



GUIDE TO YOUR EVIDENCE



OFFICIALLY AMAZING™

GUIDE TO YOUR EVIDENCE

To become a Guinness World Records title holder is no easy task, and achieving the best in your field is only the beginning, now you have to prove it!

In order for us to verify your achievement we require a number of pieces of evidence, this will vary depending on the record category you are applying for but this [Guide To Your Evidence](#) will direct you on your path to attempting an official Guinness World Records title and, hopefully, to becoming a Guinness World Records title holder – so we can say you are **OFFICIALLY AMAZING**.

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REQUIRED EVIDENCE: FOR ALL GUINNESS WORLD RECORDS TITLES

The items listed below are the evidence we require for **all** our Guinness World Records attempts and must be submitted in order for us to properly adjudicate your record attempt.

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We understand that there may be certain record attempts for which collecting all of the above is not possible; in these instances you **MUST** contact your Records Manager before making your attempt to determine if it will be possible to proceed with your application despite not being able to supply the necessary evidence.

SPECIFIC EVIDENCE: AS REQUESTED IN YOUR SPECIFIC GUIDELINES

Some of our record titles may require additional evidence that is specific to your record category. To find out if you require any specific evidence please read your [Specific Guidelines](#).

If you have been requested to submit a piece of evidence that is not listed above or below, please contact your Records Manager.

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Please note the above list is not exhaustive and you can always include additional documentation that may help us verify your application; this should be clearly marked as additional evidence.

Remember that a failure to include the required documentation will ultimately delay the outcome of your application or lead to its rejection.

ADDITIONAL IMPORTANT INFORMATION

To help you through this process we have included a list of frequently asked questions (FAQs), we hope these help answer some of your questions but if you have any further questions please contact your Records Manager using either method described at page 20 of this document.

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HOW TO SEND YOUR EVIDENCE FOR REVIEW

The easiest way to send your evidence in for review is by uploading electronic files directly to your application.

To upload, follow these simple steps:

- 1) Log into your account on the Guinness World Records website, select the relevant application, and scroll down to the Evidence section.
- 2) Click on 'Upload Evidence' and follow the on screen instructions. If you are uploading any 'sensitive' personal data as part of your Evidence, you will be asked to provide GWR with your consent at this point.
- 3) Double-check the [Specific Guidelines](#) and evidence requirements for your chosen record category to ensure you have included all required items.
- 4) When you have finished uploading all of your evidence and you are sure you have included all necessary items, click on 'Submit Evidence' to send your evidence in for review. Please note that your evidence is not in the queue for review until you complete this step. However, submitting evidence before all required items have been uploaded will ultimately delay the outcome of your application.

Tips for uploading evidence:

- Organisation is key! If the Records Management Team is not able to understand your submission adequately enough for an efficient review, we will come back to request that you organise the documents in a more comprehensible way and resubmit. This will delay the ultimate response on the result of your application.
- Use descriptive file names. These should correspond as closely as possible with the names Guinness World Records uses to refer to the documents, e.g. Cover Letter, Witness Statement.
- To the extent possible, photos should be labelled clearly with what is shown in that photo. E.g. "Photo 1 – construction" and "Photo 2 – final measurement."
- Like documents should be grouped together where possible.
 - Steward statements can be scanned en masse and uploaded as a single file rather than uploading each statement separately.
 - When submitting evidence for a multi-venue record attempt, each venue's evidence should be uploaded as a single scan labelled with the name and/or location of that venue.

COVER LETTER

About the Cover Letter

Your cover letter is your opportunity to provide Guinness World Records with a clear overview of your attempt. This should be the final document that you complete before submitting your evidence, as it will provide a road map for our records management team when evaluating the accompanying evidence. Because we were not present at the attempt, this document when completed properly is immensely helpful in giving our team a clear picture of what took place on the day.

- **You will find a template for the the cover letter at the end of this guide.**

What must the Cover Letter include?

To ensure that all required information is submitted, we recommend that you use the form provided by Guinness World Records in the templates document attached to the email which contained this document. Every cover letter should include the following:

- **Who** broke the record and should be listed in our database as the record holder, including complete address information for posting an official certificate
- **What** the final measurement of the record attempt was
- **When** the attempt took place, including date and time
- **Where** the attempt took place, including venue, city and state
- **How** the record was achieved and how it was measured
- **Why** you decided to attempt this record, and any background of the event
- A **detailed list** of the items of evidence you have provided for review

WITNESS STATEMENTS

About Witness Statements

Witness statements are statements of authentication from independent* individuals who verify all relevant details of a record attempt. At attempts where Guinness World Records representatives are not present, these witnesses are essentially the eyes and ears of our Records Management Team. They are tasked with observing the entire record attempt, confirming whether all Guinness World Records guidelines have been followed, and providing a detailed account to us of precisely what took place. Without this independent verification, it is impossible for us to approve your record attempt.

**In a select few cases, it may not be possible for witnesses to be completely independent, especially in the case of certain medical records. Please consult your Records Manager or your [Specific Guidelines](#) to determine if this applies to your record attempt.*

- **You will find a template for the witness statements at the end of this guide.**

What does “independent” mean?

An independent witness is an individual who is neither affiliated with nor related to the individual or group attempting the record, the record organisers, participants, venue, or any persons involved with staging the event, nor should these individuals have anything to gain from the outcome of the attempt. The witnesses must also be independent of one another, except in those cases where officials from a specific professional body are required to verify the record, e.g. a national sporting organisation.

What must the statements include?

Except where specialised expert statements are required (please consult your [Specific Guidelines](#)), witness statements must be submitted on the templates provided by Guinness World Records in the templates document which was provided along with this guide.

- **Contact details must be filled out completely.** It is likely Guinness World Records will contact these witnesses to confirm details of their statements. Without valid contact details, a witness statement will not be accepted.
- **All fields of the witness statement must be completed in detail,** including the final section (“What did you see/measure/evaluate as a witness?”). All details of the event including precisely how the record was measured, who performed the measurement, confirmation that guidelines were understood and adhered to, and any other relevant information. Simply stating the final measurement is not sufficient.
- **Statements must be completed by the witnesses themselves, in their own words.** It is not acceptable to prepare a statement for the witnesses in advance of the attempt for them to sign. Nor is it acceptable for witnesses to prepare one joint statement together, as their separate, independent verification is essential. Any statements which are clearly pre-prepared or which are identical to one another will not be accepted.

WITNESS STATEMENTS

Who can act as a valid witness?

- **Attendance from a Guinness World Records Judge** - Having an Official Guinness World Records Judge present during your record title attempt means that we can provide on-the-spot verification and immediately announce whether or not your attempt has been a success (Standard Application waiting times are between 6-12 weeks). It also means that a lot of the evidence requirements detailed in this pack will not be necessary however you will need to confirm specific evidence requirements with your allocated GWR Judge.

Please note, this is a paid-for service. If you are interested in learning more about this service, please contact an account manager at:

<http://www.guinnessworldrecords.com/set-a-record/our-services/contact-us>

- **Independent professionals from the community** – Local attorneys, government officials, accountants, and police officers are some examples of valid witnesses, provided they are suitably independent, and are present at the event with the sole purpose of acting as a witness. For example, a security officer whose duty is to maintain order at a mass participation event would not be a valid witness, since he/she is performing a different duty and so will not always be able to act in the capacity of a witness.
- **Audit company or professional services firm** – This is a company contracted by the record organisers to independently verify the outcome of the record and the following of the guidelines. Please note that this is a requirement for all mass participation records of greater than 5,000 participants.

How many witness statements are required?

At a minimum, **two** witness statements will be required for your record attempt. For certain records, additional statements are needed. If this is the case for your record attempt, it will be indicated in your **Specific Guidelines**.

Examples of record attempts requiring additional witnesses:

- **Any attempt that lasts more than 4 hours.** There must always be two independent witnesses present at the attempt, but in order to ensure that the witnesses are as focused as possible, they must work in shifts of no longer than 4 hours throughout the attempt. All witness statements must clearly indicate the times the witnesses were present and what they observed during their shift. The final two witnesses at the attempt are responsible for reviewing the statements of previous witnesses to determine the final record outcome/total, which they must include in their statements.
- **Epic journeys, voyages and expeditions e.g. fastest place-to-place or longest journey by a particular mode of transport.** These records require two witnesses to be present at the start as well as at the finish of the journey.

PHOTOGRAPHIC EVIDENCE

About photographic evidence

Photographs are compulsory evidence for all record attempts as they should provide evidence that enables us to confirm the measurement achieved, that the guidelines have been adhered to and verify the details provided by the independent witnesses.

These images also allow us to celebrate your record breaking achievement, your record attempt has a much better chance of appearing in the renowned Guinness World Records book or on our website www.guinnessworldrecords.com if you supply us with interesting, high-quality photographs.

What must the photographs include?

The photographs are primarily a source of verification and they should therefore capture the significant moments of the attempt. The photographs should complement and mirror the moving images we see in the video evidence. You must therefore submit images showing us each stage of your record attempt; **preparation, attempt and outcome**. Within these stages they should capture any key moments such as the confirmation something is commercially available, the weighing of ingredients, the presence of your witnesses, and so forth.

Your photographs should:

- **Show variety** - Include photographs from various angles and positions, and ones taken at different stages of the record attempt (start, during, end)
- **Show a sense of scale** - If your record involves a large gathering of people or a large object, you need to capture its large scale in your image
- **Capture the action** - Aim to capture the participants in action and in the act of attempting the record

How should my photographic evidence be submitted?

Your photographs must be clearly labelled with a description of what the images show, we ask that an index including a description of the images is submitted alongside your uploaded images.

VIDEO EVIDENCE

About Video Evidence

Complete video footage of your record attempt is essential, as it is how our Records Management Team can truly adjudicate your record attempt and verify the details provided by the independent witnesses.

What must the video evidence include?

- Your video evidence must show **the entire record attempt**, from start to finish. This is required for all attempts, regardless of how long the attempt lasts.
 - For 'longest marathon' record attempts, we understand that it may be necessary to change batteries or tapes during the attempt, and for this reason you should have a second camera to film while the first camera is not running.
 - With attempts longer than one hour, you should make sure to mark significant moments in the attempt. You can provide us with a list of the times in the video when these moments occur.
- The camera **must focus clearly on the record attempt** so that it is possible to accurately observe and judge the record attempt.
- The video must clearly **show the measurement of the record**, e.g. participants being counted for a mass participation record, or the weighing process for a large food item.
- Make sure to include **all parts of the attempt relevant to the record guidelines**. For certain attempts, such as large food items, this may be preparation that takes place prior to the actual measurement of the record.
- It is also recommended to provide a **brief introduction to the attempt** at the beginning of the video, including your name or the name of the organisation attempting the record, Application Reference number, and record being attempted.

What formats do you accept?

We accept any video format which can be played on a PC, e.g. mp4, avi.

SPECIFIC EVIDENCE

TIMEKEEPER STATEMENTS

When is a timekeeper's statement needed?

We require two timekeepers' statements to be submitted for **ALL** of our time-dependent records, including those based on duration (e.g. longest marathon performing an activity) as well as those which take place within a specific time frame (e.g. most in one minute). Please note the presence of two timekeepers are **in addition** to your independent witnesses, the only exceptions we have are for attempts at 'most times to do X in Y time frame' records where the time frame is one hour or more. In these circumstances it is acceptable to have the witnesses act as the timekeepers.

For records attempted during organised race events (e.g. 'Fastest marathon dressed as Santa Claus') timing must be done using a chronograph activated by photo-electric timing cells positioned at either end of the track. This must be coordinated by an experienced timekeeper. The official race results must be submitted to prove the participants finishing time, or if a timing chip was used, a print out of the results. If these are not available, a letter (on letter-headed paper) from the race organisers stating race number and finishing time will suffice.

What is the role of a timekeeper in a record attempt?

The role of a timekeeper is to ensure that any time related aspects of a record are recorded accurately. This role is crucial in all records based on or dependent on time. These records rely on accurate timekeeping to be done and this cannot be done by the witnesses, as their job is to concentrate on the attempt itself.

If the record is for the 'Fastest time to', then the attempt must be timed by two timekeepers with stopwatches accurate to 0.01 seconds. If the two times vary, then the average must be taken as the official time.

If the record is for 'Most times to do X in Y time frame', then the specific time frame for the attempt (e.g. one minute) must be timed accurately by two timekeepers with stopwatches accurate to 0.01 seconds. The timekeepers must give a clear start and finish signal to the person attempting the record.

If the time frame is in excess of one hour, the witnesses can act as the timekeepers (see above) but they must explain how they accurately kept the time during the record attempt.

What must the statements include?

A written statement must be provided from the timekeeper. The statement must include:

- **The full name and contact details of the timekeeper**
- **Details regarding their expertise in timekeeping**

SPECIFIC EVIDENCE TIMEKEEPER STATEMENTS

- The record being attempted
- The date and location of the attempt
- Full details of how the time was measured
- The exact timing of the attempt, as per your [Specific Guidelines](#).

On occasions where the independent witness is acting as a timekeeper one statement will suffice but must include the details required for both the independent witness statement and the timekeeper statement.

If you are unsure whether you are required to submit timekeepers' statements, please contact your Records Manager.

Who would qualify as a timekeeper?

A timekeeper for a record attempt should have experience keeping time. A prime example of this is someone from a local athletics club. Further examples would be sporting referees, sports coaches and PE teachers.

SPECIFIC EVIDENCE SURVEYOR STATEMENTS

When is a surveyor statement needed?

A surveyor statement is required to be submitted for **ALL** of our large manufactured articles, structures, sculptures, long chains of items and mosaics categories. This statement must confirm the physical dimensions of your construction as per your [Specific Guidelines](#).

Our record categories involving the creation of an item are generally – but not always (please refer to your [Specific Guidelines](#)) – measured in terms of their physical dimensions. For this reason, a qualified surveyor must be present to inspect the completed item and take its physical dimensions in the presence of **two independent witnesses**, who must also confirm in their statements the measurements witnessed.

Who would qualify as a surveyor?

A surveyor can be, for instance, a land surveyor, an expert from the construction industry with extensive experience in taking measurements, an architect or a professor of land surveying.

What must the statements include?

A report from a surveyor must be submitted on **letter-headed paper** and include the following:

- **Name and full contact details**
- **Confirmation of all details of the event** – location, date, time, measurement, available evidence.
- **An explanation of their role in the event**
- **An overview of their expertise in the field**
- **Proof of qualifications** – a photocopy of his/her professional qualification within the field should be submitted alongside the statement.
- **Confirmation of the measurements taken** – details of the dimensions in both metric and imperial terms as outlined by your [Specific Guidelines](#).
- **An explanation of the method used** – details about the equipment chosen to take the measurements or explanations about how the final result was established.

If you are unsure whether you are required to submit a surveyor's statement please contact your Records Manager.

SPECIFIC EVIDENCE

STEWARD STATEMENTS (MASS PARTICIPATION ONLY)

What is a Steward?

For a **mass participation record** (i.e. any record based on the number of participants) it is essential that the final total is the exact number of people successfully completing the activity that is the subject of the record attempt, not simply the number of people attending the event. For this reason, we require Stewards to supervise groups of 50 or fewer participants, in order to disqualify any attendees who do not successfully take part in the record attempt.

Stewards are required for all mass participation records that require active participation by those involved or which take place at ticketed stadium events. Your record guidelines will indicate if stewards are required for the record you are attempting.

Please note that stewards must be independent of the attempt organizers.

- **You will find a template for the steward statements at the end of this guide.**

What must the statement include?

Templates for Steward Statements are provided in the templates document which was provided along with this guide. These templates will need to have the following information added:

- **Full contact details** of each steward, should Guinness World Records need to contact them to verify any details
- **Dates/times** the steward was present at the attempt
- **Counting method** for organising participants into groups
- **Number of participants in his/her group**
- **Number of participants disqualified** and reasons for disqualification
- **Confirmation that guidelines were provided and understood**

What happens to the Steward Statement?

Steward Statements must be provided to the independent witnesses once the attempt is completed. The independent witnesses are responsible for calculating the final total based on the total number of attendees, less the number of participants disqualified by Stewards.

If you are unsure whether you are required to submit Steward Statements, please contact your Records Manager.

SPECIFIC EVIDENCE LOG BOOKS

When is a log book needed?

A log book is required for attempts that last more than one hour (including journeys, voyages and expeditions, which may last for extended periods of time). For these types of record attempts, it is important for Guinness World Records to have a minute-by-minute account of what is achieved at what point in the attempt, in order to review in conjunction with video footage. This is especially important when documenting a 'longest marathon' record, as these logs will detail completed activity and rest breaks, to ensure that guidelines are followed throughout. In all cases, the **independent witnesses** are responsible for maintaining the log books. With journeys, voyages and expeditions, the individual, team and/or support teams are responsible for maintaining the log book throughout the attempt.

- **You will find a template for the log book at the end of this guide.**

What must the log book include?

- For non-marathon attempts (those lasting 24 hours or less), entries must be made at least every hour to document what has been achieved during the preceding hour.
- Any unexpected occurrences such as weather delays, injury, equipment breakdown or any other disturbances must be noted along with the time that they occurred.
- Log books for marathon records must include start and stop times for activity, as well as rest breaks.
- Any other details requested in the [Specific Guidelines](#). Please consult the guidelines for your record attempt for any additional items that are required for your specific record category.

SPECIFIC EVIDENCE SPECIALIST WITNESS STATEMENTS

About Specialist Witness Statements

We advise that for all Guinness World Record applications, when sourcing your independent witnesses you find experts in the field who possess the expertise to enable them to accurately confirm our guidelines have been adhered to. However, Guinness World Records monitors a wide array of records and understands that there may not be established experts in the field for all record categories.

When is a specialist independent witness statement needed?

Your **Specific Guidelines** will indicate when a specialist independent witness is required. A specialist independent witness **will** replace one of your standard independent witnesses. Your **Specific Guidelines** may require that both independent witnesses are replaced with specialist independent witnesses, this requirement is based on a review of the technical aspect of your specific record attempt. Occasionally we may require a specialist witness to be present in addition to your two standard independent witnesses; if this is required it will be outlined in your **Specific Guidelines**.

Your **Specific Guidelines** will also provide some guidance as to who can act as this specialist witness, (e.g. a rugby coach may be required for the 'fastest throw of a rugby ball') A specialist witness **must** be present throughout the record attempt and submit a witness statement as part of the evidence.

If you are unsure whether you require a specialist witness, please contact your Records Manager.

What must the statement include?

Remember that a specialist witness must also be independent as he/she is acting in place of one of your standard independent witnesses; the statement must therefore include all the same information as an independent witness.

The specialist independent witness statement must be submitted on **letter-headed paper** and include the following:

- **An overview of their expertise in the field**
- **Confirmation all technical aspects of the record** have been met to a proficient standard.
- **Proof of their expertise** - some record categories may require full proof of qualifications. In these instances a photocopy of qualifications should be submitted alongside the specialist witness statement. If nothing is specified in your **Specific Guidelines**, a business card is required as a minimum.

Please refer back to the section on the independent witness statement to ensure all other aspects of the witness statement have been met.

SPECIFIC EVIDENCE

MEDICAL PROFESSIONAL STATEMENT

When is a medical professional statement needed?

There are several types of records that may require a statement to be submitted from a medical professional in order to verify your application:

Human anatomy: For all our record titles that are based on anatomical measurements, we require the measurements to be undertaken by a medical professional in the presence of two independent witnesses. A statement from the medical professional must be submitted confirming the measurements, please refer to your [Specific Guidelines](#) for details of the measurements that must be taken. The medical professional must be fully qualified (such as a general practitioner or a physiologist) and proof of their qualifications must be submitted alongside their statement. For records of this nature the medical professional statement **will not** act as a replacement for an independent witness statement.

Medical records: We monitor a small number of records that are based on the medical history of an individual (e.g. survival after an operation, or the dimensions of a removed organ). These record categories are not pro-actively attempted and therefore it is not possible for independent witnesses to be present for the duration of your attempt. For records of this nature we require statements from medical professionals who were present at the time, or have access to the relevant documentation. Your [Specific Guidelines](#) will indicate to you when a statement from a medical professional is required and will also provide some guidance as to who this should be, this will be specific to your record category. For these records at least two statements from medical professionals should be submitted and **will** act as replacements for the independent witness statements. We understand that medical professionals will not be independent in the same way as standard independent witnesses and therefore we suggest submitting more than two medical professional statements where possible.

Medical mass participation records: A statement from a medical professional is also required for all mass participation medical screening records, in order to verify that the test in question is being performed correctly and accurately. In these instances the medical professional is acting as a specialist independent witness and should follow all guidance outlined on page 16.

If you are unsure whether you require a medical professional statement then please contact your Records Manager.

What must the statement include?

A medical professional statement must be submitted on **letter-headed paper** and include the following:

- **Name and full contact details**
- **Confirmation of all aspects of the event** – location, date, time, measurement
- **An explanation of their role in the event**

SPECIFIC EVIDENCE

MEDICAL PROFESSIONAL STATEMENT

- **An overview of their expertise in the field**
- **Proof of their qualifications** – a photocopy of their professional qualification within the field should be submitted alongside the statement.

SPECIFIC EVIDENCE

VETERINARY PHYSICIAN STATEMENT

When is a veterinary physician statement needed?

A veterinary physician statement is required to be submitted for **ALL** of our animal kingdom record categories. This statement must confirm that the animal is a full grown adult (normally this will be over one year of age) and is healthy.

A small number of our animal kingdom record categories require a more detailed veterinary physician statement, your **Specific Guidelines** will indicate to you when this is required, but the two main examples have been provided below for you. In these examples only one veterinary physician statement is required, but must still confirm that the animal is a full grown adult in addition to the information outlined below:

Records based on animal sizes: For all our record categories that are based on the physical measurements of the animals, we require that the measurement is undertaken by a qualified veterinary physician in the presence of two independent witnesses. The veterinary physician will not act as a replacement for your two independent witnesses.

Records based on an animal ages: We monitor a number of records that are based on the age of an animal, in these instances the record categories are not pro-actively attempted and therefore it is not possible for independent witnesses to be present for the duration of your attempt. For records of this nature we require statements from qualified veterinary physicians who have access to the relevant documentation and can attest to the age of the animal. In this example the veterinary physician statement will not act as a replacement for an independent witness statement.

If you are unsure whether you are required to submit a veterinary physician statement please contact your Records Manager.

What must the statement include?

A veterinary physician statement must be submitted on **letter-headed paper** and include the following:

- **Name and full contact details**
- **Confirmation of all details of the event- location, date, time, measurement, age, available evidence.**
- **An explanation of their role in the event.**
- **An overview of their expertise in the field**
- **Proof of their qualifications** – a photocopy of their professional qualification within the field should be submitted alongside the statement.

FREQUENTLY ASKED QUESTIONS

ABOUT MY EVIDENCE

1) Do you have any general guidance for evidence?

The selection of appropriate evidence is your responsibility. Before attempting any record you should carefully read and understand the exact evidence requirements of the record title you are attempting. You should prepare and make arrangements to gather this evidence in advance and carefully consider the type of materials you intend to submit. Do not assume that you can collate evidence after the event. For GWR, having complete and accurate evidence is as important as the record attempt itself. Above all, keep your materials as clear and organized as possible.

2) Do I need to send my final item? Do I need to supply the measuring equipment or materials to you?

No. We understand these items can be very large, valuable and often perishable. We therefore do not require these actual items to be sent to us. However, we do recommend keeping hold of your items and the equipment used to measure them. GWR may require further information or evidence to complete verification of your record attempt.

3) Should I include media coverage in the evidence package?

Media coverage is not a compulsory evidence requirement. Should you wish to share media coverage (newspaper, online, TV or radio) GWR would be happy to review them, but this is not compulsory.

4) Will I receive a confirmation when my evidence has been received?

Yes. You will receive confirmation from GWR confirming receipt of your evidence.

5) How long do I have before I upload my evidence, is there an expiry time on my application?

There is a one year expiry date from the date of your attempt. You will receive an automatic email alerting you that the application is due to expire/has expired.

FREQUENTLY ASKED QUESTIONS

6) How long will it take?

Upon receipt of your evidence documents, the review process may take up to twelve weeks. When your evidence parcel is received by GWR, you will receive an automatic email confirming its arrival at our headquarters. Your evidence will then be submitted to the Records Management Team for review. This process can on occasion take longer when the evidence review requires the input of external consultants, when evidence is missing or during exceptionally busy times. We appreciate your patience and understand this is a tense time awaiting the outcome of your attempt.

You can check the status of your application at any time by logging into your account through our website (www.guinnessworldrecords.com/account/login). Alternatively you can send an enquiry to the Records Management Team by logging onto your account, selecting your application and using the Correspondence function.

7) Can I speed up the process?

Yes. If you have a specific deadline you are working towards, or you just can't take the suspense, you may want to opt for Priority Evidence Review. This service costs £350/\$650 +20% VAT (if applicable) and provides a response within five working days.

8) How/when can I upgrade to Priority Evidence Review?

Once you have received the confirmation email that your evidence has arrived at GWR headquarters you can upgrade to Priority Evidence Review. To do this, log into your account, select your application and upgrade to Priority Evidence Review.

Q: What is the procedure to submit Materials & Evidence?

PROCEDURE TO SUBMIT MATERIALS & EVIDENCE:

- Please submit your Materials as set out in the Guide to Your Evidence. This explains where to send your Materials, what documents are required and the format to be used.
- Please note that GWR is under no obligation to return any Materials to you under any circumstances. For important documents, such as passports, certified copies are therefore acceptable. Please refer to the Guide to Your Evidence for further detail.
- If the documentation you provide is not sufficient to verify your claim, it will be rejected. It is your responsibility to make sure that we receive a fully explained and evidenced claim.

FREQUENTLY ASKED QUESTIONS

QUESTIONS ABOUT MY RECORD

1) How do I know the status of my application?

You can check the status of your application at any time by logging into your account through our website at www.guinnessworldrecords.com/account/login and selecting your application.

2) What can I do if I have questions about record guidelines or evidence?

These questions will need to be answered by our Records Management Team.

We advise you check and clarify any points of the guidelines you may be unsure about. This will help to reduce the chance of your application being rejected. You can also submit an enquiry directly to the Records Management Team through your account by selecting your application and using the Correspondence function. This field will send your question directly to your Records Manager for review, and their response will appear in the same area of your application once it is ready. You will be notified by email when a response has been sent.

3) How do I contact my records manager?

You can contact our Records Management Team by email or telephone as follows:

In writing: We advise you contact your Records Manager by writing, this will ensure both parties have a written record of any questions and answers provided. You can send an email to our Records Management Team by logging onto your account at www.guinnessworldrecords.com/account/login, selecting your application and using the Correspondence area at the bottom of the page. This will send a message directly to your designated Records Manager. GWR will respond within two weeks, but aim to provide responses much quicker.

FREQUENTLY ASKED QUESTIONS

4) How do I know the current status of the record I want to attempt?

You can find out the current world record details by logging onto your account, at www.guinnessworldrecords.com/account/login, selecting your application where you will find the current record details.

5) Can I attempt other records with the same application?

No. Each application is associated with just one record. If you plan to attempt multiple records you must make a separate application for each record. You only need to register your account once. To make a new application, log on with your existing username and password through our website at www.guinnessworldrecords.com/account/login and selecting 'Apply for a Record'.

6) If I'm not successful this time, can I re-attempt the record?

Yes! We welcome and encourage you to reattempt the record. Many of our applications come from people who regularly challenge records. However, please note that GWR will evaluate only one evidence pack per application. This means that if you submit evidence for a record attempt and the application is rejected, you must create a new application for your next attempt.

GUINNESS WORLD RECORDS

COVER LETTER TEMPLATE

1) Record Title: _____ (e.g. Tallest dog)

2) Application Reference Number: _____ (Can be found in emails from Guinness World Records)

3) Current Official Record: _____ (prior to your record attempt e.g. 453.59 kg / 1000 lb)

4) Your Attempt Results: _____ (after your record attempt e.g. 680.39 kg / 1500 lb)

5) If successfully approved by GUINNESS WORLD RECORDS™, the new record holder would be:

| | |
|------------------------------|---|
| First Name: _____ | Date of birth: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy) |
| Last Name: _____ | Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Address 1: _____ | Nationality: _____ |
| Address 2: _____ | Website: _____ |
| City/Town: _____ | Email: _____ |
| State/Province/Region: _____ | Telephone: _____ |
| Postcode: _____ | Organisation: _____ |
| Country: _____ | |

6) Tell us more about your attempt:

Write on the back of this page if you need more space.

Location of attempt: _____

Date of attempt: / / (dd/mm/yyyy)

Please give details of:

- Why you decided to break a record.
- Description of the event.
- Description of how the record was measured, eg. with a surveyor's wheel, using turnstiles, etc.

7) I am sending the following evidence to GUINNESS WORLD RECORDS™:

Witnesses' statement

Signed by: _____

Video of the record measurement

Photographs of the record

Specific evidence as requested in the guidelines for this record attempt

Other material (please specify below)

8) This cover letter was completed by:

First Name: _____

Last Name: _____

Date: / / (dd/mm/yyyy)

GUINNESS WORLD RECORDS

STEWARD STATEMENT TEMPLATE

1) Declaration:

I, _____ have acted as a steward of the Guinness World Records™ attempt for the record:

| | |
|---------------------------------------|---|
| Record Title: <input type="text"/> | Application Reference Number: <input type="text"/> |
|---------------------------------------|---|

2) My current job title/profession is:

| | |
|------------------------------------|----------------------------------|
| Job Title: <input type="text"/> | Company: <input type="text"/> |
|------------------------------------|----------------------------------|

3) My contact details are:

| | |
|------------------|------------------------------|
| Name: _____ | State/Province/Region: _____ |
| Address 1: _____ | Country: _____ |
| Address 2: _____ | Email: _____ |
| City/Town: _____ | Telephone: _____ |

4) Where did the record attempt take place?

| | |
|------------------------------|----------------|
| City: _____ | Country: _____ |
| State/Province/Region: _____ | |

5) When were you present for the record attempt?

(include dates and times)

8) How many of these participated fully, as per the specific guidelines of the record?

6) What was your role as a steward?

9) How many participants did you have to disqualify, and why were they disqualified?

7) How many participants did you observe in total, and how did you count them?

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Sign here: _____

(All signatures must be handwritten)

Date: / / (dd/mm/yyyy)

GUINNESS WORLD RECORDS

WITNESS STATEMENT TEMPLATE

1) Declaration:

I, _____ declare that I am not associated with, or related to, the record organizers or participants, nor have anything to gain from the final outcome of the attempt. Therefore I have acted as a witness of the Guinness World Records™ attempt for the record:

Record Title:

Application Reference Number:

2) My contact details are:

First Name: _____

Postcode: _____

Last Name: _____

Country: _____

Organisation: _____

Nationality: _____

Address 1: _____

Email: _____

Address 2: _____

Telephone: _____

City/Town: _____

Included business card: Yes No

State/Province/Region: _____

3) What did you see / measure / evaluate as a witness?

5) Final measurement:

6) Where did the record attempt take place?

Venue: _____

City/Town: _____

Country: _____

7) When were you present at the record attempt?

(include dates and times)

4) My field of expertise is:

(Reason for witnessing the record attempt)

8) This witness statement was completed by:

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Sign here : _____

(All signatures must be handwritten)

Date: / / (dd/mm/yyyy)

GUINNESS WORLD RECORDS

LOG BOOK TEMPLATE

| Activity | | | |
|---------------------|---------------------|-----------------------------------|-----------------------|
| Activity Sequence: | | | |
| Start time (hh:mm) | Finish time (hh:mm) | Completed hours & minutes (hh:mm) | Accumulated Rest (mm) |
| | | | |
| Witness 1 | | Witness 2 | |
| Print name | | Print name | |
| Sign | | Sign | |

| Rest | |
|---|---------------------|
| Rest Sequence: | |
| Start time (hh:mm) | Finish time (hh:mm) |
| | |
| Total Rest Time Available Up to Now (min) | |
| Taken Now (min) | |
| Rest Time Carried Forward (min) | |
| Witness 1* | Witness 2* |
| Print name | Print name |
| Sign | Sign |

*Please note that witnesses cannot work for longer than 4 hours.

GUINNESS WORLD RECORDS

LOG BOOK TEMPLATE

| Activity | | | |
|---------------------|---------------------|-----------------------------------|-----------------------|
| Activity Sequence: | | | |
| Start time (hh:mm) | Finish time (hh:mm) | Completed hours & minutes (hh:mm) | Accumulated Rest (mm) |
| | | | |
| Witness 1 | | Witness 2 | |
| Print name | | Print name | |
| Sign | | Sign | |

**Please note that you only accrue 5 minutes rest time every completed hour of activity.

| Rest | |
|--|---------------------|
| Rest Sequence: | 2 |
| Start | Finish |
| 19:30 | 19:45 |
| Total Valid Time Available Up to Now (min) | 25 min |
| Taken Now (min) | 15 min |
| Rest Time Carried Forward (min) | 10 min |
| Witness 1 | Witness 2 |
| Print name | Print name |
| Sign | Sign |

GUINNESS WORLD RECORDS

LOG BOOK TEMPLATE

Example of a FILLED-OUT LOGBOOK

| Activity | | | |
|---------------------------|---------------------|-----------------------------------|-----------------------|
| Activity Sequence: | | 1 | |
| Start time (hh:mm) | Finish time (hh:mm) | Completed hours & minutes (hh:mm) | Accumulated Rest (mm) |
| 12:00 | 16:30 | 4:00 | 20 |
| Witness 1 | | Witness 2 | |
| Print name JOHN SMITH | | Print name JANE WHITE | |
| Sign <i>John Smith</i> | | Sign <i>Jane White</i> | |

| Rest | |
|---|----------------------------|
| Rest Sequence: | 1 |
| Start time (hh:mm) | Finish time (hh:mm) |
| 16:30 | 16:35 |
| Total Rest Time Available Up to Now (min) | 20 min |
| Taken Now (min) | 5 min |
| Rest Time Carried Forward (min) | 15 min |
| Witness 1* | Witness 2* |
| Print name Adam Miller | Print name KATE Taylor |
| Sign <i>Adam Miller</i> | Sign <i>Kate Taylor</i> |

*Please note that witnesses cannot work for longer than 4 hours.

GUINNESS WORLD RECORDS

LOG BOOK TEMPLATE

| Activity | | | |
|---|---------------------|---|-----------------------|
| Activity Sequence: | | 2 | |
| Start time (hh:mm) | Finish time (hh:mm) | Completed hours & minutes (hh:mm) | Accumulated Rest (mm) |
| 16:35 | 19:30 | 2:55 | 10 min** |
| Witness 1 | | Witness 2 | |
| Print name ADAM MILLER Sign <i>Adam Miller</i> | | Print name KATE Taylor Sign <i>Kate Taylor</i> | |

**Please note that you only accrue 5 minutes rest time every completed hour of activity.

| Rest | |
|---|---|
| Rest Sequence: | 2 |
| Start | Finish |
| 19:30 | 19:45 |
| Total Valid Time Available Up to Now (min) | 25 min |
| Taken Now (min) | 15 min |
| Rest Time Carried Forward (min) | 10 min |
| Witness 1 | Witness 2 |
| Print name Adam Miller Sign <i>Adam Miller</i> | Print name KATE Taylor Sign <i>Kate Taylor</i> |