



# Board of Secondary Education, Assam: Guwahati - 781021

seba.assam.gov.in, email: [boardassam@gmail.com](mailto:boardassam@gmail.com)

## APPLICATION FORM FOR DUPLICATE/ TRIPLICATE PASS CERTIFICATE

To

**The Secretary,  
Board of Secondary Education, Assam  
Guwahati- 781 021**

Fees : K 500/-

Through the Principal/ Headmaster/ Head Mistress/ Superintendent.

\_\_\_\_\_

\_\_\_\_\_

Sir,

I have the honour to request you kindly to issue me a DUPLICATE/ TRIPLICATE CERTIFICATE. My necessary particulars are shown below:-

1. Name in Full (In Block Letters) : \_\_\_\_\_
2. Father's Name in Full : \_\_\_\_\_
3. Name of the Examination with course (NEW/OLD) and year \_\_\_\_\_
4. Roll : \_\_\_\_\_ No. : \_\_\_\_\_ year \_\_\_\_\_
5. Result Passed in \_\_\_\_\_ Division \_\_\_\_\_
6. Regular/ Private/ Supplementary/ Compartmental (With Chance) \_\_\_\_\_
7. Group (In case of HSSLC Exam.) \_\_\_\_\_
8. School from which appeared \_\_\_\_\_
9. **Home Address** \_\_\_\_\_ **Address for Correspondence** \_\_\_\_\_  
Vill/ Town \_\_\_\_\_ Vill/ Town \_\_\_\_\_  
P. O. \_\_\_\_\_ P. O. \_\_\_\_\_  
P.S. \_\_\_\_\_ P. S. \_\_\_\_\_  
Dist. \_\_\_\_\_ Dist. \_\_\_\_\_  
PIN \_\_\_\_\_ PIN \_\_\_\_\_
10. Purpose for which the document is necessary \_\_\_\_\_
11. Reason of application for duplicate/triplicate certificate : Lost/damaged/theft of the original document \_\_\_\_\_
12. Enclosed.: Apex Bank Challan No. \_\_\_\_\_

Bank Draft No. \_\_\_\_\_ Date. \_\_\_\_\_

Yours faithfully,

*Full Signature of the Candidate* \_\_\_\_\_

Memo No. \_\_\_\_\_ Date. \_\_\_\_\_

Forwarded and recommended for issue of the above DUPLICATE/ TRIPLICATE PASS CERTIFICATE. Particulars furnished are checked and found correct. The above candidate received his Original/ Duplicate Certificate from this institution.

*Signature of the Head of the Institution with Seal*

**PLEASE SEE RULE OVERLEAF**

- I. In case of loss/theft of the Original/Duplicate copy of Certificate a **Police Report** from a police station clearly mentioning the Roll/No. and year of Examination must be enclosed.
- II. In case of damage of certificates (including duplicate one) the damage documents be submitted along with the application. No Police report will be necessary with damaged documents.
- III. The applications are to be submitted through the Head of the School from which the candidate appeared along with the necessary fees of **Rs. 500/- (Five hundred)** only through A/c payee Bank Draft/Challan (SEBA's) in **Assam Co-operative Apex Bank, Bamunimaidam (SEBA Complex)** in favour of **Secretary, Board of Secondary Education, Assam, Guwahati-781021.**
- IV. DUPLICATE / TRIPLICATE PASS Certificate will be handed over directly to the candidate/applicant or an authorised person subject to submission of authority letter with attestation of signature of the Authorised person along with original Marksheet and Admit Card of the applicant.
- V. DUPLICATE/TRIPLICATE Certificate will be sent to the Head of Institution concerned by post under Registered post if not collected personally/by Authorised person from the office.

**FOR THE USE IN BOARD'S OFFICE ONLY**

1. Police Report No. \_\_\_\_\_ Date \_\_\_\_\_
2. Damaged Certificate submitted not submitted \_\_\_\_\_
3. Age/Date of Birth (DOB) \_\_\_\_\_ on \_\_\_\_\_
4. Fees deposited Rs. \_\_\_\_\_ Date \_\_\_\_\_

Particulars overleaf checked and found correct/incorrect.

D.C.  
\_\_\_\_\_ may/may not be issued  
T.C.

Superintendent

BRANCH OFFICER

APPROVED/REJECTD

**SECRETARY**  
**Board of Secondary Education, Assam**  
**Guwahati-7810 21**

**DUPLICATE/TRIPLICATE CERTIFICATE issued SL. No.** \_\_\_\_\_

**Signature of Dealing Asstt.**

**Book No.** \_\_\_\_\_ **Date** \_\_\_\_\_