



CARIBBEAN EXAMINATIONS COUNCIL

DECLARATION OF IDENTITY FOR APPLICATION FOR E-CERTIFICATES

This form is to be completed online by the candidate and returned with scanned attachments to www.cxc.org.

The application will be processed only if all sections of this form are completed along with the following attachments:

- A photocopy of his/her birth or marriage certificate or passport;
- A damaged or defaced certificated, ***if applicable***.

SECTION A

DECLARATION OF IDENTITY

I of
(full name) (address)

do solemnly and sincerely declare that I am:

- Full Name (at time of registration):
- Age (Years):
- Male/Female (M/F):
- Candidate Number:
- Year of Examination:
- Name of School or Institution:
- E-mail Address (for invitation)
- Applicant's Signature:

SECTION B

This declaration must be witnessed and countersigned below by a Member of Parliament, Justice of the Peace, Minister of Religion, or a professional qualified persons (i.e. doctor, lawyer, teacher, police officer BUT not a relative, known to you personally). Alternatively, this may be witnessed by the CXC Local Registrar, a practising attorney, or magistrate who does not need to be personally known to you.

I certify that the applicant has been known to me for

(full name)

more than two years and declare that to be best of my

(in what capacity)

knowledge and belief the facts stated on this form are correct.

Date:

Witness signature:

Profession:

Business Name & Address:

Business Contact Number (including area code):

Signature:

INSTRUCTIONS FOR PAYMENT & REFUND POLICY

APPLICABLE PAYMENTS: e-Certificates are FREE for candidates who sat 2018 exams. For sittings between the year 2007 and 2017, there is a processing fee of BDS \$210.00 (US\$105.00) for each certificate and a non-refundable search fee of BDS\$ 10.00 (US\$5).

PAYMENT METHODS:

- All orders placed online must be paid by credit card.
- Manual orders from persons outside of Barbados should be accompanied by BANK DRAFT/INTERNATIONAL MONEY ORDER made out to:

Caribbean Examinations Council
Prince Road, Pine Plantation Road,
St. Michael BB11091, Barbados

- Customers may also make wire transfer payments from Europe, North America and the Caribbean and may contact our offices at transcript@cx.org for instructions.

REFUND POLICY: CXC will grant refunds to customers in accordance with the below policy. Refunds will be made by bank draft and will take approximately six weeks to process.

Reason	Refund
Cancellation of order by customer	An administrative fee of US\$12.50 will be deducted If order was already started no expedited processing fees will be refunded. If order was completed no refund will be granted.
There is no record of the candidate taking a CXC examination therefore order could not be processed.	An administrative fee of US\$12.50 plus search fee of US\$5 will be deducted
CXC does not meet the deadline paid by the customer for expedited processing	Automatic refund of the expedited processing charges only will be refunded
Multiple orders made on the same date due to system error	Automatic full refund of additional orders

CXC®

Revised: 11 April 2019