**Document Certification and Verification**

**Request Form**

***Please complete the form in CAPITAL LETTERS.***

**Document Holder Data**

*Write the document holder’s name exactly as it appears on their passport or identity card in both the original language (e.g. Macedonian) and English (if different).*

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| --- | --- | --- |
|  | **Original language (e.g. Macedonian)** | **English (if different)** |
|  |  |  |  |  |
| **Surname** |  |  |  |  |
|  |  |  |  |  |
| **First name** |  |  |  |  |
|  |  |  |  |  |
| **Father’s name** |  |  |  |  |
|  |  |  |  |  |
| **Daytime phone** |  | **Mobile phone** |  |
|  |  |  |  |  |
| **Email address** |  |  |  |  |
|  |  |  |  |  |
| **Contact Details of UK University** |  |  |
|  |  |  |  |  |
| **Name of Institution** |  |  |  |  |
|  |  |  |  |  |
| **Department contact**  |  |  |  |  |
|  |  |  |  |  |
| **Street and number Town/City** |  | **Postcode** |  |  |
|  |  |  |  |
| **Email** |  | **Daytime phone** |  |
|  |  |  |  |  |

1. Have you had the same document(s) verified/certified by the British Council in the past?



|  |  |
| --- | --- |
| No | Yes |

If **Yes**, please enclose photocopies of the verification/certification.

2. Have you enclosed the original document(s)?



No Yes

3. Are you submitting a document issued by a UK educational institution?



|  |  |
| --- | --- |
| No | Yes |

If **Yes**, please sign and enclose our Consent form.

1. Please state the service you require:………………………………………………………………………………..

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**DATA PROTECTION**

The British Council keeps records of your personal information according to Data Protection legislation (L.2472/1997) in force. The information shall be processed only and to the extent required for the verification and translation 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 your 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 the writing off of your personal information or for a copy of the information we hold on you, by contacting our office in Skopje, bul. Goce Delcev 6 or by sending an email at info@britishcouncil.org.mk.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |
|  |  |  |  |

***Failure to provide the information required above may result in a delay in the certification/verification process.***

Questions? Email us at info@britishcouncil.org.mk