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 in ISO 9001:2008 Certified

REF: KNEC/GEN/R/ARC/R/08/001

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:

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/DCE 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.

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
   (ii) National Bank of Kenya
   (iii) 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 School 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 G/CEO Signature Date ...

JANE NABSI KAIHU
HEAD OF SECTION - ARCHIVES & RECORDS

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