



West Bengal Board of Secondary Education

77/2, Park Street, Kolkata-700016

APPLICATION FORM FOR CORRECTION OF NAME / FATHER'S NAME / MOTHER'S NAME /
GUARDIAN'S NAME / SURNAME / FATHER'S SURNAME / MOTHER'S SURNAME / DATE OF
BIRTH

[Please(✓) the necessary correction]

To
The Secretary
W.B.B.S.E.

**Instructions in the separate sheet enclosed must be
read carefully before filling up the form**

Sir/Madam,

I beg to apply Correction of my **Name** / **Father's Name** / **Mother's Name** / **Guardian's Name**
/ Surname / **Father's Surname** / **Mother's Surname** / **Date Of Birth** [Please(✓) the necessary
correction], as per _____ as documentary evidence(s) duly filled in the
following particulars of the prescribed form through the concerned Head of the Institution on payment of
requisite fee of Rs_____ (Rupees _____ only) in Cash through Challan
No. _____ dated _____ (Except time barred case)

1. Particulars of the Applicant (As recorded in the High School Admission Register)

a.	Name (in capital letters)				
b.	Father/Mother/Guardian's name				
c.	Date of Birth [DD-MM-YYYY]				
d.	Date of admission in class V				
e.	Age as on date of admission in class V (in case of age correction only)	As per Admission Register			
		As per Birth registration Certificate			
f.	Class in which the applicant is reading (for regular student)				
g.	Registration No.				
h.	Name of Board's Examination (appeared or passed)				
i.	Roll No & Year	Roll		No	Year
j.	Current Address of applicant				
h.	Mobile no	1		2	
i.	E-mail id				

2. Particulars of the Institution.

Index No		Name of School			
Address					
School Ph No		School E-mail			

3. Correction Prayed for

	From	To
Name /Surname of the Applicant		
Name /Surname of Father/Mother/Guardian		

Date of Birth		
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4. The Head of the Institution is requested to explain how the mistake occurred: (In case of clerical error)

Verified and forwarded with documentary evidence(s)
for consideration of necessary correction

Signature of the Applicant(in full)

Signature of the Guardian/Husband(in full)

.....
Signature of the Head of the Institution(with seal &date)
School Mobile No:
School Mail Id:

FOR OFFICE USE

Observation:

**Instruction to the application before filling up the
Form (No. WBBSE/02) for correction**

Documents to be submitted

- a. Photocopy to Registration Certificate, Admit Card, Mark Sheet and Pass Certificate duly attested by the concerned Head of the Institution.
- b. For Correction of Name/Father's or Mather's Name/Surname/Middle Name/Date of Birth as per Admission Register of High School(where the Applicant appearing Board's Examination) Primary School(where got first admission) Photocopy of the Admission Register/Register's(relevant page/pages) must be attested by the concerned Head of the Institution and countersigned by D.I./A.D.I. of Schools(H.S.), Application Form for Registration in Class IX or Cheek List duly attested by the concerned H.M./T.I.C.

If necessary, Birth Registration Certificate(Birth must be Registered with in one year of its occurrence)in case of delayed Birth Registration Certificate (must be submitted along with order copy of the competent Authority) Photocopy of the Birth Registration Certificate must be self attested / by Gazetted Officer / by D.I. of Schools(S.E.). if Corrected Birth Registration Certificate is produced, then its photocopy of previous incorrect Birth Registration Certificate is to be produced as proof of correction(B.R.C.).

c. Auxiliary documents:-

- a) i) Photocopy of Baptism certificate for students, ii) Photocopy of Discharge Certificate and Caste Certificate (must be prepared before Registration/appearing Board's Examination and issued by the competent authority) attested by Gazetted officer or any officer of WBBSE.
- b) Attested photocopy of service book of applicant/father(in case of employment of applicant on the ground of die-in-harness). Death Certificate of father, attested by Gazetted officer / any officer of WBBSE.

d. In case of adoption:-

- I) Photocopy of Admission Register(relevant page) of High School must be attested by the concerned Head of the Institution.
- II) Photocopy of Deed of adoption with order of competent authority (Must be made below 15 years of the adoptive child) by any Gazetted Officer/ any Officer of the WBBSE, may be entertained for change Father's Name / Surname/Middle Name of the applicant before the Registration by the Board.
- III) Photocopy of marriage Registration Certificate(in case of remarriage) must be attested by the Gazetted officer/any officer of WBBSE.
- IV) Photocopy of Decree of Divorce by the competent court of law must be attested by any Gazetted officer/any officer of WBBSE.
- V) Affidavit to be sworn before first class Magistrate disclosing the proposed Father's Name/Surname/Middle Name to be changed.
- VI) The identity of the candidate with the proposed change in the Name/Surname/Middle Name to be published in the daily newspaper and the paper cutting should be submitted.

e. In case of Single Mother(Parent):-

- I) Photocopy of Death Certificate of Candidate's biological father.
- II) Photocopy of Decree of Divorce by the competent Court of Law must be attested by any Gazetted officer.

f. In case of Gender Change

- I) Photocopy of Certificate of sex Reassignment Surgery(SER) from competent medical officer.

FEE

- I) **Requisite fee of Rs. 50/- for each name, surname correction**
- II) **A. Requisite fee of Rs. 100/- for AGE CORRECTION for regular students (Class-V-X)**
B. Rs. 300/- within 3 yrs. of appearing in MP(SE)
C. Rs. 600/- within 3 yrs. of appearing in Board's examination.

N. B.:

- 1) Prayer for any type of correction of External Candidates will not be entertained
- 2) Incomplete/tempered documents will not be entertained.
- 3) Each column of every page of Admission Register of High / Primary School must have been recorded and signed by the concerned Head of the Institution properly.
- 4) Applicants who are applying for correction of Death of Birth after five years form the year of passing / appearing Board's Examination must obtain prior permission from the Board's authority.
- 5) In case of time barred applications, photocopy of the letter of appointment duly attested must be submitted.

**By Order
Secretary**