

Procedure for obtaining Domicile Certificate from the Principal for the candidates appearing in various Competitive Examinations :-

- 1) An application to the Principal requesting him to issue the said certificate. This application should be signed by the Father/Mother of the candidate;
- 2) Photocopy of an affidavit sworn before a First Class Judicial Magistrate by the Father/Mother of the Candidate. The said **photocopy of the affidavit should be attested by the candidate** and **his/her father or mother**;
- 3) Self-attested photocopies of the following documents to be submitted :-
 - ❖ Voter ID Card of the candidate's father/mother;
 - ❖ Aadhar Card of the candidate's father/mother;
 - ❖ Aadhar Card/Voter ID Card of the candidate;
 - ❖ ICSE Admit Card; ICSE Mark-sheet; ISC Admit Card; ISC Mark-sheet (if received) of the candidate.

Format for Domicile Affidavit

(To be sworn before a First Class Judicial Magistrate)

AFFIDAVIT

I _____ Son/Daughter/Wife of _____ Resident of _____ District _____ do hereby solemnly affirm and declare as follows:-

1. That I am a citizen of _____.
2. That my permanent residence is _____ District _____ State _____.
3. That I have been continuously residing in _____ state for at least/the last _____ years.
4. That my Place & Date of Birth is _____ & _____.
5. That I have never obtained a domicile certificate from any other place.
6. That I am giving _____ documents as proof for applying Domicile in West Bengal.
7. That I am obtaining Domicile Certificate for my son/daughter **(name)** who studied/has been studying in Orient Day School at 33B, James Long Sarani, Behala, Kolkata - 700 034 since _____ **(year)** when he/she was admitted in Class : _____.

He/she has passed the ISC Examination **(year)**/will be taking the ISC Examination **(year)** and intends to sit for _____ Examination **(year)**.

8. That the statements made in the aforementioned paragraphs are true to the best of my knowledge and belief.

Deponent

(Father/Mother of _____)