

(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.

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.