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| Candidate Qualification Verification Form |
| AXELOS.com |

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| 2018 |

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# Personal Details

Please complete the following sections providing as much information as possible in order to verify your qualification.

If your Examination Institute was APMG, please check the APMG Candidate Portal before filling in this form, otherwise please complete this form and submit it to us.

If you completed your certification ***prior to 1 July 2013***, and wish to obtain verification, please contact your Examination Institute in the first instance to make a data portability request.

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| Your Details | |
| First Name: |  |
| Surname: |  |
| Address (at time of Exam registration): |  |
| Email (at time of Exam registration): |  |
| Address (current): |  |
| Email (current): |  |
| Date of Birth (DD/MM/YY): |  |

# Details of your qualification

Please select the qualification(s) for which you are requesting verification or a replacement certificate. Unfortunately, AXELOS are not able to provide replacement certificates. Once your details have been verified a confirmation letter will be sent to you via email.

## ITIL qualifications

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| ITIL  ITIL | Qualification | Candidate number | Date of examination  (if not know, provide approximate date) | Name of Accredited Training Organization | Name of Examination Institute |
| Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
|  | *Intermediate modules: Service Lifecycle modules* | | |  |
| Service Strategy (SS) |  |  |  | Choose an item. |
| Service Design (SD) |  |  |  | Choose an item. |
| Service Transition (ST) |  |  |  | Choose an item. |
| Service Operation (SO) |  |  |  | Choose an item. |
| Continual Service Improvement (CSI) |  |  |  | Choose an item. |
|  | *Intermediate modules: Service Capability modules* | | |  |
| Operational Support and Analysis (OSA) |  |  |  | Choose an item. |
| [Planning, Protection and Optimization (PPO)](https://www.axelos.com/planning-protection-and-optimization) |  |  |  | Choose an item. |
| [Release, Control and Validation (RCV)](https://www.axelos.com/release-control-and-validation) |  |  |  | Choose an item. |
| [Service Offerings and Agreements (SOA)](https://www.axelos.com/service-offerings-and-agreements) |  |  |  | Choose an item. |
|  | *Higher level qualifications* | | |  |
| MALC |  |  |  | Choose an item. |
| Expert |  |  |  | Choose an item. |
| Master |  |  |  | Choose an item. |

## PPM qualifications

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| PRINCE2 | Qualification | Candidate Number | Date of exam | Name of Accredited Training Organisation | Name of Examination Institute |
| Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
| Practitioner Re-registration |  |  |  | Choose an item. |
| PRINCE2 Agile | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
| MSP | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
| Advanced Practitioner (AP) |  |  |  | Choose an item. |
| Practitioner  Re-registration |  |  |  | Choose an item. |
| Advanced Practitioner  Re-registration |  |  |  | Choose an item. |
| MoR | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
| Practitioner Re-registration |  |  |  | Choose an item. |
| P3O | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
| Practitioner Re-registration |  |  |  | Choose an item. |
| MoP | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |
| MoV | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |

## RESILIA

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| RESILIA | Foundation |  |  |  | Choose an item. |
| Practitioner |  |  |  | Choose an item. |

# Replacement Certificates

Unfortunately, AXELOS are not able to provide replacement certificates. Once your details have been verified a confirmation letter will be sent to you via email.

For candidates who require a confirmation letter, please check this box  and state the reason for your request:

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# Qualification Verification/ Successful Candidates Register

If you require verification of your qualification and opted to appear on the successful candidate register at the time of your examination, you can search for your record on the [AXELOS Successful Candidates Register](https://www.axelos.com/successful-candidates-register) using either your name and surname or candidate number.

If you did not opt in to appear on the successful candidate register at the time of your examination, based on the information provided in this form, we will verify in writing, the details of your qualification(s) that we hold on record, as reported by your examination institute.

If you wish for your qualification(s) to appear on the [AXELOS Successful Candidates Register](https://www.axelos.com/successful-candidates-register), please check this box .

The purpose of the [AXELOS Successful Candidates Register](https://www.axelos.com/successful-candidates-register) is to easily verify your qualifications in the future.

# Personal Data Protection

The information on this form is being collected by AXELOS Limited in accordance with the principles laid down in the Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (the “**GDPR**”) and the UK General Data Protection Regulation (the **“UK GDPR”**).

AXELOS Limited is collecting your information in order to verify your qualification. AXELOS Limited will not use your information for any other purpose without obtaining your prior written consent and will not share your information with any third party, except where it becomes necessary for processing.

Under “GDPR” and “UK GDPR” you are entitled to exercise the rights of access, rectification, erasure and portability of your personal data, as well as the rights to restriction or object to processing of your personal data, by sending an email to dataprotection@peoplecert.org. If you believe that any of your rights are infringed, you can file a complaint with the ICO or with any other competent supervisory authority.

# Declaration

I hereby permit AXELOS to use the information submitted in this form for verification of my qualification and for the reissue of my certificate.

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| Signature | Date |

# Submission Details

Please submit this completed form to customerservice@peoplecert.org

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