



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



CERTIFICATION AND VERIFICATION SECTION

1.0 APPLICATION GUIDELINES ON REPLACEMENT/DUPLICATE CERTIFICATES

1.1 Replacement/Duplicate certificates.

Are offered to applicants who have lost or damaged their Form Four, Six and Professional (GATCE/GATSCCE and/or DSEE) certificate(s). The service applies to candidates who sat for the Certificate of Secondary Examination (CSEE) from 2008 or Advanced Certificate of Secondary Education (ACSEE) and Teachers Examinations (GATCE/GATSCCE and DSEE) from 2009 to date. The application of this service is done online.

1.2 Documents Required for Application.

- a) Police Loss Report or Fire / Flood Disaster Report.
- b) A whole **page of newspaper** with a loss notice showing candidate's name, examination number, examination type, examination year, school name, candidate's photo and place where the certificate was lost) **or**;
- c) Letter from the Fire Rescue Force or local government concerning the burning or damage of a certificate caused by floods, ants, rats or any other damage.
- d) Remains of the certificate (if any) after being damaged by floods, fires accident or rats and ants.
- e) A copy of one of the following identity cards: Voter's ID, National ID, Driving license or Passport. **Other IDs will not be accepted.**
- f) Colored passport size photo with blue background.
- g) Pay **Tshs. 100,000/=** for each lost certificate in one of the following Banks. NMB, CRDB, NBCor via mobile phone payment system e.g. M - Pesa or Tigo-Pesa using electronic payment code (Control Number) you created.
- h) The applicant who has lost his/her Replacement Certificate he/she has to pay **Sh. 150,000** in order to be issued with another Replacement Certificate.
- i) Replacement/Duplicate Certificate will be sent to the applicant's postal address (upon request) or collected physically from NECTA office (Headquarters) NOT less than **thirty (30)** working days from the date of submission of the application.

Caution:

- Client **MUST** ensure that their certificates are lost/destroyed/damaged before applying for replacement. Money once paid is **NOT REFUNDABLE** under any circumstance.
- The application process for Replacement/Duplicate Certificate involves verification of the authenticity and ownership of the candidate's results. If found that the applicant is not the rightful owner of the results/certificate(s), legal action will be taken against him or her.