Third Party Verification of Results Application

This form is valid for applications made from October 2013 to the end of September 2014. It is for use by Third Parties requiring a set of Cambridge International Examinations candidate results to be verified by Cambridge.

Verification is a letter, confirming details and grades of a certificate supplied to Cambridge from an individual.

Cambridge will verify a candidate’s results to third parties i.e. university, employer etc. at the request of a candidate, but not directly to the candidate. Please complete and return the attached Results Verification application form with a photocopy of the certificate and the appropriate fee. The result of each applicant is checked against our permanent record. The verification supplied is based wholly on that record.

Please note that a copy of results is not sent with this service. If a hard copy of results is required, please apply for a Certifying Statement of Results.

Completing the form

Fill out the form in BLOCK CAPITAL letters using black ink. Check you have completed the following steps:

- You have enclosed photocopies of the relevant certificates
- You have correctly calculated the fee required
- You have submitted a photocopy of relevant identification which shows your name and date of birth in English.

Acceptable forms of identification are:

• A photocopy of your birth certificate
• A photocopy of the appropriate pages of your passport
• A photocopy of your driving licence

- You have completed the relevant payment section at the end of the form and have enclosed payment for the correct amount using one of the payment methods detailed on the form.

Returning the form

The method you must use to return the form depends on the way you decide to pay the required fee.

Credit or debit card

- If you pay by credit 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: Cambridge International Examinations, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom
  - By secure fax: +44 1223 558930

Cheque, postal order, international money order or invoice

- If you pay by cheque, postal order or international money order you must return the form by post.
- If they are still registered with us, the Centre where the candidate sat the exam(s) can submit the application on the candidate’s behalf and we will invoice them for the payment.
- If paying on receipt of an invoice, Centres can return the form by post, fax or email.
  - By post and fax: use the details above.
  - By email: return to info@cie.org.uk. Add the words ‘Third Party Verification of Results application’ in the subject field.

Your details: Name, email address and postal address to which outcome is to be sent

Name

Company Name

Telephone number

Postal address if wishing to receive the Verification outcome by mail

Email address

Secure fax number to which outcome is to be sent (if required)
Signed: 

Date (DD/MM/YY): 

Name in full: 

Candidate details and authorisation:

<table>
<thead>
<tr>
<th>Candidate details:</th>
<th>Date of birth (DD/MM/YY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate name</td>
<td></td>
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</table>

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): 

Payment
The fee is £16.00 per certificate verification. All credit card payments are subject to a 2 per cent handling fee which will be added when we process your payment. We do not accept electronic bank transfer or cash payments. Please complete the relevant payment section below.

<table>
<thead>
<tr>
<th>Credit or debit card - DO NOT SEND CARD PAYMENT DETAILS VIA EMAIL</th>
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<tbody>
<tr>
<td>Complete all the fields below. Enter the total fees, calculate and enter the handling fee if paying by credit card/American Express, and then enter the total amount payable.</td>
</tr>
<tr>
<td>Credit or debit card:</td>
</tr>
<tr>
<td>Fees payable:</td>
</tr>
<tr>
<td>Total amount payable:</td>
</tr>
<tr>
<td>CVC number (last 3 digits on reverse of card near signature):</td>
</tr>
</tbody>
</table>

Cheque, postal order, international money order
You can pay by cheque, postal order or international money order for the correct amount in pounds sterling drawn on a British bank. These must be crossed and made payable to ‘University of Cambridge Local Examinations Syndicate’.

| Total amount payable: | Method of payment (e.g. cheque, postal order): | Cheque/money order reference number: |

Invoice (for Cambridge Centres only)
If they are still registered with us, the Centre where the candidate sat the exam(s) can submit the application on the candidate’s behalf and we will invoice them for the payment.

| Total amount payable: | Centre number: | Contact name: |

Processing your form
We will process your request within four weeks of receiving the correctly completed form.

For internal use only
Reference number: 
Country code: 

A DIVISION OF CAMBRIDGE ASSESSMENT