



## COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

Pragati House, 3rd Floor, 47-48, Nehru Place, New Delhi – 110019

Tel: +91-11-29564831, 29564833, 26411706, 26413820

Email: council@cisce.org | www.cisce.org

CISCE/PUB-SER/COE-HYD/001

29 May 2025

To: Heads of CISCE Affiliated Schools

**Subject: Rules for issuing Duplicate Documents, Correction of Name, Correction of Date of Birth, Verification of Documents and Other Relevant Procedures.**

Dear Principal,

This is with reference to the Request(s) submitted by the schools for corrections and updations to student records, including name correction / changes, date of birth corrections and verification of document(s) and issuing duplicate documents etc.

In order to ensure authenticity and consistency in maintaining student data the Council for the Indian School Certificate Examinations (CISCE) has established specific Rules and processes for handling such cases.

These rules have been outlined to provide a clear and structured framework for processing requests related to student record corrections, including name changes, date of birth corrections, and document verification etc.

Kindly note that the following changes will be with immediate effect for all corrections, including the ones currently in the portal and all future requests. You are requested to kindly read through the Rules specified in the attached document and communicate the same to all concerned.

Yours sincerely,

Dr. Joseph Emmanuel  
Chief Executive & Secretary

**Encl: 1. Annexure 1 - CISCE Rules For Change in Name / Correction in Academic Documents/  
Verification of Documents / Other Relevant Procedures**

*Dr. Joseph Emmanuel* 29/05/2025  
Principal,  
Sacred Heart Sr. Sec. School  
Sidhpur, Kangra  
H.P. - 176057

**ANNEXURE 1**

**CISCE Rules For Change in Name / Correction in Academic Documents/ Verification of Documents / Other Relevant Procedures**

**A. GENERAL RULES**

S.No.	Activity	Rules/Procedure
01.	Application for Correction in Date of Birth duly forwarded by the Head of School	<p>(i) The application for correction in date of birth <b>duly forwarded by the Head of School</b> will require following documents:</p> <ul style="list-style-type: none"><li>a) Copy of the <b>Date of Birth Certificate</b> issued to the candidate by a competent Government Authority, duly <b>ATTESTED</b> by the principal.</li><li>b) Copy of the <b>Original Admission Form</b> submitted at the time of admission, duly <b>ATTESTED</b> by the principal.</li><li>c) Copy of the relevant pages of the <b>Admission and Withdrawal Register</b>, duly <b>ATTESTED</b> by the principal.</li><li>d) Copy of <b>Transfer Certificate</b> submitted at the time of admission, if the candidate was a case of transfer admission to the school concerned, duly <b>ATTESTED</b> by the principal.</li><li>e) <b>Affidavit</b> duly sworn-in before a <b>First-Class Magistrate</b>, to the effect that correction in Date of Birth sought is genuine, as per the supporting documents provided and indemnifying CISCE <b>from any claim against it by any third party because of such correction.</b></li></ul> <p>* If candidate is a minor at the time of applying, then the Affidavit to be signed by the parent.</p> <p>(ii) The application shall be entertained by the CISCE, only within <b>three (3) years of the date of declaration of result.</b></p> <p>(iii) No correction whatsoever shall be made on application submitted after the said period of <b>three years.</b></p> <p>(iv) (a) The correction will be carried out by CISCE based <b>ONLY</b> on details consistent with school records.</p> <p>(b) CISCE will not make any change in Date of Birth as the same must be consistent with the school's record of the candidate. (consistent with the record submitted by the school at the time of registration, which has been verified by the parent)</p> <p>(v) If the request for correction in Date of Birth is approved by the CISCE, the candidate must surrender the Original Certificates awarded, back to CISCE, for issuance of the <b>AMENDED Certificate.</b></p>

*Ex. Greeny*  
Principal,  
Sacred Heart Sr. Sec. School  
Sidhpur, Kangra  
H.P. - 176057  
29/05/2025

S.No.	Activity	Rules/Procedure
02.	Application for Correction in name to the extent of correction in spelling errors or factual typographical errors in the Candidate's Name / Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the school record or Confirmation of Entries (COE) submitted by the school.	<p>(i) Correction in name to the extent of correction in spelling errors or factual typographical errors in Candidate's Name/Surname, Father's name/Mother's name or Guardian's name will require following documents:</p> <ul style="list-style-type: none"> <li>a) Copy of the <b>Date of Birth Certificate</b> issued to the candidate by a competent Government Authority, duly ATTESTED by the principal.</li> <li>b) Copy of the <b>Original Admission Form</b> submitted at the time of admission, duly ATTESTED by the principal.</li> <li>c) Copy of the relevant pages of the <b>Admission and Withdrawal Register</b>, duly ATTESTED by the principal.</li> <li>d) Copy of <b>Transfer Certificate</b> submitted at the time of admission, duly ATTESTED by the principal, if the candidate was a case of transfer admission to the school concerned.</li> </ul> <p>(ii) The application will be considered only <b>within three (3) years of the date of declaration</b> of result provided the application of the candidate is <b>duly forwarded by the Head of Institution with the necessary attested documents.</b></p> <p>(iii) (a) The correction will be carried out by CISCE based on details consistent with school records.</p> <p>(b) If the request for correction in spelling of name is approved by the CISCE, the candidate must surrender the Original Certificates awarded, back to CISCE, for issuance of the <b>AMENDED Certificate.</b></p>
03.	Application for Correction in Name/Surname of Candidate/Candidate's Father/Mother/Guardian on the basis of CIVIL DOCUMENTS	<p>(i) Correction in Name/Surname of Candidate /Candidate's Father/Mother/Guardian based on the applicant's <b>CIVIL DOCUMENTS</b> will require following documents:</p> <ul style="list-style-type: none"> <li>a) Copy of <b>AMENDED Original Admission Form</b> submitted at the time of admission, duly ATTESTED by principal OR (in case OAF not available with the school) copy of <b>AMENDED Admission register entry</b> duly ATTESTED by Principal.</li> <li>b) Copy of the relevant pages of the <b>Admission and Withdrawal Register</b>, duly <b>AMENDED and ATTESTED</b> by the principal.</li> </ul>



S.No.	Activity	Rules/Procedure
		<p>c) AMENDED and ATTESTED copy of the <b>Transfer Certificate</b> submitted by the parent at the time of Transfer Admission (ONLY IF APPLICABLE).</p> <p>d) Newspaper Clipping / Gazette Notification</p> <p>e) <b>ATTESTED copy of PASSPORT</b> along with any two of the following documents, must be submitted:</p> <ul style="list-style-type: none"> <li>• Aadhar Card</li> <li>• PAN Card</li> <li>• Electoral Photo Identity Card</li> </ul> <p>(ii) ONLY the applications that are duly forwarded by the Head of Institution, along with all the necessary attested documents, will be considered.</p> <p>(iii) Once the request for correction of name is approved by the CISCE, the candidate must surrender the Original Certificates awarded, back to CISCE, for issuance of the <b>AMENDED Certificate</b>.</p>
04.	Application for Change in Name/Surname of Candidate/ Candidate's Father/ Mother/ Guardian	<p>(i) Applications regarding changes in name or surname of candidate/ Candidate's Father/ Mother/ Guardian may be <b>considered</b>, provided the <b>changes have been admitted by the Court of Law</b> and notified in the Government Gazette.</p> <p>(ii) ONLY the applications duly forwarded by the Head of Institution, with all the necessary attested documents, will be considered.</p> <p><b>List of Documents required for this process are as below:</b></p> <p>a) Copy of the <b>Court Order/Decree</b> permitting the change</p> <p>b) Copy of AMENDED <b>Original Admission Form</b> submitted at the time of admission, duly ATTESTED by principal OR (in case OAF not available with the school) copy of AMENDED Admission register entry duly ATTESTED by Principal</p> <p>c) Copy of the relevant pages of the <b>Admission and Withdrawal Register</b> duly ATTESTED by the Principal.</p> <p>d) AMENDED and ATTESTED copy of the <b>Transfer Certificate</b> submitted by the parent at the time of Transfer Admission (ONLY IF APPLICABLE)</p> <p>e) Newspaper Clipping/Gazette Notification</p> <p>(iii) Once the request for change of name is approved by the CISCE,</p>

S.No.	Activity	Rules/Procedure
		the candidate must surrender the Original Certificates awarded, back to CISCE, for issuance of the <b>AMENDED Certificate</b> .
05.	Change in Gender due to Gender Transition	<p><b>List of Documents required for the processing of request for gender Change are as below:</b></p> <ol style="list-style-type: none"> <li>Gazette notification</li> <li>Date of Birth Certificate</li> <li>AMENDED and ATTESTED copy of the Original Admission Form</li> <li>Supporting Medical documents signed by the doctor who assisted in the transition.</li> <li>Form 3, Certificate of Identity issued by the District Magistrate under rule 5 of Transgender Persons (Protection of Rights) Rules, 2020 read with section 6 of the Transgender Persons (Protection of Rights) Act, 2019</li> <li>Form 4, Certificate of Identity for change of gender issued by the District Magistrate under Rule 6 of Transgender Persons (Protection of Rights) Rules, 2020 read with section 7 of the Transgender Persons (Protection of Rights) Act, 2019</li> </ol>
06.	Application for change in any entry detail of candidates from <b>SCHOOLS NO LONGER AFFILIATED to the CISCE</b>	<p>Such applicant may apply by sending an e-mail to <a href="mailto:helpdesk@cisce.org">helpdesk@cisce.org</a> They must attach the following documents as PDF:</p> <ol style="list-style-type: none"> <li>Gazette publication in English announcing the change</li> <li>Duly Attested Copy any 2 of the following documents: Passport /PAN/Aadhaar/ Electoral Photo Identity Card</li> <li>Duly Attested copy of the birth certificate</li> <li>Copy of the <b>Court Order/Decree</b> permitting the change</li> <li>Duly Attested copies of Statement of Marks and Pass Certificate</li> <li>Complete postal address with pin code.</li> <li>Contact number.</li> <li>A payment of Rs 1500/- by NEFT.</li> </ol> <p>Details of the account where payment is to be done has been given below:</p> <p>Name of the Account Holder – <b>Council for the Indian School Certificate Examinations</b></p> <p>Name of the Bank – <b>Central Bank of India, Nehru Place Branch,</b></p>

*Dr. Lynette*  
 Principal,  
 Sacred Heart Sr. Sec. School  
 Sidhpur, Kangra  
 H.P. - 176057  
 29/05/2025

S.No.	Activity	Rules/Procedure
		<p><b>New Delhi</b></p> <p>Account Number - 1132293635 IFSC - CBIN0281410 Please share the payment details (UTR and date) after making the payment to: <a href="mailto:dsfin@cisce.org">dsfin@cisce.org</a></p> <p>If any more supporting document(s) are required (other than the ones mentioned above), CISCE reserves the right to request the same from the applicant.</p>
07.	Verification of Documents (Only Statement of Marks / Pass Certificates)	<p>(i) An Employer or Institution or Student, seeking verification, may apply through the public portal and upload a copy of document which needs to be verified along with a copy of request letter clearly mentioning purpose of verification.</p> <p>(ii) The verification will be done <b>ONLINE ONLY</b>, and a hard copy of the verified documents will be dispatched to the mailing address provided at the time of applying</p> <p>(iii) Soft Copy of Verification Report will be sent <b>ONLY</b> if asked categorically requested and e-mail ID of the Institute or Organization is provided. Soft copy of verification <b>WILL NOT BE PROVIDED</b> to INDIVIDUALS.</p>
08.	Power to Relax the Rules	Notwithstanding anything contained in the Rules stipulated as above, if application of any of the above clause is creating administrative inconveniences, the Executive Committee of the CISCE has the power to relax any or all clauses in the above regulations.

*Dr. G. Prasad*  
 Principal,  
 Sacred Heart Sr. Sec. School  
 Sidhpur, Kangra  
 H.P. - 176057



**B. FEE FOR THE ISSUANCE OF DUPLICATE DOCUMENTS**

Sl. No.	NAME OF ACTIVITY	FEE (Regular request)	FEE (Urgent request)
1.	Issuance of Duplicate copy of Statement of Marks/ Passing Certificate.	2000	4000
2.	Migration Certificate Duplicate Copy	750	1500
3.	Correction in Name/s or Date of Birth	1500	NA
4.	Change of Name	1500	NA
5.	Verification of Statement of Marks / Pass Certificate / Pass Certificate Cum Statement of Marks	1000	2000
6.	Freight Charges (For sending Hard Copies of Verified Documents)	Applicable as per actuals	Applicable as per actuals

**C. PROCEDURE FOR SUBMITTING APPLICATIONS FOR CORRECTION/CHANGE OF PARTICULARS IN THE ACADEMIC DOCUMENTS ISSUED BY CISCE**

- 1) All Change and Correction requests will be accepted only through the online portal of CISCE. **NO OTHER FORM OF APPLICATION WILL BE ACCEPTED.**
- 2) Candidates should submit all the relevant details to their school to initiate the Change or Correction process.

**D. GENERAL INSTRUCTIONS FOR APPLICANTS**

- 1) The updated certificates will ordinarily be **issued after two weeks** (excluding holidays) from the date of receipt of the application form and the fee, provided the application form is found complete in all respects.
- 2) The CISCE may implement necessary changes/corrections after verification of the records, as forwarded by the school and depending upon the merit of the case. All cases of rejection will be duly enclosed with remarks/reasons for rejection.
- 3) Under no circumstances will any direct communication, either by the student or parents, about change or correction process, be entertained by CISCE.
- 4) All requests received for issue of Duplicate documents under 'URGENTLY REQUIRED' will be processed within 24 hours. **All such requests must be submitted by 1 P.M., of the day, the request is submitted to CISCE.**