



HECKMONDWIKE
GRAMMAR SCHOOL

Certificate Collection Request

For the attention of the Exams Office:

Candidate Name: _____

Year of final exam: _____

Contact email address: _____

Contact phone number: _____

(in case of queries processing your request)

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.