

CERTIFICATION SERVICES



BOTSWANA
EXAMINATIONS
COUNCIL

Requirements for Collection of a Certificate



NOTE:

Certificates are collected free of charge from centres (schools) within 24 months of release. After 24 months, certificates are returned to the Botswana Examinations Council (BEC) for safekeeping, and a collection fee will apply.

1



IDENTIFICATION REQUIREMENTS:

- Original identity documents are required: **OMANG** (citizens) or **Passport** (non-citizens).
- A birth certificate may be used only for individuals under 16 years.

2



LATE COLLECTION FEE:

- P250.00 (Two Hundred and Fifty Pula) for certificates collected after 24 months.

3



NAME CONSISTENCY:

- Names must match those on the identity document.
- Any differences require additional proof of identity.

4



NAME DISCREPANCIES:

- An affidavit is required for name differences or spelling errors.
- For surname differences: letter from Customary Court (Kgosi/Chief) or Department of Civil and National Registration (DCNR).

5



COLLECTION BY A THIRD PARTY:

- An affidavit from the owner authorizing collection is required.
- Affidavit from the person sent.
- Authorization letter from owner and affidavit from the certificate owner.
- A recently certified copy of the certificate owner's ID



NB : the above applies to people residing outside Botswana.



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