

# EVIDENCE GUIDE



## These specific guidelines to submit your record documents that must be submitted in prescribed format.

To become a World Records title holder is not an easy task. We require a number of evidence to verify your achievement.

In this document provided here detailed guidelines to your record evidence submission required to verify your attempt. Please read and understood all requirements regarding your record evidence submission prior to the attempt and take printouts of all prescribed formats to prepare all necessary documents as per the record specific guidelines provided along with this document.

"Unique World Records" exists for a noble cause. The guidelines provided here is for reaching out to Potential people for encouraging them to display their hidden talent globally. Unique World Records is not obligated to designate world record status to any submission as the decision is based on their belief in supporting evidence and /or relevance of their claim. Unique World Records policy try to find records that are reproducible, breakable and based on skill. Freak, strange and unusual anomalies are not world records. Stunts involving luck or uncontrolled danger should not be submitted.

You must prove that you have successfully undertaken/attempted the record to become Unique World Records holder; you must submit the evidence in prescribed manner, in order to enable UWR to verify your achievement. A number of sections of evidences are required depending on the applied record category, this document will guide you to submit your evidence in an efficient manner.

## IMPORTANT INFORMATION:

- **RECORD SPECIFIC GUIDELINES** - Record **Specific Guidelines** indicate the specific evidence requirements along with other necessary guidelines for your record

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attempt on individual basis, these are in addition to General Guideline's **common for all** record attempts. Kindly refer to Record Specific Guidelines sent to you via email if you already applied or [Click Here to Apply for Guidelines](#) before submitting specified evidence.

- **PRESCRIBED FORMATS (Covering Letter, Logbook, Curator Statement, Witness Statement, Expert / Specialist / Veterinary Doctor Statement)** you must submit the required evidence using prescribed formats, in order to enable UWR to verify your achievement. Submission on other formats will not be taken on file, which may result in disqualification of the record. Please download Prescribed Formats [Click Here](#).
- **KNOWLEDGEBASE – FAQ's SECTION** - A list of frequently asked questions (FAQs), based on the questions and enquiries of the applicants usually asked for, is provided for necessary guidance and assistance along with this document, but if you still have any questions please contact support. Please download FAQ's Section [Click Here](#).

## THE METHOD TO SEND YOUR EVIDENCE

- Complete instructions for where and what to be sent are provided in this document along with the prescribed formats and types of file formats are specifically mentioned thereof.
- No parts, files, items or documents can be returned, once they are submitted as Evidence. Hence no request in this regard will be entertained. Refer to your guidelines for further details.
- Submission of adequate and sufficient evidence is your moral and legal responsibility. UWR may out rightly reject your claim and disqualify your attempt if

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the evidence submitted is found to be insufficient, distorted, tempered, edited or misleading.

## **UPLOAD SOFT COPY OF YOUR EVIDENCE USING LINK PROVIDED IN GUIDELINES EMAIL.**

Successfully attempted the record? If yes, please submit all evidences required. After evidence review, Unique World Records may grant or deny record status as per the final verification.

### **Follow GIVEN steps to upload EVIDENCE:**

- 1) Click the link provided in the email or visit the Unique World Records website and Click on Submit Record tile on homepage
- 2) On Submit Evidence Page choose the service option (1.) Free Evidence Review, (2.) Standard Evidence Review, (3.) Express Evidence Review.
- 3) Fill the complete details in all required columns.
- 4) Attach all the required documents as per the record specific guidelines provided.
- 5) Check the record Specific Guidelines and evidence requirements to ensure you have included all required items.
- 6) When you have finished uploading all of your evidence and you must ensure you have included all necessary items, click on 'Submit Evidence' to send your evidence.

Once application is submitted you will get confirmation email to acknowledge receipt of this and your application will be activated on our system. If your record verification got successful after verifying all the documents about the records, our Record Management Team will send the Record Approval e-mail with subject "Official Unique World Records – Record". Once Record status is granted to applicant, applicant will receive email with the link to order Free Certificate and other paid accessories.

If, however, your verification got unsuccessful, we'll get back to you with an explanation of why it was not approved. A grace period of 15 days to resubmit the default documents will be given. It is not a guarantee that your application will be approved by us as a

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potential record category as the decision is based on your supporting evidence and /or relevance of your claim. If your record verification got un-successful after verifying all the documents about the records, we will share the valid reason of record rejection

[Click here to visit Submit Evidence Page](#)

## Some tips for uploading evidence:

- If the UWR is unable to understand your submission, you may be directed to organize the documents in an alternate way and resubmit.
- Photos MUST be MEANING FULLY labelled, clearly indicating what is shown in that photo.
- Use file names which clearly indicate the content. , e.g. Covering Letter, Witness Statement. etc.
- Similar documents should be assembled together where possible like Statements of Curators can be uploaded as a single file.

## EVIDENCE REQUIRED FOR UNIQUE WORLD RECORDS TITLES

The enlisted evidence is required for Unique World Records attempts and please ensure that you have submitted evidence required properly in order to avoid any hassles.

### 1.) COVERING LETTER

The Covering Letter must provide a clear overview and detailed definition of your record attempt. The Covering Letter act as a road map for our team to evaluate your record attempt application.

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- Prescribed Format of covering letter is attached to the email which contains this document.

## The Covering Letter must include the following:

- **Who** should be listed in our database as the record holder, including complete address?
- **What** was the final measurement of the record attempt?
- **When** and **where** the attempt took place, including date, time, venue, city, state and country.
- **How** the record was measured and achieved.
- A **list** of the items of evidence provided by you.

## 2.) STATEMENT OF TWO WITNESSES

Witness statements from independent individuals verify relevant details of a record attempt where Unique World Records Team is not present, they are tasked to confirming whether all Unique World Records guidelines have been adhered to, and providing a detailed account of exactly what took place.

It is impossible for us to approve your record attempt without this verification,

In certain cases, especially in the case of certain medical records. It may not be possible for witnesses to be completely independent, Please contact support or refer to your record Specific Guidelines to CHECK if this applies to your record attempt. Independent witness can be defined as an individual having no affiliation/relation to the individual/group attempting the record/ organizers, participants, venue, or any persons involved directly or indirectly, they must not have anything to gain from the result of the attempt.

## The statements must include the following

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- Complete contact details of the witnesses must be provided.
- Simply final measurement is not sufficient .All details including how the record was measured, who performed the measurement, and judgment of the fact that guidelines were understood and adhered to, and notes /remarks, if any.
- Witnesses are hereby directed that the Statements must be completed in their own words, by themselves only.
- Pan Card to Verify Signatures and Valid ID and Address Proof like Aadhaar Card, Voter ID and Driving License etc. should be submitted for each witness.

## Who can act as a valid witness?

**Unique World Records adjudicators** (this is a paid service. Visit our Website [www.uniqueworldrecords.com](http://www.uniqueworldrecords.com) for more information) Applicants can invite **Official**

**Unique World Records Adjudicator** to their record breaking/making event for on the site verification and certification. For live events our representative will provide on-site support through the entire event according to the official guidelines. Using this service applicants can get the instant acceptance if their attempt got successful or rejection if not successful.

- **Professionals from the community**—EXAMPLE OF WITNESS-Advocates, government officials, accountants, police/army officers, and media editors/reporters etc. they must be independent and the sole purpose of their presence at the event is to act as a witness.
- **Audit company or professional firm**—For mass participation records events having greater than 8,000 participants.

## How many witness statements are required?

If Official UWR Judge is not at present at the event then at least, two witness statements will be required for your record attempt. Please refer to your record Specific Guidelines

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to determine requirement of additional witnesses in certain cases. Some examples of record attempts requiring additional witnesses are as follows, Attempt of more than 4 hours duration. (At least two witnesses in every shift must be present) it is desired to have multiple witnesses for shift wise monitoring in the event of long period attempts. Long journeys and expeditions etc. For instance, fastest place-to-place or longest journey by a particular transport mode. **Such records require two witnesses to be present at the start and at the finish of the journey.**

**NOTE**-Format of Witness Statements is attached to the email which contains this document.

## 3.) PHOTOGRAPHIC EVIDENCE

### Photographic evidence

UWR consider Photographs as a compulsory evidence for all record attempts, Interesting, high-quality photographs stand a much better chance of appearing in the Unique World Records book or our website.

### The photographs must include

The significant moments of the attempt must be duly photographed. Showing each stage of your record attempt; preparation, attempt and results. As well as key moments such the weighing of ingredients involved, the presence of your witnesses, etc.

Your photographs must Show multiplicity (from various angles and positions, different stages of the record attempt such as start, during, end), Show a sense of scale (a large object or large gathering of people) and must Capture the real action (participants in action and in the act of undertaking the attempt.), The photographs are primary source of verification hence be captured with utmost care, with reference to above said parameters.

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## Photographic evidence must be submitted as

Photographs must be clearly and logically labelled to describe what the images show, you can mention separately about uploaded images using an index.

Geo Tagged photography is desired, in certain cases only geo tagged photographs are considered valid for submission as evidence, please refer to your Record Specific Guidelines.

## 4.) VIDEO GRAPHIC EVIDENCE

Complete and raw video footage is vital for true adjudication and verification of your record attempt. It is mandatory evidence.

### The video graphic evidence must include

- The entire record attempt video must be showing and focusing clearly on the record attempt from start to finish , regardless of duration of attempt, The camera must be in such a position to enhance our team`s ability to accurately observe the actual performance. The video must clearly show the measurement of the record, and all parts of attempt relevant moments as per guidelines.
  - A standby camera for filming every moment of 'longest marathon' record attempts. So that it can be ensured that at least one camera is video graphing the event at all points of time. As we understand there may be need to change the batteries etc. at times.
  - You must provide a list of times of the occurrences with respect to the video evidence for efficient verification. Misrepresentation and willful concealment will lead to disqualification of your attempt



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- All parts of the attempt relevant to the record guidelines must be video graphed. 1 Minute Promo Video, and 1 Hour Short Video of entire event is required.
- A brief introduction to the attempt in the beginning of the footage must be provided. (Name, venue, description of record etc.)

## Acceptable formats

Any video format which can be played on a Personal Computer, e.g. mp4, avi.

## 5.) LOG BOOKS (FOR marathon record attempts)

### Attempt Logbook

Log book is essential part of evidence for almost all records but record attempts of more than one hour time durations (including journeys and expeditions, which take a considerable time like months or years and so on). For such record attempts, details of completed activity, rest breaks and what is achieved at what point are required to be accurately entered in the log book, in order to review with respect to the video footage submitted as evidence. the individual , team and / or support teams are responsible for maintaining the log book throughout the attempt, kindly refer to your record specific guidelines for certain cases where, independent witnesses are responsible for maintaining the logbooks.

### What must the log book include?

- Hourly entries must be made to log book about time of injury, weather, delays, equipment breakdown or any unexpected disturbances/occurrences along with account of what has been achieved during this period. For marathon record attempts

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- Logbooks must include start and stop times for activity and rest breaks. Refer to record **Specific Guidelines** for Any other requirements.

## Guests Log Book.

UWR requires Visitors/Media/Guests/Witness Log Books on compulsory basis for every record evidence. This logbook must include Name, Designation, Contact Details and remarks if any along with Signatures.

**NOTE**-Format of Logbook is attached to the email which contains this document.

## 6.) STATEMENTS OF TIMEKEEPER (FOR time dependent /oriented records)

Time- based and duration based records must have at least two timekeepers and for specific period performances (e.g. Most in one minute). Two timekeepers presence is essential apart from independent witnesses.), UWR may consider your request in some cases, depending upon your record attempt, for a special and prior permission to be granted for the witnesses to act as timekeeper as well.

### Role and Qualification of a timekeeper

An experienced timekeepers from local sports/athletics club. Referees, coaches and Physical Education teachers etc. Timekeeper play crucial role, in the time based or time dependent records. Timekeeper ensures that all time related aspects of a record are recorded accurately. Accurate timekeeping is essential in such records; the witnesses cannot do this job as they must concentrate on the other parameters of the attempt. Two timekeepers with stopwatches accurate to 0.01 seconds are required for accurate timekeeping. The timekeepers must ensure a clear start and finish signal to the person attempting the record and the average of both times, must be taken as the official time in case two different readings.

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## **The statements (written statement) must include**

Record title, readings, results and time relevant information (details of the time measurement method, date and location etc.) of the record being attempted, full name and contact details of the timekeepers along with details regarding their expertise in timekeeping. Ensure that the required information is furnished completely, willful concealment and misrepresentation may lead to outright rejection. The applicants having prior permission from UWR for independent witness acting, as a timekeeper. One statement including the details required for both the independent witness statement and the timekeeper statement must be submitted in such cases.

If you are not sure yet, **Contact Support.**

**NOTE**-Format of Statements of Time Keeper is attached to the email which contains this document.

## **7.) STATEMENTS OF SURVEYOR (FOR physical dimensions ORIENTED records)**

**ALL** Records involving physical dimensions of your construction like, large structures, articles, sculpture, articles chains and mosaics require qualified Surveyor statement, who must be present to take physical dimensions in the presence of two independent witnesses.

### **Surveyor Qualification**

A Government or certified land surveyor (serving or retired), an architect or a professor/lecturer of land surveying (serving or retired), construction industry expert.

### **The statements must include**

- Name, qualification proof, contact details, their role in the event , brief information of their expertise and, Confirmation of measurements taken and all other details of

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the event (location, date, time, measurement). With definition of method used to establish the final results

Please **Contact Support**, If you are not sure yet, how to submit a surveyor's statement.

## 8.) STATEMENTS OF CURATOR (only FOR Mass Participation records)

Independent curators are required for mass participation record attempts involving active participation by participants being held at controlled, monitored and ticketed venues. Curators supervise predetermined groups of participants, in order to monitor active and desired participation by all attendees taking part in the record attempt. Curators measure the active participants' count who successfully completed the activity in accordance with the guidelines.

### The statement must include

- Full contact details of each CURATOR, Dates, time, counting method, and number of participants in his/her group with the number of participants disqualified and reasons thereof, plus Confirmation about the guidelines.

Once the attempt is completed curator statements are instantly provided to the independent witnesses, independent witnesses calculate the final total based on Curator statements expressing the number of participants disqualified by Curators.

Please **Contact Support**, If you are not sure yet, how to submit a Curator's statement.

**NOTE**-Format of Statements of Curator is attached to the email which contains this document.

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## 9.) STATEMENTS OF SPECIALIST / MEDICAL PROFESSIONAL / VETERINARY PHYSICIAN WITNESS. (FOR technical, medical and animal records)

Though it may not be possible to get established experts in every field for wide variety of record categories, Even then it is advised to engage independent witnesses, experts in their fields and possessing expertise of given field .for instance some records may require a statement to be submitted from a medical professional and the other may need a veterinary physician statement for all of our animal related records.

However, they need to ensure that the record **Specific Guidelines are adhered to and** confirm that UWR guidelines have been adhered to.

Specialist /medical professional/veterinary physician Witness. Specialist independent witness is required to monitor and submits a witness statement as part of the evidence in certain cases or when UWR specifically ask for such witness. UWR specify the need of such witness in your record **Specific Guidelines**, depending on the technical aspects of your record attempt.

UWR reserves all rights for grant of permission for replacement of either only one or both regular independent witness(s) with specialist independent witness(s), Specialist witness must also be independent as he/she is acting in place of one of your standard independent witnesses.

There may be certain instances of record attempts for which collection all of the required evidence is not possible; in such circumstances you **MUST** contact support before making such attempt to determine possibilities to precede with your application without the required evidence.

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For all records based on human anatomical measurements, medical history of an individual, mass participation medical events etc. Medical professional act as specialist witness. They cannot be replaced by regular independent witness, similarly veterinary physicians are mandatory for record attempts based on animal sizes and ages apart from some new ideas.

## The statement must include.

- All the same information as an independent witness (Name, contact details, their role in the event, along with their expertise in the field, proof of qualifications (business card etc.), Confirmation of all aspects of the event – location, date, time, measurement (including technical aspects.)

## YOUR RECORD SPECIFIC EVIDENCE NEEDS ARE ENLISTED IN RECORD SPECIFIC GUIDELINES

Please contact support in event of any problem regarding UWR demand for any special evidence requirements.

**NOTE**-list given above is non-exhaustive and you can include any additional documentation that may be helpful for your application verification; MARK such additional evidence as MISCELLANEOUS EVIDENCE.

**ABSENCE OF REQUIRED EVIDENCE DOCUMENTATION LEADS TO DELAY OF YOUR OUTCOME, ANY TAMPERING OF EVIDENCE WILL AMOUNT TO DISQUALIFICATION.**