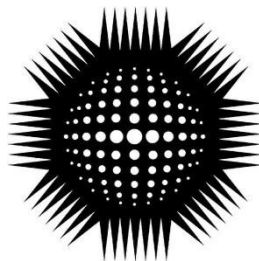


VERIFICATION REQUEST FORM (VR1)



nebosh

**The National Examination
Board in Occupational
Safety and Health**

Dominus Way
Meridian Business Park
Leicester LE19 1QW

telephone 0116 263 4700
fax 0116 289 6579
www.nebosh.org.uk

NEBOSH USE ONLY:

Date Received:

Completion Date:

Response sent by:

SECTION 1:

Please provide the details of the organisation requesting the verification and attach any additional paperwork.
Please leave blank and move to SECTION 2 if the request is being made by the candidate.

ORGANISATION NAME:	
FULL ADDRESS (inc. post/zipcode):	
CONTACT NAME:	
EMAIL (for response):	
TELEPHONE:	
FAX:	

SECTION 2: (MANDATORY)

Please provide the details of the NEBOSH candidate for whom the verification is required (see instruction 2 below).

FULL NAME (INC TITLE):			
FULL ADDRESS (inc. post/zipcode):			
DOB:		NEBOSH STUDENT NO. (if available):	
EMAIL (for response if request made by candidate):			

SECTION 3: (MANDATORY)

Please complete the following section to confirm the type of verification required (see instructions below).

FULL NAME OF QUALIFICATION ACHIEVED:			
CERTIFICATE REFERENCE:		DATE ACHIEVED (if available):	

**CERTIFICATE
ATTACHED:**

YES ☐

NO ☐

SEE APPLICATION NOTES AND PAYMENT DETAILS OVERLEAF

APPLICATION NOTES

1. One verification request form should be completed per candidate.
2. In order for NEBOSH to process requests other than those confirming the authenticity of a qualification parchment, the candidate named in SECTION 2 must be aware of the request. You must provide evidence that you have advised the individual you will be seeking to verify that they hold the qualification they claim. If you are unable to provide this evidence, authorisation from the candidate will be required.
3. Based on the information provided in SECTION 3, NEBOSH will process the request within a predetermined timescale. Should a qualification parchment be provided, NEBOSH will endeavour to validate and respond to the request no later than 5 working days from the date of receipt of a completed form. Should the request require further investigation, please allow 20 working days from the date of receipt of the completed form and payment (if required).
4. Verifications are processed in-line with our data protection policy and responses contain only the amount of information that is required for the purpose of verifying the achieved qualification, to view our data protection policy, please see our website www.nebosh.org.uk.
5. There is no fee for a basic check however requests from external educational institutions or for emigration/visa purposes will be subject to a fee (see payment details below).
6. Completed forms should be returned by email to verifications@nebosh.org.uk with all supporting documentation. For security reasons, we cannot accept e-mail requests which contain debit/credit card details. Any forms received via e-mail containing card information will be deleted immediately and will not be processed. Please contact customer services on 0116 263 4700 in order to make payment if this is required.
7. For further information on our verifications terms and conditions, please see the 'About NEBOSH' section of our website www.nebosh.org.uk.

PAYMENT DETAILS - REQUESTS TO CONFIRM QUALIFICATIONS FOR EXTERNAL EDUCATIONAL ORGANISATIONS AND EMIGRATION/VISA PURPOSES

- The current fee for this service is **£25** per candidate.
- **There is also a charge to cover trackable delivery (for security reasons), postage and packing per request; £15 for Special Delivery in the UK and £40 for courier delivery overseas.**