

# CERTIFICATE COLLECTION

## PERMISSION TO COLLECT CANDIDATE'S CERTIFICATES

### TO STUDENT:

Please complete this form to authorise collection of your certificates, or provide permission for a representative to collect on your behalf. The representative would also need to bring some form of their own identification.

<b>Legal First Name:</b>		<b>Legal Surname:</b>	
<b>Candidate Number</b> <small>(if known)</small>		<b>DOB</b>	
<b>Address:</b>			
<b>Contact Number:</b>			
<b>Email:</b>			

### TO: EXAMINATIONS OFFICE

#### COLLECTING MY CERTIFICATES

I, _____ am collecting my certificates in person from school, and have provided proof of my identity.	Driving Licence Passport Oyster Card Student ID Other	
<b>Student Signature:</b> _____	<b>Date</b> _____	

#### UNABLE TO COLLECT MY CERTIFICATES

I, _____ am unable to collect my certificates in person from school, and therefore, give permission for:	
Collectors Name: _____	to collect them on my behalf.
He/she will bring proof of identity and this completed notification to enable Highams Park School to release my certificates. Yours faithfully	
<b>Student Signature:</b> _____	<b>Form Group:</b> _____
<b>Student Print Name</b> _____	<b>Exam/Candidate Number</b> _____
	<b>Date</b> _____

This form must be handed in when collecting certificates by the student or representative (as signed above).

*Office Use Only: I.D. Checked – please initial*