

## Certifying Statement Application

- If you are paying by credit or debit card, you can apply for certifying statements online at [www.cie.org.uk/certstat](http://www.cie.org.uk/certstat) instead of using this form.
- This form is valid for applications made from October 2016 to the end of September 2017.
- A certifying statement is an official document issued by Cambridge to show the grades achieved by a candidate in a past series.
- Candidates can apply for certifying statements directly or Centres can apply on their behalf.
- You can also use this form if you need a notary public to authenticate a candidate's results. For security reasons we cannot confirm results over the telephone or by fax.
- Applications are processed in order of receipt within a 28-day timeframe.
- A candidate or Centre can only apply for a certifying statement for a particular series once the certificate for that series has been issued. We do not issue certifying statements for UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.
- **Do not use this form if you took the exam in a series in 2017 and have not yet received your certificate for that series.** If you need us to send a provisional statement of results directly to a chosen educational institution on the day results are released, you must use [Results and Certificates – Form 9](#) instead.
- Candidate identification must be in English and clearly show the candidate's name and date of birth.
- We produce certifying statements using the name given for the candidate at the time of their exam. If changes to candidate details need to be made on the certifying statement, please give details with this form. We cannot change a candidate's name to reflect any changes that take place after they take their exam.
- If we are unable to find a result we will contact the candidate or Centre that submitted the application.
- Please make sure that the exams for which you need a certifying statement are Cambridge exams. If the exams were taken through one of our sister organisations, please contact them directly at [www.cambridgeenglish.org](http://www.cambridgeenglish.org) or [www.ocr.org.uk](http://www.ocr.org.uk).

### Completing the form

Fill out the form in BLOCK CAPITAL letters using black ink. Before submitting the form, check that you have:

- completed the relevant payment section at the end of the form
- included payment details for the correct amount using one of the payment methods detailed on the form
- included a photocopy of the candidate's form of identification showing their name and date of birth in English. Acceptable forms of identification are:
  - a photocopy of the candidate's birth certificate
  - a photocopy of the appropriate pages of the candidate's passport
  - a photocopy of the candidate's photo driving licence.

### Returning the form

The method you must use to return the form depends on how you decide to pay the required fee.

If you pay by **credit card or debit card**, do not return this form by email, as we cannot guarantee the security of your card details. You must return the form by post or fax:

- By post: Certifying Statement Administrator, Results and Despatches, Operations, Cambridge International Examinations, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.
- By fax: +44 1223 376587. **Please allow 48 hours before contacting us to check we have received your fax.**

If you pay by **cheque, postal order or international money order** you must return the form by post using the details above.

If the Centre is applying for a certifying statement on behalf of a candidate and the Centre is still registered with Cambridge, the Centre can choose to pay **on receipt of an invoice**. They can return the form by fax or post (using the details above) or they can email the form to [info@cie.org.uk](mailto:info@cie.org.uk) with 'Certifying Statement Application' in the subject line.

### Cancellation policy

To cancel an application, email [info@cie.org.uk](mailto:info@cie.org.uk) with your Centre number and the name of the form in the subject line. You have 14 days to cancel your application, starting the day after you submit your application. If we have delivered some services relating to your application before you ask us to cancel it, we will not refund the fees for those services. You cannot cancel an application if we have delivered all the services associated with your application within the cancellation period.

## Candidate information

<b>Current full name</b> (including title)	<input type="text"/>	<b>Date of birth</b> (DD/MM/YY)	<input type="text"/>
<b>Full name at the time of the exam</b>	<input type="text"/>		
<b>Current address</b> (including postcode)	<input type="text"/>		
			Postcode
<b>Daytime telephone number</b>	<input type="text"/>	<b>Email address</b>	<input type="text"/>

## Details of the qualification

Please provide as much information as possible to avoid delays in processing your application. Each certifying statement costs £41.69 and each additional copy costs £11.55. If you need a certifying statement for a candidate who took different Cambridge qualifications in the same exam series, you will need to apply for separate certifying statements for each qualification. If you need a certifying statement for a candidate who took the same Cambridge qualifications in different exam series, you will need to apply for separate certifying statements for each series.

Exam series e.g. June 2015	Qualification e.g. Cambridge IGCSE	Centre number	Candidate number	Centre name and address	Total number of copies required

### Example:

June 2015	Cambridge IGCSE	12345	0001	Cambridge School, 1 Cambridge Road, Cambridge , UK	2
June 2015	Cambridge O Level	12345	0001	Cambridge School, 1 Cambridge Road, Cambridge , UK	2
November 2015	Cambridge IGCSE	12345	0001	Cambridge School, 1 Cambridge Road, Cambridge , UK	1

**1 certifying statement @ £41.69  
+ 1 copy @ £11.55**

**1 certifying statement @ £41.69  
+ 1 copy @ £11.55**

**1 certifying statement @ £41.69  
=£148.17**

## Delivery details

Please provide a contact name, postal address and telephone number for each recipient of the certifying statement. If any additional information needs to appear on the address label (such as a university reference number or a minor adjustment to a candidate's name or date of birth), please let us know on a separate piece of paper and submit it with the form.

<b>ADDRESS ONE</b>			
<b>Name and job title of person receiving certifying statement</b>	<input type="text"/>		
<b>Postal address of person receiving certifying statement</b>	<input type="text"/>		
	Postcode		
<b>Telephone details of recipient</b>	<input type="text"/>		
<b>Delivery method – please tick</b> See the following page for fees	<b>UK address:</b>	Special Delivery	Royal Mail 1st Class*
	<b>Overseas address:</b>	Courier	Airmail*

<b>ADDRESS TWO (if needed)</b>			
<b>Name and job title of person receiving certifying statement</b>	<input type="text"/>		
<b>Postal address of person receiving certifying statement</b>	<input type="text"/>		
	Postcode		
<b>Telephone details of recipient</b>	<input type="text"/>		
<b>Delivery method – please tick</b> See the following page for fees	<b>UK address:</b>	Special Delivery	Royal Mail 1st Class*
	<b>Overseas address:</b>	Courier	Airmail*

<b>ADDRESS THREE (if needed)</b>			
<b>Name and job title of person receiving certifying statement</b>	<input type="text"/>		
<b>Postal address of person receiving certifying statement</b>	<input type="text"/>		
	Postcode		
<b>Telephone details of recipient</b>	<input type="text"/>		
<b>Delivery method – please tick</b> See the following page for fees	<b>UK address:</b>	Special Delivery	Royal Mail 1st Class*
	<b>Overseas address:</b>	Courier	Airmail*

If the certifying statement needs to be sent to more than three addresses, please write them on a separate piece of paper and submit it with this form.

\*We cannot trace certifying statements that are sent by Royal Mail 1st Class (for UK addresses) or Airmail (for overseas addresses).

## Fees

Please calculate the total amount payable and then complete the relevant payment section below. We do not accept electronic bank transfer or cash payments.

Fees	Price	Quantity	Total
Search fee for each certifying statement	£41.69		
Fee for each extra copy of a statement	£11.55		
Courier despatch for each address outside the UK (we recommend you use this service if you want a traceable despatch method)	£37.70		
Despatch by Special Delivery for each UK address	£9.28		
		Sub total	

If you need a notary public and the Foreign and Commonwealth Office to authenticate a candidate's results, as set out in the Hague Agreement, please specify the number of authenticated statements you require for each series. Authenticated statements cannot be used in the United Kingdom. For further information, please visit the [Foreign and Commonwealth Office website](#).

	Price	Quantity	Total
Fee for each authenticated statement	£148.05		

### Credit or debit card

Credit or debit card type	<input type="text"/>
Cardholder name	<input type="text"/>
Cardholder address	<input type="text"/>
Fees payable (before handling fee, if applicable)	£ <input type="text"/>
Handling fee (2 per cent for credit cards only)	£ <input type="text"/>
Handling fee (3 per cent for American Express cards only)	£ <input type="text"/>
<b>Total amount payable</b>	£ <input type="text"/>
Credit or debit card number	<input type="text"/>
CVC number (last 3 digits on reverse of card near signature, 4 if AMEX)	<input type="text"/>
Card expiry date	<input type="text"/>

### Cheque, postal order, international money order

You can pay by cheque, postal order or international money order in pounds sterling drawn on a British bank. These must be crossed and made payable to 'University of Cambridge Local Examinations Syndicate'.

Total amount payable	£ <input type="text"/>
<i>(For invoicing only, please refer to the 2016/17 fees list)</i>	<input type="text"/>
Method of payment (e.g. cheque, postal order)	<input type="text"/>
Cheque/money order reference number	<input type="text"/>

### Invoice (only available to Cambridge Centres)

If they are still registered with us, the Centre where the candidate sat the exam(s) can submit the application on the candidate's behalf and we will invoice them for the payment.

Total amount payable	£ <input type="text"/>
Centre number	<input type="text"/>
Contact name	<input type="text"/>

**Signed**  **Date** (DD/MM/YY)

**Name in full**

If you submit this form electronically please tick the check box as an alternative to signing the form.

For internal use only	
Reference number	<input type="text"/>
Country code	<input type="text"/>