

## CANDIDATE PERMISSION: Certificate Collection

The normal arrangements for collecting certificates are for certificates to be collected in person from reception.

### Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificate(s) and confirm as correct.

If you are unable to collect your certificate(s) in this way, you can appoint a representative to collect them on your behalf, they will also be required to check all the details are correct.

Please ask your representative to bring in this form when collecting your certificates, together with photographic ID. Certificates will not be given out without this.

If you require a representative to collect certificates on your behalf, please complete the required information below.

Candidate name			
<input type="checkbox"/> I give permission for my representative to collect certificates(s) on my behalf. <input type="checkbox"/> I confirm that my representative will sign to confirm that my personal details and grade(s) are correct. <input type="checkbox"/> I confirm that my representative will provide their own photographic ID <input type="checkbox"/> I understand that Sheldon School does not take any responsibility for certificates collected by my representative.			
REPRESENTATIVE NAME * (please print in block capitals) _____  Relationship to student _____ * proof of identification will be required upon collecting results e.g. driving licence /passport/ utility bill)			
Candidate signature		Date	