



APPLICATION FOR A DUPLICATE CERTIFICATE

The following particulars **MUST** be supplied by the applicant *IN HIS/HER OWN HAND WRITING*
(It is recommended that a copy of this document be kept by the applicant for record purposes)

Surname (Block letters)		
Maiden Name (Surname before marriage)		
Full Names		
Address:		
		Post Code:
Tel. No:	Cell No:	
Date of birth:	Identity No:	
Examination no:	Private/Full-time:	
Examination Course (STD 10, GRADE 12):		
Year in which the October/November examination was passed:		
Year and month in which the Supplementary exam was passed (if necessary):		
School/Institution Name:		
Province:		
State fully what happened to the original certificate and for what reasons a substitution is required. Has the lost certificate been reported to the police?		
Please indicate all the subjects and symbols obtained:		
1.	4.	7.
2.	5.	8.
3.	6.	AGGREGATE:

SWORN DECLARATION

N.B.-This statement must be signed in the presence of a commissioner of oaths.

THE UNDERSIGNED HEREBY DECLARE THAT THE INFORMATION GIVEN ABOVE IS TO THE BEST OF MY KNOWLEDGE TRUE, AND CORRECT IN EVERY RESPECT.

SIGNED AT _____ THIS _____ DAY OF _____ 20_____.

SIGNATURE OF APPLICANT

I CERTIFY THAT THE DEPONENT HAS ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION, WHICH WAS SWORN BEFORE ME AND THE DEPONENTS' SIGNATURE WAS PLACED THEREON IN MY PRESENCE.

OFFICIAL STAMP

SIGNATURE OF COMMISSIONER OF OATHS

The following is required:

1. A certified copy of your ID document **MUST** be submitted with the application form.
2. An affidavit in respect of a lost or replacement certificate must accompany the application. Damaged certificates must be returned to the Department. A copy of the original Certificate/results will assist in the process.
3. The prescribed fee should be paid by means of:
 - 3.1. An EFT transfer payable to: **Kwa-Zulu Natal Provincial Government: Education or**
4. The prescribed fee levied by body in terms of the General and Further Education and Training Quality Assurance Act, No. 58 of 2001, the following fee was approved:

CERTIFICATE R153
TEMPORARY CERTIFICATE R55

ACCOUNT DETAILS

BANK: ABSA
BRANCH CODE: 630525
ACCOUNT NO: 4072483555
REFERENCE: 050 240 33

5. The completed application form with the required documentation must be submitted directly or posted to the nearest District Office as indicated on the following address list.
6. The certificate will be forwarded to the District Office of your choice (please indicate with an X) within KwaZulu-Natal. Certificates will be posted to the addresses outside KwaZulu-Natal (within South-Africa). Applicants outside South-Africa must make arrangements with a courier service to collect the certificate when ready to be collected.

Office	Physical Address	Postal Address	Contact Number/s
Provincial Exam	Malgate Building 72 Stalwart Simelane Street, Durban	Private Bag X01, East End, 4018	031 368 1061
Amajuba	113 Panorama Drive, Lennixton, Newcastle	Private Bag X6618, Newcastle, 2940	034 328 4572 034 328 4582
Harry Gwala	JY Building, 8 Main Street, Kokstad	Private Bag X3560, Kokstad, 4700	063 261 6598 083 269 8770
Ilembe	Ascot Building, Corner of R102 and Link Road, KwaDukuza	Private Bag c 10612 Stanger 4450	032 439 6379
King Cetshwayo	Corner of Maxwell and Hancock Avenue, Empangeni	Private Bag X20104, Empangeni, 3880	035 901 8713 035 907 3704
Pinetown	41 Voortrekker Street, Ashley, Pinetown	Private Bag X9001, Pinetown, 3600	031 716 2745 031 716 2832
Ugu	3 Jan Smart Avenue, Port Shepstone	Private Bag X860, Port Shepstone, 4240	039 688 8724
UMgungundlovu	175 Loop Street, Pietermaritzburg	Private Bag X9044, Pietermaritzburg, 3200	033 342 5441 033 342 6023
UMkhanyakude	Corner of Thembelani and Telebe Road, Mkuze	Private Bag X59, Ulundi, 3838	035 573 8550
Umlazi	4 th Floor, Truro House, 17 Margaret Mncadi Avenue, Durban	17 Margaret Mncadi Avenue, Durban	031 360 6757 031 360 6752
UMzinyathi	7 Watt Street, Dundee	Private Bag X2001, Dundee, 3000	034 219 2113
UThukela	46 Settlers Drive, Ladysmith	Private Bag, Ladysmith, 3370	036 638 8300 036 638 8314
Zululand	Stretch Crescent, Vryheid Comprehensive HS, Boys Hostel	Private Bag X9318, Vryheid, 3100	034 982 3000 034 982 3040

