



Certifying Statement Application Form (Standard)

All applications will begin to be processed from confirmation of payment. All successful applications will be despatched within 15 UK working days from payment confirmation, unless opting for the Fast Track service.

Before completing the application form, please refer to the 'Certifying Statement Application Guidelines'.

All areas marked with an asterisk (*) are mandatory.

1. Personal and Delivery Details

Title* (<i>Ms, Mr, Mrs etc.</i>)			
Full Name*			
E-mail address*			
CURRENT ADDRESS (<i>if different from the delivery address</i>)		DELIVERY ADDRESS*	
Name		Name*	
Address Line 1		Address Line 1*	
Address Line 2		Address Line 2*	
Address Line 3		Address Line 3*	
Post/zip code		Post/zip code*	
Country		Country*	
Telephone Number* (<i>for delivery purposes only</i>)			

2. Search Criteria

Unsuccessful searches will **not** be refunded, so please ensure all information you have available is provided.

Candidate Name* (<i>as entered in examination</i>)				
Date of birth (<i>dd/mm/yyyy</i>)*				
	Search 1	Search 2	Search 3	Search 4
Qualification* (<i>E.g. PET, BEC ...</i>)				
Year (<i>yyyy</i>)*				
Month*				
Centre number				
Centre name*				
Centre town				
Centre country*				
Candidate number				
Certificate reference number				

3. Fees Checklist

	Price	Quantity	Total
Certifying statement application - <i>This includes search and ONE statement (if search successful) with standard UK mail delivery.</i>	£38.00 (exam taken 01/01/1999 or later) £71.50 (exam taken 31/12/1998 or earlier)	1	
<i>Optional Extras</i>			
Additional copies	£5.75 per additional copy		
Fast Track - <i>Within 7 working days (credit card only) from confirmation of payment.</i>	£19.00 additional fee		
Notarization - <i>Up to 8 weeks additional processing time, from standard application).</i>	£132.00 additional fee		
<i>Delivery Services</i>			
UK only - <i>Special Delivery by 1 p.m. the following day.</i>	£6.50 additional fee		
International only - <i>UPS delivery in 3-5 business days.</i>	£24.25 additional fee		
			Total Fee*

4. Proof of Identity

This **MUST** be provided* (*Unless a Cambridge English Language Assessment centre is applying on behalf of a candidate*).

Please select the document you have provided:

Photocopy of appropriate pages of your passport

Photocopy of your ID card

Photocopy of driving licence

5. Payment

Total fee to be paid:	<input style="width: 80%;" type="text"/>
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Please select your chosen payment method* (*Only payment methods listed below are applicable*).

Debit Card

Credit Card

Maestro debit card

Invoice (*for Cambridge English registered centres only*)

Centre number to be invoiced

If you are paying by credit/debit card please complete the details below:

Full name	<input style="width: 100%;" type="text"/>												
Name as it appears on payment card	<input style="width: 100%;" type="text"/>												
Credit card reference number	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Credit card expiry date	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	/	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>								
3-digit security code (<i>printed in italics to the right of the signature strip on the reverse of the card</i>)	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>										
Maestro issue number (<i>if available</i>)	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>											

6. Agreement

By completing this form you are agreeing to the fees outlined in section '3. Fees Checklist'.

Name: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
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Please return to Cambridge English Language Assessment Past records by one of the following methods

Please note - for security reasons applications sent via email will not be accepted under any circumstances.

Post:

Cambridge English Language Assessment
 Examinations Processing Unit, Past Records
 1 Hills Road
 CAMBRIDGE
 CB1 2EU (United Kingdom)

Fax:

+44 [0]1223 556121