

## Record Search Form

The information that you provide in this form will be held for the purpose of processing your application for record search. All sections marked \* are mandatory. EAL retains records of achievements for 7 years and although we will respond to all requests as accurately as we can, any achievements obtained prior to this cannot be guaranteed to be confirmed.

<i>Personal Details*</i>				
Title (Mr, Mrs, Miss, Ms etc)				
First Name(s)		Middle Initials		Surname
Date of Birth (DD.MM.YYYY)				
Address				
Post Code		Telephone Number		Email Address

<i>Qualification Details*</i>			
Training Provider Name			
Qualification Title(s)/Number(s)*			
Year/Month Acheived		Registration/Learner Number (If known)	

*\*There is a charge of £36 inclusive of VAT. This payment can either be made by cheque made payable to EAL Ltd or by providing you card details below. For security reasons, please do **not** enclose cash.*

Card Type		Card Number		
Start Date		End Date	Security Number* (Last 3 digits on signature strip)	

### *Learner Signature\**

I confirm that the above information, and any further information supplied, is true and accurate to the best of my knowledge and I provide this signature as authorisation to debit this card £36.00

Applicants Signature		Date (DD.MM.YYYY)	
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Please allow 14 days for a response to your request. Please return your completed form to [customercare@eal.org.uk](mailto:customercare@eal.org.uk) or fax to (0)1923 652401.

Alternatively post your form to Customer Services:

Customer Services, EAL, Unit 2, The Orient Centre, Greycaine Road, Watford, Herts, WD24 7GP

Once payment has been taken, a receipt will be posted to your address and your card details destroyed.

All information that is provided to Excellence, Achievement & Learning Ltd (EAL) on this form and which is held by us concerning contacts at an EAL Recognised Centre of Individual Learner will be held and processed by EAL as a data controller strictly in accordance with the provisions of the Data Protection Act 1998.