

# 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,

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Signature

[Your Full Name]

Examination Number: \_\_\_\_\_

Exam Year: \_\_\_\_\_

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