



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

FOR OFFICE USE

Receipt number: _____
Date: _____
Amount: _____
Signature: _____

CHIEF DIRECTORATE: NATIONAL ASSESSMENT AND PUBLIC EXAMINATIONS
Private Bag X895, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA, 0002.

APPLICATION FOR CHANGE/CORRECTION OF PERSONAL PARTICULARS

THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THE APPLICATION:

- Certified copy of ID document
- The original certificate
- Confirmation letter from the Department of Home Affairs (FOR CHANGES DONE WITH DHA)
- Detailed Affidavit from SAPS/ COMMISSIONER OF OATHS

THE DULY COMPLETED FORM SHOULD BE ACCOMPANIED BY CASH OR CHEQUE OF **R170.00** MADE OUT TO THE DEPARTMENT OF BASIC EDUCATION.

ACCOUNT DETAILS: **ABSA – 4075779395, REFERENCE: R (ID NUMBER)**

(Application fee is valid from 01 April 2025 – 31 March 2026).

Please mark with an X to indicate if the certificate should be posted to the address as indicated below or kept in the office for collection

Collect

DECLARATION

I, residing at
(Names and Surname) (Residential Address)

Declare that:

1.

Personal particulars appearing on my original certificate are as indicated below:

Surname Names(s) Std/Grade

ID No/DoB Exam no Year Passed

Email:

2.

Change/correction(s) on the re-issue of my certificate should be effected as indicated below:

Personal Particulars	From	To
Surname
Names
ID no/DoB
Other

3. Select the correct option

My original/duplicate certificate is enclosed herewith for ease of reference.

OR

My original certificate was lost/never received by me

I understand the contents of this declaration and have no objection to the oath. I consider this oath to be binding on my conscience.

Signed at on this day of..... 20.....

Postal Address

.....
.....

Signature of applicant: Tel