

Certifying Statement application form

To be used by **ALL** applicants requiring a *Certifying Statement of Results* or authentication by a Notary Public. Please complete this form in the spaces provided. If you have any queries, contact GQ-EDM Group on fax number +44 (1223) 553558 or email address international@cie.org.uk.

For security reasons, we cannot communicate results by Fax or Telephone.

1	Current full name (including Mr, Mrs, Miss, Ms)	<input type="text"/>
2	Full name at the time of the exam	<input type="text"/>
3	Date of birth	<input type="text"/>
4	Current address (including postcode)	<input type="text"/>
5	Daytime telephone number	<input type="text"/>
	Fax number	<input type="text"/>
	Email address	<input type="text"/>

For 6-12 below, there is space to give details of up to three exam series (**a series comprises one or more subjects taken at one or more Levels during a given period in a given year, e.g. May/June or November/December**). If you require Certifying Statements for more than three series, please supply details on a separate sheet and attach it to the application form.

	Series1	Series2	Series3
6	Examination Level taken (e.g. A Level, IGCSE, O Level, ADIP, ICE)		
7	Year of the exam		
8	Month of the exam (if known)		
9	Centre number		
10	Index or candidate number		
11	Number of copies required		
12	Name of Centre (Please give full postal address)		
13	Address(es) to which copies are to be sent (1)		
	Please note that we must have the addressee's telephone number if delivery using DHL is required (see Section 15 overleaf for further details)		
	Tel. <input type="text"/>		
	(2)		
	Tel. <input type="text"/>		

This application will not be accepted by CIE if the highlighted items are not completed (items 2, 3, 7 and 12).

14	Signature of Applicant	<input type="text"/>	Date	<input type="text"/>
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PLEASE TURN OVER

Form 29

15 Proof of your identity must be provided at all times. You should provide **ONE** of the following (please tick as appropriate):

- (i) A photocopy of your birth certificate
- (ii) A photocopy of the appropriate pages of your passport
- (iii) A photocopy of your driving license

It is CIE policy not to alter a candidate's name on the permanent record of results. A Certifying Statement may be used in conjunction with a change of name deed.

16 Please provide below any **additional information** for sections 6-12 that may assist us with our search. Please list the subjects taken and indicate the examination board, if known.

17 **FEES** – are required for each Certifying Statement, or authentication by a Notary Public, to cover administration, searching and postage. **A separate statement will be produced for each exam series and a fee is required for each one.**

	Price	Quantity	Total
(i) Certifying Statement	£30.00	x	
(ii) For each extra copy of a Statement	£6.50	x	
Despatch by DHL for each overseas address (CIE recommend the use of this service should you require a traceable despatch method)	£27.00	x	
Despatch by Special Delivery for each UK address	£7.00	x	

18 Should you require authentication by a Notary Public and the Foreign and Commonwealth Office, as laid down in the Hague Agreement, please specify the quantity of statements for each series below.

	Price	Quantity	Total
Cost of authentication per statement	£110.00	x	

19 Please add to total above when submitting payment. Payment must accompany the form and be made by credit card (we do not accept American Express™) or cheque, postal order or international money order for the correct amount in pounds sterling drawn on a British bank. These must be crossed and made payable to 'University of Cambridge Local Examinations Syndicate'.

I enclose payment of

Method of payment (e.g. cheque, postal order)

Cheque/money order reference number

Credit card number

CVC Number (last 3 digits on reverse of card near signature)

Card expiry date

20 **Regrettably, in cases where a result cannot be found for services (i) and (ii) above, the fee will not be refunded. Therefore, applicants are strongly advised to ensure that their examinations were conducted by UCLES/CIE.**

- 21 Requests for Certifying Statements, results verification and authentication of results will be dealt with within **six weeks of receipt of correctly completed applications**.
- 22 **IMPORTANT** – before sending this form to CIE, please ensure that you have:
- (i) Completed items 1-19 on this application form;
 - (ii) Enclosed some proof of identity in accordance with item 15 on this application form;
 - (iii) Calculated the fee required in accordance with items 17 and 18 on this application form;
 - (iv) Enclosed payment for the correct amount in accordance with item 19 on this application form.
- 23 Please return this application form to: GQ-EDM Group, University of Cambridge International Examinations, 1 Hills Road, Cambridge CB1 2EU, United Kingdom. This form cannot be submitted by fax or email, unless paying by credit card, as it must be accompanied by payment and proof of identity if applicable.