



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"To be a World Class Leader in Educational Assessment and Certification"

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



KNEC is ISO 9001:2015 Certified

KNEC/GEN/RES/ARC/RC/08/003

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 **5220.00** (five thousand two hundred and twenty only) inclusive of VAT per examination results certification.
- 1.2 The payment will be via mpesa. The system will generate and send a **unique pay bill number** to the applicant- indicating amount to be paid after the documents have been verified by KNEC.

2.0 PASSPORT PHOTOGRAPH

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

3.0 NOTES

- 3.1 The examination results certification letter once issued is **NOT** replaceable.
- 3.2 Processing of the examination results certification takes **fifteen (15) working days**.
- 3.3 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.
- 3.4 Clients **MUST** prove that their certificates are **lost/destroyed** before applying for an examinations results certification.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 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)**
- 3.9 Applications with differing examination details will be declined.
- 3.10 The Kenya National Examinations Council has automated the process of submitting applications for certification by clients. **The Query Management Information System (QMIS)** is accessible online and therefore, clients do not need to visit the KNEC offices physically unless they are collecting their processed certification letter(s). **Type the URL: <http://qmis.knec.ac.ke> to access the QMIS System.**

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

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HEAD OFFICE: National Housing Corporation Building, Aga Khan Walk, P O Box 73598 – 00200 City Square, NAIROBI, KENYA

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

E-mail: ceo@knec.ac.ke; **Website:** www.knec.ac.ke

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 | One color 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:



Dr. Mercy G. Karogo, MBS
Aq. CHIEF EXECUTIVE OFFICER