

## Proof of Identity – Certificate/ Results Reissues

The following guidance covers what is evidence of identity is required when requesting a reissue/ copy of a certificate or results transcript.

Please never send original documents.

A photocopy or scanned copy of **one** of the following must be submitted to verify your identity:

- Birth certificate\*
- Naturalisation certificate\*
- Statutory declaration of name change\*
- Deed poll certificate\*
- Driving licence
- Identity card
- NHS card
- Passport
- Valid EU photo ID card

**Note:** For amendments to personal details (e.g. name or date of birth) we will only accept a photocopy or scanned copy of **one** of the documents marked \* above).

### Data Protection

Requests for past results and lost certificates are stored electronically on the Open Awards secure database.

ID is used by Open Awards for verification purposes only and is destroyed securely once documentation has been issued.

In cases of malpractice or, maladministration information is passed to a third party the regulatory body Ofqual for investigation.