



## **CERTIFICATE COLLECTION REQUEST**

***For the attention of the Examinations Office.***

I authorise the person named below to collect my exam certificate(s) on my behalf.

Name of Person Collecting Certificates (print): \_\_\_\_\_

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please state the year you took your final exams: \_\_\_\_\_

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

The person authorised will need to bring some form of photo identification with them.

This form has to be handed in when the authorised person collects your certificates.

***Please note that any uncollected certificates may be destroyed after 12 months in line with awarding body regulations.***

Yours faithfully  
Examinations Office