

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex.

HCO Secs  
HCO Board of  
Review

HCO POLICY LETTER OF SEPTEMBER 13, 1962.

CERTIFICATE APPLICATION FORM

Any person who has qualified for a certificate should be required by the HCO Board of Review to complete a Certificate Application Form, as under.

HUBBARD COMMUNICATIONS OFFICE

Confidential

BOARD OF REVIEW  
(address appropriate)

This form is for  
first issue of  
certificate only,  
not RE-issue

CERTIFICATE APPLICATION

I .....

Address.....

Hereby apply for an HPA (HCA) B.Sch. (HCS) HGS D.Sch. certificate from the Hubbard Communications Office, which is the only examining and certifying body in Dianetics and Scientology.

I have duly completed all the requirements for this certificate.  
I understand that the certificate is given to me free of charge and I have not paid for it to HCO or any agency which could be connected to HCO, or construed to be connected.

Signature.....Date.....

I understand that I may continue to hold this certificate only as long as I subscribe to and abide by the Code of a Scientologist, the Auditor's Code, and the the rules and regulations that apply to an auditor in professional practice as they appear from time to time.

Signature.....Date.....

I hereby affirm that I am not a Communist nor do I have criminal or communist connections. I also affirm that I have no unpunished crimes in my past in the eyes of the law and that I do not have a criminal record (THIS LIFETIME).

Signature.....Date.....

This space for Office use only.

Checked by.....HCO Board of Review on E-Meter  
(signature)

OK to issue certificate: .....HCO Board of Review  
(signature) (name of Org or Continent)

Any other comments:

If the student has not yet completed all the requirements for certification, he may, yet partially complete the form, and in fact should receive the meter check before leaving the Central Org.

This form is given to the student upon his request by the HCO Board of Review of the Organization where the student has completed, or will complete, his course. When it is finally completed and signed by the Central Org. Board of Review, it must be sent to the HCO Board of Review, Continental, by the student applying. (However, the Central Org. Board of Review should see that the student understands the procedure and sends in his application when all requirements are complete).

Board of Review Continental then checks the applicant's check sheets (which should have been received from the Central Org. Board of Review). If the check sheet is complete, the HCO Board of Review Continental issues the certificate. If it is not complete, the HCO Board of Review Continental informs the student via the Central Org. Board of Review, which has the direct responsibility for seeing that the check sheet is properly completed.

HCO Board of Review Continental should not issue a certificate until it has in hand both the completed check sheet and the certificate application of the applicant.

The E-meter check required shall consist of being checked out on O/W's and missed withholds which the applicant may have accumulated while at the Org. concerning the staff, students and preclears; and a check on the last question of the application form. The person checking should also determine the general case level of the applicant by observing TA, needle and person while being checked. If the case level seems poor or bad, the Central Org. Board of Review should require the person to be audited before completing the application form.

THE HCO BOARD OF REVIEW CONTINENTAL IS NOT TO ALLOW THE CERTIFICATION OF ANY PERSON WHOSE CASE LEVEL IS NOT UP TO HCO STANDARDS, OR WHO HAS NOT HAD THEIR O/W's FROM COURSE CLEANED UP.

Finally, it is emphasized that every effort should be made to expedite the issue of certificates. HCO Boards of Review should make sure that graduating students complete all their requirements and send in their applications for certificates as soon as possible after graduation.

LRH:gl  
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HCO Sec. WW  
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Authorized by L. RON HUBBARD