

CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

Candidate name:

Certificates are available for collection, as follows:

Date(s)	24 th November 2025 to 1 st May 2026	Time(s)	Reception opening times: Mo-Thurs 8:00 to 16:00, Fri 8:00 to 15:30
Collection point	Reception	Identification must be provided on collection	

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 they are correct.

Uncollected certificates

Exam certificates will be kept for one year after the issue date. After that they will be destroyed securely. Please note that it is your responsibility to collect your certificates within the above time frame. If you do not collect your certificates within this time frame and you need replacement certificates the exam boards will charge you for that service.

In case of query, please contact Silvia Jacob on 0117 954 2815 or Silvia.Jacob@clf.uk

You can get in touch with me before you want to collect your certificates. Exam certificates are kept in my office. I will bring them to reception at the agreed time. This means that you won't have to wait if I am not in my office.

If you are unable to collect certificates in person, please complete and return the form below.

You can also send me an email and give permission to another person to collect your certificates on your behalf. This person needs to bring some form of photo ID (driving license, passport, ID card...) when collecting the certificates.



CANDIDATE PERMISSION FORM: Certificate collection

The normal arrangements for collecting certificates are [insert your centre arrangements here].

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/>	I give permission for my representative: _____ 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	

Completed forms should be returned to Silvia Jacob, exams officer, email: Silvia.Jacob@clf.uk