

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. Greek) and English.

	Original language (e.g. Greek)	English
Surname		
First name		
Father's name		
Contact phone		
Email address		
Postal address	Street and number	
Town/City		Postcode

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

No Yes

If **Yes**, please enclose/send scanned copies of the verification/translation.

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

No Yes

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

No Yes

If **Yes**, please complete, sign and enclose/scan and send the Privacy Notice – Consent for verification of qualifications; if you fail to do so, the British Council will not process your data for verification and/or translation purposes.

No Yes

4. Please check the box against the service you require:

Verification of UK education documents/language certificates

Verification/Translation of UK education documents/language certificates

Translation of Greek documents

AUTHORISATION

In case I	(full name)
holder of ID card no	
am not be able to collect the submitted documents myself, I hereby authorise:	

Details of Recipient

Full name of recipient			
ID card number			
Postal address	Street and number		
Town/City		Postcode	
Contact phone			
Email address			

to collect the documents instead and on behalf of me.

PRIVACY NOTICE

The British Council will use the data you provide to process your application for verification and translation of the educational documents submitted. Our legal basis for processing your data is the performance of a service contract (agreement). We will share your data with the UK educational institutions/UK examination bodies mentioned in the submitted documents for the purpose of verification. We will keep a record of your contact details and translations of the submitted documents for a period of ten (10) years from the agreed date of delivery of the documents.

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I solemnly declare that a) the information included in this Request Form is true and accurate and I agree and consent to the above privacy notice and b) I have read, understood and I accept expressly and unreservedly the Terms and Conditions under which British Council provides its translation and verification services, which are available at: www.britishcouncil.gr/study-uk/translation-verification.

Signed		Date	
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Failure to provide the information required above may result in a delay in the verification /translation process.