

Third Party Verification of Results Application

This form is for completion by third parties who need us to verify a candidate's results document. Candidates may also submit this form if they need their results to be verified to a third party, but we will only send the outcome of the verification of results directly to the third party. Third parties must be supplied with a copy of the candidate's results document to be verified before the form is submitted. We process applications within 28 days of receipt of a correctly completed application.

The verification of results outcome confirms whether the details shown on a candidate's certificate are correct against our permanent record, and the information provided is based wholly on that record. **It does not show the candidate's subjects or grades.** If the third party needs to receive a hard copy of the candidate's results the candidate must apply online for a certifying statement www.cambridgeinternational.org/certstat

A verification of results is not a signed verification letter or a stamped, attested copy of results. Candidates requiring attestations or signed documents should contact customer services by phone on +44 (0)1223 553554 or by email at info@cambridgeinternational.org to be redirected to the correct Regional Office. Candidates requiring examination documents for World Education Services (WES) must apply for a certifying statement.

WES will not accept verification of results outcomes.

Complete the form in BLOCK CAPITALS. The form must be returned with a copy of the candidate's valid ID, copies of the results to be verified and payment details covering the cost of the application. Please see page 2 for information about our fees, candidate ID and how to return the form.

Third party information

Company/third party name	<input type="text"/>
Contact name	<input type="text"/>
Contact email address	<input type="text"/>

If you would like the outcome to be sent by post, please provide a **full** recipient address below:
(Outcomes will be sent using UK Royal Mail First Class or International airmail only and will be subject to external handling times).

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Candidate information

Candidates will only be contacted if the application is incomplete and we require further details. Verification of results outcomes are not sent to the candidate.

Candidate's name (as it appeared on the certificate)	<input type="text"/>
Candidate's email address	<input type="text"/>
I give my consent for Cambridge Assessment International Education to provide the details of examination records held by them to the third party stated above (please tick) <input type="checkbox"/>	
Candidate's signature	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/>

Payment details

The fee **per document** that you wish us to verify is £21.45. We cannot accept payment by electronic bank transfers or cash. Visa Electron and some other card types cannot be accepted. Please calculate the total amount payable and complete the relevant payment section below.

If you pay by credit or debit card we cannot guarantee the security of your payment information if you return this form by email. You must fax or post the form if it contains payment details.

Payment by credit or debit card

Card type	Visa Debit <input type="checkbox"/>	Visa Credit <input type="checkbox"/>	Mastercard Debit <input type="checkbox"/>	Mastercard Credit <input type="checkbox"/>	Switch/Delta <input type="checkbox"/>
Cardholder name	<input type="text"/>				
Billing address	<input type="text"/>				
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry date <input type="text"/>
CVC number (Last three digits on the back of the card)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Confirm payment total	£ <input type="text"/>

Payment by invoice (only to be filled in by registered Cambridge International centres and Cambridge Associates)

Centre number (The centre to be invoiced)	<input type="text"/>	Centre contact email address	<input type="text"/>
Authorised by (Name, job title, centre)	<input type="text"/>		

We can also accept payment by **cheque and postal order** in pounds sterling only. These must be drawn on a British bank, crossed, and made payable to 'University of Cambridge Local Examinations Syndicate'.

Returning the form

By post: Third Party Verifications, Results and Despatches, Cambridge Assessment International Education, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.

By email: (invoiced applications only) info@cambridgeinternational.org. Please include 'Verification of Results' followed by your centre number in the subject line of the email.

By secure fax: +44 (0)1223 376587

Before sending your application, please use the checklist below to ensure you have submitted the required information:

- | | |
|--|--|
| <input type="checkbox"/> Third party information | <input type="checkbox"/> Candidate ID |
| <input type="checkbox"/> Candidate information | <input type="checkbox"/> Copies of results |
| <input type="checkbox"/> Payment/invoice details | <input type="checkbox"/> Declaration |

Acceptable ID documents:

- ✓ The photo page of the candidate's passport
- ✓ A photo driving licence
- ✓ A photo national ID card
- ✓ Full birth certificate

Third party declaration

Print name	<input type="text"/>	Date	<input type="text"/>
Signed	<input type="text"/>	(DD/MM/YYYY)	

Office use only	
Ref no: <input type="text"/>	Country code: <input type="text"/>