

Specimen Format: Affidavit for Loss of Certificate

AFFIDAVIT

I, _____,

(Name of Deponent)

S/o / D/o / W/o _____,

(Name of Father / Husband)

residing at _____,

do hereby solemnly affirm and declare as under:

1. That I was issued a certificate namely (Mention the type of certificate, e.g., Marksheet, Degree, etc.) by _____.
2. That the said certificate bearing number was misplaced/lost on or about _____.
3. That despite diligent search, I have not been able to trace the said certificate till date.
4. That the lost certificate has not been pledged, sold, or misused by me, and is not in possession of any other person to the best of my knowledge and belief.
5. That in case the original certificate is found, I shall immediately surrender the same to the concerned authority.

I am executing this affidavit to request for issuance of a duplicate certificate.

The statements made hereinabove are true and correct to the best of my knowledge, belief, and information.

Place:

Date:

Important Notes:

Deponent

- This affidavit should be executed on a non-judicial stamp paper of appropriate value as per local laws.
- The affidavit must be notarized by a Notary Public.
- Attach a copy of the relevant FIR (if any) regarding the loss of certificate.
- Furnish correct and complete information to avoid rejection of your application for a duplicate certificate.
- Retain a copy of the affidavit and all supporting documents for your records.