

Guidelines for Applying for a Certifying Statement – payments by credit or debit card

What is a Certifying Statement?

A Certifying Statement can be provided where a certificate has been lost or mislaid, or to send to organisations (universities, etc.) requiring proof of an achieved grade.

Terms of Application

It is essential that the following details are provided for each search requested to enable us to locate your archived record:

1. **The year** in which the examination was taken.
2. The **name of the centre** or city where the examination was taken.

Before 1999 our records are held on physical media such as film or microfiche listed by year and centre. With over 15 million records in the archives it is impossible to find records without this basic information.

Candidate Information

All fields in this section must be completed. Please ensure to provide the following information:

- Your full name, as it currently is
- Full name at the time of the exam
- Date of birth
- Current address
- A telephone number, which is only for delivery purposes however the receiver must be contactable on this number
- A current valid e-mail address

Identity Documentation

We require appropriate identification in English in order to comply with UK Data Protection Legislation. This should be **one** of either of these types:

- Photo page of your passport
- Photo driving licence
- Birth certificate (your name on the certificate must be written in English)

Certifying statements requested by third parties (such as spouses or parents) must have written permission from the candidate, which must be provided with the application.

Examination Details

Unsuccessful searches will not be refunded. It is important to provide as much information as possible, and that all compulsory fields are completed.

The fee for the standard service is £42.00 (for post-1999 exams) or £77.00 (pre-1999 exams) for each certifying statement. The standard processing time is up to 15 working days, from payment confirmation. This does not include the time for delivery. There is a fee of £8.00 for each additional copy of a statement.

TKT certifying statements are charged by module.

There is a reduced fee for Skills for Life modules as shown on the pricing and procedures document.

Please refer to the full list of fees which can be found on <http://www.cambridgeenglish.org/help/lost-certificates/> under **Pricing and procedures**.

Applicants must provide

- the year and month of the examination.
- the qualification (FCE, KET etc.). The candidate number can be added if known.
- the centre name, address and country. The centre number can be added if known.

Certifying statements for different qualifications can be requested within the same application. The fees will be calculated accordingly.

Delivery Details

The name, address and phone number of the recipient must be provided.

Additional copies of a statement can be requested here and further delivery details provided. A Fast Track service is available for an additional £21.00 which guarantees despatch within **seven working days** from confirmation of payment. **This service is only available if all details of the examination have been provided in full.**

It is not possible to apply for fast track **and** notarisation due to the additional time required completing the legal process.

UK only: Delivery within the UK is by Special Delivery and will be charged an additional fee of £8.00.

International only: Deliveries outside of the UK are by UPS, and will be charged an additional £28.00.

Where it is necessary to have your certifying statement notarized (endorsed by a solicitor), enquiries should be made in the first instance to **Cambridge English Past Records**. The full cost of this service (£160) is passed directly to the applicant. This service can take up to an extra 8 weeks processing, because it is dealt with by a third party organisation after the initial application time has been completed.

Payment Calculation

The fee for the application is calculated. If anything is incorrect, applicants can amend the form accordingly. Applicants must then agree to the Cambridge English Terms and Conditions before proceeding to Payment.

Once payment has been made, applicants can print out the Confirmation page for their records.