

Application for a candidate record search

Important information – please read before continuing

- All record search applications are subject to a fee of £36.00 (Inc. UK Delivery). This fee covers the cost of searching for your records and producing a candidate history report for you or a third party.
- The application fee is for a record search and is non-refundable whether or not the search is successful.
- We are unable to confirm your records over the phone, or by email.
- We do not offer a fast-track or priority service and process applications in date order of receipt.
- We aim to process all applications within 14-working days therefore we would advise you to complete your application at least 4 weeks before you require your records.
- We retain 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.

Please confirm the type of document(s) required and complete the relevant section(s) below:

Record search application (£36.00)

Confirmation of records to a third party (£36.00)

Please select an option below for delivery (Overseas only) of your document(s)

UPS Tracked Courier (+£25.00)

International Standard (Free)

All UK based applications are sent via Royal Mail 2nd Class (Free)

Candidate Details:

Full name <i>(name provided when enrolled)</i>	
Date of Birth <i>(dd/mm/yy)</i>	
Record Search Delivery Address	
Telephone number	
Email address	

Qualification Details:

Centre name	
EAL candidate enrolment number	
Qualification Title(s)	
Qualification Number(s)	
Month/Year Achieved	

Please only complete this section if you require a confirmation letter to a third party

Name of Third Party	
Reference number <i>(If applicable)</i>	
Third Party Record Search Delivery Address	
Name of third party contact	
Third party contact number	

Candidate Declaration:

I confirm that the above details are correct and understand that it will not be possible to amend or cancel this application once it is placed

I understand that the application fee is for a record search and is non-refundable whether or not the search is successful

Sending your application:

Completed application forms and additional documentation (if required) can be sent by email to customer.experience@eal.org.uk or by post to:

Candidate Record Search - Customer Experience Team

EAL Unit 2 - The Orient Centre, Greycaine Road
Watford, Hertfordshire
WD24 7GP

Once your form has been submitted we will contact you to arrange payment.