

**DIRECTORATE OF GOVERNMENT EXAMINATIONS : ANDHRA PRADESH
APPLICATION FORM FOR DUPLICATE SECONDARY SCHOOL CERTIFICATE**

1.	Name of the Applicant (In Block Letters As Per the SSC)	:	
2.	Father's Name (As per the SSC)	:	
3.	Full Address of the Applicant with PIN code	:	
4.	Date of Birth (As per SSC)	:	
5.	Place of Birth	:	
6.	School in which the applicant studied 10th Class	:	
7.	Serial No. of Original SSC (If available)	:	
8.	Roll No., Month and Year of Passing as per the SSC (Correct particulars need to be provided)	:	
9.	Mention the circumstances under which the application for the issue of Duplicate SSC is made. (Circumstances should be clearly stated to be supported by documentary evidence, if any, since the particulars of loss are to be furnished will be published in the Gazette)	:	
10.	The DPC Application fee of Rs. 250/- shall be paid through CFMS Citizen Challan only. The CFMS Citizen Challan shall be furnished along with this Application for the Issue of Duplicate Pass Certificate. Procedure to obtain CFMS Citizen Challan: 1. Go to the website URL https://cfms.ap.gov.in/ 2. Click on "Receipts Links" under "Citizen Services" 3. From the Dropdown menu, Click on "Citizen Challan" 4. In the Department field, Select "ESE03 - Government Examinations Department" 5. In the Service Field, Select "1043 - Issue of Duplicate Pass Certificate to SSC & Other minor examinations" 6. The DDO Code will be automatically displayed as "27000303001" 7. Click on "Submit" and enter the required correct details and an amount of Rs. 250/- only. 8. Click on "Submit" and Proceed to Payments. 9. Take a Printout of Citizen Challan and produce it along with this Application	:	CFMS Challan Number: _____ Challan Creation Date: _____ CFMS Transaction ID: _____ (The above details can be found on the Citizen Challan)
11.	Marks of identification (as per the original SSC)	:	1) 2)

DECLARATION

I, _____, Son/Daughter of _____
Aged _____ years, resident of _____ and Student of _____
School hereby declare that my Original SSC bearing Sl.No _____, Roll No. _____ of year _____ has neither been cancelled nor suspended at any time by the competent authority nor I was debarred from appearing for the SSC Public Examinations at any time due to resorting malpractice etc., by the competent authority.

**SIGNATURE OF SCHOOL HM
WITH SCHOOL STAMP**

SIGNATURE OF THE APPLICANT

IDENTIFICATION CERTIFICATE BY THE HEAD OF THE INSTITUTION

I, head of _____ School, hereby certify that the above particulars furnished by _____ (name of the candidate) above have been verified and found to be correct with reference to the records of the School and the applicant is the same person to whom the SSC was originally awarded and thus the issue of duplicate SSC to the candidate is hereby recommended.
School Address with PIN: _____

Affix Passport size Photograph of the Candidate with Signature & Seal of the HM Signed Across

**Signature of the School HM
With School Stamp**

Station:

Date:

LIST OF DOCUMENTS TO BE SUBMITTED FOR DUPLICATE SSC:

- 1) Fully filled Application Form with Photo and Signatures of HM & the applicant.
- 2) A Covering Letter from the Head of the Institution.
- 3) An Affidavit in the prescribed proforma on Rs. 50/- Stamp Paper duly signed by the Applicant.
- 4) Certificate issued by Sub-Inspector of Police or above rank officer, or Deputy Tahsildar or above rank, as the case may be, that the original SSC is not traceable.
- 5) A CFMS Citizen Challan for an amount of Rs.250/- towards User Charges for Issue of Duplicate SSC Certificate.
- 6) A Photocopy or true extract of the Original SSC Certificate (If available).

NOTE: The applicant shall send the above documents to the "Directorate of Government Examinations, D.No. 20-124, Opposite Andhra Hospitals, Gollapudi, Vijayawada, Andhra Pradesh – 521225". The Duplicate SSC, If issued, will be dispatched to the address of the Concerned School HM only. The Applicant shall obtain the HM Signed Duplicate SSC from the concerned school.

PROFORMA FOR AFFIDAVIT

(To be printed on a stamp paper worth Rs.50/- & to be attested by Junior Civil Judge or Notary)

AFFIDAVIT

I, _____, Son/Daughter of _____
Aged _____ years, resident of _____ on solemn oath and affirmation state as under.

That I have appeared for the Secondary School Certificate Public Examinations held in the _____ month of year _____ with Roll No. _____ through _____ School.

That the original SSC which was issued to me by Board of Secondary Education, Andhra Pradesh, has been lost by me and in spite of my best efforts, I am unable to trace it and it is lost beyond recovery. In case, if it is traced in future I shall submit it to the Board of Secondary Education, Andhra Pradesh, for cancellation.

That I am in need for a duplicate copy of the said certificate for which purpose I am hereby making this declaration as required by the Board of Secondary Education, Andhra Pradesh.

"SWORN BEFORE ME"

OFFICE SEAL

JUNIOR CIVIL JUDGE OR NOTARY

DEPONENT

NOTE:- The furnishing of inaccurate or false particulars will entail of withholding of the Duplicate certificate and in the case of false particulars, disciplinary action will be taken, as necessary, or as deemed fit by the Director of Government Examinations, Andhra Pradesh.