

# APPLICATION FORM FOR PAST RESULTS AND LOST CERTIFICATES

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Oxford International AQA

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Important information – please read before continuing

- All applications are subject to a fee of £50.25. This fee covers the cost of searching for your results and producing a Certified Statement of Results and/or confirmation letter to a third party for each set of results we find.
- We can't confirm results over the phone, or by email or fax.
- We aim to process all applications within 20 working days, but this may be exceeded during periods of high demand. Please complete your application at least six weeks before you require your results.
- We do not offer a fast-track or priority service and process applications in order of receipt.
- Please ensure that you include photocopies of the requested identity documentation (ID). Two or more types of ID will be needed if your name has changed since your exams. We will not be held responsible for any original documents that are provided to us.
- If you need to cancel your application, contact us in writing within five working days of us acknowledging receipt. We'll confirm the date that we received your application in our acknowledgment email. Refunds will not be issued after five working days.
- Your application is processed in compliance with the General Data Protection Regulations (GDPR). By submitting your application, you confirm that you have read and agree to the declaration on page 5.

# 1. Personal details and identity documentation (ID)

- You must provide a copy of your ID which shows your current name and date of birth.
- If your name has changed since your exams you must also provide documentary evidence.
- Missing or expired ID may delay your application.
- Please only submit copies of your ID – we will not be responsible for any original documents.
- All ID must be in English.
- All personal data will be processed in accordance with our [privacy notice](#).

Current full name			
You must submit a copy of one of the following identity documents with your completed application. Please tick the relevant box to indicate which form of ID you are providing.			
Photo page of passport or ID card	<input type="checkbox"/>	Photo driving license	<input type="checkbox"/>
		Birth certificate	<input type="checkbox"/>
Full name at the time of the exam			
If your name has changed since the time of your exams, you must also include documentary evidence of this change (for example a marriage certificate).			
If you have any questions about the identity documents that you need to provide, please contact <a href="mailto:PastResultService@aqa.org.uk">PastResultService@aqa.org.uk</a>			

Date of birth	D	D	M	M	Y	Y	Y	Y
Email address								
Daytime telephone number								

## 2. Services and delivery

- We can send you a Certified Statement of Results and/or send a confirmation letter to a university, employer or verification company (third party).
- Certified Statements of Results can be delivered to you at an address of your choice.
- Confirmation letters can only be sent directly to a third party.
- If we hold your results, delivery to UK addresses is by Second Class mail.
- All deliveries will be managed by DHL and will incur a £20 fee per address.

Please confirm the type of document(s) required and complete the relevant section(s) below:

<b>Certified Statement of Results</b>	<input type="checkbox"/>
<b>Confirmation letter to a third party</b>	<input type="checkbox"/>

<b>Certified Statement of Results</b>	
Delivery address	
Postcode	
Country	
<b>Confirmation letter to a third party</b>	
Name of university, employer or verification company	
Reference number (if applicable)	
Name of contact at third party	
Third party contact telephone number	
Delivery address	
Postcode	
Country	

### 3. Exam details

- The £50.25 fee covers the cost of us undertaking up to two searches for your results. An example of one search would be *International GCSEs taken in June 2019 at a named centre*.
- Where we find results, the documentation we produce will show all pass grades for the same qualification type taken in the same exam series.
- Please be as specific as possible when completing this section as we use these details to search for your results
- Refunds will not be issued if we have conducted our searches and do not find your results.
- If further searches are required, you will need to complete a new application form and pay a further £50.25.

<b>Exam series 1</b>			
Exam year e.g. 2018		Centre number If known	
Series month e.g. June		Candidate number If known	
Qualification type e.g. A-level			
Centre name e.g. Aquinas College			
Centre address			
Postcode			
Subjects e.g. Maths, English			

<b>Exam series 2</b>			
Exam year e.g. 2018		Centre number If known	
Series month e.g. June		Candidate number If known	
Qualification type e.g. A-level			
Centre name e.g. Aquinas College			
Centre address			
Postcode			
Subjects e.g. Maths, English			

## 4. Payment and declaration

- The cost of an application is £50.25 plus £20 per overseas delivery address where applicable.
- Payment can be made through online or telephone banking or in your local bank branch.
- Please use the payment reference detailed below (REC SURNAME FORENAME).
- If making payment from overseas, please be aware that your bank may charge fees and that this can affect the amount that we receive. Please confirm this with your bank before paying.

Total cost of this application	
To complete payment, please transfer the amount above to the account details below, ensuring that you use the payment reference as specified	
Beneficiary	AQA
Payment reference	Please use REC followed by your SURNAME then FORENAME
Sort code	60 09 50
Account number	26165570
If you are paying from outside the UK, please use the following details	
IBAN	GB18NWBK60095026165570
BIC	NWBKGB2L
Please complete the following section to help us progress your application.	
Date payment sent	D D M M Y Y Y Y
Payer account name	
Payer sort code*	
Payer account number*	

\* If you are paying from overseas and are unable to confirm these details, please send us a copy of your transaction receipt with your application form and ID.

### Declaration

By submitting this form, you confirm that you have the right under the General Data Protection Regulations (GDPR) to request this information and that you consent to its disclosure by AQA as requested on this form. You also confirm that the information on this form is correct to the best of your knowledge. You hereby agree to indemnify AQA against any costs, damages, penalties or fines which may arise from the above confirmations being inaccurate or untrue.

# GET HELP AND SUPPORT

Visit our website for information, guidance, support and resources at [oxfordaqa.com](https://oxfordaqa.com)



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