



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

**APPLICATION FORM (SSLC)**

**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 (SSLC) \_\_\_\_\_

3. Roll \_\_\_\_\_ No. \_\_\_\_\_ Year \_\_\_\_\_

4. Result: Passed in \_\_\_\_\_ Division/Fail \_\_\_\_\_

5. Regular/Private/Supplementary: \_\_\_\_\_

6. School 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,

Signature of the candidate

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

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

Contd .....2/-

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.

Rs. 500 /- for Migration Certificate  
Rate of fees are:- Rs. 350 /- for Duplicate Mark Sheet  
Rs. 350 /- for Duplicate Admit Card  
Rs. 350 /- for Duplicate Certificate  
Rs. 250/- for Duplicate Reg. Card

In case of regular candidate, the application must come through the Head of the Institution through which the candidate appeared in the Examination. In case of private candidate, the application should come through Head of the School in which the candidate appeared for the Test Examination or through a Gazetted Officer.

**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.