



**MEGHALAYA BOARD OF SCHOOL EDUCATION**  
**HEADQUARTERS :: TURA**

**APPLICATION FORM (HSSLC)**

**Rs.10/-**

To,  
The Executive Chairman,  
Meghalaya Board of School Education,  
Tura.

Through: The Principal/Headmaster/Headmistress,

\_\_\_\_\_

Subject: Application for Issue of \_\_\_\_\_

Madam,

I have the Honour to request you to kindly issue me \_\_\_\_\_.

My Particulars are given below:

1. Name in full (in block letter): \_\_\_\_\_
  2. Name of Examination (HSSLC) \_\_\_\_\_
  3. i. Roll No. \_\_\_\_\_ Year \_\_\_\_\_ ii. Registration No. \_\_\_\_\_ Year \_\_\_\_\_
  4. Result: Passed in \_\_\_\_\_ Division/Fail \_\_\_\_\_
  5. Regular/Private/Non Regular: \_\_\_\_\_
  6. School/College from which appeared in the above Examination: \_\_\_\_\_  
\_\_\_\_\_
  7. Father's Name in full: \_\_\_\_\_
  8. Home Address /Address for Correspondence  
Vill/Town \_\_\_\_\_ Vill/Town \_\_\_\_\_  
P.O. \_\_\_\_\_ P.O. \_\_\_\_\_  
Dist. \_\_\_\_\_ Dist. \_\_\_\_\_
  9. Whether the said document is to be sent by Post/to be delivered to authorized person/to be collected personally \_\_\_\_\_
  10. Purpose for which the document is necessary: \_\_\_\_\_
  11. Enclosure: Bank Draft/Cash. No. \_\_\_\_\_
- Date: \_\_\_\_\_  
Rs. \_\_\_\_\_

Yours faithfully,

Dated \_\_\_\_\_ 20 \_\_\_\_\_

Signature of the candidate

Memo

Forwarded and recommended for issue for the above document, particulars furnished are checked and found corrected.

**N.B:- Please attach here with an attested copy of Admit Card and Mark Sheet along with your application.**

Signature of the Head of the  
Institution/ Gazetted Officer  
With seal

Dealing Assistant

For use in Board's Office

Statement verified and found correct

Executive Chairman,  
Meghalaya Board of school Education,  
Tura.

Here please write Migration certificate/Provisional Certificate/Duplicate Certificate/Duplicate Marksheet/Duplicate Admit Card /Duplicate Reg. Card whichever required.

Rate of fees are:-

**Rs. 500 /- for Duplicate Mark Sheet**

**Rs. 500 /- for Duplicate Admit Card**

**Rs. 500 /- for Duplicate Certificate**

**Rs. 500/- for Duplicate Reg. Card**

**Rs. 500 /- for Migration Certificate**

**PLEASE NOTE:**

1. The application for duplicate certificate must accompany a police missing report filed by the candidate or his/her guardian if the candidate is minor.
2. Duplicate Certificate will be sent to Head of the Institution concerned and in no case be handed over direct to the applicant.
3. If the original certificate is partially damaged, the remaining portion should be attached with application.
4. In case of the document (other than the original, duplicate certificate), if to be delivered on authorized letter, applicant must attest the signature of the person authorized
5. Full particulars along with the attested signature of the authorized must invariable be furnished.