

## Third Party Verification of Results Application

This form is valid for applications made from October 2016 to the end of September 2017. Third parties that need Cambridge to verify a set of Cambridge International Examinations results for a particular candidate can submit this form with a photocopy of the candidate's certificate. Candidates can also submit this form if they need us to send a verification of their results to third parties i.e. a university or an employer, but we will not send the verification directly to the candidate.

The verification of results is a letter that confirms the details shown on the certificate. The results of each candidate are checked against our permanent record and our verification is based wholly on that record.

The verification letter does not show the candidate's subjects or grades. If the candidate or third party needs to receive the candidate's results from a past series in hard copy they should apply for a certifying statement at [www.cie.org.uk/certstat](http://www.cie.org.uk/certstat)

### Completing the form

Fill out the form in BLOCK CAPITAL letters using black ink. Before submitting the form, check that you have:

- enclosed photocopies of **all** the certificates that you need us to verify
- 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 photo 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 verification 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](mailto:info@cie.org.uk) with 'Third Party Verification of Results application' in the subject line.

### Cancellation policy

To cancel an application, email [info@cie.org.uk](mailto: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.

**Details of the third party that needs us to verify the results**

**Name of third party recipient** (if known)  **Company Name**

**Telephone number**

**Email address of recipient**

**Postal address** (if the verification must be sent by post)   
Postcode

**Candidate details and authorisation**

**Candidate name**  **Date of birth** (DD/MM/YY)

**Email address** (We will contact the candidate by email if we have any questions about their application. We will not send the verification to this email address.)

I authorise Cambridge International Examinations to provide the details, including subjects taken and grades achieved, of any of my examination records held by them to the third party stated above.

**Signature of Candidate**  **Date** (DD/MM/YY)

If you submit this form electronically please tick the check box as an alternative to signing the form.

