Results and Certificates Application Form
Educational Testing Service

1. Personal Details

Candidate/certificate holder information

All fields are mandatory and must be filled in using uppercase Latin characters.

Surname:		Date of Birth:	
Name:		Father's name:	

Exam information

Exam:	☐ TOEIC® ☐ TOEFL® Junior	Exam date:	
Candidate code:		Test center/City:	

Candidate/certificate holder shipment details

Fields marked with an asterisk are mandatory.

Recipient's Full Name:		Doorbell Name:	
*Street Name:		*Mobile Phone Number:	
*City:		Landline Number:	
*Postal Code:	*Email:		

2. Available Services

Service A (free of charge)

Fields marked with an asterisk are mandatory.

Service	Language		Number of copies
Original certificate		☐ English	
Certification of registration in examination (the service cannot be requested after the results announcement)	☐ Greek	☐ English	#___
Certification of participation in oral examination (the service cannot be requested after the results announcement)	☐ Greek	☐ English	#___
Certification of participation in written examination (the service cannot be requested after the results announcement)	☐ Greek	☐ English	#___
Certification of examination scores	☐ Greek	☐ English	#___
Other:			

Services B (administrative fees apply)

Notarization of copy of original certificate (including requests for authenticity verification of certificates for public sector personnel)	☐ Greek	☐ English	#copies:
Translation of certificate	☐ Greek		#copies:
Certification of loss of original certificate	☐ Greek	☐ English	#copies:
Certification of successful participation in examination	☐ Greek	☐ English	#copies:
Reissuance of certificate (within 24 months from the date of the written exams)		☐ English	

By signing this document, I declare that:
a. The above information, as well as the submitted details, are true and accurate, and
b. I have been informed about the processing of my personal data, including the data of this application, by the Hellenic American Union and Educational Testing Service.

Date: …… Signature: ……

3. Application Submission

In-person services (Athens' Results and Certificates Office | Card payment only)			
Service	**Cost per copy**	**Documents** (see next section)	**Process time**
Notarization of copy of original certificate	15€ (+3€ for each additional copy)	2,5	The service is processed immediately, and the document is collected on the spot
Certification of successful participation in examination	15€ (+3€ for each additional copy)	2	The service is processed immediately, and the document is collected on the spot
Certification of loss of original certificate	15€ (+3€ for each additional copy)	2,4	The service is processed immediately, and the document is collected on the spot
Translation of certificate (includes notarization)	40€ (+13€ for each additional copy)	2,5	Within 5 business days
Reissuance of certificate (due to name correction or replacement of damaged original certificate)	25€	2,4,5	Within 1,5 to 2 months
Reissuance of certificate (due to loss or total damage of original certificate)	25€	2,4	Within 1,5 to 2 months

Remote services				
Service	**Cost per copy**	**Documents** (see next section)	**Shipping fee**	**Process time**
Notarization of copy of original certificate	15€ (+3€ for each additional copy)	1,2,3,5	5€ (send the documents via ACS courier)	Within 5 business days
Certification of loss of original certificate	15€ (+3€ for each additional copy)	1,2,3,4	2,5€ (send the documents via e-mail to certificates@hau.gr)	Within 5 business days
Certification of successful participation in examination	15€ (+3€ for each additional copy)	1,2,3	2,5€ (send the documents via e-mail to certificates@hau.gr)	Within 5 business days
Translation of certificate (includes notarization)	40€ (+13€ for each additional copy)	1,2,3,5	5€ (send the documents via ACS courier)	Within 5 business days
Reissuance of certificate (due to name correction or replacement of damaged original certificate)	25€	1,2,3,4,5	5€ (send the documents via ACS courier)	Within 1,5 to 2 months
Reissuance of certificate (due to loss or total damage of original certificate)	25€	1, 2, 3, 4	2,5€ (send the documents via e-mail to certificates@hau.gr)	Within 1,5 to 2 months

4. Important Information

Required documents:

1. The application form completed and signed.
2. Your identity card or passport or any other legal identification document (e.g., a driver's license or identity certificate -"tautoprosopia"- containing a photograph stamped by a Public Authority).
3. A copy of the proof of payment.
4. Declaration Form of Law 1599/1986 for the loss of the original certificate. You will need to verify the authenticity of your signature on the form at a police station or a Citizen Service Center (ΚΕΠ). Alternatively, you can arrange for a digital authentication of your signature electronically through gov.gr.
5. The original certificate.

Note: If a certificate is reissued due to a change in the candidate's first name, last name, or both, an official document issued by a public authority confirming the change in the candidate's personal details must be provided. If the reissue is due to the correction of a spelling error, this document is not required.

Document submission methods

- You can apply for one or more of the above services by submitting the required documents in person, Monday to Friday, from 9:00 a.m. to 5:00 p.m., at the Results and Certificates Office (4-6 Kydonion St., 17778, Tavros), paying on site (please note that payment can only be made by card). Alternatively, you can send the documents by courier 4-6 Kydonion St., 17778, Tavros, or 14 Frangon St., 54626, Thessaloniki (for services that require the original certificate), or by email to certificates@hau.gr (for services that do not require the original certificate).
- The €5 fee covers both the cost of sending the documents to the Results and Certificates Office and the cost of sending the certified documents back to you.
- The €2.50 fee applies when you send the documents by email to certificates@hau.gr. It covers only the cost of sending the certified documents back to you.
- The Hellenic American Union works exclusively with ACS Courier. If you use another courier company, you will be responsible for the shipping costs, as well as the €2.50 return fee, which must be paid into the bank account.
- If you use ACS Courier, select "Recipient Pays" and tell the courier representative that the Hellenic American Union will pay for the shipment.

Payment method for remote services

The shipping costs must be added to the total amount you will need to pay, depending on the service.
The payment is made to Eurobank, and proof of payment is required for the completion of the service.
Please find the detailed bank account information below.

Bank: EUROBANK
IBAN: GR 88 0260 0120 0003 1010 0821 820
Beneficiary: Hellenic American Union
Purpose of payment: Candidate's Full Name

Cost breakdown

- If you require 2 notarizations, the cost is as follows: €15 (1st copy) + €3 (2nd copy) + €5 (shipping) = €23
- If you require 2 certifications of loss, the cost is as follows: €15 (1st copy) + €3 (2nd copy) + €2,5 (shipping) = €20,5
- If you require 2 translations, the cost is as follows: €40 (1st translation and 1st certification) + €13 (2nd translation and 2nd certification) + €5 (shipping) = €58