



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

All official correspondence should be addressed to:
The Council Secretary/Chief Executive



KNEC is ISO 9001:2008 Certified

REF: KNEC/GEN/RS/ARC/RC/08/001

DATE

READ THIS FORM CAREFULLY AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR REPLACEMENT CERTIFICATES BEFORE FILLING.

APPLICATION FOR REPLACEMENT CERTIFICATE FORM

1.0 PERSONAL DETAILS:-

- 1.1 Name of applicant:
- 1.2 School/College/Examination Centre
- 1.3 Name of Examination : Year
- 1.4 Full Index Number: Series: (March/July/November/December). **Tick one**
- 1.5 National ID/ Passport Number /Birth Certificate.
- 1.6 Applicant's Address:
- Tel No/Mobile No: Fax Number
- E-mail address: Signature of applicant

2.0 Replacement certificates are issued **once only**.

3.0 DOCUMENTS TO ATTACH:-

(KNEC officer to Tick YES if attached or NO if not)

- 3.1 Copy of the certificate(s) or result slip(s) **(Mandatory)** Yes [] No []
- 3.2 Letter of recommendation from head teacher of school attended or from CDE/DEO for private candidates and for candidates whose schools have closed down addressed to KNEC; **(Original Mandatory)**; Yes [] No []
- 3.3 Sworn legal affidavit on identity of applicant; **(Original Mandatory)** Yes [] No []
- 3.4 Letter of recommendation from employer where applicable to KNEC; **(Original where applicable)** Yes [] No []
- 3.5 Police Abstract indicating loss of certificate(s); **(Original Mandatory)** Yes [] No []
- 3.6 Copy of National Identity Card (ID)/Passport or **Birth Certificate** for those under 18 years The names on the ID/Birth certificate **MUST** tally with those used during the examination. Applicants who have changed their names **legally MUST** attach the legal documents used to change the name. e.g. **marriage certificate for women** or the **copy of Kenya Gazette in which the changed name appears. [Mandatory]** Applications with differing examination details will **NOT** be processed. Yes [] No []
- 3.7 KNEC Bank Deposit Slip **(Original Mandatory)** Yes [] No []

4.0 DETAILS OF FEES PAYABLE:-

- 4.1 The fees required for Replacement Certificate is **KES 5,000/= + 16% VAT KES 800/-** a total of **KES 5800/-** (five thousand eight hundred) per certificate.
- 4.2 The fees should be paid at the KNEC collection accounts in the following banks:
- | | |
|---------------------------------|------------------------------|
| (i) Equity Bank | (iii) National Bank of Kenya |
| (ii) Co-operative Bank of Kenya | (iv) Kenya Commercial Bank |
- (KNEC deposit Bank slips are available in these banks.)**

5.0 NOTES

- 5.1 KNEC does **NOT** accept cheques.
- 5.2 Replacement takes a duration of **sixty (60) working days**. KNEC **currently replaces** certificates for the examinations of the **years 1981 to 2010 only**.
- 5.3 Post Schools Examinations (Business and Technical; modular courses) all copies of results slips for all the modular courses sat must be attached.
- 5.4 Clients **MUST** ensure that their certificates are **lost/destroyed** before applying for replacement. Money once paid is **NOT REFUNDABLE** under any circumstances.
- 5.5 Replacement certificates should be collected **in person** by the **owner** on presentation of the original National Identification Card/Passport. For **Minors**, to be accompanied by one of the parents with their original National Identification Card and Original Birth certificate of the minor.
- 5.6 Certificates that will **NOT** have been collected within **TWO (2) years** from the date of application will be disposed off without further communication and **NO** refund.
- 5.7 Incomplete application forms will **NOT** be processed.

6.0 Deposit bank slips **MUST** be presented within **twelve (12) months from the date of deposit**. Deposit bank slips presented **outside** the **twelve (12) months** when the money was deposited will **NOT BE ACCEPTED** and there will be **NO REFUND**.

7.0 FOR OFFICIAL USE:

- 7.1 (i) Application accepted/rejected
- (ii) Reason
- 7.2 Name of KNEC officer processing application Designation Signature Date
- 7.3 Application Approved/Not Approved by the Council Secretary/Chief Executive Officer
- Signature Date
- Approved for use by CS/CEO Signature Date

JANE NABIKI KASHU

HEAD OF SECTION – ARCHIVES & RECORDS

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