



## CANDIDATE PERMISSION FORM: Certificate collection

Summer 2025

The normal arrangements for collecting certificates are, collect from reception during school hours.

Students need to bring identification when collecting their certificates e.g. Bank card or Student ID card

If you are unable to collect certificates in this way, and would like to nominate a representative to collect them on your behalf please complete the form below:

Candidate name			
<input type="checkbox"/> I give permission for my representative: <i>insert name of representative here</i> to collect certificates on my behalf. I confirm that my representative is over the age of 18, will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
Candidate signature		Date	

Your representative will need to bring this completed form with them and hand it to school staff at reception. Your representative will also need to bring photographic ID such as passport or driving licence.

*(If you are unable to print out the form then please copy the details of the form above onto a piece of paper, complete the required sections, and your representative can give this to school Reception staff.)*