



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

All official correspondence should be addressed to:
The Council Secretary/Chief Executive



KNEC is ISO 9001:2008 Certified

KNEC/GEN/RES/ARC/RC/08/001

DATE

APPLICATION FOR EXAMINATIONS RESULTS CERTIFICATION FORM

READ THIS FORM CAREFULLY AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR EXAMINATIONS RESULTS CERTIFICATION BEFORE FILLING.

1.0 DETAILS OF FEES PAYABLE:

- 1.1 The fees required for issuance of examinations results certification is **KES 5220/=** (five thousand two hundred and twenty only) inclusive of VAT per examination results certification.
- 1.2 The fees should be paid at the KNEC collection accounts in the following banks:

- | | |
|---------------------------------|------------------------------|
| (i) Equity Bank | (iii) National Bank of Kenya |
| (ii) Co-operative Bank of Kenya | (iv) Kenya Commercial Bank |

(KNEC bank deposit slips are available in these banks. General bank deposit slips are not acceptable)

2.0 PASSPORT PHOTOGRAPH

- 2.1 The applicant will be required to submit one colour passport size photograph.

3.0 NOTES

- 3.1 Applicants are advised **NOT** to make any payment before their documents are verified by KNEC.
- 3.2 The examination results certification letter once issued is **NOT** replaceable.
- 3.3 KNEC does **NOT** accept Cheques/Money orders/Postal orders.
- 3.4 Processing of the examination results certification takes **sixty (60) working days**.
- 3.5 For Post School Examinations (Business, Technical & Teacher) all the copies of result slips for all the modules/Parts for modular courses sat **MUST** be attached.
- 3.6 Clients **MUST** prove that their certificates are lost/destroyed before applying for an examinations results certification.
- 3.7 Examination results certification should be collected in person by the owner upon presentation of the original National Identity Card/Passport. Minors should be accompanied by one of the parents /official guardians with their original National Identity Card and original birth certificate of the minor.
- 3.8 Examination results certification that will **NOT** have been collected within **TWO (2)** years from the date of application will be disposed of without further communication and **NO** refund shall be given.
- 3.9 Incomplete application forms will be declined.
- 3.10 Applicants who do **NOT** meet the requirements for issuance of examination results certification but have paid shall be refunded the money upon presentation of all original bank slips. The bank slips must be presented within **twelve (12) months** from date of deposit.
- 3.11 Bank slips presented after the **twelve (12) months** from the date of banking will **NOT BE ACCEPTED** and there will be **NO REFUND**.
- 3.12 The Names on the National ID/Passport/Birth certificate **MUST** match with those used during the examination. Applicants who have changed their names legally **MUST** attach the legal documents used to change the name. E.g. marriage certificate for women or a copy of Kenya gazette in which the changed name appears. **(Original)**
- NOTE: Sworn Affidavits are NOT acceptable.**

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Telephone: (+254-20) 341098/50/71, 317419/12/13, 341113 **Fax:** (+254-20) 2226032

E-mail: exams@kneec.ac.ke; **Website:** www.kneec.ac.ke

3.13 A Confirmation from the registrar of persons on the identity of the applicant **MUST** be obtained and submitted to KNEC at the point of application (**Original**)

3.14 Applications with differing examination details will be declined.

4.0 PERSONAL DETAILS:

- 4.1 Name of applicant
- 4.2 School/College/Examination Centre Name
- 4.3 Name of examination: Year
- 4.4 Full index number Series: (March/July/November/December) **Tick one**
- 4.5 National ID /Passport Number or Birth certificate for those under 18 yrs.
- 4.6 Applicant's Address
- Tel No/Mobile No
- E-mail address Signature of applicant

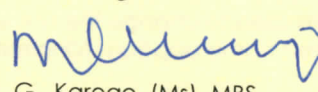
5.0 DOCUMENTS TO ATTACH:

KNEC officer to tick YES if attached or NO if not)

- 5.1 Copy of certificate(s) or Result slip(s). Result slips are applicable for all examinations **except** CPE & KCPE up to year **2012**; (**KCPE result slips** from **year 2013** printed from the KNEC website/system are acceptable) (**mandatory**). Yes [] No []
- 5.2 Letter of recommendation addressed to CEO, KNEC from the head teacher of school attended or from CDE/SCDE for private candidates and for candidates whose schools have closed down/changed status. (**Original**) (**mandatory**) Yes [] No []
- 5.3 Sworn legal affidavit on certificate loss; (**Original**) (**mandatory**) Yes [] No []
- 5.4 Letter of recommendation addressed to KNEC from employer where applicable; (**Original**) Yes [] No []
- 5.5 Police Abstract indicating loss of certificate (s); (**Original**) (**Mandatory**) Yes [] No []
- 5.6 A confirmation from the Registrar of persons on the identity of the applicant; (**Original**) (**Mandatory**) Yes [] No []
- 5.7 Copy of National ID/Passport or Birth certificate for those under 18 years. (**The birth certificate to be accompanied by copy National Identity card for at least one of the parent**) (**Mandatory**) Yes [] No []
- 5.8 KNEC Bank Deposit slips: Submit the **original computer generated bank slips together** with the **handwritten** copy. (**Original**) Yes [] No []
- 5.9 One colour passport size photograph. Yes [] No []

6.0 FOR OFFICIAL USE:

- 6.1 (i) Application accepted/rejected:
- (ii) Reason (if rejected):
- 6.2 KNEC officer processing application:
- Designation: Signature: Date:


M. G. Karogo, (Ms), MBS
Aq. CHIEF EXECUTIVE OFFICER