

# Undertaking for Issue of Duplicate Certificate

Date: \_\_\_\_\_

To

The Registrar

[Name of Institution/Organization]

[Address of Institution/Organization]

Subject: Undertaking for Issue of Duplicate Certificate

I, **Mr./Ms.** \_\_\_\_\_, son/daughter of \_\_\_\_\_, resident of \_\_\_\_\_, having Roll No./Registration No. \_\_\_\_\_,

hereby solemnly declare and affirm as under:

1. That the original certificate (name of certificate: \_\_\_\_\_) issued to me by [Name of Institution/Organization] has been lost / misplaced / destroyed and is not traceable despite my best efforts.
2. That I have not handed over the said certificate to any person, institution or authority for any purpose.
3. That in case the original certificate is found in future, I will immediately surrender the duplicate certificate to the institution/organization.
4. That I undertake that if any information given herein is found to be false, the authority may take legal action and cancel the duplicate certificate issued to me.

I request you to kindly issue me a duplicate certificate.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## Important Notes:

- This undertaking must be signed by the applicant.
- Attach a copy of FIR/General Diary report if certificate is lost/stolen.
- Any misrepresentation of facts may lead to cancellation of the duplicate certificate and legal action.
- The original certificate, if found later, must be surrendered immediately to the issuing authority.
- Use this format as per the requirements of your institution/organization.