

## **Certifying Statement of Results Application Form for General Qualifications**

**Please read the information below before completing this form**

OCR cannot reproduce an original certificate; however, a certifying statement of results is an official copy of the final examination results held by OCR.

You may use this form to obtain certifying statements of results for OCR general qualifications, including GCE A Level, GCSE, CSE, O Level and Asset Languages.

OCR (Cambridge Office) will also issue certifying statements of results to candidates of the examination boards listed below:

EMREB	East Midland Regional Examinations Board
MEG	Midland Examining Group
OCEAC	Oxford & Cambridge Examinations & Assessment Council
OCSEB	Oxford & Cambridge Schools Examination Board
SREB	Southern Regional Examinations Board
SUJB	Southern Universities' Joint Board for Schools Examinations
TWMEB	The West Midlands Examinations Board
UCLES	University of Cambridge Local Examinations Syndicate
UODLE	University of Oxford Delegacy of Local Examinations

For enquiries relating to OCR vocational qualifications (including GNVQ completed prior to June 2001 and former RSA examinations), please contact: OCR Coventry Office, Westwood Way, Coventry, CV4 8JQ, Tel: 02476 470033

- The application form must be completed and signed by the candidate.
- The information you provide must be as accurate as possible.
- Use black ink and BLOCK CAPITALS.
- Certifying statements of results are issued in the legal name of the candidate at the time the award was made. Replacements will not be provided to accommodate a subsequent change of name (including a change by Deed Poll).
- Please allow 28 days for your application to be processed. We are unable to prioritise any application.
- Please note that OCR cannot fax or email certifying statements.
- Whilst we endeavour to locate your results, we are unable to guarantee success, and you may have to contact more than one awarding body in order to obtain all your results.

**Please return the completed form to: Data Capture (Historical Records),  
OCR, 1 Hills Road, Cambridge, CB1 2EU, Fax: 01223 552661, Tel: 0300 456 2486,  
Email: [HistoricalRecords@ocr.org.uk](mailto:HistoricalRecords@ocr.org.uk)**

## A: General details

Title (Mr, Mrs, Miss, Ms, etc.)

Full name

Date of birth (DD/MM/YY)

Address

Postcode

Tel

Email

Delivery address  
including addressee

(if different from above)

Postcode

Tel (if different)

We may need to contact you during office hours. If you require your certifying statement to be sent to more than one address, please attach full details on a separate sheet of paper. If you would like your results to be sent via UPS, you must provide a telephone number for the destination address.

## B: Examination details

Your name at the time of  
the exam

Exam series (eg June 2009)

Name and address of  
school/college

Centre/candidate no

(if known)

Qualification type

(e.g. GCSE, A Level)

Subjects taken

(please note that you may have to  
contact more than one awarding  
body in order to obtain all your  
results)

Total no of copies required

\*An examination series comprises one or more subjects taken at one or more levels during a given period in a given year. For example, January 2010 is one series and June 2010 is another series.

A separate certifying statement will be produced for each qualification type within a given examination series. OCR will issue all the results we have for you in a requested series – it is not possible to omit any subjects from the statement.

## C: Fees

Certifying statements will be sent by First Class mail to UK addresses; and by Airmail to overseas addresses, unless UPS delivery is requested.

Where results cannot be located, OCR will return 50% of the fee.

Certifying statement of results for the first examination series	<input type="text" value="1"/>	X	<input type="text" value="£35.00"/>	=	<input type="text" value="£35.00"/>
Certifying statement of results for subsequent examination series	<input type="text"/>	X	<input type="text" value="£14.50 each"/>	=	<input type="text" value="£"/>
Extra copies for any examination series	<input type="text"/>	X	<input type="text" value="£11.50 each"/>	=	<input type="text" value="£"/>
Despatch overseas by UPS to each address	<input type="text"/>	X	<input type="text" value="£23.00 each"/>	=	<input type="text" value="£"/>
<b>Total fee</b>				=	<input type="text" value="£"/>

## D: Payment

Please indicate (✓) your method of payment. Payment is only accepted in £ Pounds Sterling (we are unable to accept American Express).

MasterCard     Maestro     Visa     Visa Electron

Please complete the following:

Name of card holder	<input type="text"/>
Card number	<input type="text"/>
Expiry date	<input type="text"/>
Issue number (if shown)	<input type="text"/>
Security number (last 3 digits on reverse of your card)	<input type="text"/>
Signature of card holder	<input type="text"/>

Please do not send cash, as we are unable to process payment by this method. Cheques and Postal Orders are accepted, made payable to OCR.

## E: Proof of identity

You must include a photocopy of one of the following:

Birth certificate

Driving licence

Passport

If your name has changed since you sat your examinations, you must include a photocopy of one of the following:

Marriage certificate

Decree absolute

Deed Poll

Please do not send original documents as OCR cannot be held responsible for any loss or damage.

To see how OCR complies with the Data Protection Act 1998, please see our Privacy Statement at [www.ocr.org.uk/help/privacy/](http://www.ocr.org.uk/help/privacy/).

## F: Additional information

Please provide below any further information that may assist us in locating your results.

## G: Declaration

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge.

Signature of applicant

Date

Please note: We require the applicant's signature to comply with the Data Protection Act 1998. We cannot accept the signature of a parent, guardian, or third party.

## H: Checklist

Applications will not be processed until we have received all the relevant information.

Please ensure that you have:

Completed all relevant sections of this form

Included the correct payment details

Enclosed a photocopy of the relevant ID

Signed the form