

**27 JANUARY 2020**

### **EXTRACT OF YOUR ACHIEVEMENTS RECORDED ON THE NLRD**

To safeguard your personal information on the National Learner's' Records Database (NLRD) the South African Qualifications Authority (SAQA) has implemented a new procedure to confirm your information recorded on the NLRD.

1. Complete and sign a [consent form](#) for SAQA to confirm your recorded information.
2. Scan the fully completed and signed form.
3. Attach a copy of your ID Book/Card/Passport to the scanned consent form.
4. Email the scanned consent form and your identification to [verifications@saqa.org.za](mailto:verifications@saqa.org.za) with the subject "Extract from the NLRD".
5. A copy of your extract from the NLRD will be sent to your designated email within 20 days.

**NOTE: This is not a verification of your qualifications, but only an extract of what is recorded on the NLRD and may differ from the qualifications you claim to have.**

**If you want a verifications letter confirming your qualifications please follow the link to Individual Verifications letter.**

Yours faithfully

Acting Chief Executive Officer