

REPLACEMENT CERTIFICATE FORM

- Learner

Name	
Address where replacement certificate should be sent	
Contact Number	
Email address	
Name of qualification which certificate is being requested for	
Reason for replacement	
Is original being returned? <small>Please tick</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
You must provide proof of identity and date of birth. Which document you are providing with your request? <small>Please tick</small>	Passport or national identity document <input type="checkbox"/> Driving Licence <input type="checkbox"/>
<small>*I confirm that this is a genuine request for a certificate for a qualification which I have achieved. If the original certificate is not being returned, I confirm that it has been lost. Should it be found at any time I will return it to RoSPA Qualifications.</small>	
Signature	
Date	

Replacement Certificate Fee	£25 +VAT	
How would you like to pay <small>Please tick</small>	Invoice	<input type="checkbox"/>
	Invoice Address	
	Purchase Order (if required)	
	Credit/Debit Card	<input type="checkbox"/>
	Contact phone number for payment	



Fees

The fee for each replacement certificate is £25 +VAT.

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

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.rospace.com/qualifications/policies/>