



## Certifying Statement Application Form (Oxford Delegacy Examinations)

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
<b>Certifying statement application</b> - This includes search and ONE statement (if search successful) with standard UK mail delivery.	<b>£29.50</b> basic charge	1	£29.50
<i>Optional Extras</i>			
<b>Additional copies</b>	<b>£5.75</b> per additional copy		
<b>Fast Track</b> - Within 7 working days ( <b>credit card only</b> ) from confirmation of payment.	<b>£19.00</b> additional fee		
<b>Notarization</b> - Up to 8 weeks additional processing time, from standard application).	<b>£132.00</b> additional fee		
<i>Delivery Services</i>			
<b>UK only</b> - Special Delivery by 1 p.m. the following day.	<b>£6.50</b> additional fee		
<b>International only</b> - UPS delivery in 3-5 business days.	<b>£24.25</b> additional fee		
			<b>Total Fee*</b>

### 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

<b>Total fee to be paid:</b>	
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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:**

<b>Full name</b>														
<b>Name as it appears on payment card</b>														
<b>Credit card reference number</b>														
<b>Credit card expiry date</b>			/											
<b>3-digit security code</b> ( <i>printed in italics to the right of the signature strip on the reverse of the card</i> )														
<b>Maestro issue number</b> ( <i>if available</i> )														

## 6. Agreement

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

<b>Name:</b>	<b>Date:</b>
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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