

WAEC CERTIFICATE CORRECTION APPLICATION LETTER TEMPLATE

[Your Full Name]

[Your Current Address]

[City, State]

[Phone Number]

[Email Address]

Date: _____

The Registrar

West African Examinations Council (WAEC)

[State/Zonal Office Address]

Nigeria

Dear Sir/Madam,

APPLICATION FOR CORRECTION OF DATE OF BIRTH / NAME ON WAEC CERTIFICATE

I respectfully write to request the correction of an error in my WAEC certificate details.

My name is **[Your Full Name as Written on Certificate]**, and I sat for the **[WASSCE / WAEC GCE]** examination in **[Year of Examination]** with Examination Number **[Your Exam Number]**.

It has come to my attention that there is an error in my:

■ Date of Birth

■ Name

■ Other (Specify): _____

Incorrect Information: _____

Correct Information: _____

This discrepancy has created inconsistencies with my official identification documents, including my Birth Certificate, National Identification Number (NIN), and other academic records.

I hereby attach the following supporting documents:

1. Sworn Affidavit from a High Court
2. Birth Certificate (Original and Photocopy)
3. Photocopy of WAEC Certificate
4. Proof of Payment of Administrative Fee
5. Passport Photographs
6. Any other supporting documents as required

I kindly request that my application be reviewed and the necessary corrections effected in your records at your earliest convenience.

Thank you for your attention and assistance.

Yours faithfully,

Signature

[Your Full Name]

Examination Number: _____

Exam Year: _____

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