



REPLACEMENT CERTIFICATE FORM
- CENTRE

Name of learner requesting certificate	
Name of qualification	
Reason for replacement	
Is original being returned? Please tick	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you confirmed the identity of the learner? Please tick	Yes <input type="checkbox"/> No <input type="checkbox"/>
Centre Name	
Name of centre staff requesting certificate	
<small>*I confirm that this is a genuine request for a certificate for a qualification that this learner has achieved. If the original certificate is not being returned, I confirm that it has been lost. Should it be found at anytime it will be returned to RoSPA Qualifications.</small>	
Signature	
Date	

Fees

The fee for each replacement certificate is £25 +VAT. Your centre will be invoiced for the amount, where relevant.

No fee is charged for certificates damaged or lost in transit to centres or candidates. No fee is charged for replacement certificates where we are responsible for a spelling error. However, a charge is made if the centre or candidate has supplied incorrect information to us. In either case, the centre or candidate must return the original incorrectly spelt certificate.

Further Information

If the centre is applying for the certificate, they must take responsibility for checking the identity of the candidate and confirm this has been done.

We will make every effort to check a learner’s certification against the information provided and to issue a replacement certificate. However, we reserve the right not to issue a replacement certificate.

RoSPA Qualifications will not issue a replacement certificate where the centre or learner still holds the original certificate and replacement certificates will be labelled as such. If you are in possession of the original certificate, you must return it to us before the replacement can be issued. For further information, see our Replacement Certificate Policy <https://www.rospa.com/qualifications/policies/>