



BOTSWANA  
EXAMINATIONS  
COUNCIL

## CERTIFICATION SERVICES

### Requirements for replacement of certificate

- A Letter of confirmation for collection of original certificate from school
- Affidavit as proof of damage/loss of certificate
- P50.00
- Identity document (Omang for citizens and passport for non-citizens)
- Names on certificate to be identical to names on Identity document (Otherwise proof to be provided:  
Affidavit for first name, marriage Certificate, letter from Kgosi or letter from Omang Office for Surname)
- When a person other than the owner of the certificate makes the request, the applicant is expected to produce an authorisation letter from the owner of the certificate to collect the certificate on their behalf.

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### Requirements For Correcting A Certificate

- A letter of request from the school for the school candidates
- A copy of identity card for proof of identity for private candidate
- Payment of the replacement certificate at the prevailing prices
- The original certificate should be returned before a replacement is applied for

A certificate issued to a customer can only be corrected within 18 months of issue

### Requirements for certifying BEC certificates

- Clean copies of current BEC Statement of Results (PSLE, JCE, BGCSE) :  
The validity of Statement of Results expires with the issuing of certificate.
- Clean copies of BEC certificates (PSLE, JCE, BGCSE)

### Requirements for verification and migration certificate

- A letter of request from client (candidate, prospective employee, educational institution)
- Year of completion and centre of sitting the examination

A Migration Certificate is a document issued to an individual who sat the BEC examination and wishes to pursue their education outside the country. It clarifies the qualification, the grading criteria and performance of the candidate.

 Botswana Examinations Council

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