

Lost Matric Certificate

About applying for replacement certificate: change of status

If you wrote matric in more than one examination sitting and you want to combine your credits to qualify for a National Senior Certificate, Senior Certificate or General Education and Training Certificate you must apply for replacement certificate: change of status. The department does not automatically combine your credits, unless you wrote a supplementary exam.

You can apply for a confirmation letter while you are waiting your certificate.

The fee for a confirmation letter is **R37-00**.

What you should do

Go to the nearest District Office with the following:

Your results from all previous exam sittings

Copy of your ID

How long does it take?

It takes up to three months for replacement certificate: change of status.

The combination of results is obtainable after three weeks of the application date.

How much does it cost?

When you have met all the requirements to be awarded a certificate an amount of **R88-00** must be paid along with a copy of your identity document.

Replacement Certificate (lost certificate)

The following documents are required when applying for a replacement certificate (lost certificate):

- An affidavit declaring what happened to the original certificate
- A certified identity copy
- The application form
- An amount of **R88-00** payable at any district office or the Provincial Education department

Payment can also be made by means of a postal order or cheque, issued to the Northern Cape Education Department and posted to **examinations & Assessment Private Bag X6097, KIMBERLEY, 8300**.

You can apply for a confirmation letter while waiting for your replacement certificate.

The fee for a confirmation letter is **R37-00**.

Statement of results

A statement of results is obtainable for each year at an amount of **R37-00**.

Forms to complete

(Documents are provided in PDF format. To open PDF documents, you need to have Adobe Acrobat Reader 4 or higher installed on your computer.)

WHO TO CONTACT

Northern Cape Department of Education: (053) 839 6424/25/26

Frances Baard (Hadison Park): (053) 830 1600

Frances Baard (053) 830 7600

Pixley-Ka-Seme: (053) 632 9200

Namaqua; (027) 718 8600

ZF Mgcawu: (054) 337 6300

John Taolo Gaetsewe: (053) 773 9600

PLEASE NOTE: FROM 1 APRIL OF EACH YEAR FEES IS INCREASED AS PER THE TARIFFS PROVIDED BY THE DBE.