**Replacement Certificate Form**

**Learner Information**

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Date of Birth |  |
| Address for Certificate to be sent to  |  |
| Email Address |  |
| Telephone Number |  |
| OCN NI Learner Registration Number (if known) |  |

**Qualification/Course Information**

|  |  |
| --- | --- |
| Qualification/Course Title |  |
| Month and Year of Study |  |
| Name of centre where the qualification/course was completed |  |
| Address for Certificate to be sent to  |  |

**Reason for Replacement Certificate**

|  |
| --- |
| Certificate Lost |[ ]
| Certificate Damaged |[ ]
| Change of name (supporting document required, see below) |[ ]
| Other (please specify) |  |

**Replacement Certificates**

Please indicate the type of replacement certificate you are requesting:

|  |  |  |
| --- | --- | --- |
| Certificate Type | Associated Cost | Please select |
| eCertificate  | Free |[ ]
| Hard copy | £25.00 |[ ]

**Upon receipt of this form, associated documentation and payment (if required), your Certificate will be processed within 2 working days. If you have selected hard copy we will forward our banks details for online payment.**

Please make sure you attach a copy of your ID i.e. driving licence/birth certificate/passport/NHS card Identity card/valid EU photo ID card. Important – new certificates cannot be reissued in another name i.e. if someone changes his/her name. This would be covered by any legal document the individual has confirming the name change. If the current name is different from that used at the time of certification then ID to support both names will be required.