

# GAUTENG DEPARTMENT OF EDUCATION

Directorate: Examinations and Assessment

Result and Certification Helpdesk

Application for a certificate

## Applications for Candidates within the Country (Republic of South Africa)

1. Application forms are obtainable at the helpdesk office shop 23, Arcade Building, 111 Commissioner Street, ground floor, Johannesburg. Applications for a certificate to be accompanied by a cash payment of R40-00 (Forty Rands) and a copy of the applicants Identity document.
2. All payments to be accompanied by a payment advice as follows:  
Cash payments: a cash receipt obtainable from the cashier on the 5th floor, Gauteng Department of Education. Keep a copy.
3. Hand delivered applications can be submitted at the help desk.
4. Faxed application forms will not be considered.
5. The printing of certificates normally takes between 6 to 8 weeks after the applications are received at the helpdesk.
6. It is important to supply a functional physical or postal address as well as contact numbers.
7. The Department will not be held responsible if addresses given are incorrect or if the certificate is lost in the post. Certificates collected at the helpdesk must be collected with the Identity Document of the candidate.
8. All enquiries should be directed to the help desk contact numbers appearing on the application form.
9. Report any queries, problems regarding your application or if you are not satisfied with the service delivery to Tharef Khan, 111 Commissioner Street, 12<sup>th</sup> Floor, Room 1214.

## Applications for Overseas Candidates

1. Application may be done via e-mail.
2. The application form is available on the website ([www.education.gpg.gov.za](http://www.education.gpg.gov.za)).
3. Overseas applications to be forwarded to [Dannysk@gpg.gov.za](mailto:Dannysk@gpg.gov.za).
4. Payment for applicants can be made by electronic or internet payment. Attach proof of payment with application form. Internet Payment: Transcript of the internet payment approved by the bank must accompany the application forms. Keep a copy. Internet payments to be paid to:  
The Gauteng Department of Education, ABSA Bank,  
Cheque Account number: 4064931057  
Branch code: 632005. Reference: certificate payment.
5. E-mail applications are recommended provided they are accompanied by scanned copies of the proof of payment and a copy of the SA Identity Document or Passport (applicants without a SA ID).
6. Postage fees for posting certificates overseas are R125.00 (One Hundred and Twenty Five Rand) and in Africa is R105.00 (One Hundred and Five Rand). This excluding the cost of the duplicate certificate which is R40-00 (Forty Rands).
7. It is important to supply a functional physical or postal address as well as contact numbers.
8. The Department will not be held responsible if addresses given are incorrect or if the certificate is lost in the post
9. Report any queries, problems regarding your application or if you are not satisfied with the service delivery to Tharef Khan at ([Tharef.Khan@gauteng.gov.za](mailto:Tharef.Khan@gauteng.gov.za)).