

## Services provided by the Certificates Branch.

### 01. Issuing Certificates for Local use or Foreign use :

A special counter is being functioned on working days from 9.00 a.m. to 3.00 p.m. at the ground floor, Block A of the Department premises to issue certificates.

#### 1.01. Two types of services are in operation to issue certificates.

(i) One – day service: For candidates who require certificates on the same day. [[Download Sinhala Application form](#)]

[[Download Tamil Application form](#)]

(ii) Normal service: For candidates who wish to get their certificates after four working days. [[Download Sinhala Application form](#)]

[[Download Tamil Application form](#)]

Note : The certificates which require the authentication of the Ministry of Foreign Affairs will be handed over to the Consular Division of the Ministry of Foreign Affairs on the following day, after the date of application.

#### 1.02. Fees are charged as follows :

(i) One – day service: Rs. 600/- for each sitting of any examination and Rs 300/- for every additional copy.

(ii) Normal service: Rs. 350/- for each sitting of any examination and Rs. 200/- for every additional copy.

Note : (1) Maximum number of copies of a certificate that can be applied for, in one instance is limited to three. If a certain applicant needs more than three copies, he/she should properly justify his/her requirement.

(2) An amount of Rs. 300/- will be charged as a registered air mail fee for certificates that should be sent to a foreign institute by the Department of Examinations directly. Correct address of the foreign institute should be given clearly. Such certificates will not be posted to private addresses.

(3) If an applicant wishes to send the certificates by an express courier service he/she should make the arrangements by himself/herself so that the courier service agent would collect the certificates from the Certificates Branch of the Department.

(4) All payments should be made to the Shroff at the One – day service counter of this Department with a paying-in voucher.

**1.03** To obtain certificates through One-day service, applications on form CT 2A should be forwarded while through Normal service, applications on form CT 3A should be forwarded. The relevant applications could be obtained by visiting the Department of Examinations or can be downloaded from our Website [www.doenets.lk](http://www.doenets.lk).

Perfected applications can be submitted and payments can be made at the One-day service counter in the Ground floor of Block A in this Department or through online service.

**1.04** Certificates issued for the Local use should be collected from the issuing counter of One-day service. The applicants who have submitted their applications online too, should be present in person and collect their certificates from the Issuing counter of the Department of Examinations, when they receive the message that their certificates are ready for collection. (Please bring a hardcopy of the message.)

**1.05** It is compulsory that the owners of the certificates which are for Local use should present in person at the Issuing counter of the Department and prove their identity when they collect their certificates. The National Identity Card or a Valid Passport along with a photocopy of it should be produced in order to prove the identity. No identity cards of any other type will be accepted.

**1.06** When the owner of a certificate is unable to be present in person to collect the certificate, contact the issuing counter through the telephone number 0112786681 and get the required instructions in order to obtain such certificate.

**1.07** Certificates issued for Foreign use should be collected from the Consular Division of the Ministry of Foreign Affairs situated at : Ceylinco House, Colombo 01. Its contacts numbers are 0115743362, 0112446302. Those certificates will be authenticated by impressing the official stamp of the Ministry of Foreign affairs and in this connection; applicants will have to pay an amount of Rs. 250/- per certificate charged by the Ministry of Foreign affairs.

**1.08** If an applicant wishes to use his/her certificates in Australia, the valid passport and a photocopy of it should be produced to obtain the certificates from the Department.

**1.09** If an applicant wishes to migrate to the USA on Green Card VISA, the USA Embassy should be directed to collect the certificates from this Department.

- 1.10** Certificates are issued only with respect to the Department of Examinations conducted by this Department and you may contact the telephone numbers 0112784323 or 0112786681 and learn whether a certificate of a certain examination can be obtained or not.
- 1.11** Certificates could be issued under the above procedure only if the applicant has provided relevant information (eg: Name of the exam, year of the exam, index number, etc.) accurately.
- 1.12** Candidates who do not know their Index Numbers should forward the duly filled application in the form CT 4 along with a photocopy of the National Identity Card in order to search the Index Number. A fee of Rs. 150/- is charged on behalf of this. The Certificates Branch will do their level best to search the unknown index numbers within four working days. However searching an index number is not guaranteed since it solely depends on the accuracy of the supportive information provided in the CT 4 form.
- 1.13** If the applicant's name appeared in the certificate should be amended, clarifications should be made to the School Examinations Organization and Results Branch, which is on the 4<sup>th</sup> floor of the Block B of this Department, prior to obtaining the certificate.
- 1.14** Certificates will be issued only if the official records with respect to the exam results are available at this Department.
- 1.15** The Commissioner General of Examinations is not bound by the responsibility with respect to non-issuance or delay of the certificates taken place due to unavailability of correct particulars, index numbers or relevant information. The Commissioner General of Examinations reserves the right to accept or reject any application.
- 1.16** Certificates applied through One-day service or Normal service should be collected within three months from the date of application. Inquiries made thereafter will not be entertained.

## **Issuing Duplicate Results Sheets for Local Use.**

- 2.1** Duplicate results sheets of G.C.E. (Ordinary Level) and G.C.E. (Advanced Level) will be issued only to private candidates by this Department.
- 2.2** The Department of Examinations will not issue duplicate results sheets of such examinations to school applicants and they should obtain their certificates from the Principals of the respective schools for Local use.
- 2.3** A fee of Rs. 200/- will be charged to issue one copy of the above mentioned type of results sheets.
- 2.4** Such payments could be made to the Shroff of the Department of Examinations by means of paying-in-voucher, or a money order obtained in the name of the Commissioner General of Examinations.
- 2.5** Applications should be made on the form CT 16 in order to obtain copies of these results sheets. [[Download Application form](#)]
- 2.6** Candidates who do not know their index numbers should forward their duly perfected applications made on the form CT 4 to search unknown index numbers and an additional amount of Rs. 150/- each will be charged on behalf of this.
- 2.7** The applications without the original receipts of payment will be rejected.
- 2.8** Procedure of issuing duplicate results sheets for Local use includes the following steps:
- 2.8.1 Informing the necessity to obtain the duplicate results sheets for Local use by the applicant to the Certificates Branch of the Department of Examinations.
  - 2.8.2 Perfecting the form CT 16, subsequent to obtaining it from the Certificates Branch.
  - 2.8.3 Obtaining a receipt subsequent to the payment of due fee to the Shroff of the Department of Examinations or a money order obtained in the name of the Commissioner General of Examinations, subsequent to paying to a post office.
  - 2.8.4 Submitting the duly perfected application made on form CT 16 annexed with the above mentioned receipt or money order.
  - 2.8.5 Preparing the duplicate results sheets as per the said application by the Certificates Branch of the Department of Examinations.
  - 2.8.6 Handing over such duplicate results sheets to the applicants or posting them to the addresses furnished by them.

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