



(UPSOSB)

**उत्तर प्रदेश राज्य मुक्त विद्यालय परिषद्**  
**UTTAR PRADESH STATE OPEN SCHOOL BOARD**

**APPLICATION FOR ISSUE OF DUPLICATE MARKSHEET/MIGRATION/PASSING CERTIFICATE**

Date:.....

1	Name of Candidate	
2	Father Name	
3	Enrollment No.	
4	Class	
5	Session/Year	
6	Duplicate Marksheet / Migration / Certificate applied for	
7	Circumstance under which the Certificate was lost/damaged and from when & Where.	
8	FIR Copy is attached	
9	Whether affidavit in support has been enclosed with the application.	

Date	D.D. No D.D. No/UPI/NEFT	Drawn on ( Bank Name & Address) Payable at	Amount

<b>Signature of Candidate</b>
<b>For office use only</b>
<b>Signature of Controller of Examination/Director</b>

## INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format and should be sent to the Office of the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
3. Application should be complete in every respect. Failure to furnish correct details may cause delay / deny issuance of the certificate.
4. Fees for issuing Duplicate Marksheet/Migration/Passing Certificates: for class X/XII (Rs.500/- for each)
5. Xerox copy of the statement of marks/certificate for which duplicate is required shall be enclosed, if available.
6. The Fees must be paid through DD. The Demand Draft should be drawn in favour of "**Uttar Pradesh State Open School Board**, payable at Prayagraj..
7. Fees once paid shall neither be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the **Uttar Pradesh State Open School Board (UPSOSB)** immediately if the Original Certificate is recovered.
9. Application duly filled-in along with an affidavit should be enclosed.
10. FIR Copy has to be attached along with the application form.

**SAMPLE FOR AFFIDAVIT TO BE FILED TO ISSUE THE DUPLICATE MARKSHEET/MIGRATION/CERTIFICATE  
To (Secretary- Uttar Pradesh State Open School Board, Prayagraj)**

I, \_\_\_\_\_  
Son / daughter of \_\_\_\_\_ DOB \_\_\_\_\_ Student of (Resource  
Centre) Code \_\_\_\_\_ Enrollment No. \_\_\_\_\_  
Roll No. \_\_\_\_\_ and Residing \_\_\_\_\_  
\_\_\_\_\_

do hereby solemnly and sincerely state as follows:

My \_\_\_\_\_ certificate issued relating to the examinations held during session \_\_\_\_\_ issued by the  
**Uttar Pradesh State Open School Board (UPSOSB)** has irrevocably been lost / destroyed.

I file this affidavit for the purpose of receiving duplicate Marksheet/Migration/Certificate.

The duplicate certificate shall be returned to the **Uttar Pradesh State Open School Board (UPSOSB)** once my original certificates  
/ are recovered by chance.

The facts stated are true and correct to the best of my knowledge and if found false , I shall abide by the decision of the **Uttar  
Pradesh State Open School Board (UPSOSB)**.

Solemnly Affirmed

His/her signature,

At (place) \_\_\_\_\_

This (date) \_\_\_\_\_

Month and year \_\_\_\_\_

Place:

Date:

SIGNATURE OF THE APPLICANT