

**PAPUA NEW GUINEA
DEPARTMENT OF EDUCATION
WAIGANI**

APPLICATION FOR STATEMENT OF SCHOOL RESULTS

INSTRUCTIONS FOR APPLICATION

If your grade 9 intermediate, grade 10 School Certificate or grade 12 Higher School Certificate is lost or damaged, then you may use the attached application form to apply for a Statement of Results.

If your certificate is lost or stolen, you must report it to the police.

This is how you should complete this application.

1. Complete part 1 yourself. Attach your passport size photo to the application using some glue.
2. An official who has known you well must complete part 2. This official must be a senior education officer or church minister or a senior Government officer. This officer must also sign and stamp across the bottom half of your photograph.
3. Complete the statutory declaration and sign it in the presence of the Commissioner of Oaths. The Commissioner must also sign and stamp the declaration. There should be no correction on the declaration.
4. Take the completed application and statutory declaration to a Government Pay Office and pay a fee of **K25.00** and obtain a receipt. You must tell the paying officer to write MSU trust account **Code 361-08 (639)** on the receipt. This will be effective from May 5, 2003.

Those who live in NCD and central province should pay the fees at the government pay office in Vulupindi Haus or the Accounts Section of the Department of Education on the 4th floor of FinCorp Haus. Those who live in other provinces should pay the fees at the Provincial government pay office (BMS).

5. Staple the receipt to the completed application form and the statutory declaration.
6. Send original receipt together with the completed application form and statutory declaration to the following address by hand or mail.

The Measurement Services Unit
Department of Education
P.O. Box 446
WAIGANI
National Capital District

If any of the information given on the application is not correct, the application will be returned to the applicant and no statement will be processed.

Take note that the fee of K25 is not refundable under any circumstances, therefore, you must ensure that the application is completed correctly and truthfully.

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DEPARTMENT OF EDUCATION
WAIGANI**

APPLICATION FOR STATEMENT OF SCHOOL RESULTS
(For Intermediate, Grade 10 and 12 only)

PART 1 - (To be completed by the applicant)

YOUR SURNAME		<i>Affix a passport size photograph here.</i> <i>The officer verifying your identity must stamp across the top right corner of your photograph and application.</i>
GIVEN NAME		
GRADE & YEAR GRADUATED		
School graduated from and name of HEADMASTER at the time of graduation.		
Name 3 students in your class at the time of Graduation	1.	
	2.	
	3.	
YOUR ADDRESS		
If applicant is a student or employed give name and address of College or Employer		
YOUR SIGNATURE		

Have you been issued a statement of Results before? YES/NO. If 'YES' explain on the Statutory Declaration what happened to the Statement of Results.

PART 2

(must be completed by a Senior Education Official or Minister of Religion or Senior Police Officer or Senior Magistrate or a Senior Government Official)

<i>I certify that the above applicant has been known to me since _____ and I can verify his/her true identity and that the photograph affixed on this application is a true likeness of this applicant.</i>		
NAME		Official stamp
SIGNATURE		
POSITION		
PHONE		
DEPARTMENT		
ADDRESS		

PAPUA NEW GUINEA
STATUTORY DECLARATION

I, (a)

_____ (full name and address)

Do solemnly and sincerely declare that (b)

1. I attended _____
School and was issued a _____
Certificate in _____ (year) and that this
certificate has been lost/destroyed and is no longer in my possession.

2. Explain briefly below why this certificate is no longer in your possession.

And I make this solemn declaration by virtue of the Oaths, Affirmations and Statutory Declarations Act 1962 conscientiously believing the statements contained therein to be true in every particular.

Declared at _____ Signed (c) _____

The _____ day of _____ Before me (d) _____

_____, 19____ Title (e) _____

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- (a) Here insert name, address and occupation of the person making the declaration.
 - (b) Here insert the matter declared to. Where the matter is long use numbered paragraphs.
 - (c) Signature of person making the declaration.
 - (d) Signature of person before whom the declaration is made.
 - (e) Here insert the title of the person before whom the declaration is made.

Any person who willfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment with or without hard labour for four years.