
To be completed by the applicant

Please complete the form in **CAPITAL LETTERS**.

Name of the applicant _____

Type of document (e.g. Diploma / Transcript) _____

Number of copies per document, to be certified _____

E-mail address _____

Telephone number _____

Signature (in presence of British Council staff) _____

Date _____

Agree to the British Council's **Data Protection for Certification service**:

The British Council will require your original documents to provide this service. We will hold these securely until the service is complete and the documents can be returned to you. We will retain a copy for our records. We will also record your name, type of document, the date of transaction and any other relevant details for our records. This will be kept securely and will not be provided to any other parties unless we are legally required to do so.

To be completed by British Council staff:

Name	
Date	
Signature:	