



Candidates Unable to Collect Certificates - Third Party Collection

- This form **must** be printed and completed by the exam candidate whose certificates are being collected.
- The original of this form **must** be brought by the named person collecting the certificates.
- The named person collecting certificates **must bring photographic proof of their identity.**
- The original of this form will be kept by the School - it is advised that candidates make a copy of the completed form, for their own records.

Permission to Collect Exam Certificates

I am unable to collect my certificates in person, and therefore give permission for:

Name of Person Collecting Certificates:	
---	--

to collect them on my behalf- they will **bring photographic proof of their identity, to enable the School to release my certificates.**

Exam Candidate Details

Full Candidate Name	
Exam Candidate Number	this can be found on your timetable, or results
Date of Birth	dd/mm/yy
Address	
Post Code	
Signed	
Date	dd/mm/yy

As per exam board regulations, ***"Any unclaimed certificates must be stored securely for at least 12 months, then destroyed confidentially or sent back to us."***

For example, certificates from **Summer 2022** examinations will be destroyed if they remain uncollected (either by candidates in person, by a third party, or via secure post) by the last day of the **Autumn 2023** term.