

**(Specimen application for authentication) "Performa"**

To

The Director of Higher Education,  
Himachal Pradesh, Shimla-1

**Space for  
Photograph**

Sub:- Application for Authentication of Degree/DMCs/Certificate etc.

Sir,

It is submitted that, I \_\_\_\_\_ (Name of Applicant)  
passed \_\_\_\_\_ (Name of Degree/Diploma/DMCs/Provisional  
Certificate/Certificate (Copy enclosed) from the \_\_\_\_\_ University/Board.  
Now, I am applying for further study/seeking job in -  
\_\_\_\_\_ (Name of Country), hence it is requested to  
authenticate my enclosed Degree/Diploma/DMCs/ Provisional Certificate/Certificate.

| S. No. | Detail of Degree/Diploma/DMCs/ Provisional Certificate/Certificate | Name of University/Board | Sr. No., Roll No, date of issue of certificate |
|--------|--|--------------------------|--|
| 1.     |  |                          |  |
| 2.     |  |                          |  |
| 3.     |  |                          |  |
| 4.     |  |                          |  |
| 5.     |  |                          |  |
| 6.     |  |                          |  |
| 7.     |  |                          |  |
| 8.     |  |                          |  |
| 9.     |  |                          |  |
| 10.    |  |                          |  |

I shall be thankful to you.

Yours faithfully,

Signature of the applicant)  
Name & Permanent Address

\_\_\_\_\_

Aadhar Number \_\_\_\_\_

**Correspondence Address**

\_\_\_\_\_

e-mail \_\_\_\_\_

Phone No. \_\_\_\_\_

**Documents required to be enclosed with application form for authentication:-**

1. Triplicate photo copies (both sides) of Degree/Diploma/DMCs/Provisional Certificate/Certificate etc.
2. Identity proof i.e. Aadhar Card/ Ration Card/Driving License/ Passport etc.
3. One passport size photograph to be pasted in the space provided above.

**Note:-**

1. The applicant should submit his application in this/her Directorate by himself / herself or through his / her blood relation family member. In case third person submit the application for authentication, then he/she should be accompanied with authority letter only in the shape of Affidavit duly attested by Executive Magistrate.
2. During the authentication of original Degrees/documents it can only be collected by the candidate personally or only by his / her blood relation family members. Third person will be permitted to collect original authenticated Degrees/documents from Directorate of Higher Education Himachal Pradesh Shimla-1, if he possesses the authority letter only in the shape of Affidavit duly attested by Executive Magistrate.