



**FEDERAL BOARD OF INTERMEDIATE
AND SECONDARY EDUCATION**
Sector H-8/4, Islamabad, Pakistan.



APPLICATION FORM FOR CORRECTION IN NAME/PARENTAGE/GENDER/PICTURE ETC.

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

Name of candidate: _____ Father's Name: _____

Examination Passed SSC-I/SSC-II, Annual/ Supplementary, Year _____ Roll No: _____

HSSC Registration No: _____ HSSC-I / HSSC-II Annual / Supplementary, passing
Year _____ Roll No : _____ Name of Institution _____

_____ Institution Code (for regular/Ex-candidate) _____

CORRECTION REQUESTED: NAME / PARENTAGE/ GENDER /PICTURE (TICK)
WHICHEVER IS APPLICABLE)

FROM (Incorrect)

TO (Correct)

_____ (Name)

_____ (Father's Name)

_____ (Picture/Gender)

Stage of the error occurred SSC/HSSC-I: _____

Bank Challan (HBL/MCB)/Easy paisa/Jaiz cash _____ dated _____
amounting to Rs/US\$ _____ is attached.

Signature of the Applicant _____

Institution Address: _____

Postal Address: _____

Functional WhatsApp No. _____

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

Reference File No.(Inst) _____ dated: _____ Certified that

Mr/Miss _____ S/O, D/O _____

- i) is/ was a bona fide student of this institution.
- ii) His/Her case for correction in Name/Parentage/Gender/Picture/Gender is submitted alongwith following documents **duly attested by the concerned Principal:-**
 - (a) Copy of the SSC Registration Card/Result Card/Certificate issued by the Board, in case the candidate passed his/her Examination from any other Board, Original verified copy of the SSC/HSSC-I Result Card or Certificate from concerned Board must be provided.
 - (b) Copy of HSSC Registration Card/Result Card/Certificate duly attested by concerned Principal.
 - (c) New Picture and Form "B"/SSC Result Card (in case of correction of photograph/gender)

Name & Signature with Stamp
Concerned Head of Institution/Principal

(Please read instructions overleaf)

1Note: Please submit correction case at HSSC level simultaneously with correction case at SSC level (In case SSC & HSSC are from FBISE Islamabad). If the supporting documents submitted along with the application form are found bogus/forged, the Head of Institution /Principal will be held responsible for the same.

INSTRUCTIONS

1. The request for correction of transcribing error in Name/Father's Name/Gender/Picture of a candidate may be considered on submission of an application on the prescribed Proforma duly recommended by the Head of concerned Institution/Principal, in case of regular candidate(s) and from Class-I Gazetted Officer (Lect. Headmaster BPS-17 and above education officer) in case of **Private candidate and those candidates who shifted to Pakistan from Institutions Abroad**, along with prescribed fee and provision of following documents to the satisfaction of the Board:

- a. Attested copy of SSC Result Card/Certificate, Correction letter issued by the FBISE, in case the candidate passed his/her Examination from any other Board, Original verified copy of the SSC/HSSC-I Result Card/Certificate, from concerned Board/Equivalence Certificate from IBCC must be provided.
 - b. Attested copy of HSSC Registration Card/Result Card/Certificate duly attested by concerned Head of Institution/Principal
 - c. New Picture and Form "B"/SSC Result Card (in case of correction of Picture/Gender)
2. Board mistake shall be corrected without fee within one year of the 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. Please attach the Medical relevant Certificate issuance by the Govt. Hospital, alongwith Correction case.
4. Case Processing Fee as per schedule given below which is subject to revision from time to time will be charged at HSSC level:-
- i. Rs.2500/-(Inland)/US \$ 55/- (Abroad) within three (03) years of passing HSSC examination.
 - ii. Rs. 5500/-(Inland)/US \$ 160/- (Abroad) after three (03) years of passing HSSC examination.
 - iii. Request for Correction after six years of passing HSSC examination will be entertained on additional Payment of Rs.500/- Inland)/US \$ 10 (Abroad) per annum over and above the aforementioned prescribed fee as at para 4 (ii).

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.**