



Authorisation for Certificate Collection

Please complete the table and sign the declaration for your certificates to be collected by someone other than yourself.

The person collecting your certificates must bring this signed authorisation and some photo identification with them; this is to ensure we are giving them to the correct person.

Harlington Upper School reserve the right to refuse to release examination certificates unless all criteria is met.

Name of Student	
Date of Birth	
Year of Leaving School	
Year of Examinations	
Person authorised to collect certificates on behalf of student	

To Harlington Upper School

Please accept this completed document as evidence I authorise the named person to collect my examination certificates.

Yours faithfully

Signature: _____

Print Name: _____

Date: _____

Office use Only: Certificates Collected Date: _____ ID Provided: Driving Licence/Passport/Other* (Photocopy evidence and attach to this form for the person collecting certificates)
