

OxfordAQA

Guidance on Verification of certificates

September 2026

Verification of certificates

We can verify certificates and results documents to employers and universities. We only accept verification requests from universities or verification companies. We are unable to accept verification requests from individuals or other parties.

We charge a fee of £50.25 per application. This is reviewed each year and any change to the fee will apply from 1 April.

How to apply for verification

Please email copies of the following documents to verifications@aqa.org.uk, quoting 'verification' in the subject line:

- Scanned copy of the original certificate/s
- Proof of identity of the certificate owner (see below)
- Signed declaration from the certificate owner to adhere to Data Protection regulations, confirming that we can release their results to you
- Confirmation of payment/or invoice request
- Proof of organisation ID either by:
 - Sending the request from a recognised organisation's email address
 - Sending the request on a recognised organisation's headed paper.

Proof of identity

Please provide a copy of one of the following to prove the certificate owner's identity:

- Birth certificate
- Valid passport
- National Identity Cards
- Biometric Residence Permits (BRP)
- Valid driving licence.

If the name of the individual is different from the name printed on the certificate, please send evidence of name changes by providing a copy of one of the following:

- Marriage certificate (decree absolute if divorced)
- Change of name deed (deed poll).

Payment

The cost for a verification of results check is £50.25 per application. We can invoice your organisation or you can make a BACS (Bankers Automated Clearing Service) payment using the details below.

We are sorry we are unable to take payments using your bank details or any other method. Currency exchange rates are applicable, and the amount in GBP must be paid in full.

Your bank will need the following information and may charge for this service.

Beneficiary:	AQA
Sort code:	60 09 50
Account Number:	26165570
IBAN:	GB18NWBK60095026165570 (for international bank transfers)
BIC:	NWBKGB2L
Bank:	National Westminster Bank plc
Branch:	Guildford High Street (A) Branch
Bank Address:	51 High Street, Guildford, Surrey, GU1 3AH

Processing your application

We will process your request as soon as possible and send a verified of the results to the organisation via email.

Please note that requests can take up to 20 working days to process once we have received all the relevant documents and payment.