

**FORMAT OF THE LETTER REGARDING THE SUBMISSION OF ORIGINAL BIRTH  
CERTIFICATE AT THE TIME OF ADMISSION**

***(Kindly note, the letter must be handwritten and signed by both parents.)***

Date:

To,  
The Principal,  
Don Bosco Senior Secondary School,  
Nerul, Navi Mumbai – 400 706

**Subject: Submission of original birth certificate**

Respected Father,

My child \_\_\_\_\_ has been admitted to  
Class \_\_\_\_\_ in the academic year 20 \_\_\_\_ - 20\_\_\_\_.

I am hereby submitting the **original birth certificate of my child.**

I am aware and understand that the **original birth certificate of my child** submitted at the time of admission will be kept with the school and will not be returned at any point of time after the child is promoted to Class I. I hereby assure that I will not make any request or demand to return back the original birth certificate.

Thanking you,

Yours sincerely,

Father's Name and Signature

Mother's Name and Signature