

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 _____

- Date of Birth _____
7. Date and year of joining the School, mention in Colum 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. _____
Date _____ 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 provide 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's candidate in a recognized School that the mistake was due to clerical error in transferring the date of birth from on 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 recognized 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.