

## CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

Candidate name:

Certificates are available for collection, as follows:

Date(s)	23 November 2026 to 17 <sup>th</sup> May 2027	Time(s)	Reception opening times: Mo-Thur 8:30 to 16:00, Friday 8:30 to 15:00
Collection point	Reception	Identification must be provided on collection	

If you are unable to collect your certificate(s), please complete and return the form below.

### 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 certificate(s) and confirm as 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, exams officer](#) on 0117 954 2815  
or [Silvia.Jacob@clf.uk](mailto:Silvia.Jacob@clf.uk)



## CANDIDATE PERMISSION FORM: Certificate collection

The normal arrangements for collecting certificates are **in person**.

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: 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

Completed forms should be returned to [Silvia Jacob, exams officer](#) by **20 July 2026**