



GOVERNMENT OF PAKISTAN
INTER BOARD COMMITTEE OF CHAIRMEN
Plot # 25, Street # 38, Mauve Area, G-10/4, Islamabad.
Ph: (051) 9106630 Fax: (051) 9106361
web: www.ibcc.edu.pk

APPLICATION FORM FOR ATTESTATION OF SSC, HSSC, DIPLOMA & SCHOOL LEAVING CERTIFICATE Etc.

I. PARTICULARS OF THE APPLICANT (IN CAPITAL LETTERS)

1. Name of Certificate Holder _____ S/D/O _____
2. National Identity Card No. of the applicant _____
3. Name of Authorised person, (Certificate Holder) _____
S/D/O _____
4. NIC No. of authorized person, (as on s. no 3) _____
5. Fee paid Rs. _____ NBP. Challan No. _____ dated _____
NBP IBCC Account No.2164004150551816
6. Address: _____
7. Telephone No. (Office/Res) _____ Cell No. _____

II. PARTICULARS OF THE CERTIFICATE/DIPLOMA ETC. TO BE ATTESTED

Name of Certificate/Diploma	No. of Certificates & Copies	
	Original	Copy
1. SSC	<input type="text"/>	<input type="text"/>
2. HSSC	<input type="text"/>	<input type="text"/>
3. Diploma	<input type="text"/>	<input type="text"/>
4. DMS/ Result Card	<input type="text"/>	<input type="text"/>
5. School Leaving Certificate	<input type="text"/>	<input type="text"/>
6. Sanwia AAMA	<input type="text"/>	<input type="text"/>
7. Sanwia KHASA	<input type="text"/>	<input type="text"/>

III. DECLARATION;

I hereby solemnly declare that the documents presented/attached are genuine, and have neither been altered nor tempered with. I understand that in case of falsification of documents tendered or the wrong information supplied or concealed correct information, I shall be held responsible for the legal/criminal action under IBCC rules and under Section 419,420,468 of Pakistan Penal Code(PPC). I enclose the required documents and request for attestation. I also declare that the action(s) listed at Sr. No. 21,22,23,24&25 of instructions (written on backside of this form) will be taken against me if I submit forged/fake/tempered documents.

Date _____

Signature of Applicant _____

Please see Instructions overleaf

For IBCC Official use only

Ticket No. of SSC _____ Ticket No. of HSSC _____

Ticket No.(s) of photocopy _____

Received By (Window) _____

Staff Signature _____

Assistant Secretary (Attestation) Signature _____

INSTRUCTIONS

1. Attestation fee for each original certificate is Rs.400/- and for each copy of the Certificate is Rs.200/- Separate fee of Rs.100/-will be charged for each sealed envelope if the attested documents has to be sealed.
2. All certificates and diplomas alongwith its copies must be got verified from the concerned Exam Board/ authority before submitting to IBCC for attestation. Verification should be submitted in sealed envelope of Concerned Board along with application for attestation of Certificates. Verification forwarded by every Board shall be valid for a period of six months from the date of issuance.
3. Verified copies of the Certificates/Diplomas issued by the Exam Boards will be retained by IBCC for record and will not be returned to the applicant.
4. Provide back to back photo copy of each document(s) for office record.
5. Use one application form and one challan for one person.
6. In case photo copies are required to be attested then extra copies may be provided however attestation of Original Certificate/Diploma/DMC is must.
7. Enclose Original Fee challan with application form.
8. Attach copy of National Identity Card of the students/blood relative with the application form.
9. Application & challan forms will be available from 0900 to 1700 hrs except lunch/ pray break from 1300 to 1400 hrs on all week working days.
10. Applications for attestation will be accepted & received from 0900 to 1700hrs for all week working days, except lunch/pray break from 1300 to 1400 hrs.
11. **Only Candidate's blood relatives are authorized to deposit and collect documents.**
12. Doubtful cases will be retained for reverification/ confirmation from the concerned Board.
13. All SSC/HSSCs/Diplomas etc. attested by IBCC before 31-12-2010 requires fresh verification from the concerned Board.
14. Certificates may be collected within seven days from the date of deposit (for clear cases only), IBCC shall have no responsibility in case of misplacement, if any, after the prescribed period.
15. Documents already attested from Regional offices of IBCC will not be attested by IBCC Islamabad.
16. DMC / Marks Sheet will be treated as valid for two years only.
17. Original SSC (Matric) Certificate must be deposited for attestation of HSSC Certificate/ Diploma.
18. Foreign Nationals / Afghan Students are required to submit copies of their passports and valid visa or copies of refugee card as the case may be.
19. Application having duplicate/revised certificates/result cards will have to submit an affidavit on Rs. 20/- Stamp paper duly attested by Magistrate or Notary Public in r/o of their certificates.

IMPORTANT:

20. **Certificates found bogus will be forfeited by the IBCC and following legal action will be taken against those who will submit bogus Certificates / DMCs / Diploma:**
21. Complaint be lodged with FIA for lodging of FIR against the holders of fake certificates / DMCs / Diplomas.
22. A fine of Rs. 10,000/- as punishment be realized from offender.
23. Ban on attestation of Certificate / DMCs / Diploma for the period of two years shall be imposed on offender in case of reproduction of fake certificate/ DMCs/ Diploma to IBCC.
24. Case of holders of fake certificates be referred to its issuing authority for strict disciplinary proceedings including quashing of educational record as per procedure / Board Rules.
25. Higher Education Commission and Ministry of Foreign Affairs be requested to communicate information regarding fake certificates to local universities and Foreign Missions, respectively.