Application Form for obtaining Migration Certificate, Manual Certificate of Date of Birth, Provisional Certificate (for private candidates only) and Duplicate Marks Statement/Qualifying Certificate/Grade Sheet cum Certificate of Performance/Statement of subject-wise Performance (To be filled by the candidate himself/herself in his/her own handwriting).

For Office Use

Received Rs. ..........Vide ............

Scroll No. ...............Cashier..........Bank Incharge

This Offline form can also be downloaded from CBSE website

http://www.cbse.nic.in/publicportal/Forms

Photocopy of the Form can also be used

Read directions printed overleaf carefully before filling this form:

1. Name of the candidate………………………………………………………………………………………………………

2. Father’s/Guardian’s Name………………………………………………………………………………………………

3. Mother’s Name………………………………………………………………………………………………………………

4. Previous Roll No. if placed or passed in Compartment/Eligible for Improvement of Performance…………………………

5. scrolled No. [For office use]

6. Signature of the Candidate……………………………………………………………………………………………………

BANK CHALLAN (BANK'S COPY)

Date of Deposit………………………………………Roll No.…………………Passing Year……………………………………

Paid into the account of CBSE on account of Migration Certificate/Marks Statement/Duplicate Qualifying Certificate/ Duplicate CCE Grade Sheet cum certificate of Performance/Manual Certificate of DOP/Provisional Certificate (for private candidate)/ [Strike out whichever is not applicable]

Name of Candidate……………………………………..Amount Rs.………………..(Rs………………………………………..only)

Sign of Depositor..................Cashier…………………..Bank Officer[For office use] (Time for collection with original Receipt. Between 3PM to 5PM on the due working days only)

BANK CHALLAN (CANDIDATE'S COPY)

Date of Deposit………………………………………Roll No.…………………Passing Year……………………………………

Paid into the account of CBSE on account of Migration Certificate/Marks Statement/Duplicate Qualifying Certificate/ Duplicate CCE Grade Sheet cum certificate of Performance/Manual Certificate of DOP/Provisional Certificate (for private candidate)/ [Strike out whichever is not applicable]

Name of Candidate……………………………………..Amount Rs.………………..(Rs………………………………………..only)

Sign of Depositor..................Cashier…………………..Bank Officer[For office use] (Time for collection with original Receipt. Between 3PM to 5PM on the due working days only)
The following two requirements are necessary for obtaining Duplicate Copy of Qualifying Certificate or Grade Sheet cum Certificate of Performance only:

1. **Identification Certificate**
   - I have verified the bonafide of the candidate and recommend that a duplicate copy of the CBSE Qualifying Certificate/Grade sheet cum Certificate of Performance may be issued.
   
```
I have verified the bonafide of the candidate and recommend that a duplicate copy of the CBSE Qualifying Certificate/Grade sheet cum Certificate of Performance may be issued.

Hrs. (Signature (With Stamp))
Principal of Gazetted Officer
```

2. **Press Notification**
   - Press Notification is to be published in any one (English or Hindi) National daily newspaper. Joint notification in case of both X & XII.
   
```
To be published in any one (English or Hindi) National daily newspaper [Joint notification in case of both X & XII]

Original Full page of the concerned Newspaper highlighting the portion of the matter should be enclosed with the Form

FORMAT
It is notified for the information that my Original/Duplicate Qualifying Examination Certificate of Main/Compartment, Secondary, Senior Secondary Examination of Year ________ and Roll No. ______________ issued by CBSE has been actually lost/destroyed/mutilated. Name of the candidate______________________ Full Address/Tel_____________________
```
1. Applicants must check the status of availability of their respective records at concerned office of the Board & must apply at the concerned office only. Else, Board shall not be responsible for any untoward delay in issuing the document.

2. Migration or Provisional Certificate are applicable for migration or provision of documents as per the discretion of the Board. Applicants desirous of collecting documents by hand must collect their respective documents within three months from the date of deposit of duly completed Application Form & fee. The Board shall not be responsible for retaining such documents after the expiry of 3 months duration. Such document(s) shall be cancelled & the applicant shall have to re-apply in case of need.

Note: Revised Fee Notice is attached at the last page of this form.

Details of Fee and Delivery time of documents (Incomplete Application Forms will take its usual course of time)

**DEPOSIT & COLLECTION BY HAND**

<table>
<thead>
<tr>
<th>NON-URGENT BASIS</th>
<th>URGENT BASIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for each document: <em>Fee</em> + Post Charges</td>
<td>Fee for each document: <em>Fee</em> + Post Charges</td>
</tr>
<tr>
<td>Document shall be issued on production of original fee receipt after 15 working days (Excl. holidays) between 3pm-5pm from M&amp;M Section.</td>
<td>Document shall be issued on production of original fee receipt after 2 working days (Excl. holidays) between 3pm-5pm from M&amp;M Section.</td>
</tr>
<tr>
<td>Fee in cash &amp; Application Form to be deposited with the CBSE Office/Designated Bank only between 10 am to 2 pm on any working weekday.</td>
<td>Fee in cash &amp; Application Form to be deposited with the CBSE Office/Designated Bank only between 10 am to 2 pm on any working weekday.</td>
</tr>
</tbody>
</table>

Fee to be paid through Demand Draft/Pay Order or Indian Postal Order favoring “Secretary CBSE” payable at concerned Regional Office only.

Applicants desirous of collecting documents by-hand must collect their respective document(s) within three months from the date of deposit of duly completed Application Form & fee. The Board shall not be responsible for retaining such documents after the expiry of 3 months duration. Such document(s) shall be cancelled & the applicant shall have to re-apply in case of need.

**Delivery of documents:** Within 7-20 working days from the date of receipt of Application Form. Documents shall be dispatched at the respective address of the candidate through Speed Post/Regd. Post/Courier as the case may be.

Applicants must mention complete Postal Address with Pin Code, Mobile Tel. No. and E-mail ID on the Application Form.

Migration Certificate can be obtained by qualified candidates, on same day of depositing App. Form & fee in cash by hand.

Provisional Certificate can be obtained by qualified put candidates, on same day of depositing App. Form & fee in cash by hand.

Record of various old years is located in different Regional Offices located across India. Applicant should check the Jurisdiction and Regional Office of CBSE as available on the Forms page of CBSE website www.cbse.nic.in and send the request to correct Regional Office.

Applicant must retain a photocopy of all supporting documents including the Demand Draft/Fee deposited/ sent to the Regional Office.

As per its weeding out rules 1998, CBSE, has weeded out old records of viz Marksheet, Gazette & Counter Foil upto 1974. Therefore, duplicate documents upto 1974 cannot be issued and applicants need not apply for the same.
NOTICE

Sub: Fee for issue of various Documents.

It is hereby informed that the fees for issue of various documents has been revised. All concerned are hereby requested to henceforth apply for the required document alongwith the fee indicated against the documents-

<table>
<thead>
<tr>
<th></th>
<th>Amount of Fee (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Duplicate/Triplicate copy of Class XII Marksheet or Certificate, Class X Marksheet/Certificate/Gradesheet cum Certificate of Performance</td>
<td></td>
</tr>
<tr>
<td>(a) Upto 5 years from year of passing</td>
<td>250/-</td>
</tr>
<tr>
<td>(b) More than 5 and upto 10 years from year of passing</td>
<td>500/-</td>
</tr>
<tr>
<td>(c) More than 10 years and upto 20 years of passing</td>
<td>1000/-</td>
</tr>
<tr>
<td>(d) More than 20 years from year of passing</td>
<td>2000/-</td>
</tr>
<tr>
<td>2. Migration certificate or its duplicate copy</td>
<td>250/-</td>
</tr>
<tr>
<td>3. Date of birth certificate</td>
<td>250/-</td>
</tr>
<tr>
<td>4. Provisional Certificate</td>
<td>200/-</td>
</tr>
<tr>
<td>5. Urgent/Tatkal fee for duplicate document in addition to fee mentioned above</td>
<td>500/-</td>
</tr>
<tr>
<td>6. Correction in certificate/Marksheet (date of birth, name) etc.</td>
<td>1000/-</td>
</tr>
<tr>
<td>7. Verification of Statement of Marks/Certificate of Class X or XII or both for a particular candidate (except the cases received from Government Department), per document fee.</td>
<td>500/-</td>
</tr>
</tbody>
</table>

(K.K.CHOUDHURY)
CONTROLLER OF EXAMINATIONS