



# GUIDE TO YOUR EVIDENCE



OFFICIALLY AMAZING™

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# GUIDE TO YOUR EVIDENCE

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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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# CONTENTS

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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.

<b>Cover Letter</b>	<b>6</b>
<b>Two Witness Statements</b>	<b>7</b>
<b>Photographic Evidence</b>	<b>9</b>
<b>Video Evidence</b>	<b>10</b>

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](#) available through your record application.

If you have been requested to submit a piece of evidence that is not listed above or below, please contact your Records Manager if you are unsure on how to proceed with gathering that piece of evidence.

<b>Timekeeper Statements</b> (all time dependant records)	<b>12</b>
<b>Surveyor Statement</b> (for records dependant on physical dimensions)	<b>14</b>
<b>Steward Statements</b> (for Mass Participation records only)	<b>15</b>
<b>Log Books</b> (for record attempts lasting long or extended periods of time)	<b>16</b>
<b>Specialist Witness Statements</b> (for technical records)	<b>17</b>
<b>Medical Professional Statement</b> (for records based on anatomy & physiology)	<b>18</b>

---

# CONTENTS

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## **Veterinary Physician Statement** (for animal records) **20**

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 queries but if you have any further questions please contact your Records Manager using the method described at page 23 of this document.

## **Frequently Asked Questions** **21**

## **COVER LETTER TEMPLATE** **25**

## **STEWARD STATEMENT TEMPLATE** **26**

## **WITNESS STATEMENT TEMPLATE** **27**

## **TIME KEEPER STATEMENT TEMPLATE** **28**

## **LOG BOOK TEMPLATE** **29**

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# HOW TO SEND YOUR EVIDENCE FOR REVIEW

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The only way to send your evidence in for review is by uploading electronic files directly to your application. Each file **MUST** be uploaded individually and cannot be compressed (e.g. by ZIP, exe file).

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. **Do not click 'Submit Evidence' until all required evidence files have been uploaded, as this will close the evidence upload option. Until then you can select 'Save Evidence' and continue at a later time.**
- 5) All evidence must be uploaded directly and cannot be sent via file transfer websites, YouTube (or similar), or by post. The file-size limit for uploads is 1GB, so please make sure you are not uploading files larger than this. For larger files (such as video evidence – further details below) we recommend breaking them down into smaller segments.

**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.
- Where possible, please provide your evidence in English.
- 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."
- Similar 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.

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# COVER LETTER

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## 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 Cover Letter at the end of this guide.**
- **Please note all measurements must be given in metric units unless specified otherwise in your record guidelines.**

## 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 here or 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 their nationality
- **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

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# WITNESS STATEMENTS

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## 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 [here](#) or in the templates document which was provided along with this guide.

- **Contact details must be filled out.** 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.

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# WITNESS STATEMENTS

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## Who can act as a valid witness?

- **Attendance from a Guinness World Records Adjudicator** – Having an Official Guinness World Records adjudicator 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. 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 adjudicator.  
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 examples of valid witnesses. This is not a complete list. Provided your proposed witnesses are suitably independent, are above the age of 16, and are present at the event with the sole purpose of acting as a witness, they will be acceptable.
  - For example, a security officer whose main duty is to maintain order at a mass participation event would not be a valid witness, since they are 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 at a time throughout the attempt. However, it is permitted for the same witnesses to return after a break of 4 hours. 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.

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# PHOTOGRAPHIC EVIDENCE

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## About photographic evidence

Photographs are compulsory evidence for all record attempts as they 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](http://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 must:

- **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
- **Bring the record to life** - All record entries on our website may be accompanied by a suitable cover image. These must be landscape format in size 780 x 497.

## 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. Please do not upload screenshots from your video evidence as photographic evidence.

## What formats do you accept?

We accept .JPEG and .PNG files. Please note we do not accept .HEIC so if you are using an iPhone to capture your attempt you must change your iPhone setting from 'Highly efficient' to 'Most compatible' so that the images save in JPEG format.

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# VIDEO EVIDENCE

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## 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, the weighing process for a large food item, or a running count of the number of push-ups performed.
- 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, record being attempted, and an introduction to the independent witnesses present at the attempt.
- Make sure to remove all background music so that audio of the record attempt can be heard.
- Where possible, please film in landscape format, especially when using a phone.

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# VIDEO EVIDENCE

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## Additional footage

Please also upload additional video footage to tell the story of the entire attempt, such as:

- Timelapses of the set-up / creation process (for large items, mass-participation events, etc)
- Failed practice attempts
- Celebrations after achieving the record
- Self-guided tours of collections showing items in situ and any personal favourites

This will increase the likelihood of your record featuring on our popular social media channels.

## What formats do you accept?

We accept any video format which can be played on a PC (e.g. mp4, avi) but our preferred formats are:

- MPEG 4
- MOV
- HEVC
- MKV
- 3GPP
- Aspect Ratio: 4:3 or 16:9
- Frame rate: 25 fps or 23.98 or 29.97
- Phone filming: Horizontal – not vertical
- Please do not submit footage in 4K resolution.

**\*IMPORTANT NOTE:** If you are using an iPhone for images or video, please go to your camera settings and select '**Most compatible**' to ensure we can use your footage. Apple introduce new formats regularly and they may not work in our systems.

Any evidence files larger than 1GB will not upload successfully. Please break down longer videos into smaller files (rather than lower the resolution) with a 5 second overlap and upload the files one-by-one, with each file clearly named in order (e.g. video 1, video 2, video 3, and so on).

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## SPECIFIC EVIDENCE

# TIMEKEEPER STATEMENTS

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### 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.

### 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 higher must be given 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**
- **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. Timekeeper statement templates can be found at the end of this guide.**

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## **SPECIFIC EVIDENCE**

# **TIMEKEEPER STATEMENTS**

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### **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.

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# SPECIFIC EVIDENCE SURVEYOR STATEMENTS

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## When is a surveyor statement needed?

A surveyor statement is required to be submitted for **ALL** of our large manufactured items, structures, sculptures, long chains of items and mosaics categories. This statement must confirm the physical dimensions of your construction as per your [Specific Guidelines](#). Surveyors may also be required for any other record titles which require precise measurements, such as attempts over a set distance (100 m, etc).

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. The measurement process must also be captured in video evidence.

All measurements must be made in metric system unless specified otherwise in your record guidelines.

## 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. If you are unsure whether somebody can act as a surveyor for your attempt, please contact your Records Manager.

## 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 their 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.**

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## SPECIFIC EVIDENCE

# STEWARD STATEMENTS (MASS PARTICIPATION ONLY)

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## 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 and meet the following criteria:

- No person under 16.
- No person who is related to anyone who is participating in the attempt.
- No person who is related to, or has any pre-existing association with, the organiser(s).
- **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:

- **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 their group**
- **Number of participants disqualified** from their group 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, minus the number of participants disqualified by Stewards. All statements must then be uploaded as evidence.

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

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## SPECIFIC EVIDENCE LOG BOOKS

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### 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 activity log book at the end of this guide. This template must only be used for "longest marathon" records.**
- **Templates for any other record attempts which surpass one hour must be created by you. If you require further information please contact your Records Manager.**

### 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.

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# SPECIFIC EVIDENCE SPECIALIST WITNESS STATEMENTS

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## 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 they are 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.**

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## SPECIFIC EVIDENCE

# MEDICAL PROFESSIONAL STATEMENT

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### When is a medical professional statement needed?

Several types of records 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 specialist 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 specialist 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 specialist independent witnesses cannot 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 specialist 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 records to verify that the activity 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 as outlined earlier in this document.

**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 contact details of the attending medical professional and associated medical practice.**
- **Proof of their qualifications** – a photocopy of their professional qualification and/or medical licence number must be submitted alongside the statement.
- **An explanation of their role in the event.**

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## **SPECIFIC EVIDENCE**

# **MEDICAL PROFESSIONAL STATEMENT**

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- **An overview of their expertise in the field.**
- **Confirmation of all details required as per the record and category guidelines** - including the event location, date, time, relevant procedure(s) undertaken, measurement(s), record value calculations, type(s) of devices / measurement equipment used and supportive documentation attesting to the medical event / procedure claimed.

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## SPECIFIC EVIDENCE

# VETERINARY PHYSICIAN STATEMENT

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### When is a veterinary physician statement needed?

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

A small number of our animal 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. 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(s) be 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's age:** 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 independent witnesses cannot be present for the duration of your attempt. For records of this nature, we require statements from qualified veterinary physicians who have access to relevant documentation and can attest to the age of the animal using scientific methods (such as dental examination). 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 of the attending vet and veterinary practice**
- **Proof of their qualifications** – a photocopy of their professional qualification and/or veterinary registration/licence number must be submitted alongside the statement.
- **An explanation of their role in the event**
- **An overview of their expertise in the field**
- **Confirmation of all details required as per the record and category guidelines** - including the event, location, date, time, measurement(s), record value calculations, age, Breed/species of the animal, details of livestock passport(s) and types of devices/measurement equipment used.

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# FREQUENTLY ASKED QUESTIONS

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## 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, as well as copies of any witness statements, etc. 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) 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.

### 5) How long will it take?

Upon receipt of your evidence documents, the review process may take up to twelve weeks. This process can on occasion take longer when the evidence review requires the input of external specialists, 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.

### 6) 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. You can find more details on our website (<https://www.guinnessworldrecords.com/contact/priority-products-enquiry>).

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## FREQUENTLY ASKED QUESTIONS

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

Once your evidence has been submitted, you can upgrade to Priority Evidence Review. To do this, log into your account, select your application and upgrade to Priority Evidence Review. This service is not available on all applications. If the option does not appear for you, this means it will not be possible to upgrade your review.

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# FREQUENTLY ASKED QUESTIONS

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## 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](http://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 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?

The only way to contact our Records Management Team is by sending a correspondence on your application. You can do this by logging-in at [www.guinnessworldrecords.com/account/login](http://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.

### 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](http://www.guinnessworldrecords.com/account/login), selecting your application where you will find details of what the current record or 'minimum' to beat is.

### 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](http://www.guinnessworldrecords.com/account/login) and select 'Apply for a Record'.

Each Guinness World Records account can have a maximum of 15 open applications at any given time.

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## FREQUENTLY ASKED QUESTIONS

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### **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 set of evidence 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 Record or 'minimum': (prior to your record attempt, e.g. 453.59 kg. Details of the current record/minimum can be found on your application)

4) Your Attempt Results: (after your record attempt e.g. 680.39 kg. Please write in metric terms unless specified otherwise in your record guidelines.)

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

First Name: _____	Nationality: _____
Last Name: _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Organization / Team Name: _____	

6) Tell us more about your attempt:

*Please provide as much detail as possible. This information may be used to accompany your record entry on our website.*

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

Location of attempt: \_\_\_\_\_

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

Please give details of:

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

7) I am uploading the following evidence:

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:

Application Reference Number:

### 2) My contact details are:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

### 3) Where did the record attempt take place?

City: \_\_\_\_\_

Country: \_\_\_\_\_

State/Province/Region: \_\_\_\_\_

### 4) When were you present for the record attempt?

(include dates and times)

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

### 5) What was your role as a steward?

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

### 6) 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: \_\_\_\_\_

Nationality: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Please provide details of all the record guidelines you witnessed being followed

### 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

## TIME KEEPER 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: \_\_\_\_\_

Nationality: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Telephone: \_\_\_\_\_

### 3) Please describe your role on the day including details of the equipment you used to time the attempt

### 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 expertise in timekeeping is:

### 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

ACTIVITY LOG BOOK TEMPLATE FOR 'LONGEST MARATHON' RECORDS ONLY



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 .....	
Sign .....	

\*Please note that witnesses cannot work for longer than 4 hours and can only return after 4 hours break.

# GUINNESS WORLD RECORDS

ACTIVITY LOG BOOK TEMPLATE FOR 'LONGEST MARATHON' RECORDS ONLY



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 after each uninterrupted hour of activity completed.

Rest	
Rest Sequence:	
Start	Finish
Total Valid Time Available Up to Now (min)	
Taken Now (min)	
Rest Time Carried Forward (min)	
Witness 1	Witness 2
Print name .....	Print name .....
Sign .....	Sign .....



### 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 and can only return after 4 hours break.

# GUINNESS WORLD RECORDS

ACTIVITY LOG BOOK TEMPLATE FOR 'LONGEST MARATHON' RECORDS ONLY



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	
<b>Print name</b> ADAM MILLER  <b>Sign</b> <i>Adam Miller</i>		<b>Print name</b> KATE Taylor  <b>Sign</b> <i>Kate Taylor</i>	

\*\*Please note that you only accrue 5 minutes rest time after each uninterrupted hour of activity completed.

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	
<b>Print name</b> Adam Miller  <b>Sign</b> <i>Adam Miller</i>	
<b>Print name</b> KATE Taylor  <b>Sign</b> <i>Kate Taylor</i>	