

Replacement Certificate form

A replacement certificate is the exact duplicate of the original certificate as it was first issued.

The word “Replacement” will appear on the re-issued certificate.

A replacement certificate can only be issued if a certificate was previously issued.

If requesting replacements for more than one qualification or unit, please complete a separate application form for each.

Learners who wish to request a replacement certificate should:

- Contact the centre that delivered the programme or qualification if making the request less than 12 months after completion
- Contact Crossfields Institute if making the request more than 12 months after completion (see Additional Documents section)

Learner details (as they appear on the certificate at the time of issue)

First name:	
Last name:	
Date of Birth:	
Learner number:	

Details of qualification

Qualification / unit title:			
Qualification / unit code:			
Certificate number (if known):		Date issued	
Name of centre:			
Centre number (if known):			

Contact details of the replacement certificate requester

Daytime telephone:	
Mobile:	
Email*	

The learner is aware that an application has been requested (applicable if requesting on behalf of the learner)

Signature: _____ Date: _____

Additional documents

A clear photocopy of **one** of the documents below should accompany this application form (required if you are a learner requesting a replacement certificate directly to Crossfields Institute or if you are a centre requesting a replacement more than 12 months after completion of the programme or qualification)

Indicate which document has been included (please tick):

Birth Certificate Passport Driving Licence

In addition, please provide

A proof of address dating less than 3 months before the date of request

Payment details

Following receipt of your form, we will send you an email asking you to contact us to make payment. Replacement fees are payable in advance.

- I have a payment account set up with you (centres)
- Payment by BACS (please contact us for details)

Please note the following terms and conditions before placing your request

The replacement certificate will state the name of the learner at the time the qualification or unit was achieved.

Following receipt of a fully completed form and payment, requests for Replacement Certificates will be completed within 20 working days.