

# Guidelines for Applying for a Certifying Statement

*This guide will help to complete the application form for a Certifying Statement*

## 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 1997 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.

## Personal and Delivery Details

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

- Your full name, as it currently is
- A current valid e-mail address, because all communication will be made via e-mail
- A delivery address, please only fill in the current address if this is different to the delivery address
- A telephone number, which is only for delivery purposes however the receiver must be contactable on this number

## Search Criteria

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

The standard fee will pay for up to 4 searches for 1 certifying statement. The example below demonstrates how the form should be completed where there is a small degree of uncertainty. This is for someone who is unsure whether they took their examination in 1987 or 1988 or if it was at centre ES024 or ES383. Here, the candidate has specified all four permutations. The **essential** fields are **the qualification**, the **year of the qualification**, the **month** and the **centre name**, and **country**. The month must be the **month in which the examination was taken** – not the month in which the certificate was received. Additional information can be written in the relevant sections.

If possible a statement of results or statement of entry available should be provided with the completed application form. This is not essential but will aid us in our search for your results.

<b>*Candidate Name (as entered in examination)</b>		John Dobbs							
<b>*Date of birth</b>		1	9	/	0	9	/	9	9
	<b>Search 1</b>	<b>Search 2</b>		<b>Search 3</b>		<b>Search 4</b>			
<b>*Qualification (E.g. PET, BEC ....)</b>	FCE	FCE		FCE		FCE			
<b>*Year</b>	1987	1987		1988		1988			
<b>*Month</b>	June	June		June		June			
<b>Centre number</b>	ES024	ES383							
<b>*Centre name</b>	British Council	Cambridge Schools Centre, Madrid		British Council		Cambridge Schools Centre, Madrid			
<b>Centre town</b>				Madrid		Madrid			
<b>*Centre country</b>	Spain	Spain		Spain		Spain			
<b>Candidate number</b>									
<b>Certificate reference number</b>									

It is possible to make further *new* applications for additional searches, however please be aware that each new application will cost an additional £39.50 (for post-1999 exams) or £74 (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 £39.50 (for post-1999 exams) or £74 (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 £6.00 for each additional copy of a statement.

A Fast Track service is available for an additional £19.50 which guarantees despatch within **seven working days** from confirmation of payment. **This service is available only to candidates paying by credit card 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 £6.75.

**International only:** Deliveries outside of the UK will always be by UPS, and will be charged an additional £25

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 (£137) 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), credit card (Visa or Mastercard) or Maestro debit card.

If paying by credit card all card details specified on the form must be provided. Please note that the 3-digit CVC code is printed in italics to the right of the signature strip on the reverse of the card.

Three attempts will be made to secure payment. If your payment option is declined 3 times then the application will be ended and an email notification will be sent accordingly.

### Proof of Identity

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

- The appropriate (identification) pages of your passport
- ID card
- Driving licence.

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.

Certifying statements can be requested by the candidate **or** by the candidate's centre of entry.

**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.**

### 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'.