

It is possible to make further *new* applications for additional searches, however please be aware that each new application will cost an additional £42.00 (for post-1999 exams) or £77.00 (pre-1999 exams). TKT certifying statements are charged by the module. There is a reduced fee for Skills for Life modules as shown on the pricing and procedures document below.

Fees

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.

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 to centres who will be invoiced and only 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 service in 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 Assessment 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.

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

Payment

Payment may be made by sterling cheque (made payable to **UCLES** and drawn on a UK bank), or Centres will be invoiced.

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)

Where a Centre is making the application on behalf of a candidate no proof of ID is required and the statement will be posted directly to the centre.

Agreement

The final agreement is a declaration that you agree to the fees outlined in section '3. Fees Checklist' being charged by the method you have stated within section '4. Payment'.