# UPDATE OF CERTIFICATION PROCESSES ON THE GDE WEBSITE

## APPLYING FOR A RE-ISSUE OF A CERTIFICATE (CHANGE OF PARTICULARS)

For all certificates issued, candidates are allowed a twelve month period from the date of issue for any corrections to be effected. A change to an original certificate will not be considered unless the original certificate (not replacement) is returned. For corrections on your matric certificate (Administrative errors only), you must apply by completing the Re-issues application form.

You must apply in person so that GDE officials can interview you before they make the amendments.

#### **REASONS FOR RE-ISSUE**

#### **RE-ISSUE: ADMINISTRATIVE ERRORS**

Within the six-month period after certification (first issue), but not later than a year after the last examination, a request for a re-issue will be considered in cases where there is sufficient proof that the mistake on the certificate, either with regard to a subject mark, subject choice or a change in result, or some aspect of the personal details, is incorrect because of a registration error by the school or department.

Re-issue: Alteration of Sex Description and Sex Status In the situation where the Director – General of the Department of Home Affairs has

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granted an application in terms of the Alteration of Sex Description and Sex Status Act, 2003, and a person's sex-description has been altered accordingly, the person may, through the Department of Basic Education or Provincial Education Department, make application for re-issue with a change of name/personal details (if requested), and a re-assignation of sex description on the Umalusi data-base.

#### **DOCUMENTATION REQUIRED**

- Certified copies of the candidate's old and new Identity Documents
- A detailed sworn statement (affidavit) by the candidate
- The original certificate

A letter from the Department of Home Affairs confirming that it has, on behalf of the person in question, acted in terms of Section 27(A) of the Births and Death Registration Act, 1992, and that it has altered the sex description (and the names) of that person

Application form obtainable from the district offices or Head office

Document used for Gr 12 examination registration / exam entry form

#### WHAT YOU SHOULD DO

Pay the prescribed fee cash at your nearest district office

#### **Take the following documents:**

your original national/ senior certificate

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- certified copy of your ID
- an affidavit stating the reasons for alteration (detailed one)
- confirmation letter from the Department of Home Affairs (Home Affairs errors only)
- Birth certificate.
- Document used for examination registration / Exam entry form.
- Letter from School Principal (briefly describing the nature of the error)

#### **How long does it take?**

It takes six to eight weeks for a Re-Issue certificate

How much does it cost?

Administrative errors: R88.00
 Home Affairs errors: R176.00
 Statement of results: R37.00

#### These fees are valid from 01 April 2016 until 31 March 2017.

#### Form to complete

Certification form 3 (Application for certificate correction)

## B. Applying for Replacement certificate: Lost or damaged matric certificate

If you lost or damaged your original matric certificate, you must apply by completing the Replacement application form. You can request for the statement of results while waiting for the issue of your certificate.

An affidavit stating what happened to your certificate (i.e. if it is lost or damaged)

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- The original national/ senior certificate (if it is damaged), this is not applicable if it is lost
- The original identity document (ID) and a certified copy.

**Note:** If you are abroad (outside South Africa), you can send someone to the Department of Basic Education to fill in the form for you and pay the prescribed fee.

#### How long does it take?

It takes between six to eight weeks for a Replacement certificate to be issued (for records on the system). You can obtain your statement of results immediately. For records not on the system, it will take longer as records needs to be retrieved from the Archives and loaded on the system.

#### **How much does it cost?**

Replacement certificate: R88.00

Statement of results: additional R37.00.

#### These fees are valid from 01 April 2016 until 31 March 2017.

#### **C. Applying for a Combination**

If you wrote matric in more than one examination sitting and you want to combine your credits to qualify for a National Certificate, i.e. Senior Certificate (SC) or National Senior Certificate (NSC), you must apply for Replacement certificate: combination. The department does not automatically combine your credits, unless you wrote a

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### **GDE District Offices Addresses and Contact Details**

| NO. | DISTRICT              | ADDRESS   | TEL- NO:                                  | FAX NO:                      | SENIOR OFFICIALS  | EMAIL ADDRESS   |
|-----|-----------------------|---|---|------------------------------|---|---|
| D1  | AREA<br>Gauteng North | Yorcor Park   | (012)                                     | (012)                        | NAME Llewellyn Maritz (ASD)   | Llewellyn.Maritz@gauteng.gov.za                               |
| -   | edutorig Hertin       | Watermeyer street,<br>Meyers Park   | 846 3778                                  | 846 3778                     | Liezel Jafta (SES)  | Liezel.Jafta@gauteng.gov.za                                   |
| D2  | Gauteng West          | Cnr Boshoff &   | (011)                                     | (011)                        | Rose Mlangeni (ASD)   | Roseline.Mlangeni@gauteng.gov.za                              |
|     |                       | Human Street<br>Krugersdorp   | 660 4581                                  | 693 4994                     | Charles Harmse (SES)  | Charles.Harmse@gauteng.gov.za                                 |
| D3  | Tshwane North         | Corner Lowendar   | (012)                                     | (012)                        | Des Rudman (ASD)  | Magda.Loots@gauteng.gov.za                                    |
|     |                       | Road and R101,<br>Wonderboom<br>Junction Shopping<br>Centre, Second<br>Floor, Annlin                | 543 0134                                  | 543 1094                     | Jemmini Pillay (SES)  | Jemmini.Pillay@gauteng.gov.za                                 |
| D4  | Tshwane South         | President Towers<br>Bld.  | (012)<br>401 6421                         | (012)<br>401 6424            | Ronel Botha (SES)   | Ronel.Botha@gauteng.gov.za                                    |
|     |                       | 265 Pretorius Street<br>Pretoria  | 401 6422/3                                |                              | Corrie Jooste (SAO)   | Corrie.Jooste@gauteng.gov.za                                  |
| D5  | Gauteng East          | Telkom Building Cnr<br>7 <sup>th</sup> street & 5 <sup>th</sup><br>avenue 3 <sup>rd</sup> , Springs | (011)<br>736 0614 736<br>0612             | ( <b>011</b> )<br>736 0805   | Sylvia Masoka (ASD)   | Sylvia.Masoka@gauteng.gov.za                                  |
| D6  | Ekurhuleni<br>North   | 78 Howard Avenue<br>Munpen Building,  | <b>(011)</b><br>746 8061                  | ( <b>011</b> )<br>746 8220   | Mpho Makhale (ASD)<br>Busisiwe Molukane                               | Mpho.Makhale@gauteng.gov.za Busisiwe.Molukane@gauteng.gov.za  |
| Do  | NOTH                  | Benoni  | 746 8100                                  | 740 6220                     | (SES)   | busisiwe:wiolukane(@gauteng.gov.za                            |
| D7  | Sedibeng East         | Sanlam Building,<br>Cnr Kruger &<br>Joubert Street,   | (016)<br>440 1712<br>440 1713             | <b>(016)</b><br>440 1788     | George Tsholo (ASD)<br>Dan Moepadira (SES)<br>Maria Greyling (SAO)    | George.Tsholo@gauteng.gov.za<br>Dan.Moepadira@gauteng.gov.za  |
|     |                       | Vereeniging   | 440 1713                                  |                              | Maria Greyling (SAO)  |   |
| D8  | Sedibeng West         | Sebokeng Education  | (016)                                     | (011)                        | Ina V.der Heever (ASD)  | Ina.vanderHeever@gauteng.gov.za                               |
|     |                       | College, Zone 18<br>6 Samuel Street<br>Sebokeng   | 594 9100                                  | 594 9400                     | Tolo Kobue (SES)<br>Marlene Coetzeer (SAO)                            | Kobue.ti@gmail.com<br>Marlene.Coetzeer@gauteng.gov.za         |
|     |                       |   |   |                              |   | Philani.Nzimande@gauteng.gov.za                               |
| D9  | Johannesburg<br>East  | 144 Fourth Street<br>Parkmore, Cnr<br>Sandton Drive &<br>Greyston,                                  | ( <b>011</b> ) 666 9121<br>(011) 666 9112 | 086 660 5325<br>086 218 1230 | Philani Nzimande (ASD)<br>Vusi Msimango (SES)<br>Stephina Ingle (SAO) | Vusi.Msimango@gauteng.gov.za<br>Stephina.Ingle@gauteng.gov.za |
| D10 | Johannesburg          | Sandton<br>FNB Building Cnr   | (011) 694 9300                            | (011) 694                    | Stanley Mpereke (ASD)   | Ngoate.Koopedi@gauteng.gov.za                                 |
|     | North                 | Jorrison & Biccard<br>Street Braamfontein   |   | 9442<br>(011) 694<br>9404    | Manti Mokono (SES)  | Evelyn.mokono@gauteng.gov.za                                  |
| D11 | Johannesburg          | 100 Northern  | (011) 247 5885                            | (011) 247                    | Brenda Khuboni (ASD)  | Brenda.Khuboni@gautenq.gov.za                                 |
|     | South                 | Parkway<br>Crown Wood<br>Ormonde  | (011) 247 5875                            | 5981                         | David Manyoni (SAO)   | David.Manyoni@gauteng.gov.za                                  |
| D12 | Johannesburg          | 20 Goldman Street,  | <b>(011)</b> 831 5408                     | ( <b>011)</b> 831            | Colla Kalie (ASD)   | Colla.vanWyk@gauteng.gov.za                                   |
|     | West                  | Florida   | (011) 831 5300                            | 5409<br>(011) 472<br>1408    | Sekgora Mafona (SES)  | Sekgora.Mafona@gauteng.gov.za                                 |
|     | Johannesburg          | Soweto College of   | (011) 983 2089                            | (011) 983                    | Pumlile Dada (ASD)  | Pumlile.Dada@gauteng.gov.za                                   |
| D14 | Central               | Education, Corner<br>Chris Hani &<br>Moroka Road  | (011) 983 2188                            | 2211                         | Moloi Thabiso (SES)   | Thabiso.Moloi@gauteng.gov.za                                  |
|     |                       | Pimville<br>Soweto  |   |                              | Mphonyana Mabotja<br>(SAO)  | Mphonyana.Mabotja@qautenq.qov.za                              |
| D15 | Tshwane North         | Old Hebron College,   | (012) 725 1466<br>(012) 725 1470          | ( <b>012)</b> 702<br>7685    | Martha Chisale (SES)  | lan.Vlok@gauteng.gov.za                                       |
| פוע |                       | Klipgat Road<br>Mabopane  | (012) 725 1470                            | 7685<br>(012) 725<br>1467    | Ian Vlok (ASD)  | Martha.Chisale@gauteng.gov.za                                 |
| D16 | Ekurhuleni<br>South   | 2 Robin Close<br>Infinity Office Park,<br>Meyersdal,<br>Alberton                                    | 082 475 2564<br>084 477 7888              | (011) 389<br>6085            | Phindi.Mutimkulu (ASD)  | Phindi.Mthimkhulu@gauteng.gov.za                              |