



Rockschool Certificate Replacement 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 must be completed in block capitals.

A: Current Personal Details

First Name(s):	
Surname(s):	
Date Of Birth (DD/MM/YYYY):	
Address:	
Daytime Telephone Number:	
Email Address:	

B: Assessment Details

Name At Time Of Qualification	
Grade And Instrument	
Name Of Centre	
Centre Location (Town)	
Year Of Certification	

Please note: Certificate(s) will be sent to the address given above (section A). If you'd like the certificate(s) sent to a different address, please provide the full address here:





C: Reason for Replacement

Please indicate why you wish to receive a replacement certificate by ticking next to one of the following options:

- Lost
- Stolen
- Destroyed
- Legal Name Change
- Gender Reassignment
- Other

If other, please describe here:

Please note, if the reason for replacement is due to a name change, you must return the original certificate to our Head Office at the following address:

RSL Awards Ltd.
 Ground Floor
 Harlequin House
 7 High Street
 Teddington
 TW11 8EE

We will not be able to process the replacement certificate until the original copy has been returned.





D: Proof of Identity

A photocopy of one of the documents listed below must accompany the form. We will not be able to provide a certificate replacement without proof of identity. If Legal Name Change/Gender Reassignment has been identified above, please provide official evidence of the change. We must receive documentation which evidences the learners name both before and after the change has occurred.

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

Change of Name Deed

Gender Recognition Certificate (GRC)

Other

If other, please describe here:

E: Fees

£10 will be charged per certificate reprint. The fee will be payable upon receipt of the application via a payment link. This will be sent to the email address stated in section A of this form. The fee covers all searches, processing, postage and certification costs. Once payment has been received at RSL, the certificate will be printed and posted within 5 working days.

All postage to UK and international addresses is free and sent by 1st class recorded post. If a DHL dispatch is required for international addresses, an additional £10.00 per address will be charged to the cost of this service. DHL do not deliver to P.O Box numbers.





F: Signature of Applicant

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

Signature:	
Date:	

Applications should be processed within 28 days but can take longer at very busy times.

