

# Verification Form

TR473



Verification is a process by which CIM will verify a person's CIM membership status and/or CIM/CAM qualifications. These may be available by submitting this form with payment details and a signed declaration of permission from the candidate. Upon receipt of these items and following payment, the verification will be sent within 10 working days (or within 24 hours for Express Service). Please note that if the module/qualification was achieved over 10 years ago, an archive fee may apply but the verification cannot be guaranteed.

## Company details

Company name		Requester name	
Email address		Telephone number	

## Candidate details

Title	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Male <input type="checkbox"/> Female		
First name		Family name	
Any previous names		Date of birth (DD/MM/YY)	
CIM membership number			

## Requested information

Level of membership	
Name of qualification	
Date qualification completed	

## Payment

**Verification:** £40   **Archive Search fee** (if over 10 years): Additional £20

**Express Service:** Additional £75 for the verification to be completed within 24 hours of payment

Cheque	<input type="checkbox"/> I enclose a cheque for £_____, payable to The Chartered Institute of Marketing.
Credit/Debit card	<input type="checkbox"/> I wish to pay by credit/debit card.* *Once CIM receive this form, you will be contacted by the Customer Experience team via phone/email and payment will be requested. Please note that verifications will not be processed without payment in full and a signed declaration of permission from the candidate.

## Declaration

Please sign below and submit this form along with the candidate's signed declaration of permission.

Signature		Date	
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This form should be emailed to: **verifications@cim.co.uk**

Alternatively, post to: **Customer Experience, CIM, Moor Hall, Cookham, Berkshire, SL6 9QH, UK**