

## **Permission to Collect Certificates on behalf of a Candidate**

Exam Boards consider Certificates to be the property of the Candidate. Therefore if a Candidate requires someone else (including a Parent/Carer) to collect Certificates on their behalf, the Candidate's written and signed permission is required to release the documents.

This form is to be used when a Candidate is unable to collect Certificates themselves and elects a Representative to do so on their behalf.

The Candidate must:

- Read, complete and sign this notice
- Advise their Representative to take photographic ID of themselves

The Representative must:

- Bring this completed and signed form with them to collect the Certificates
- Provide photographic ID of themselves to collect Certificates

**Please note, if your Representative does not have all of these documents with them they will be unable to collect your Certificates.**

Full Name of Candidate	
Signature of Candidate	
Date	
Current School/ College /Apprenticeship	
Nominated person	

I hereby give my permission for the abovementioned nominated person to collect my examination certificates on my behalf.