

THE ROYAL LATIN SCHOOL

CERTIFICATES THIRD PARTY COLLECTION

PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student:

Please print and complete this form

_____ (Name)

_____ (Date of birth)

_____ **(Candidate number)**

_____ (Address 1)

_____ (Address 2)

_____ (Address 3)

_____ (Address 4)

_____ (Date)

To: Exams Office, The Royal Latin School

I am unable to collect my certificates in person from school, and therefore, give permission for _____ (Print Name) to collect them on my behalf.

If the person collecting my certificates is not currently a student at The Royal Latin School, he/she will bring proof of identity and a copy of this notification to enable you to release my certificates.

Yours faithfully

Student: Signature _____

Student: Print name _____

This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

Office use only: ID checked – please initial 