APPLYING FOR A RE-ISSUE OF A CERTIFICATE (CHANGE OF PARTICULARS)

For all certificates issued, candidates are allowed a twelve month period from the date of issue for any corrections to be effected. A change to an original certificate will not be considered unless the original certificate (not replacement) is returned. For corrections on your matric certificate (Administrative errors only), you must apply by completing the Re-issues application form.

You must apply in person so that GDE officials can interview you before they make the amendments.

REASONS FOR RE-ISSUE

RE-ISSUE: ADMINISTRATIVE ERRORS

Within the six-month period after certification (first issue), but not later than a year after the last examination, a request for a re-issue will be considered in cases where there is sufficient proof that the mistake on the certificate, either with regard to a subject mark, subject choice or a change in result, or some aspect of the personal details, is incorrect because of a registration error by the school or department.

Re-issue: Alteration of Sex Description and Sex Status In the situation where the Director – General of the Department of Home Affairs has

See reverse side for the District Offices addresses and contact details
granted an application in terms of the Alteration of Sex Description and Sex Status Act, 2003, and a person’s sex-description has been altered accordingly, the person may, through the Department of Basic Education or Provincial Education Department, make application for re-issue with a change of name/personal details (if requested), and a re-assignation of sex description on the Umalusi data-base.

**DOCUMENTATION REQUIRED**

- Certified copies of the candidate’s old and new Identity Documents
- A detailed sworn statement (affidavit) by the candidate
- The original certificate

A letter from the Department of Home Affairs confirming that it has, on behalf of the person in question, acted in terms of Section 27(A) of the Births and Death Registration Act, 1992, and that it has altered the sex description (and the names) of that person

Application form obtainable from the district offices or Head office

Document used for Gr 12 examination registration / exam entry form

**WHAT YOU SHOULD DO**

Pay the prescribed fee cash at your nearest district office

*Take the following documents:*

- your original national/ senior certificate

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**Re-issue: Alteration of Sex Description and Sex Status**

In the situation where the Director – General of the Department of Home Affairs has granted an application in terms of the Alteration of Sex Description and Sex Status Act, 2003, and a person’s sex-description has been altered accordingly, the person may, through the Department of Basic Education or Provincial Education Department, make application for re-issue with a change of name/personal details (if requested), and a re-assignment of sex description on the Umalusi data-base.

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- Application form obtainable from the district offices or Head office
- Document used for Gr 12 examination registration / Exam entry form

**WHAT YOU SHOULD DO**

Pay the prescribed fee cash at your nearest district office
Take the following documents:
- your original national/ senior certificate
- certified copy of your ID
- an affidavit stating the reasons for alteration (detailed one)
- confirmation letter from the Department of Home Affairs (Home Affairs errors only)
- Birth certificate.
- Document used for examination registration / Exam entry form.
- Letter from School Principal (briefly describing the nature of the error)

**How long does it take?**

It takes six to eight weeks for a Re-Issue certificate

**How much does it cost?**

- Administrative errors: R88.00
- Home Affairs errors: R176.00
- Statement of results: R37.00

**These fees are valid from 01 April 2016 until 31 March 2017.**

**Form to complete**

Certification form 3 (Application for certificate correction)

**B. Applying for Replacement certificate: Lost or damaged matric certificate**

If you lost or damaged your original matric certificate, you must apply by completing the Replacement application form. You can request for the statement of results while waiting for the issue of your certificate.

- An affidavit stating what happened to your certificate (i.e. if it is lost or damaged)

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**WHAT YOU SHOULD DO**

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  - your original national/ senior certificate
  - certified copy of your ID
  - an affidavit stating the reasons for alteration (detailed one)
  - confirmation letter from the Department of Home Affairs (Home Affairs errors only)
  - Birth certificate.
  - Document used for examination registration / Exam entry form
  - Letter from School Principal (briefly describing the nature of the error)

**How long does it take?**

It takes six to eight weeks for a Re-Issue certificate to be issued (for records on the system). You can obtain your statement of results immediately. For records not on the system, it will take longer as records need to be retrieved from the Archives and loaded on the system.

**How much does it cost?**

Replacement certificate: R88.00

Statement of results: additional R37.00.

**These fees are valid from 01 April 2016 until 31 March 2017.**

**C. Applying for a Combination**

If you wrote matric in more than one examination sitting and you want to combine your credits to qualify for a National Certificate, i.e. Senior Certificate (SC) or National Senior Certificate (NSC), you must apply for Replacement certificate: combination. The department does not automatically combine your credits, unless you wrote a

**See reverse side for the District Offices addresses and contact details**
<table>
<thead>
<tr>
<th>NO.</th>
<th>DISTRICT AREA</th>
<th>ADDRESS</th>
<th>TEL- NO:</th>
<th>FAX NO:</th>
<th>SENIOR OFFICIALS NAME</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
</table>
| D1  | Gauteng North | Yorcor Park, Watermeyer street, Meyers Park | (012) 846 3778 | (012) 846 3778 | Llewellyn Manitz (ASD) | Llewellyn.Manitz@gauteng.gov.za  
Liezela.Jafsa@gauteng.gov.za |
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Charles.Harmse@gauteng.gov.za |
| D3  | Tshwane North | Corner Lowendear Road and R101, Wonderboom Junction Shopping Centre, Second Floor, Anlin | (012) 543 0134 | (012) 543 1094 | Des Rudman (ASD) | Magda.Loots@gauteng.gov.za  
Jemmini.Pillay@gauteng.gov.za |
| D4  | Tshwane South | President Towers Bld., 265 Pretorius Street, Pretoria | (012) 401 6421  
401 6422/3 | (012) 401 6424 | Ronel Botha (SES) | Ronel.Botha@gauteng.gov.za  
Corrie.Jooste@gauteng.gov.za |
| D5  | Gauteng East  | Telkom Building Cnr 7th street & 5th avenue 3rd, Springs | (011) 736 0614  
736 0612 | (011) 736 0805 | Sylvia Masoka (ASD) | Sylvia.Masoka@gauteng.gov.za |
| D6  | Ekurhuleni North | 78 Howard Avenue, Munpen Building, Benoni | (011) 746 8061  
746 8100 | (011) 746 8220 | Mpho Makhale (ASD) | Mpho.Makhale@gauteng.gov.za  
Busisiwe.Molukane@gauteng.gov.za |
| D7  | Sedibeng East | Sunami Building, Cnr Kruger & Joubert Street, Vereeniging | (016) 440 1712  
440 1713 | (016) 440 1788 | George Tsholo (ASD) | George.Tsholo@gauteng.gov.za  
Dan.Moepadira@gauteng.gov.za  
Maria Greyling (SAO) |
| D8  | Sedibeng West | Sebokeng Education College, Zone 18 6 Samuel Street, Sebokeng | (016) 594 9100 | (011) 594 9400 | Ina V.der Heever (ASD) | Ina.vanderHeever@gauteng.gov.za  
Kobue.ti@gmail.com  
Marlene.Coetzeer@gauteng.gov.za |
| D9  | Johannesburg East | 144 Fourth Street, Parkmore, Cnr Sandton Drive & Greyston, Sandton | (011) 666 9121  
(011) 666 9112 | (011) 660 5325  
086 218 1230 | Philani Nzimande (ASD) | Philani.Nzimande@gauteng.gov.za  
Vusi.Msimango@gauteng.gov.za  
Stephina.Ingle@gauteng.gov.za |
| D10 | Johannesburg North | FNB Building Cnr Jorison & Biccard Street, Bramfontein | (011) 694 9300 | (011) 694 9442  
(011) 694 9404 | Stanley Mperereke (ASD) | Nqoaate.Koopedi@gauteng.gov.za  
Evelyn.mokono@gauteng.gov.za |
| D11 | Johannesburg South | 100 Northern Parkway, Crown Wood, Ormonde | (011) 247 5885  
(011) 247 5875 | (011) 247 5981 | Brenda Khuboni (ASD) | Brenda.Khuboni@gauteng.gov.za  
David.Manyoni@gauteng.gov.za |
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| D13 | Johannesburg Central | Soweto College of Education, Corner Chris Han & Moroka Road, Primville, Soweto | (011) 983 2089  
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Thabiso.Moloi@gauteng.gov.za  
Mphonyana.Mabotja@gauteng.gov.za |
| D14 | Tshwane North | Old Hebron College, Kiplag Road, Mabopane | (012) 725 1466  
(012) 725 1470 | (012) 702 7865  
(012) 725 1467 | Martha Chisale (SES) | Ian.Vlok@gauteng.gov.za  
Martha.Chisale@gauteng.gov.za |
| D15 | Ekurhuleni South | 2 Robin Close, Infinity Office Park, Meyersdal, Alberton | 082 475 2564  
084 477 7888 | (011) 389 6085 | Phindi.Mumikulu (ASD) | Phindi.Mumikulu@gauteng.gov.za |