

## Education Verification Request

### Policy Statement

#### Policy

In order to provide a secure and efficient service, DBS applies a fee for Education Verifications/Transcripts for former students and postal delivery. In the interest of data protection, all items requested for postal delivery will be sent via registered post with An Post. Other courier services incur extra costs. No fee is applicable for current students collecting hard copy or in receipt of a soft copy. In all instances, signed waivers must be received from the former learner before release of verification.

Current Student?	Hard or soft copy?	Course completed since 2013	Collection or Post?	Cost
Yes	Hard	n/a	Collection	Free
Yes	Soft	n/a	n/a	Free
Yes	Hard	n/a	Post	see postal rates
No	Hard	Yes	Collection	€20
No	Hard	Yes	Post	€20 + postal rate
No	Email	Yes	n/a	€15
No	Hard	No	Collection	€30
No	Hard	No	Post	€30 + Postal rate
No	Email	No	Email	€25

Registered Postal Rates (Subject to change by An Post)

Destination	Rate
Ireland	€12.50
Rest of World	€20
DHL Courier	€50

Effective January 2020