

APPLICATION FOR A CERTIFICATE

The *General and Further Education and Training Quality Assurance Act, 2001* (Act No. 58 of 2001), which established Umalusi, legislates the quality assurance functions for which Umalusi is responsible. In terms of paragraph 16(2)(e) of this Act, Umalusi has the responsibility for issuing certificates for qualifications at the exit points in general and further education and training. Umalusi is mandated to ensure that these certificates are credible both nationally and internationally.

1. Requesting a replacement certificate

All requests for certification must be made to Umalusi by an accredited assessment body. Umalusi does not accept requests for certification from candidates. Individual candidates must thus channel their requests through an accredited assessment body.

The following information will assist an applicant in lodging a request for a certificate through an accredited assessment body.

The following certificates can be issued

- Senior Certificates and National Senior Certificates
- Std 6,7,8,9 and Std 10 Practical Certificates
- Teachers Diploma/Certificates (Former Department of Education and Training and former House of Delegates)
- Statement of Symbols / Confirmation documents
- Authentication of qualifications for work and study purposes abroad.

Who to approach

The Department of Basic Education or any of the nine provincial education departments can be contacted for the issuing of a certificate. Candidates that wrote the examination through a school registered with the Departments of Basic Education can submit a request in person at the office of the respective department or can enquire on the following contact details:

No.	Surname	Name	Organisation	Email	Telephone No.
1.	Mokgopa	Teddy	Gauteng DOE	TeddyM@pgp.gov.za	(011) 403 1314
2.	van Heerden	Elsabe	Free State DOE	elsabev@edu.fs.gov.za	((051) 404 8252
3.	Morake	Daniel	Department of Basic Education	morake.d@dbe.gov.za	(012) 357 3256
4.	Dumisa	Thobeka	Eastern Cape DOE	Thobeka.dumisa@edu.ecprov.gov.za	(043) 604 7808
5.	Keetile	Boikhutso	North West DOE	PieterseE@nwpg.gov.za	(018) 388 0800
6.	Pretorius	Dean	WCED	dpretorius@pgwc.gov.za	(021) 467 2483
7.	Masindi	Azwindini	Limpopo DOE	MasindiAE@edu.lim.gov.za	(015) 290 7747
8.	Chiliza	Richard	KZN DOE		(031) 327 0381
9.	Fredericks	Nicky	Northern Cape DOE	NFredericks@ncpg.gov.za	(053) 839 6540
10.	Manyabeane	C	Mpumalanga DOE	c.manyabeane@education.mpu.gov.za	(013) 766 0016

The Department of Basic Education can also be contacted on the following address:

Department of Basic Education
Chief Directorate: National Examinations, Assessment and Measurement
Certification Section
Private Bag X184
Pretoria
0001

Independent Examination Board and Eksamenraad vir Christelike Onderwys

Where a candidate wrote the examination through the Independent Examination Board (IEB) and Eksamenraad vir Christelike Onderwys (ERCO), these bodies should be contacted directly on:

IEB: (011) 483 9736 or Ntsizwanent@ieb.co.za

ERCO: (012) 365 3703 or karen@erco.co.za

Joint Matriculation Board (JMB) certificates issued prior to 1992

Applications for the replacement of senior certificates issued prior to September 1992 by the Joint Matriculation Board can be obtained from the office of Higher Education South Africa: Matriculation Board:

Physical Address

UNISA Sunnyside Campus
Cnr. Rissik & Mears Street Sunnyside, Pretoria, South Africa
Tel: +2712 481 2914
Fax: +2712 481 2922
Email admin@hesa.org.za

Postal Address

P.O Box 3854
0001
Pretoria

Web: www.hesa-enrol.ac.za

Information required in an application for a replacement of a certificate

The following information is required when submitting an application for a replacement of a certificate

- ***Affidavit***

All applications for replacement of lost/damaged certificates should be accompanied by a **signed affidavit** from a police station stating the status of the original certificate e.g. **stolen; lost in a move**.

- Identity document

A **certified copy** of the candidate's identity document is required. (This copy must be certified by a commissioner of oaths.) A copy can be made and certified either at a police station or at an attorney's office where they should do it for free. Please remember that the original document *must* be presented to allow the commissioner of oaths to verify the copy. Should an application be made in person, the copy of the ID does not need to be certified, but the original identity document should be presented with the application for verification purposes.

- School Name and Year of qualification

The name of the **school** and **province** in where the qualification was obtained as well as the **year** is required in the application. Please note that if the correct year is not supplied, finding the record of a person cannot be assured.

- Surname

Please note the personal details *under which the person wrote the examination must be supplied*. This is particularly true where a change in name through a legal process (eg marriage) has been done.

- Administration fees payable

An administration fee is payable with a request for a certificate. The fee payable can be established with the Department of Basic Education. The fee is reviewed on an annual basis.

What to expect

The waiting period for the issuing of a senior certificate is 4 - 6 weeks under normal circumstances. The certificate can either be collected at the office where the application was lodged or, on request, it can be posted to the applicant.