificate	Rs. 600/-

INSTRUCTIONS:

1. Admission/Withdrawal Register (AWRs) Primary & High level duly attested photocopies must be countersigned by the DEO concerned.
2. Correction Form and DMC / Certificate photocopy must be attested by the concerned School Principal.
3. Attested photocopies of CNIC/Form-B of the candidate and father CNIC must be attached.
4. In case of (DOB) correction original AWRs of Primary, High, 1st Admission Form from Primary School.
5. In case of Addition, Deletion of prefix or Suffix etc, original affidavit must be attached.
6. In case of mistake in Name/Father Name and DOB at SSC level, a Covering Letter mentioning the reason of mistake from High School Principal must be attached.

SAMPLE OF AFFIDAVIT

FOR CORRECTION IN DATE OF BIRTH AFTER ATTAINING THE AGE OF 18 YEARS.

I _____ Son/Daughter of _____ resident of _____

do hereby solemnly confirm and declare as under;

- i) That I have passed SSC Annual/Supplementary Examination _____ from BISE, Mardan attained the age of 18 years.
- ii) That I have not joined service in any of the Government/ Semi Government/ Autonomous Body department till date after appearing in / passing SSC Examination.
- iii) That I or any Guardian has/ have not applied earlier for correction of my date of birth at SSC Level.
- iv) That the matter has never been subjudice in any court of Law.

Signature of Candidate

(To be attested by the Magistrate Class-I or Authorized Officer of Embassy in overseas case)

NB: The affidavit will not be applicable on court cases.