

# CERTIFICATES THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

### TO: Examinations Office

I am unable to collect my certificates in person from school, and therefore, give permission for \_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

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This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

Office Use Only: I.D Checked – please initial