



Application for Changes of Particulars on a Certificate

For corrections of Administrative Errors

Spelling or typing/capturing errors that occurred at the time of registration. These include:

- Surname & Names
- Date of Birth
- ID Number

For Legal Changes

For amendments made on the population register by Department of Home Affairs. These include

- Change of Surname and/or name(s)
- Change of ID number or Date of Birth
- Alteration of Sex Description or Sex Status

This **EXCLUDES**: Surname change due to change in marital status

INSTRUCTIONS:

- ☐ Complete all fields in A to E of this form, and attach all documents required (listed in B).
- ☐ Payment details: **Amount payable: R 164.00 for 2023/24 financial year**

Account Holder	Bank	Account No	Account Type	Reference No
Mpumalanga Dep of Education	ABSA	4103022830	Current	T5+ID Number/Exam Number

Example of referencing: where ID number number is **0101011234567**

T	5	0	1	0	1	0	1	1	2	3	4	5	6	7
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A. QUALIFICATION (please tick ✓):

National Senior Certificate (NSC) ☐

Senior Certificate (SC) ☐

GETC: ABET L4 ☐

Other (Specify):

B.

Compulsory Documents (Copies must be certified) ✓

Copy of ID (administrative errors) OR	
Copy of NEW ID/Birth Certificate (Legal changes)	
Letter from Dept. of Home Affairs (Legal changes)	
ORIGINAL Certificate (ALL)	
Detailed Affidavit on the changes required (ALL)	
Proof of Payment (ALL)	

C. Please ensure that your personal particulars are in accordance with your ID book

1.	Surname and Initials	
2.	Full Names	
3.	Maiden Surname (before marriage)	
4.	Postal Address	Code <input type="text"/>
5.	ID number	<input type="text"/>
6.	Cell/Tel. Number 1	<input type="text"/>
	Cell/Tel. Number 2	<input type="text"/>
7.	E-mail Address	

D Choose information to be changed: Surname ☐ Name(s) ☐ Date of Birth ☐ ID Number ☐

Write the information to be changed ONLY

Old Information on the <u>current</u> certificate	NEW information to be captured on the new certificate

E I hereby declare that the information given above is true and correct to the best of my knowledge.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

Receipt No.: District:
 Date: Amount: R.....
 Signature: User ID:
 Request/Doc No.:

