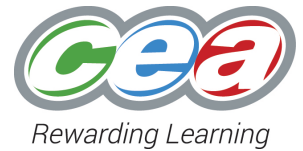


APPLICATION FORM

Reference Number:

Date of Issue:

To Finance:

**Important Information for Applicants**

- CCEA cannot confirm results over the phone or by email.
- We are unable to prioritise applications and do not offer a fast track service.
- CCEA will issue all results held for you in a requested examination series - it is not possible to omit any subjects from a *Certified Statement of Results*.
- Certified Statements of Results are issued in the name of the candidate at the time the award was made. Please refer to the Change of Name section for notes and exceptions to this.
- You may need to contact more than one awarding organisation to obtain all your results.
- CCEA is based in Northern Ireland. If you are unsure of the awarding organisation used for your examinations please contact your school/centre to obtain this information.
- Incomplete applications may be returned or delayed.
- Please allow up to 21 calendar days for your application to be processed.

Completing Your Application

You must ensure that you provide two copies of identification, one of which must be photographic (do not send original documents) and the appropriate fees.

Online applications should be submitted to results@ccea.org.uk

Postal applications should be submitted to CCEA in an envelope clearly marked **PRIVATE AND CONFIDENTIAL** and addressed to:

**Results Registry,
Entries, Results & Certification Team,
Council for the Curriculum, Examinations and Assessment (CCEA),
29 Clarendon Road,
Clarendon Dock,
BELFAST,
BT1 3BG.**

OFFICE USE ONLY – CRSOR Stamp

Personal Details

Title	Surname	Surname at Time of Exams
<input type="text"/>	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	Date of Birth <input type="text"/>
Current Home Address <i>(Including Postcode)</i>	<input type="text"/>	Contact Phone Number <input type="text"/>
		Email Address <input type="text"/>

Does the statement/certificate need to be sent to a third party? Please provide details below:

Third Party Details

Title	Surname	Forename(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address <i>(Including Postcode)</i>	<input type="text"/>	Email Address <input type="text"/>

Statement Request 1

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

--	--	--	--	--	--	--	--

Candidate Number (if known)

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Subjects Taken

Statement Request 2

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

--	--	--	--	--	--	--	--

Candidate Number (if known)

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Subjects Taken

Statement Request 3

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

--	--	--	--	--	--	--	--

Candidate Number (if known)

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Subjects Taken

Statement Request 4

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

--	--	--	--	--	--	--	--

Candidate Number (if known)

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Subjects Taken

PRIVACY NOTICE

We will only use the personal information you provide to process your request for information. Completing this form will confirm your consent to the processing of this information. We will not share your personal information with any third party without your consent or unless we are required to do so by law or to prevent fraud.

Please allow up to **21 calendar days** to process your Application Form.