

(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.