

CERTIFICATION SERVICES



BOTSWANA
EXAMINATIONS
COUNCIL

Requirements for Correcting a Certificate



A faulty certificate must be corrected within **18 months** from the date of issue. After this period, no amendments will be accepted.

If the certificate is to be used after **18 months**, the owner must provide an affidavit each time it is submitted to all entities.

APPLICABLE CORRECTIONS



- Only spelling corrections and Date of Birth amendments are permitted.
- Addition of new names or surnames is not allowed.



REQUIREMENTS:

1



A fee of **P600.00**
(Six Hundred Pula only) is payable.

2



A request letter from the School/Centre is required.

3

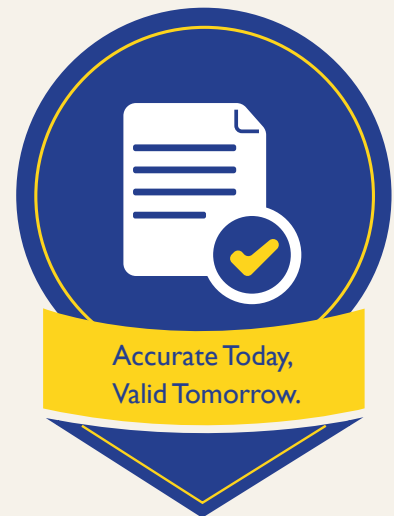


Private candidates must submit a request letter and an affidavit.

4



Submit the original certificate together with a certified copy of ID or birth certificate.



Botswana Examinations Council
Plot 54864, K.T. Motsete Road
Private Bag 0070, Gaborone



+365 0700

Follow Us



Botswana Examinations Council

Advancing learning, certifying your future