

Document Holder Data

Please 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 in CAPITAL LETTERS.

	Original language (e.g. Greek)	English
Surname		
First name		
Father's name		
Mother's name		
Contact phone		
Email		

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

Yes No

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

2. Have you enclosed the original document(s)?
(If you are submitting your document(s) by email, please ignore this point.)

Yes No

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

- **Verification** of UK education documents/language certificates
- **Verification/Translation** of UK education documents/language certificates
(e.g. for submission to ATEEN, military authorities, etc.)
- Translation of Greek documents
- Verification of **original** qualifications for legalisation (Apostille) by the FCDO in the UK
(submission of original documents by courier only; the Consent to Stamp Originals Documents form is also required)

4. Please indicate below the total number of verifications/translations you need for each document:

Document	Verification	Translation

5. Please select the payment method for your order:

Payment on receipt of the documents to the courier agent Bank payment at Alpha Bank

Document Delivery Address

Postal address	Street and number		
Town/City		Postcode	

Will you receive your documents yourself?

Yes No (please complete the authorisation below*)

***AUTHORISATION**

In case I	(full name)
holder of ID card no.	
am not be able to receive the submitted documents myself, I hereby authorise:	
Full name	
ID card number	
Contact phone	
Email	

to collect the documents instead and on behalf of me and to contact the British Council in order to be informed about the progress of this request.

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.

The British Council complies with the provisions of the General Data Protection Regulation (EU) 2016/679 and the legislation on the protection of personal data in Greece. You have the right to access your personal data, request a copy of the information we hold on you, the right to correct any inaccuracies in that information, or the right to request its erasure when the information is no longer necessary for the purposes for which it was collected. Subject to conditions, you have the right to restrict or object to the processing of such information. In such cases we will retain them only to defend any claims. If you wish to exercise any of the above rights, please contact the British Council at IGDisclosures@britishcouncil.org with the code: Document Services. If you are concerned about the way we have used your personal information, you also have the right to appeal to the Hellenic Data Protection Authority (www.dpa.gr). For more information, please refer to our website www.britishcouncil.gr/en/privacy-and-terms or contact the British Council in Greece.

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.