



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

Personal and Delivery Details

Current full name <i>including Mr, Ms, Mrs, etc.</i>	
Full name at time of course	
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 Qualification

It is essential that the Qualification, Year, Month and Centre name are completed.

For teaching courses completed before **August 1988** candidates should contact OCR Archives [Tel: 02476 470 033; e-mail: coventryvocationalarchives@ocr.org.uk]. An asterisk (*) signifies a mandatory field.

	Please complete the information below
Qualification* e.g. CTEFLA/CELTA DTEFLA/DELTA COTE/DOTE, etc.	
Year* and Month*	
Course number	
Centre name*/ Centre Number	
Centre town	
Country	

For office use only				

Proof of Identity – This **must** be provided if the statement is to be delivered to you. Please tick one:-

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

Fees

	Price	Quantity	
Certifying statements			
Fee for one Certifying Statement	£26	1	£26
Each additional copy	£4		
Fast Track within 7 working days [<i>credit card or Western Union only</i>] from confirmation of payment	£15.50 additional fee		
Delivery options [<i>despatch by Recorded Delivery within the UK and registered Air Mail overseas is already included in the standard fee</i>]			
UK only - Special Delivery [by 1 p.m. the following day]	£5.15 (<i>optional</i>)		
Overseas - DHL Delivery	£20.60 (<i>optional</i>)		
		Total Fee	

Notarization (for authentication by a Notary Public and the Foreign and Commonwealth Office in line with the Hague Convention of 5 October 1961). Enquiries should be made in the first instance to ESOL Past Records, as the full costs of this service (currently £103) will be passed directly to the applicant.

Payment

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

If you are paying by credit/debit card please complete the following details:-

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 (if available)	

Checklist

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

1. Completed all the items on the form.
2. Enclosed proof of identity, if required.
3. Calculated the fee.
4. 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**