

APPLICATION TO GET COPY OF DIPLOMA / MARK SHEET / OTHER DOCUMENT

(To be filled in BLOCK LETTERS only)

Application No.: _____

Date: ____ / ____ / ____

APPLICANT DETAILS

1. Full Name (as per Organization's Record): _____
2. Father's / Mother's / Guardian's Name: _____
3. Date of Birth: _____ / _____ / _____
4. Gender: ☐ Male ☐ Female ☐ Other
5. Enrollment / Registration No.: _____
6. Learner ID (if applicable): _____
7. Course / Diploma Name: _____
8. Trade / Specialization (if any): _____
9. Examination Session: _____
10. Year of Passing: _____
11. Study Centre / Education Partner Code & Name: _____
12. Mobile No.: _____
13. Email ID: _____
14. Correspondence Address: _____

DOCUMENT(S) REQUIRED

Please tick (✓) the document(s) required:

- ☐ Duplicate Certificate
- ☐ Duplicate Diploma
- ☐ Duplicate Mark Sheet
- ☐ Certified Copy of Certificate
- ☐ Certified Copy of Diploma

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APPLICANT DETAILS

- ☐ Certified Copy of Mark Sheet
 - ☐ Provisional Certificate
 - ☐ Migration Certificate (if applicable)
 - ☐ Transcript / Statement of Marks
 - ☐ Course Completion Certificate
 - ☐ Other (Specify): _____
- Number of Copies Required: _____

REASON FOR REQUEST

- ☐ Original Lost
- ☐ Original Damaged
- ☐ Original Stolen
- ☐ Certificate Never Received
- ☐ Correction of Printing Error
- ☐ Name Correction (Supporting documents enclosed)
- ☐ Change of Father's/Mother's Name
- ☐ Other (Specify): _____

Date of Loss (if applicable): _____ / _____ / _____

Brief Explanation: _____

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DOCUMENTS ENCLOSED

- ☐ Self-attested Identity Proof (Aadhaar/Passport/Voter ID/Driving Licence)
- ☐ Passport-size Photograph
- ☐ Copy of Previous Certificate/Mark Sheet (if available)
- ☐ FIR / Police Complaint / Lost Report
- ☐ Notarized Affidavit regarding loss (if applicable)
- ☐ Contribution Receipt
- ☐ Gazette Notification / Legal Name Change Document (for correction cases)
- ☐ Other:

MODE OF DELIVERY

- ☐ Collect Personally
- ☐ Through Authorized Representative (Authorization Letter Required)
- ☐ By Registered/Speed Post

Postal Address (if different):

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DECLARATION

I hereby declare that all the information furnished by me is true and correct to the best of my knowledge and belief.

I understand and agree that:

1. The issue of a duplicate or certified copy is subject to verification of the organization's records.
2. Submission of this application does not guarantee issuance of the requested document.
3. The organization reserves the right to reject any application if the information or supporting documents are found to be false, incomplete, misleading, or inconsistent with official records.
4. If the original document is subsequently found after the issue of a duplicate, I shall immediately inform the organization and comply with its instructions.
5. I accept that the duplicate/certified copy shall be issued in accordance with the rules and regulations of the organization applicable at the time of processing.
6. I shall have no claim against the organization for any delay or refusal due to insufficient records, non-compliance with applicable rules.

Place: _____

Date: ____ / ____ / ____

Applicant's Signature

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FOR OFFICE USE ONLY

Application Received on .: _____/_____/_____

Application Number: _____

Document Verification:

- ☐ Verified
- ☐ Pending
- ☐ Rejected

Reason (if rejected): _____

Contribution : ₹ _____

Receipt No.: _____

Document Approved: ☐ Yes ☐ No

Document Number: _____

Issued On: _____/_____/_____

Issued By: _____

Verified By: _____

Authorized Signatory

(Signature & Official Seal)