**REQUEST FORM
DOCUMENT CERTIFICATION AND VERIFICATION**

Please complete the form in CAPITAL LETTERS.

**I. Document holder data**

**Names**

Write the document holder’s name exactly as it appears on their passport or identity card in both the original language (Uzbek or other) and English (if different)

|  |  |  |
| --- | --- | --- |
|  | Original Language | English |
| Surname |  |  |
| First name |  |  |
| Father’s name |  |  |

**II. Contact information**

|  |  |
| --- | --- |
| Phone |  |
| Email |  |
| Address |  |

**III. Document data**

|  |  |
| --- | --- |
| Degree title |  |
| Supplements |  |
| University/Board |  |
| Yes No | Have you had the same document(s) verified or certified by the British Council in the past? If yes, please enclose photocopies of the verification/certification. |
| Yes No | Have you enclosed the original document(s)? |
| Yes No | Are you submitting a document issued by a UK educational institution? |

**IV. Type of service**

Please tick all the services required for the enclosed document.

|  |  |  |
| --- | --- | --- |
| Certification | Please state the number of copies you require to be certifies |  |
| Verification | If you request verification, please sign and enclose our **Third-party consent form** and the **Consent to sample the original documents** |  |

**V. Fair collection notice**

We 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. We will also need to send copies of your documents to the issuing bodies. This may be done either physically or electronically. If any fraud is discovered, we will also pass details on to the relevant legal bodies.

**VI. Terms and conditions**

1. **Collection**

In order to collect the documents submitted, you must produce your copy of the British Council request form and your ID card, as well as the bank transfer statement if paying the fee bank transfer.

1. **Authorisation form**

If you wish to authorise someone to collect the documents on your behalf, you must fill in and sign the authorisation section below. In this case, your representative must produce both their ID card and your copy of the British Council request form with the authorisation section filled in and signed by you, as well as the bank transfer statement if paying the fee by bank transfer.

1. **Identification**

Both you and your representative must prove your identity by means of an ID card/passport/driving license or other documents of equivalent value. Documents concerning non-adults (minors) can be given to the minors or to their parents unless an appeal has been submitted by the custodian.

1. **Payment**

Payment for Certification services can be made by bank transfer only.

1. **Data protection**

The British Council keeps records of your personal information according to Data Protection legalisation (L.2472/1997) in force. The information shall be processed only to the extent required for the verification of the submitted documents and for statistical reasons. The British Council may pass this information on to other educational institutions in the UK who need it to help us with the verification of the documents. By giving us information about yourself, you expressly consent to us using that information where necessary for the above purposes. You have the right to ask for the correction of any inaccuracy or writing off of your personal information or for a copy of the information we hold on you, for which we may change a fee, by sending an email to info@britishcouncil.uz.

1. **Possible delay**

The British Council holds no responsibility for any delay caused by the educational institutions in the UK involved as far as the verification of the documents submitted is concerned. In the event of a delay, we will contact you and inform you of the new collection date.

1. **Irregularities**

The British Council reserves the right to forward the documentation submitted to the UK institution concerned for further analysis in the event that the document data does not correspond to the data we hold or in the event of any irregularities. In that case you will be duly notified.

1. **Retention date**

In the event that documents submitted for verification are not collected by the delivery date agreed upon, then it is agreed that the British Council may destroy them six years after the date of the initial submission according to the provisions of legislation in force.

1. **Governing law and jurisdiction**

This agreement will be governed and construed in accordance with the laws of Uzbekistan and any dispute possibly arising will be governed by the Uzbekistan courts.

The British Council endeavours to ensure the security of the documents and data submitted to it by its customers. However, we do not accept any responsibility for any loss or damage to such documents or data resulting from natural disasters, acts of God or any other cause beyond its reasonable control. Therefore, customers, should at all times keep sufficient copies of the documents and data submitted to the British Council.

**I have read and understood and accept the terms and conditions specified in this agreement and I consent to the British Council keeping my personal information only for the certification and verification of the educational documents submitted and statistical purposes according to Data Protection legislation in force.**

Full Name …………………………………………………………………………………

Date ………………………………. Signature …………………………………………

|  |
| --- |
| **Authorisation**In the event that, I ………………………………………………………………………holder of ID card No ……………………., am not able to collect the submitted documents myself, I hereby authorise:……………………… …………………………… ………………………..Surname First name Father’s nameholder of ID card No…………………….., with registered address:……………………………………………………………………………………………..to collect the documents mentioned above on my behalf.Date ……………….. Signature ……………………………….. |

**Registering officer**

|  |
| --- |
| Customer ID checked: Yes NoName of registering officer ……………………………………………………………………Date ……………………….. Signature of registering officer …………………………….. |

**Payment collection (office use only)**

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| --- |
| FEE in UZB:Date of payment:Payment: |

**Document collection**

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| --- |
| Document collection on ……………………… by …………………………………………… Signature …………………………………… British Council officer ……………………………………… Signature …………………………………………………… |