

99088035036000, 99088035036000

School report replacement

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/121374069/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99088035036000, 99088035036000
Leistungsbezeichnung I	School report replacement
Leistungsbezeichnung II	Applying for a replacement certificate
Typisierung	4 - Land: Regelung
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Schulangelegenheiten (088)
Verrichtungskennung	Ersatz (036)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Schule (1030100), Kinderbetreuung (1020200)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	19.05.2021
Fachlich freigegeben durch	Ministry for Schools and Education of the State of North Rhine-Westphalia
Handlungsgrundlage	https://bass.schul-welt.de/15329.htm https://bass.schul-welt.de/15329.htm
Teaser	Have you lost a graduation or leaving certificate? You can obtain a replacement certificate from the school that issued the original certificate.
Volltext	Have you lost a graduation or leaving certificate? You can obtain a replacement certificate from the school that issued the original certificate. Pupils receive a certificate at the end of the school year - usually also at the end of the school semester - and when they leave school. If you have lost your leaving certificate from a school, you can contact your school within the existing retention periods to request a replacement certificate. Duplicates of leaving and graduation certificates are kept there for 50 years, other certificates for 10 years. In exceptional cases, certificates issued by schools in the state of North Rhine-Westphalia that have been destroyed or lost can also be replaced by a certificate issued by the responsible school supervisory authority if the school has no or only incomplete certificate documents. In accordance with § 49 Paragraph 4 SchulG, the prerequisite for the issue of such a certificate is credible confirmation a) by a written declaration in lieu of an oath by a person who, due to their official position, has knowledge of the examination or the acquisition of the certificate of competence, or

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	b) by a written declaration in lieu of an oath by two persons who have knowledge of the examination or the acquisition of the certificate of competence.
Erforderliche Unterlagen	Certain documents are required for the issue of replacement certificates: valid identity card or passport with confirmation of registration
Voraussetzungen	
Kosten	
Verfahrensablauf	To apply for a replacement certificate, contact the school that issued the original certificate and make an appointment at the school secretariat there. At the appointment, you present yourself in person at the school and apply for a replacement certificate. If the school still has a duplicate of the certificate, the school will issue you with a replacement certificate.
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• School report replacement • If you have lost your school leaving certificate, you can contact your school within the existing retention period to request a replacement certificate. • This is 50 years for leaving certificates
Ansprechpunkt	
Zuständige Stelle	
Formulare	

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Ursprungsportal	Schulzeugnis Ersatz, School report replacement