GOVERNMENT OF PAKISTAN
INTER BOARD COMMITTEE OF CHAIRMEN
Plot # 25, Street # 38, Mauve Area, G-10/4, Islamabad.
Ph: (051) 9235018 Fax: (051) 9106361
Web: www.ibcc.edu.pk

APPLICATION FORM FOR ATTESTATION OF SSC, HSSC, DIPLOMA, SCHOOL LEAVING CERTIFICATE

I. PARTICULARS OF THE APPLICANT (IN CAPITAL LETTERS)

1. Name of Certificate Holder_____S/D/O _____
2. National Identity Card No. of the applicant _____
3. Name of Authorised person, (Only blood Relation) _____
   S/D/O _____
4. NIC No. of authorized person, (as on s. no 3) _____
5. Fee paid Rs._____Bank Challan No._____dated _____
6. Address: _____
   _____
7. Telephone No. (Office/Res) _____ Cell No. _____

II. PARTICULARS OF THE CERTIFICATE/DIPLOMA ETC. TO BE ATTESTED

Name of Certificate/Diploma

(i) _____

(ii) _____

(iii) _____

III. DECLARATION;

I hereby solemnly declare that the documents presented/attached are genuine, and have neither been altered nor tempered with. I understand that in case of falsification of documents tendered are the wrong information supplied/concealed correct information, I shall be held responsible for the legal/criminal action. I enclose the required documents and request for attestation.

Date_____ Signature of Applicant _____

Please see Instructions overleaf

INSTRUCTIONS

1. Attestation fee for each original certificate is Rs.200/- and for each copy Rs.100/-
2. All certificates and diplomas alongwith its copies must be got verified from the concerned Exam Board/ authority before submitting to IBCC for attestation. Verification should be submitted in sealed envelope of concerned Board along with application for attestation of Certificates .Verification forwarded by every Board shall be valid for a period of three months from the date of issue.
3. Verified copies of the Certificates/Diplomas issued by the Exam Boards will be retained by IBCC for record and will not be returned to the applicant.
4. Provide back to back photo copy of each document(s) for office record.
5. Use one application form and one challan for one person.
6. In case photo copies are required to be attested then extra copies may be provided however attestation of Original Certificate/Diploma/DMC is must.
7. Enclose Original Fee challan with application form.
8. Attach copy of National Identity Card of the students/blood relative with the application form.
9. Application & challan forms will be available from 8:30 to 12:00 noon on all week days (except Friday). On Friday application and challan forms will be available from 08:30 to 10:30.
10. Applications for attestation will be accepted upto 01:00 pm on all week days, except Friday. On Friday will be accepted upto 11:00 am.
11. **Only Candidate's blood relations are authorized to deposit and collect documents.**
12. Get delivery of attested certificate on next working day (only clear cases) from 8:30am to 3:00pm daily and on Friday from 8:30 am to 12:00 pm.
13. Doubtful cases will be retained for reverification/ confirmation from the concerned Board.
14. All SSC/HSSCs/Diplomas etc. attested by IBCC before 31-12-2010 requires fresh verification from the concerned Board.
15. Certificates may be collected within seven days from the date of deposit (for clear cases only), IBCC shall have no responsibility in case of misplacement, if any, after the prescribed period.
16. Documents already attested from Regional offices of IBCC will not be attested by IBCC Islamabad.
17. DMC / Marks Sheet will be treated as valid for two years only.
18. Original SSC (Matric) Certificate must be deposited for attestation of HSSC Certificate/ Diploma.

IMPORTANT:

Certificates found bogus will be forfeited by the IBCC and legal action will be taken against those who will submit bogus Certificates.