

## Certificate Collection

### Please remember to collect your Certificates

Certificates are important legal documents – required for CVs, job applications and to verify the Statement of Results – and **should be collected from school in person**. Certificates will be available to collect from late November.

*NB. If you are staying in Sixth Form or will come to collect the certificates in person, there is no need to complete this form*

If you **cannot collect** your certificates and are not staying on at FPSS Sixth Form, collection/delivery can be arranged by either method below. Please complete the following and select Option 1 (posted) or Option 2 (collected by a representative).

#### Candidate information

Candidate Name:

In capitals

Year Group: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Option 1** - If you choose Option 1, submit form and make payment

#### Option 1: Tracked Mail

Please send all my Certificates by trackable post with Royal Mail. I will not be collecting my Certificates from FPSS in December. I have made an online payment for £8.00 to cover the cost of tracked postage and a board back envelope:

Online bank transfer Lloyds Bank: Sort code 30-95-36, Account number 427 40 560 using your name as a reference

Parentmail Shop

Candidate Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Option 2** - Your representative has to bring this form with them when collecting the certificate(s). Keep an eye on the school's website to be notified when Certificates are ready.

#### Option 2: Third Party Collection

I give my permission for my representative \_\_\_\_\_ to collect certificate(s) on my behalf. I confirm that my representative will provide photo ID on collection.

Representative signature **on receipt** of certificate(s): \_\_\_\_\_

Please keep Certificates in a safe place. Uncollected certificates will be held in school for one year until the student arranges collection, after that time any **uncollected certificates may be destroyed**. Exam boards will provide Replacement Certificates at a cost of approximately £50.

Collected on:	£5.80 received <input type="radio"/> bank transfer <input type="radio"/> Parentmail	Exams Office
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