

Certifying Statement Application

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM

- If you are paying by credit or debit card, you can apply for certifying statements online at <https://certstat.cie.org.uk> instead of using this form.
- This form is valid for applications made from October 2015 to the end of September 2016.
- A certifying statement is an official document issued by Cambridge to show the grades achieved by a candidate in a particular 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 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. Do not use this form to notify us of any errors to candidate details on statements of results or certificates. You must use '[Results and Certificates – Form 12](#)' instead.
- If we are unable to find a result for a particular candidate and series, we will refund the delivery fee and the cost of any extra copies, but we will not refund the search fee. See page 4 of this form for details.
- Please make sure that the exams for which you need a certifying statement were conducted by Cambridge International Examinations. If the exams were sat through one of our sister organisations, please contact them directly at www.cambridgeenglish.org or 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 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 with 'Certifying Statement Application' in the subject line.

Cancellation policy

To cancel an application, email 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

Current full name (including title) **Date of birth** (DD/MM/YY)

Full name at the time of the exam

Current address (including postcode)
Postcode

Daytime telephone number **Email address**

Details of the qualification

Please provide as much information as possible to avoid delays in processing your application. Each certifying statement costs £39.75 and each additional copy costs £11.00. 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 2014	Cambridge IGCSE	12345	0001	Cambridge School, 1 Cambridge Road, Cambridge , UK	2
June 2014	Cambridge O Level	12345	0001	Cambridge School, 1 Cambridge Road, Cambridge , UK	2
November 2014	Cambridge IGCSE	12345	0001	Cambridge School, 1 Cambridge Road, Cambridge , UK	1

**1 certifying statement @ £39.75
+ 1 copy @ £11.00**

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**1 certifying statement @ £39.75
=£141.25**

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), please let us know on a separate piece of paper and submit it with the form.

ADDRESS ONE	
Name and job title of person receiving certifying statement	<input type="text"/>
Postal address of person receiving certifying statement	<input type="text"/> <div style="text-align: right;">Postcode</div>
Telephone details of recipient	<input type="text"/>
Delivery method – please tick See the following page for fees	Courier <input type="checkbox"/> Special Delivery <input type="checkbox"/> Airmail <input type="checkbox"/>

ADDRESS TWO (if relevant)	
Name and job title of person receiving certifying statement	<input type="text"/>
Postal address of person receiving certifying statement	<input type="text"/> <div style="text-align: right;">Postcode</div>
Telephone details of recipient	<input type="text"/>
Delivery method – please tick See the following page for fees	Courier <input type="checkbox"/> Special Delivery <input type="checkbox"/> Airmail <input type="checkbox"/>

ADDRESS THREE (if relevant)	
Name and job title of person receiving certifying statement	<input type="text"/>
Postal address of person receiving certifying statement	<input type="text"/> <div style="text-align: right;">Postcode</div>
Telephone details of recipient	<input type="text"/>
Delivery method – please tick See the following page for fees	Courier <input type="checkbox"/> Special Delivery <input type="checkbox"/> Airmail <input type="checkbox"/>

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.

