# **Replacement Certificate Request Form by Individual**

Please complete all sections of this form to provide as much information as possible, and provide a copy of candidate ID if a replacement certificate is requested due to a spelling error.

The fee payable is £35 for individuals making the application.

|  |  |
| --- | --- |
| Centre Information | |
| Centre Name |  |
| Cohort Number |  |

|  |  |
| --- | --- |
| Candidate Information | |
| Full Name |  |
| Full Name on the original certificate, if different to above |  |
| Date of Birth |  |
| Sex |  |
| Contact Telephone Number |  |
| Contact Email |  |

|  |  |
| --- | --- |
| Qualification Information | |
| Qualification Number and Title |  |
| Unit number(s) and Title(s)  of units achieved |  |
| Date qualification achieved, if not known please enter approximate date |  |

Select the reason for the replacement request:

|  |  |
| --- | --- |
| Reason for Replacement/Re-Issue | |
|  | **Spelling Error** A copy of the candidate’s ID and the original certificate must be sent with this form. |
|  |
|  | **Certificate Damaged** Explain how the certificate was damaged. The original certificate must be sent with this form. |
|  |
|  | **Other**  Explain why a replacement/re-issue is requested. |
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| Invoice Information |
| Name and address for invoicing |

**Applicant Declaration:**

I confirm that the above details are correct and understand that it will not be possible to amend or cancel this order once it is placed.

I understand that the processing fee is for a record search and is non-refundable whether or not the search is successful.

I have provided my ID for authentication purposes together with this application. (Only applicable when the reason for replacement certificate request is a spelling error in the person’s name).

Return the original certificate to ProQual AB Ltd, address as below, and email the completed form and copy of candidate ID (if relevant) to [centralsupport@proqualab.com](mailto:centralsupport@proqualab.com?subject=Replacement%20Certificate%20Request)

ProQual AB Limited, ProQual House, Unit 1, Innovation Drive, Newport, HU15 2GX  
Company Registration Number: 07464445

|  |  |
| --- | --- |
| Name of Applicant | |
|  | |
| **Signature of Applicant** | **Date** |
|  |  |

|  |  |
| --- | --- |
| Office Use Only | |
| Invoice Number |  |
| ID Seen and Destroyed |  |
| Date Completed |  |