

CERTIFICATION SERVICES



BOTSWANA
EXAMINATIONS
COUNCIL

Requirements for Replacement of a Certificate



A certificate may be replaced if it is damaged, lost, or stolen.



1 AFFIDAVIT:

- Submit an affidavit stating: year of examination, name of school/centre, and circumstances of loss or damage.
- The affidavit must include a request for a Certifying Statement.

*** Certifying Statement:** A document that contains the same information as the original certificate and replaces a lost or damaged certificate.



2 CONFIRMATION LETTER FROM SCHOOL/CENTRE:

- Provide a confirmation letter verifying that the certificate was collected.
- Not required if certificates for that year have been returned to BEC.



3 PROOF OF IDENTITY:

- Original ID and copies required: OMANG (citizens) or Passport (non-citizens).
- Birth certificate accepted only for individuals under 16.



4 REPLACEMENT FEE:

- P250.00 (Two Hundred and Fifty Pula only).



5 NAME CONSISTENCY:

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



6 NAME DISCREPANCIES:

- Affidavit required for name differences or spelling errors.
- For surname differences: provide letter from Customary Court (Kgosi/Chief), DCNR, or marriage certificate.



7 COLLECTION BY A THIRD PARTY:

- An affidavit of authorization from the owner is required.
- A recently certified copy of the certificate owner's ID



8 WHEN THE OWNER IS OUTSIDE BOTSWANA:

- Affidavit from the representative.
- Authorization letter and affidavit from the owner.



PLEASE NOTE: All documents must be clear, legible and submitted with the required supporting evidence. Incomplete submissions may result in delays.



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