GOVERNMENT OF PAKISTAN
INTER BOARDS COORDINATION COMMISSION (IBCC)
Plot # 25, Street # 38, I&T Center, G-10/4, ISLAMABAD
Ph: (051) 111-114-222 Fax (051) 9106361
www.ibcc.edu.pk

APPLICATION FORM FOR ATTESTATION

PARTICULARS OF THE CERTIFICATE HOLDER (IN CAPITAL LETTERS)

Name_____ S/D/O _____

CNIC # | | | | | | - | | | | | | | | - | |

(Mention number of originals and copies)

	SSC	HSSC	Diploma	S Aama	S Khasa	SLC	Other
Original							
Copies							

Fee Paid Rs_____thru NBP/TCS_____Station_____

Address_____

_____

Ph #_____Cell # _____

DECLARATION / AFFIDAVIT

I solemnly declare that the documents attached with the application are genuine / correct. In case of any falsification I shall be held responsible for legal and criminal proceedings under section 419,420 ,and 468 of Pakistan Panel Code. I further declare that I have read all the instructions contained therein and shall be responsible for any forgery. I have never applied for attestation in IBCC prior to **IMPROVEMENT/ REVISED/ DUPLICATE** document(s) and previously issued documents will never be used. In case of misuse I shall be responsible under rules.

Date_____ Signature of the Applicant _____

Please See Instructions Overleaf

For Office Use Only

Diary No: _____ Date:_____ Ref No: _____

Ticket No.(s) of SSC from_____to_____

Ticket No.(s) of HSSC from_____to_____

Ticket No.(s) of Copies from_____to_____

Total number of Tickets on Original documents _____

Total number of Tickets on Copies _____ Fee Paid Rs._____

_____ _____ _____

Received by **Checked by** **Authorized Officer**

AUTHORITY LETTER (If needed)

I_____S/O_____CNIC #_____

R/O_____

do hereby authorize Mr._____S/O_____

CNIC #._____to submit and collect my academic documents for attestation on my behalf

Signature of the Candidate	1_____	2_____
Signature of the Authorized Person	1_____	2_____
Verified by Gazetted Officer:	Signature_____	Stamp_____
Embassy of Pakistan (In case the candidate is abroad)	Signature_____	Stamp_____

IMPORTANT INSTRUCTIONS

1) 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 six months from the date of issuance.
2) 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.
3) Provide back to back photo copy of each document(s) for office record.
4) Attestation of original certificates / DMCs is mandatory if a candidate is required to attest copies of his documents from IBCC. Enclose Original IBCC Fee challan Form IBCC (C) with application form.
5) Attach copy of National Identity Card of the students/blood relative with the application form.
6) Application & challan forms will be available in office during working hours on working days.
7) Applications for attestation will be accepted & received during office hours on all working days, except lunch/pray break from 1300 to 1400 hrs.
8) Doubtful cases will be retained for reverification/ confirmation from the iconcerned Board.
9) 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.
10) Documents already attested from Regional offices of IBCC will not be attested by IBCC Islamabad. DMC / Marks Sheet will be treated as valid for two years only.
11) Original SSC (Matric) Certificate must be deposited for attestation of HSSC Certificate/ Diploma.
12) Foreign Nationals / Afghan Students are required to submit copies of their passports and valid visa or copies of refugee card as the case may be.
13) Original Certificate (GCE, O level/ A level) are required for attestation of equivalence certificate
14) All SSC/HSSC/Diploma/Certificates etc. attested by IBCC before 31-12-2010 require fresh verification from concerned BISE/BTE/Issuing Authority.
    a. Certificates found bogus will be forfeited by the IBCC and following legal action will be taken against those who will submit bogus Certificates / DMCs / Diploma:
    b. Complaint be lodged with FIA for lodging of FIR against the holders of fake certificates / DMCs / Diplomas.
    c. A fine of Rs. 10,000/- as punishment be realized from offender.
    d. Ban on attestation of Certificate / DMCs / Diploma for the period of two years shall be imposed on offender in case of reproduction of fake certificate/ DMCs/ Diploma to IBCC.
    e. Fake certificates shall be referred to its issuing authority for strict disciplinary proceedings including quashing of educational record as per procedure / Board Rules.
    f. Higher Education Commission and Ministry of Foreign Affairs be requested to communicate information regarding fake certificates to local universities and Foreign Missions, respectively.

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FEE DETAILS

Attestation of Certificates / Diplomas

1. Original Certificates/ Documents	Rs. 1200/-
2. Photocopied Certificates/ Documents	Rs. 600/-
3. Sealed envelope of attested photocopied Certificates/ Documents	Rs. 600/-
4. Verification of IBCC's Equivalence Certificate	Rs. 600/-
5. Verification of IBCC's Attested Certificate	Rs. 600/-

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