

Third party verification of results application

This service is for third parties who need us to verify a candidate's results from a copy of a results document supplied to them by the candidate. The third party must submit a copy of the candidate's ID and the results document to be verified with the completed application. We process applications within a maximum of 28 days of receiving a completed application and payment.

The results verification outcome is provided in a letter that is emailed to the third party contact only. We will not send the outcome to the candidate. The outcome letter we send confirms whether all details shown on the submitted results document 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 a hard copy of the candidate's results is required, the candidate should instead apply for a certifying statement at 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 exam 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 and copies of the results to be verified. See page 2 for information about payment, candidate ID and how to return the form. Please note that if payment has not been received within six weeks of an accepted application, it will be closed. If at a later date a verification is required, a new application together with supporting documents (candidate ID and certificates) will need to be submitted.

Third party information

We only send verification of results outcomes to the third party by email. Please complete the third party information below.

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

Candidate information

You must complete the information below and the candidate must give their consent. Instead of completing this section, we will accept the third party's own candidate consent form.

Candidates will only be contacted if we need more information about the documents or details you give to us. We do not send verification of results outcomes to the candidate.

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

Payment details

Please complete the following contact information. We will send a link to the email address supplied for card payment to be made securely online. We do not accept payment by bank transfer or cash. The fee **per qualification** that you wish us to verify is £27.45.

Payment by credit or debit card

Payer's email address	<input type="text"/>
Payer's name	<input type="text"/>
Total amount payable	<input type="text"/>

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

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

Cancelling your order

You may cancel your order within 14 days of submitting payment for your application. If we have begun processing your order, your payment is not refundable. If applicable, we may refund the delivery cost.

Returning the form

Return this form to info@cambridgeinternational.org. Include your centre number and 'Results and certificates: Form 8 Third party verification of results application' in the email subject line. Save a copy of the form for your own records. If you are an Associate Centre and work with us through a Cambridge Associate, please submit this form directly to them.

By post: Third party verifications, Results, Cambridge International Education, Cambridge University Press & Assessment, DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.

Before sending your application, use the checklist below to make sure you have submitted the information we need:

<input type="checkbox"/>	Third party information	<input type="checkbox"/>	Candidate ID
<input type="checkbox"/>	Candidate information	<input type="checkbox"/>	Copy 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
- ✓ A full birth certificate

Third party declaration

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

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