

Replacement Certificate Application Form

The information that you provide in this form will be held for the purpose of processing your application. Once your application has been processed and completed, the information will be destroyed.

All sections marked * must be completed in **black ink (or type)** and **block capitals**

A: Current Personal Details *

First Name(s) _____

Surname _____

Date of Birth (DD/MM/YYYY) _____

Address _____

Daytime telephone number _____

Email address _____

B: Assessment Details *

Name at time of exam _____

Name of centre (if taken at a centre) _____

Centre location (*town*) _____

Candidate or Unique Learner Number (*if known*) _____

Year / Month (*YYYY / MM*) _____

C: Proof of Identity *

Applications will be delayed unless a photocopy of one of the documents below accompanies the form. Please indicate which documentation has been forwarded with this form by ticking next to them. All copies must be clear and show name and date of birth.

Passport

Birth Certificate

Driving Licence

D. Fees *

The fee will be taken immediately upon receipt of the application, irrespective of whether results are subsequently found or not. Do not send in more than one application. £10.00 will be charged per qualification. The fee covers all searches, processing, postage and certification costs.

All postage to UK and international addresses is free and sent by standard post. If a DHL dispatch is required for international addresses, an additional £5.00 per address will be charged to the cost of this service and must be specified in the required box. (DHL do not deliver to P.O. Box numbers)

E. Signature Of Candidate *

I confirm that the above information, and any further information supplied, is true and accurate to the best of my knowledge.

Applicant's signature: _____

Date: _____

Applications should be processed within 28 days but can take longer at very busy times, especially where the information supplied is incorrect or the correct documentation is not forwarded to us.

An application may be withdrawn within 7 days of submitting the initial request unless the request has already been processed.