**Certificate Collection Request**

*For the attention of the Exams Office:*

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of final exam: \_\_\_\_\_\_\_\_\_\_\_\_\_

I authorise the person named below to collect my \*GCSE / GCE certificates on my behalf:

\* Delete as appropriate

Name of Person collecting certificates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The authorised person must hand this form in to collect the certificates. Please produce photo ID to collect and sign for the certificates.

*Please note that certificates that are not collected within 12 months of being awarded will be destroyed in line with awarding body guidelines.*

**Certificate Posting Request**

*For the attention of the Exams Office:*

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of final exam: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark the appropriate option below:

* I authorise the Heckmondwike Grammar School to post out my \*GCSE / GCE certificates using signed for delivery by Royal Mail. I have attached a cheque to cover the cost of postage to the value of: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Delete as appropriate

* I authorise the Heckmondwike Grammar School to post out my \*GCSE / GCE certificates in the attached stamped, self-addressed envelope.

\* Delete as appropriate

I accept that Heckmondwike Grammar School will take no responsibility for loss or damage to the certificates once they have left the premises.

Candidate Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please note that certificates that are not collected within 12 months of being awarded will be destroyed in line with awarding body guidelines.*