



CERTIFICATE COLLECTION

CERTIFICATES ARE IMPORTANT, OFFICIAL DOCUMENTS AND ARE EXPENSIVE TO REPLACE.

If you are unable to collect your certificates in person you can authorise somebody to collect them on your behalf by completing this form.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY AND PRECISELY OTHERWISE YOUR CERTIFICATES WILL NOT BE RELEASED.

1. YOU (the person named on the certificate) MUST COMPLETE AND HAND SIGN this form.
2. Your representative MUST bring the original completed form (not a scanned or emailed copy) with them on the collection day.
3. The representative MUST bring photographic proof of their own identity with them, eg, a driving licence, passport etc., which shows their name and their photograph.
4. Your completed form and the representative's ID will be checked by school staff and if correct the representative will be required to sign for the collection of your certificates.
5. We will keep this form.

STUDENT NAME	
CANDIDATE NUMBER	
I AUTHORISE THE FOLLOWING INDIVIDUAL TO COLLECT MY CERTIFICATES ON MY BEHALF	
RELATIONSHIP TO STUDENT	
STUDENT SIGNATURE	
DATE	

For Southfields Academy use only

Name of school staff checking student's form and representative's ID	
Nature of representative's ID	
Date certificates handed to representative	

