

## **Policy Guidelines for Obtaining Duplicate Educational Certificates**

### **Aim**

The aim of these 'Guidelines' is to lay down the procedure for obtaining the 'Duplicate Copy' of Educational Certificate from Northwest Accreditation Commission (NWAC), Regional Office.

### **Eligibility**

Those Students whose educational certificates are lost, misplaced, stolen or worn out are eligible to apply for obtaining the 'Duplicate Copy' of such educational certificates.

### **Fee**

The fee for obtaining the 'Duplicate Copy' of certificate will be as mentioned below :-

1. Single Certificate - Rs 3000/-
2. Complete Set of Certificates - Rs 7000/-

### **Procedure**

The procedure for obtaining the 'Duplicate Copy' of lost, misplaced, stolen or worn-out educational certificates is explained as under.

### **Action By Students**

The student desirous of obtaining 'Duplicate Educational Certificates' will apply to the school concerned (studied/appeared for examination) for issuing the 'Duplicate Educational Certificates' with justification/ reasons for such need along with fee payment proof. However, in case the school ceased to exist or no more functional the student can apply direct to NWAC, USA Regional Office. The student will apply on the prescribed format attached as per **appendix 'A'** to this form along-with following supporting documents:-

- (a) Extract of the Notification of the loss/ misplacement/ theft of the document(s) in two National Dailies (English/Hindi or Regional Language).
- (b) Police Complaint - First Information Report (In case of the loss of Educational Certificate due to theft (stolen).

### **Action by School**

On receipt of formal application for issuing Duplicate Educational Certificates, the concerned school will forward the application along with its recommendations to **Northwest Accreditation Commission (NWAC), Regional Office, 1009-1013, 10<sup>th</sup> Floor, Best Sky Tower, Netaji Subhash Place, New Delhi 110034.**

### **Action by the NWAC, Regional Office.**

The Regional Office will scrutinise the application received from the school or direct from the student (as applicable) for correctness of educational credentials mentioned therein and if found correct will issue Duplicate Educational Certificates within 15/7 working days (as applicable) of the date of receipt of the application to the school or student concerned (as applicable) through courier/speed post.

### **Supersession**

This supersedes all previous policy guidelines on the subject matter.

Application Form for obtaining Duplicate Educational Certificates  
(To be filled by the candidate himself/herself in his/her own handwriting)

Use separate form for each document.  
Photocopy of the Form can also be used.



NWAC, USA, REGIONAL OFFICE

For Office Use

Case No : .....  
Received Rs : .....  
Date : .....

Read instructions printed overleaf carefully before filling this form :

1. Name of Exam (Grade/Class) with year & Month: \_\_\_\_\_
2. Roll No: \_\_\_\_\_ 3. Result (Pass/Fail): \_\_\_\_\_
4. Name of the candidate: \_\_\_\_\_
5. Father's/Guardian's Name: \_\_\_\_\_
6. Mother's Name: \_\_\_\_\_
7. Name of the Educational Certificate Required: \_\_\_\_\_
8. Subjects offered (if applying for Marks Statement or Duplicate Certificate):  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_
9. Name of the School: \_\_\_\_\_
10. Date of Birth (As recorded in NWAC, USA Records)
11. Fee transferred / paid (Pl attach proof for payment of fee viz transaction Id/reference No):  
In Figures : \_\_\_\_\_ In Words : \_\_\_\_\_
12. Candidate's Postal Address (In Block Letters) : \_\_\_\_\_
13. Undertaking/declaration of the Student :-  
  
(a) That I passed Grade \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ with Roll No \_\_\_\_\_  
(Class/Grade Passed) (Month & Year) (Name of School)  
(b) That I have lost/misplaced/stolen/worn-out my Educational Certificate \_\_\_\_\_  
(Name of the Educational Certificate)  
(c) That in case of my receiving/finding the lost/misplaced/stolen \_\_\_\_\_ I shall return the same to NWAC, USA  
(Name of the Educational Certificate)  
Regional Office by fastest means and shall not retain or misuse the same under any pretext/circumstances.  
(d) That Duplicate Educational Certificate \_\_\_\_\_ is required by me for further studies.  
(Name of the Educational Certificate)
15. Phone No and E-mail ID is compulsory  
  
Phone No \_\_\_\_\_  
E-mail ID \_\_\_\_\_
- Signature of the Candidate

The following three requirements are mandatory for obtaining Duplicate Copy of Educational Certificates:-

1. Recommendation from the Principal of the School last attended.  

(a) I have verified the bonafide of the candidate, he studied in this school/college from \_\_\_\_\_ to \_\_\_\_\_.  
(b) He is eligible for issuing 'Duplicate Copy' of certificates applied in this application form.  
(c) I recommend issuing of Duplicate Educational Certificate \_\_\_\_\_ to the student.  
(name of the certificate)  
Place : \_\_\_\_\_  
Date : \_\_\_\_\_  
(Signature of Principal with Stamp)
2. Police Complaint - First Information Report (In case of the loss of Educational Certificate due to theft).  
Copy of the Complaint (FIR) lodged with the Police Station for the loss of the Educational Certificate due to theft must be enclosed along with the Application Form.
3. Press Notification  
To be published in any one (English or Hindi) National Daily  
  
Format  
It is notified for the information of all concerned that my Original/Duplicate Qualifying Certificate of Grade 10 / Grade 12 (struck off whichever is not applicable) Examination of the year \_\_\_\_\_ Roll No \_\_\_\_\_ issued by NWAC, USA Regional Office has been actually lost/destroyed/mutilated. Name of the candidate \_\_\_\_\_ full Address / Telephone \_\_\_\_\_

**Instructions**

1. Applicant should use separate form for each certificate. If necessary typed/Photostat copy of the Application Form may be used.
2. The Application Form will be filled up with **Ball Pen** in **Black Ink**.
3. Student is required to fill up the Application Form in his own hand writing.
4. All columns are mandatory. No column will be left blank (unfilled).
5. Fee for single education certificate is Rs 3000/- and for complete set of education certificate is Rs 7000/-.
6. Proof of transfer / online payment of fee (transaction receipts/ID/Reference) must be attached with the Application Form.
7. Signature of the Principal (last school attended) with round stamp is **mandatory (if the school is functioning/existing)**.
8. The Newspaper notification and Copy of the Police FIR should be clear and **legible**.
9. The Duplicate Education Certificate/(s) will be dispatched within 15 days of receipt of the Application Form duly completed in all respects. Certificates can be despatched to the candidate within 7 working days on payment of urgency fee of Rs 1000/-.