**Certificate Verification**

**Request Form**

**Certificate Verification Request**

**Introduction**

To enable us verify a certificate issued by the Institute for Professional and Executive Development (IPED) – UK, please complete this form and return to [**info@ipeduk.com**](mailto:info@ipeduk.com), together with any relevant supporting document(s) and proof of payment where applicable.

A successful verification will lead to the issuance of an official electronic IPED verification/authentication document that can be used by the applicant for a variety of purposes.

* **Regular service**: It is free to get a certificate verification response from us. However, it will take up to **30 working days** for us to respond to your verification request.
* **Expedited Service**: If you require an expedited response to your verification request, please pay the respective fee(s) and send us proof of payment.
* We will respond to a paid certificate verification request **within 5 working days** of receiving the full payment, duly completed form and relevant supporting document(s).

**Our requirements**

* Complete the form electronically. We will not process a hand completed application form. An incorrectly completed application form will be rejected.
* Provide us with correct and sufficient information as required in the form. Failing to provide correct and sufficient information will cause delay in us providing you with the service you require. In some cases, we may not be able to locate your record if incorrect and/or insufficient information is provided.
* Provide a scanned copy of the original certificate(s) in addition to your duly completed form.
* Where applicable, pay the relevant fee(s) in full and attach proof of payment. You must pay (fully) upfront for the “expedited service” before your application will be considered for that service. The “expedited service” will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* This form must be used to verify certificate(s) belonging to the same award holder. If you need to verify the certificate(s) of a different award holder, please use a separate form, cross-referenced to the name of the respective award holder.
* Do not insert picture(s) into the form.
* Please contact us for payment information when you are ready to pay.

**Fees**

* Regular service: Nothing payable.
* Expedited service: £10 per each certificate verification.
* The stated £10 is not necessarily the full application fee. It relates to the individual certificate verification requests made in the application. This means that depending on the number of certificate verification requests made in the application, the total application fee may be £10, or more.
* Your application will not be considered for the expedited service if the relevant fee applicable is not received in full. You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* You cannot opt for both the regular service and the expedited service in the same application. You must choose one service.

**Who can use this form?**

* The award holder

OR

* Anyone with the written consent of the award holder.

**Processing time**

* Regular service: Up to 30 working days.
* Expedited Service: Up to 5 working days, following receipt of the full payment, duly completed form and relevant supporting document(s).

**Part A**

|  |  |
| --- | --- |
| **Details of the person making the request**  This can be the award holder or someone else with the written consent of the award holder. | |
| **Full name** |  |
| **Address** |  |
| **Email** |  |

**Part B**

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| **What service type do you require? Regular service OR Expedited service?** |
|  |

--- Note: If you opt for expedited service, you must attach proof of full payment to the application.

**Part C**

This is the part where you enter details of the certificate(s) that you want to verify. Six different certificate verification sections have been provided. You do not have to complete all sections. Complete any given number of sections depending on your requirements.

^^ Note: Please do not enter details of more than one certificate in the same certificate verification table. Each certificate verification table must have the details of one certificate document, and must therefore contain one certificate serial number.

**Certificate Check 1**

Please enter the details of the certificate that you want to verify in the respective spaces provided below.

|  |  |  |
| --- | --- | --- |
| **Certificate number**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award title**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award holder**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Date of award**  As printed on certificate |  | Leave this space blank  For Office Use |
| Leave this space blank  For Office Use | | |

--- Note: If you opt for expedited service, please pay £10 for this verification and attach proof of full payment to the application.

**Certificate Check 2**

Please enter the details of the certificate that you want to verify in the respective spaces provided below.

|  |  |  |
| --- | --- | --- |
| **Certificate number**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award title**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award holder**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Date of award**  As printed on certificate |  | Leave this space blank  For Office Use |
| Leave this space blank  For Office Use | | |

--- Note: If you opt for expedited service, please pay £10 for this verification and attach proof of full payment to the application.

**Certificate Check 3**

Please enter the details of the certificate that you want to verify in the respective spaces provided below.

|  |  |  |
| --- | --- | --- |
| **Certificate number**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award title**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award holder**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Date of award**  As printed on certificate |  | Leave this space blank  For Office Use |
| Leave this space blank  For Office Use | | |

--- Note: If you opt for expedited service, please pay £10 for this verification and attach proof of full payment to the application.

**Certificate Check 4**

Please enter the details of the certificate that you want to verify in the respective spaces provided below.

|  |  |  |
| --- | --- | --- |
| **Certificate number**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award title**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award holder**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Date of award**  As printed on certificate |  | Leave this space blank  For Office Use |
| Leave this space blank  For Office Use | | |

--- Note: If you opt for expedited service, please pay £10 for this verification and attach proof of full payment to the application.

**Certificate Check 5**

Please enter the details of the certificate that you want to verify in the respective spaces provided below.

|  |  |  |
| --- | --- | --- |
| **Certificate number**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award title**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award holder**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Date of award**  As printed on certificate |  | Leave this space blank  For Office Use |
| Leave this space blank  For Office Use | | |

--- Note: If you opt for expedited service, please pay £10 for this verification and attach proof of full payment to the application.

**Certificate Check 6**

Please enter the details of the certificate that you want to verify in the respective spaces provided below.

|  |  |  |
| --- | --- | --- |
| **Certificate number**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award title**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Award holder**  As printed on certificate |  | Leave this space blank  For Office Use |
| **Date of award**  As printed on certificate |  | Leave this space blank  For Office Use |
| Leave this space blank  For Office Use | | |

--- Note: If you opt for expedited service, please pay £10 for this verification and attach proof of full payment to the application.

**Part D**

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| **Delivery email address**  Please provide one email address to which the certificate verification report should be sent.  A copy of the report will be sent to the email address of the person making the request. If you want us to send the report to another email address other than the email address of the person making the request, please provide details below. |
|  |

**^^ Please see following pages for Part E and Part F.**

For Expedited Services Only

Very Important Information

**Fees paid towards this application is non-refundable.**

**Please ensure that you provide us with accurate information in this application (together with any required supporting document/s) to enable us process your application and issue your verification report.**

**We must be able to process your application and issue your report, in the first instance or attempt, using the “correct” information you provide to us (together with any required supporting document/s). The application fee that you pay towards this application, is in respect of, IPED processing your application in the first instance or attempt, and NOT for multiple instances or attempts. An application fee is required any time you submit an application to us, and this applies even if you are submitting the same application because you failed the first time.**

**You are required to double-check your application before submitting it to us. Please do not submit your application if you are unsure of any of the information you are providing in the application, or where applicable, if you are not accompanying the application with the required supporting document/s.**

**If we reject your application because you provided us with incorrect information, or failed to provide us with the required information (including the required supporting document/s), YOU WILL LOSE ALL THE FEES YOU HAVE PAID TOWARDS THIS APPLICATION. If your application is rejected under these circumstances, we will not re-allocate any fees that you have previously paid towards an unsuccessful application, to a future “corrected” application that you may make.**

**By proceeding with this application, you are agreeing that should your application be rejected, because you failed to provide us with needed correct information (including the required supporting document/s), you will lose all your application fee. This refers to all methods of payment used to pay for the application fee.**

**PART E**

Please enter your initials to sign below to complete your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**Part F**

Self-check

|  |
| --- |
| By submitting this application, you are confirming that you have checked to ensure that all our requirements have been met.  If you are unsure, please read the “Our requirements” section of the form. |