

## Certificate collection information for candidates

### Checking certificates

On collection, you should carefully check that your personal information is correct and that the correct final grades are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

### Uncollected certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates. Centres may destroy any unclaimed certificates by a secure method (for example by shredding) after holding them for a period of 12 months from the date of issue.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates

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### Candidate permission form

#### Certificate collection

If you are not able to collect your certificates in person, please complete the information below.

I give permission for my representative \_\_\_\_\_ to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.

<b>Candidate name</b>		<b>Candidate signature</b>		<b>Date of signature</b>	
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Please return completed forms to the Admin Office