



Certifying Statement Application Form

Please use **BLOCK CAPITALS** for the Personal and Delivery Details.

All applications should be processed within six weeks of receipt, once payment of the appropriate fee has been confirmed

Please read the guidelines to help with filling in the form

Personal and Delivery Details

Current full name <i>including Mr, Ms, Mrs etc.</i>	
Full name at time of examination	
Date of birth	
Contact daytime telephone number	
Delivery phone number, needed for DHL	
e-mail address	
Current address	DELIVERY ADDRESS, if different; for example, a university

Details of Exam Taken

Search Criteria – up to 4 search criteria can be specified if you are uncertain as to exactly when or where you took the exam, *see guidelines for details*. **It is imperative that the Qualification, Year, Month and Centre are filled in**, otherwise the form will be returned unprocessed. If you are unsure of the year please consider your age at the time of the examination. An asterisk (*) signifies a mandatory field.

	Search 1	Search 2	Search 3	Search 4
Skills for Life*				
Year*				
Week/Session*				
Centre number				
Centre name*				
Centre town				
Candidate Identifier (CECI number)				
Candidate number				

For office use only				

Proof of Identity – This **MUST** be provided if the statement is to be sent to you. **Please tick one:**

- Photocopy of birth certificate
 Photocopy of appropriate pages of your passport or ID Card
 Photocopy of driving licence

Fees

	Price	Quantity	Total
Certifying statements			
Search and one Certifying Statement	£10.50	1	£10.50
Additional copies	£4.00 each		
Level Certificate (candidates requesting a Level certificate will receive this together with copies of the three statements showing a Pass at the same level) for a fee of £26.00	£15.50 extra		
Fast Track within 7 working days [<i>credit card or Western Union only</i>] from confirmation of payment	£15.50 optional		

Delivery options [*despatch by Recorded Delivery within the UK and registered Air Mail overseas is included in the standard fee*]

UK only - Special Delivery [<i>by 1 p.m. the following day</i>]	£5.15 optional		
Overseas - DHL Delivery	£20.60 optional		
		Total Fee	

Payment

Payment may be made by: cheque (payable to **UCLES**, and drawn on a UK bank) or bankers draft, credit card (Visa or Master Card), Maestro debit card, or via Western Union. Within the UK you may also pay by Postal Order.

Method of payment	
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If you are paying by credit/debit card please complete the following details below:

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

Checklist

Please tick to check you have done everything required and have:

- Completed all the items on the form.
- Enclosed proof of identity, if required.
- Calculated the fee.
- Enclosed a cheque or bankers draft, if used for the payment.

Signature

Date

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Please return to:

**University of Cambridge ESOL Examinations
 Examinations Processing Unit, Past Records
 1 Hills Road
 CAMBRIDGE
 CB1 2EU (United Kingdom)
 FAX: +44 (0)1223 553038
 Email: ESOLpastrecords@cambridgeassessment.org.uk**

Guidelines for Applying for a Certifying Statement

Introduction

This is a guide to help you complete the application form for a Certifying Statement

A certifying statement is provided to replace certificates that have been lost or mislaid or to send to organisations (universities, etc.) requiring proof of a candidates' grades.

Where the candidate has taken more than one examination with Cambridge ESOL it should be sufficient to request a certifying statement only for the **highest level** examination.

Where and when?

Your fee will not be refunded if the record is not found as the cost of a search absorbs most of the fee.

It is **essential** that you provide **the year** in which the examination was taken and the **name of the centre** or city where you sat the examination, to enable us to locate your archived record. Before 1997 our records are held on physical media such as film or microfiche listed by year and centre. With some 15 million records in the archives it is impossible to find your record without this basic information.

The standard fee will pay for up to 4 searches. 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 in 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 number** (or **name of centre**). The month must be the **month in which the examination was taken** – not the month in which you received the certificate.

	Search 1	Search 2	Search 3	Search 4
Qualification* e.g. PET, BEC, FCE, CAE, CPE	PET	PET	PET	PET
Year*	1987	1988	1987	1988
Month*	June	June	June	June
Centre number	ES024	ES383	ES024	ES383
Centre name*	British Council	Cambridge Schools Centre, Madrid	British Council	Cambridge Schools Centre, Madrid
Centre town	Madrid	Madrid	Madrid	Madrid

No refunds will be made if the searches are unsuccessful. While it is possible to make other applications for additional searches, each new application will cost £26.00. It is better not to guess.

Delivery Details

Where a delivery is to be made by DHL courier it is **essential** that we have the telephone number of the delivery address.

Proof of Identity

If a certifying statement is to be sent directly to you we require a photocopy of the appropriate identification from you, to comply with UK Data Protection Legislation. This should be **one** of either: your birth certificate, the appropriate pages of your passport or ID card, or your driving licence. No ID need be enclosed if the statement is to be forwarded to another organisation, such as a university. In this case, statements will be endorsed "*This document should not be given to the candidate*". 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.

Fees

The basic fee is £26 for each certifying statement (which includes the cost of overseas delivery by registered Air Mail or by Recorded Delivery within the UK). There is a fee of £4.00 for each additional copy of a statement.

A Fast Track service is available for an additional £15.50, 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.**

For a faster and more traceable delivery candidates within the UK may use Special Delivery (£5.15) and candidates living outside the UK may use the DHL courier service (£20.60). In each case, the cost is per delivery to each address.

Please make sure you calculate and fill in the **Total Fee** box in the bottom right hand corner.

Fees

	Price	Quantity	Total
Certifying statements			
Search and one Certifying Statement	£26.00	1	£26
Additional copies	£4.00 per copy	1	£4
Fast Track service, within 7 working days [credit card only], from confirmation of payment	£15.50 extra		

Delivery options [*despatch by Recorded Delivery within the UK and registered Air Mail overseas is included in the standard fee*]

UK only - Special Delivery [<i>by 1 p.m. the following day</i>]	£5.15 optional		
Overseas - DHL delivery	£20.60 optional	1	£20.60
		Total Fee	£50.60

Payment

You may pay by sterling cheque (made payable to **UCLES** and drawn on a UK bank) or banker's draft, credit card (Visa or Master Card), Maestro debit card, or via Western Union.

It is also possible in the UK to pay by Postal Order.

If you are paying by credit card the details required are standard. 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.

Notarization

Where it is necessary to have your certifying statement notarized enquiries should be made in the first instance to **burnell.r@cambridgeESOL.org**. The full cost of this service (which is £103) is passed directly to the applicant.

Checklist and Return

Please fill in the checklist and don't forget to sign and date the form. It should be returned to:

University of Cambridge ESOL Examinations
Examinations Processing Unit, Past Records
1 Hills Road
CAMBRIDGE
CB1 2EU (United Kingdom)
FAX: +44 [0] 1223 553038

If you have any queries please contact ESOLpastrecords@cambridgeassessment.org.uk