

### Record Search Form – Third Party

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

<i>Third Party Details*</i>			
Company Name		Relation to Learner	
Address – (Record search to be sent to this address)			
Post Code		Training Provider Name	
Qualification Title(s)/Number(s)*			
Year/Month Acheived		Registration/Learner Number (If known)	

\* Please be aware that there is a charge of £36.00 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)
Payment Signature			Date (DD.MM.YYYY)
<i>Learner Signature*</i>			
<i>I can confirm that I am happy for the above information to be passed onto a third party.</i>			
Applicants Signature			Date (DD.MM.YYYY)

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.