



West Bengal Board of Secondary Education

77/2, Park Street, Kolkata-700016

APPLICATION FORM FOR CORRECTION

To
The Secretary
W.B.B.S.E.

**Instructions in the separate sheet enclosed must be
read carefully before filling up the form**

Sir/Madam,

This is to apply for Correction of my **Name** / **Father's Name** / **Mother's Name** / **Guardian's Name** / **Surname** / **Father's Surname** / **Mother's Surname** / **Date Of Birth** / **Middle name of.....** [Please(v) the necessary correction], as per _____ as documentary evidence(s) duly filled in the following particulars of the prescribed form through the concerned Head of the Institution on payment of requisite fee of Rs_____(Rupees _____ only) in Cash through Challan No.____ dated _____(Except time barred case)

1. Particulars of the Applicant (As recorded in the High School Admission Register)

a.	Name (in capital letters)				
b.	Father/Mother/Guardian's name				
c.	Date of Birth [DD-MM-YYYY]				
d.	Date of admission in class V				
e.	Age as on date of admission in class V (in case of age correction only)	As per Admission Register			
		As per Birth registration Certificate			
f.	Class in which the applicant is reading (for regular student)				
g.	Registration No.				
h.	Name of Board's Examination (appeared or passed)				
i.	Roll No. & Year	Roll		No.	Year
j.	Current Address of applicant				
h.	Mobile no.	1		2	
i.	E-mail id				

2. Particulars of the Institution.

Index No		Name of School	
Address			
Ph No. / Mobile No.		E-mail	

3. Correction Prayed for

	From	To
Name / Middle name /Surname of the Applicant		
Name / Middle name/Surname of Father/Mother/Guardian		
Date of Birth		

4. Employment status of Applicant

5. The Head of the Institution is requested to explain how the mistake occurred: (In case of clerical error)

Verified and forwarded with documentary evidence(s)
for consideration of necessary correction

Signature of the Applicant(in full)

Signature of the Guardian/Husband(in full)

.....
Signature of the Head of the Institution(with seal &date)
Mobile No. of the HOI:

FOR OFFICE USE

Observation:

Instruction to the applicant for filling up the Form (No. WBBSE/02) for correction of Candidate's name/Father's or Mother's name/Surname/ Middle name/ Date of Birth

Documents to be submitted

- a. Photocopies of Registration Certificate, Admit Card, Mark Sheet and Pass Certificate duly attested by the concerned Head of the Institution.
- b. Photocopy of the relevant pages of the Admission Register of High School(from where the applicant appeared for Board's Examination) and / or Primary School(where got first admission) must be attested by the concerned Head of the Institution and countersigned by D.I./A.D.I. of Schools(H.S.), Application Form for Registration in Class IX or Check List duly attested by the concerned H.O.I..
- c. Attested photocopy of Birth Registration Certificate(Birth must be Registered within one year of its occurrence). In case of delayed Birth Registration Certificate (must be submitted along with order copy of the competent Authority). Photocopy of the Birth Registration Certificate must be attested by any Gazetted Officer / by any D.I. of Schools(S.E.). if Corrected Birth Registration Certificate is produced, then its photocopy of previous incorrect Birth Registration Certificate is to be produced as proof of correction(B.R.C.).
- d. **Auxiliary documents:-**
 - i) Photocopy of Baptism certificate for students, ii) Photocopy of Discharge Certificate from the Hospital / Nursing Home he/she born in iii) Caste Certificate (must be prepared before Registration/appearing Board's Examination and issued by the competent authority) attested by any Gazetted officer or any officer of WBBSE. iv) Attested photocopy of service book of applicant/father/mother (in case of employment of applicant on the ground of die-in-harness) and Death Certificate of father/mother, attested by any Gazetted officer / any officer of WBBSE.
- e. **In case of adoption:-**
 - I) Photocopy of Admission Register(relevant page) of High School must be attested by the concerned Head of the Institution.
 - II) Photocopy of Deed of adoption with order of competent authority (Must be made below 15 years of age of the adoptive child) the document must be attested by any Gazetted Officer/ any Officer of the WBBSE. This shall be entertained for change of Father's Name / Surname/Middle Name of the applicant before the Registration by the Board.
 - III) Photocopy of Marriage Registration Certificate(in case of remarriage) must be attested by any Gazetted officer/any officer of WBBSE.
 - IV) Photocopy of Decree of Divorce by the competent court of law must be attested by any Gazetted officer/any officer of WBBSE.
 - V) Affidavit to be sworn before a first class Judicial Magistrate disclosing the proposed Father's Name/Surname/Middle Name to be changed.
 - VI) The identity card of the candidate with the proposed change in the Name/Surname/Middle Name to be published in the daily newspaper and the paper cutting must be submitted.
- f. **In case of Single Mother(Parent):-**
 - I) Photocopy of Death Certificate of Candidate's biological father.
 - II) Photocopy of Decree of Divorce by the competent Court of Law must be attested by any Gazetted officer.
- g. **In case of Gender Change**
 - I) Photocopy of Certificate of Sex Reassignment Surgery(SRS) from competent medical officer.

1) Requisite fee of Rs. 1000/- for each application

N. B.:

- 1) Prayer for any type of correction of External Candidates will not be entertained
- 2) Incomplete/tampered documents will not be entertained.
- 3) Each column of every page of Admission Register of High / Primary School must have been recorded and signed by the concerned Head of the Institution properly.
- 4) Applicants who are applying for correction of Date of Birth after five years from the year of passing / appearing Board's Examination must obtain prior permission from the Board's authority.
- 5) In case of time barred applications, photocopy of the letter of appointment duly attested must be submitted.

**By Order
Secretary**