



(For SSC)

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
H-8/4, ISLAMABAD

ISO CERTIFIED (FM-QSP/11-01-00)

APPLICATION FORM FOR CHANGE IN NAME OR CORRECTION IN NAME/FATHER'S
NAME/DATE OF BIRTH/GENDER/PHOTOGRAPH/ETC

Part-I (to be filled in by the candidate)

Name: _____ Father's Name: _____

SSC Registration No: _____ Examination Passed SSC-I/SSC-II, Annual/

Supplementary, Year _____ Roll No: _____ Name of Institution: _____

CORRECTION REQUESTED: NAME / FATHER'S NAME / DATE OF BIRTH/ GENDER/PHOTOGRAPH/ETC

(TICK ✓ WHICHEVER IS APPLICABLE)

FROM

TO

Stage of the error occurred (class) _____

Bank Challan/Bank Draft. No. _____ dated _____ amounting to Rs/US\$ _____
is attached.

Signature of the Applicant _____

Address _____

Contact # _____

Part-II (to be filled in by the Institution)

No. _____ dated: _____

It is certified that Mr/Miss _____ S/D/O _____

- i) is/was a bonafide student of this institution.
- ii) His/Her case for correction in Name/Father's Name/Date of Birth/Gender/Photograph/etc is submitted alongwith following documents **duly attested:-**
 - (a) Attested copies of Admission Form and Admission Withdrawal Register (relevant page) pertaining to the stage of occurrence of the said transcribing error.
 - (b) Attested copy of previous School Leaving Certificate.
 - (c) Attested copies of the class 1st Admission Form and relevant page of Admission Withdrawal Register in case error in clause (a) is not determined.
 - (d) Attested copy of Registration Card/Result Card/SSC Certificate
 - (e) Any other document as desired by the Board.
 - (f) An affidavit (E stamp) to effect the change duly attested by First Class Magistrate.

Note :- The correction may also be considered on other documents given at overleaf, if school record does not support the claim

Name & Signature
Head of Institution

Stamp of the Head of Institution

Note: If the supporting documents submitted along with the application Form are found bogus/forged, the Head of Institution will be held responsible for the same.
(Please read instructions overleaf)

INSTRUCTIONS/RULES

1. Besides school record the request for change in Name or correction in Name/Father's Name/Date of Birth of a candidate may also be considered on submission of an application on the prescribed Performa duly recommended by the Head of concerned Institution in case of regular candidate(s) and from Class-I Gazette Officer in case of Private and those candidates who shifted to Pakistan from Institutions Abroad, along with prescribed fee and provision of documents to the satisfaction of the Board.
2. FBISE mistake(s) shall be corrected without fee within one year of issuance of registration card/result card/certificate, where after fee shall be charged as per schedule.
3. Special children (physically handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee payable to the Board.
4.
 - a. Irrational date of Birth may be corrected subject to verification of calendar, along with valid supporting document(s).
 - b. Un-natural gap in date of births of real brothers/sisters will be rectified upto maximum of one year on the basis of all or any documents like NADRA Registration Record, Birth Certificate, Passport, Domicile etc. subject to their verification.
5. Correction in Date of Birth of a candidate may be considered on the basis of all OR any of the following documents to the satisfaction of the Board. NADRA Registration Record, Passport, Domicile etc provided these documents have been issued before passing SSC Examination and Birth Certificate issued (at any date) by Union Council/Cantonment Board/ Municipal Corporation/Government Hospital with Normal Entry (recorded within two years of birth of candidate) subject to verification from the Department concerned.
6. If a candidate applies for Correction in Date of Birth after attaining the age of 18 years, he/she will provide an affidavit duly attested by Magistrate class-I to the effect that he/she has not joined service in Government/Semi Government/ Autonomous Bodies.
7. Substantial/Major Change in Name of Candidate may be considered on submission of following documents with application:
 - i. Original cutting of advertisements showing particulars of both previous and desired Name along with applicant's recent photographs in two National Daily Newspapers one (01) in English and one (01) in Urdu language.
 - ii. An affidavit to the effect of change duly attested by a Magistrate Class-I (E-Stamp).
 - iii. All or any of the documents/evidence like NADRA Registration Record, Passport, Domicile and Birth Certificate etc.
8. Addition/Deletion of Surname, Caste, Designation etc with the Name/Father's Name of the Candidate. The candidate will provide the following documents along with the application form:
 - i. E-Stamp Affidavit to the effect of addition/deletion duly attested by the Magistrate Class-I
 - ii. All or Any supporting documents like NADRA Registration Record, Birth Certificate, Passport, Domicile etc.
9. The candidate may also be allowed to change Name in case of change of religion or gender without any fee, provided that following documents are produced:
 - i. An affidavit (E-Stamp) on stamp paper duly attested by the Magistrate Class-I along with additional Certificate from the Heads of recognized Religious Institutions both previous and current to the effect of change of religion.
 - ii. A Medical Certificate on recommendation of Medical Board issued by the Medical Superintendent of a Government Hospital, in case of change of gender.
10. Minor Spelling adoptions not affecting the Name/Father's Name shall be allowed on production of an Affidavit/E-Stamp attested by the Notary Public to the effect of the said correction even if the school record does not support.
11. Addition of word "Muhammad" before the actual name of candidate shall be allowed without asking for school record.
12. Correction of Gender and Photograph may also be considered on submission of Form "B"/New Photograph and requisite fee along with the application soon after receipt of Registration Card.
13. Case processing fee as per schedule given below which is subject to revision from time to time will be charged at SSC level:-
 - i. **Rs. 2500/-(Inland)/US \$ 55/- (Abroad) within three (03) of passing SSC examination.**
 - ii. **Rs. 5500/-(Inland)/US \$ 160/- (Abroad) after three (03) year of passing SSC examination.**
 - iii. Request for Correction/Change **after six years passing** SSC examination will be entertained on additional Payment of Rs.500/- Inland)/US \$ 10 (Abroad) per annum over and above the aforementioned prescribed fee.
14. A candidate may file an appeal/review to the Chairperson of the Board against the decision within 30 days on payment of prescribed appeal fee along with any additional documentary proof/evidence not provided earlier. The decision of the Chairperson on the appeal/review will be final.

Note:

1. **Any request for correction found incomplete in any respect shall not be entertained.**
2. **Complete case for any correction must be submitted within three months after fee is remitted. Thereafter fresh fee will be charged.**
3. **Fee once deposited will not be refunded being case processing fee.**