

# TIBSHELF COMMUNITY SCHOOL



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## Candidate Permission Form (Collection of Certificates)

Please use this form if you want to nominate someone to collect your **examination certificates**. You can email the form to [a.nicholson@tibshelf.derbyshire.sch.uk](mailto:a.nicholson@tibshelf.derbyshire.sch.uk) or deliver it to student services. (There is a separate form for the collection of results in August).

The normal arrangements for distributing certificates is for candidates to collect them at the Prize Presentation Evening.

If you are unable to collect your certificates at this event, please indicate below your preferred method by ticking the relevant box and completing the required information.

<b>Candidate name</b>			
<input type="checkbox"/> Certificates should be sent to my home address*. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect. (Please note that a stamped, addressed A4 envelope is required).			
<input type="checkbox"/> I give permission for my representative ..... 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.			
<b>Candidate signature</b>		<b>Date</b>	

\*Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.

Completed forms should be returned to **Alison Nicholson**

