

Application for Replacement Certificate



Request Number

Name

Address

Tel No

Name when course / examination was taken (if different from above)

.....**Date of Birth**\.....\.....

Examination Centre at which course / examination was taken

.....

Years during which course / examination was taken

.....

Title of Course / Examinations

Subject(s)

.....

The Administrative fees are:

Issue of replacement Certificate (Achievement prior to 1999/2000)	£75
Issue of replacement Certificate (Achievement since 1999/2000)	£25
Issue of replacement Certificate (Current academic year)	£8

Cheques and postal orders should be made payable to 'NCFE'.

- NB
- 1 NCFE will provide a certificate, which is clearly entitled 'Replacement Certificate, which is included in the administration fee.
 - 2 The administration fee is Non-Returnable in those cases where a search for the results is undertaken and proves to be negative. Please be aware that a thorough search of our records will be undertaken and only results, which can be confirmed using NCFE records, will be released
 - 3 NCFE will only accept the following proofs of identification:
 Birth Certificate, Passport or Driving Licence
 - 4 Do not send original documents as NCFE will not be held responsible for damaged or lost items

This form should be completed and returned to NCFE, Citygate, St James' Boulevard, Newcastle upon Tyne, NE1 4JE.

NCFE Use only		Centre support assistant:	
Cheque Rcvd	<input type="checkbox"/>	ID	<input type="checkbox"/>
Positive result	<input type="checkbox"/>	Negative	<input type="checkbox"/>
		Correct Info	<input type="checkbox"/>
		Date issued	<input type="text"/>