

CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

Candidate name:

Certificates are available for collection at the prize presentation event as follows:

Date(s)	Thursday 16 th November 2023	Time(s)	Doors open at 6.15pm for a prompt 7pm start. No entry after the doors are closed.
Entry Process	Candidates must sign in at reception before they proceed to the hall		

If you are unable to collect certificates at the event on the 16th, please complete and return the form below.

You may also collect in person, from reception, at any time from the 17th of November, up to the 21st of December 2023.

If you would like a representative to collect on your behalf, please ensure the form below is completed and returned.

Certificates will be archived after the Christmas break, and collection will require an appointment thereafter.

Checking certificates

Upon collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grades issued to you are shown. If you think there are errors, please speak with a member of staff at your first opportunity.

Uncollected certificates

These will be disposed of via confidential waste after one year's retention.

✂

CANDIDATE PERMISSION FORM: Certificate collection

If you are unable to collect certificates at the prize presentation event, please indicate below your preferred method by ticking the relevant box and completing the required information. If you require certificates to be posted, please arrange to provide us with a stamped addressed envelope.

Candidate name			
<input type="checkbox"/> Certificates should be sent to the address I have written on the stamped addressed A4 envelope that I have provided ¹ . I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect.			
<input type="checkbox"/> I give permission for my representative: insert name of representative here to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct			
Candidate signature		Date	

¹ **Certificates will not be posted to you without provision of a stamped addressed A4 envelope.**

Completed forms should be returned to information@tibshelf.derbyshire.sch.uk