

OLD CERTIFICATE COLLECTION

- INFORMATION FOR CANDIDATES -



Old certificates will usually be kept on site for a minimum of 3 years from date of receipt. To arrange collection please check first with the exams team if the certificate is still on site and arrange an appointment to collect.

- Mrs Newlyn - Examinations Officer
- examoffice12665@heartlands.haringey.sch.uk - 0208 826 1230 ext. 1278
- Heartlands High School, Station Road, Wood Green N22 7ST

Please note that the school is only required to keep your certificates for one year, so it's important to collect them promptly.

Important Information: Please read carefully

- Please do not come in without a prior appointment.
- You must bring your ID with you. This must either be a valid passport or a provisional / full driving licence. We cannot issue any certificates without confirming your identity.
- Upon collection, you will be asked to sign and date a document to confirm receipt of your certificates.
- Certificates cannot be given to anyone other than the person named on the certificate unless the person named has provided written authorisation for a responsible adult to collect on their behalf.
- If you are unable to collect certificates, please complete and return the form over.

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 certificates and confirm that all details are correct.

If you are unable to collect your certificates yourself, please nominate a member of your family to collect on your behalf. However, you must:

- Complete the form below and give it to your nominated adult to bring during your appointment time slot **or** send an email from your own email address to examoffice12665@heartlands.haringey.sch.uk informing us of your full name, date of birth and candidate number AND the collector's full name, and await confirmation that your certificate is ready for collection.
- **Your email must be from your own inbox.**
- The individual collecting on your behalf must bring their own ID AND your own ID too. We cannot issue your certificate to anyone that we are unable to identify.

CANDIDATE PERMISSION FORM: Certificate collection

Candidate Full Name*			
Date of Birth*		Candidate Number	
I give permission for my representative: insert full name of representative here* to collect certificates on my behalf. I confirm that my representative will provide photographic ID for both themselves and me upon collection. They will also sign to confirm that my personal details and grades are correct.			
Candidate signature*		Date*	

The individual collecting on your behalf must bring their own ID AND your own ID too. We cannot issue your certificate to anyone that we are unable to identify.

***Required Information.** Completed forms should be returned to the Exams Office.

Certificates under any circumstances will not be sent by post. Completed and signed certificate collection form should be handed in to the reception when the certificate is being collected by candidate's representative or emailed to the exams team when making an appointment.