

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** and **block capitals**

A: CURRENT PERSONAL DETAILS *

Title (Mr, Mrs, Miss, Ms, etc).....

First Name(s).....

Surname.....

Date of Birth (DD/MM/YYYY).....

Address.....

.....

.....

.....

Postcode.....

Daytime telephone number.....

Email address.....

B: ASSESSMENT DETAILS *

Name at time of exam

Name of centre (if taken at a centre).....

Centre address
(Include postcode)
.....
.....
.....

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 appropriate box. All copies must be clear, 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 dis-patch 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:

Witnessed by:

Name:

Signature:

Date:

Occupation:

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An application may be withdrawn within 7 days of submitting the initial request unless the request has already been processed.