

Certifying Statement of Results Application Form for General Qualifications

Important: Please read the information below before completing this form

- OCR can only provide confirmation of results taken with our board or one of our predecessor boards. If you are unsure which examination board your exams were taken through, contact all possible examining boards as well to ensure you find all the results you require.
- Please allow 28 days for your application to be processed. We are unable to prioritise any application.
- Certifying statements of results are issued in the legal name of the candidate at the time the award was made. Replacements will not be provided to accommodate a subsequent change of name (including a change by Deed Poll).
- Please note that we cannot fax or email certifying statements.
- The application form must be completed and signed by the candidate. Please note that we cannot accept digital signatures.

Further information can be found in our [FAQs](#) document:

We cannot reproduce an original certificate; however, a certifying statement of results is an official copy of the final examination results held by OCR.

You may use this form to obtain certifying statements of results for OCR general qualifications, including GCE A Level, GCSE, CSE, O Level and Asset Languages.

If you are looking for confirmation of results for OCR vocational qualifications (including GNVQ completed prior to June 2001 and former RSA examinations), please use the application form found [here](#).

OCR (Cambridge Office) will issue certifying statements of results to candidates of OCR examinations and our predecessor examination boards listed below:

EMREB	East Midland Regional Examinations Board
MEG	Midland Examining Group
OCEAC	Oxford & Cambridge Examinations & Assessment Council
OCSEB	Oxford & Cambridge Schools Examination Board
SREB	Southern Regional Examinations Board
SUJB	Southern Universities' Joint Board for Schools Examinations
TWMEB	The West Midlands Examinations Board
UCLES	University of Cambridge Local Examinations Syndicate
UODLE	University of Oxford Delegacy of Local Examinations

**Please return the completed form to: Data Capture (GQ Historical Records),
OCR, 1 Hills Road, Cambridge, CB1 2EU, Fax: 01223 552661, Tel: 0300 456 2486,
Email: HistoricalRecords@ocr.org.uk**

A: Contact details

Title (Mr, Mrs, Miss, Ms, etc.)	<input type="text"/>
Full name	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Email	<input type="text"/>

We may need to contact you during office hours. If you require your certifying statement to be sent to more than one address or an alternative address, please provide full details below. If you would like your results to be sent via courier, you *must* provide a telephone number for the destination address.

B: Delivery details (if different from above)

Delivery address 1 (please include name of addressee)	<input type="text"/>
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Postcode	<input type="text"/>
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Tel (if different)	<input type="text"/>
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Delivery address 2 (please include name of addressee)	<input type="text"/>
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Postcode	<input type="text"/>
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Tel (if different)	<input type="text"/>
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Delivery address 3 (please include name of addressee)	<input type="text"/>
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Postcode	<input type="text"/>
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Tel (if different)	<input type="text"/>
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C: Examination details

Please provide as much detail as possible, as any missing information will delay the processing of your application.

	First Series* (£36.00)	Second Series* (£15.00)
Your name at the time of the exam		
Exam series* (e.g. Summer/Winter 2010)		
Name and address of school/college		
Exam board (if known)		
Centre/candidate no (if known)		
Qualification type (e.g. GCSE, A Level)		
Subjects taken (please note that you may have to contact more than one awarding body in order to obtain all your results)		
* Total no of copies required		

	Third Series* (£15.00)	Fourth Series* (£15.00)
Your name at the time of the exam		
Exam series* (e.g. Summer/Winter 2010)		
Name and address of school/college		
Exam board (if known)		
Centre/candidate no (if known)		
Qualification type (e.g. GCSE, A Level)		
Subjects taken (please note that you may have to contact more than one awarding body in order to obtain all your results)		
Total no of copies required		

*An examination series comprises one or more subjects taken at one or more levels during a given period in a given year. For example, January 2010 is one series and June 2010 is another series.

A separate certifying statement will be produced for each qualification type within a given examination series. We will issue all the results we have for you in a requested series – it is not possible to omit any subjects from the statement.

F: Proof of identity

You must include a photocopy of relevant ID. If your name has changed since you sat your exams, you must include with your application photocopies of documents that show **both** your current name and your name at time of examination. Acceptable forms of ID are:

Birth certificate	<input type="checkbox"/>	Marriage certificate	<input type="checkbox"/>
Driving licence	<input type="checkbox"/>	Decree absolute	<input type="checkbox"/>
Passport	<input type="checkbox"/>	Deed Poll	<input type="checkbox"/>

Please do not send original documents as OCR cannot be held responsible for any loss or damage.

To see how OCR complies with the Data Protection Act 1998, please see our Privacy Statement at www.ocr.org.uk/help/privacy/.

G: Additional information

Please provide below any further information that may assist us in locating your results.

H: Declaration

Please ensure you sign this form before sending it to us, as unsigned forms we receive will be returned.

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge.

Signature of applicant Date

Please note:

- We require the applicant's signature to comply with the Data Protection Act 1998.
- We cannot accept the signature of a parent, guardian, or third party.
- For data protection reasons we cannot accept a digital signature.

I: Checklist

Applications will not be processed until we have received all the relevant information.

Please ensure that you have:

- | | |
|--|--------------------------|
| Completed all relevant sections of this form | <input type="checkbox"/> |
| Included the correct payment details | <input type="checkbox"/> |
| Enclosed a photocopy of the relevant ID | <input type="checkbox"/> |
| Signed the form | <input type="checkbox"/> |

PLEASE ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION