



**KWAZULU-NATAL DEPARTMENT OF
EDUCATION
APPLICATION FOR A DUPLICATE MATRIC**

The following particulars *MUST* be supplied by the applicant *IN HIS/HER OWN HAND WRITING*
(It is recommended that a copy of this document be kept by the applicant for record purposes)

Surname (Block letters)		
Maiden Name (Surname before marriage)		
Full Names		
Address:		
		Post Code:
Tel. No:	Cell No:	E-Mail Address:
Date of birth:		Identity No:
Examination no:		Private/Full-time:
Examination Course (Std 5 - 9, Gr12(Std 10), etc):		
Year in which the October/November examination was passed:		
Year and month in which the Supplementary exam was passed (if necessary):		
School/Institution Name:		
Province:		District:
State fully what happened to the original certificate and for what reasons a substitution is required. Has the lost certificate been reported to the police?		
Please indicate all the subjects and symbols obtained:		
1.	4.	7.
2.	5.	8.
3.	6.	AGGREGATE:

SWORN DECLARATION

N.B.-This statement must be signed in the presence of a commissioner of oaths.

THE UNDERSIGNED HEREBY DECLARE THAT THE INFORMATION GIVEN ABOVE IS TO THE BEST OF MY KNOWLEDGE TRUE, AND CORRECT IN EVERY RESPECT.

SIGNED AT _____ THIS _____ DAY OF _____ 20____.

SIGNATURE OF APPLICANT

I CERTIFY THAT THE DEPONENT HAS ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION, WHICH WAS SWORN BEFORE ME AND THE DEPONENTS' SIGNATURE WAS PLACED THEREON IN MY PRESENCE.

OFFICIAL STAMP

SIGNATURE OF COMMISSIONER OF OATHS

The following is required:

1. A copy of your ID document **MUST** be submitted with the application form.
2. A copy of the original Certificate/results will assist in the process.
3. The prescribed fee for duplicate, combination and re-issue of certificates should be paid by means of a cash deposit or an electronic transfer payment into the following account:

BANK: ABSA
BRANCH CODE: 630525
ACCOUNT NO: 4072483555

4. The prescribed fee levied by Umalusi in terms of the General and Further Education and Training Quality Assurance Act, No. 58 of 2001 is **R55-00** for certificates and **R15-00** for confirmation letters.
5. The completed application form with the required documentation must be submitted directly or posted to the nearest District Office as indicated on the following address list.
6. The certificate will be forwarded to the District Office of your choice (please indicate with an **X**) within KwaZulu-Natal. Certificates will be posted to the addresses outside KwaZulu-Natal (within South-Africa). Applicants outside South-Africa must make arrangements with a courier service to collect the certificate when ready to be collected.

MARK X FOR COLLECTION	DISTRICTS AND PROVINCIAL OFFICE:	PHYSICAL ADDRESS:	POSTAL ADDRESS:	TEL. NO:
	Umkhanyakude District	Corner Thembaletu & Telebe Rd Mkhuze	Private Bag X567, Mkhuze, 3965	035-573 9625/6
	Zululand District	Stretch Crescent, Vryheid Comprehensive HS Boys Hostel	Private Bag X9318, Vryheid, 3100	034-9823038 034-9823040
	Uthungulu District	Corner of Maxwell Street and Hancock Avenue, Empangeni	Private Bag X20104, Empangeni, 3880	035-9011300 035-9011439
	Uthukela District	31 Blue Street, Pieters, Ladysmith	Private Bag, Ladysmith, 3370	036-6385203
	Umzinyathi District	7 Watt Street, Forestdale, Dundee	Private Bag X2001, Dundee, 3000	034-2192105
	Amajuba District	116 Panorama Drive, Lennoxton, Newcastle	Private Bag X6618, Newcastle, 2940	034-3284503
	Umgungundlovu District	175 Loop Street Street, Pietermaritzburg	Private Bag X9044, Pietermaritzburg, 3200	033-3425441 033-3426023
	Port Shepstone District	17 Andreasan Street, Port Shepstone	Private Bag X860, Port Shepstone, 4240	039-6888696 039-6888721
	Kokstad District	JY Building, 8 Main Street, Kokstad	Private Bag X3560, Kokstad, 4700	039-7973728 039-7973819
	Umlazi District	1 st Floor, Malgate Building, 72 Stanger Street, Durban.	Private Bag X54330, Durban, 4000	031-3270533 031-3272402/30
	Pinetown District	41 Voortrekker Street, Ashley, Pinetown	Private Bag X9001, Pinetown, 3600	031-7162746
	Ilembe District	2 nd Floor, Malgate Building, 72 Stanger Street, Durban.	Private Bag X54330, Durban, 4000	031-3270485
Provincial Examinations Directorate		Reception office: Ground Floor, Malgate Building, 72, Stalwart Simelane Street, Durban, 4000	Private Bag X01, East End, 4018	031-327 0588/9

For Office use:**Payment received:**

Payment:	Document No.	Document Date:	Amount received:
Postal Order			R
Cheque			R
Cash			R

Province/District Date Stamp