**APPLICATION FORM FOR REPLACEMENT CERTIFICATE**

**Please read the following guidance before completing your application form for a replacement certificate:**

Where a certificate has been lost or stolen, the learner or their assessment centre may apply for a replacement. The learner/centre **must** ensure that all possible measures have been taken to locate the original certificate before applying for a replacement. Details of this action must be reported on the form at the time of request for a replacement certificate. In addition to completing the learner details in the first table, learners applying for the replacement of a lost certificate should also complete boxes 1, 2, 3 and 5.

If a learner’s name was incorrectly spelt on centre registration, for example, ‘Smith’ instead of ‘Smyth’, an application can be made to amend the spelling but the original certificate(s) must be returned. In addition to completing the learner details in the first table, learners applying for a replacement of a lost certificate where there are errors on the original should also complete boxes 4 and 5.

A fee is payable for the replacement of a certificate (£30.00 + VAT = £36.00 per certificate).

Cheques are payable to ‘ABBE Limited’.

Payment by BACS is also acceptable, BACS details are:

Bank: National Westminster

Sort Code: 60-02-35

Account: 67141358

Name: Awarding Body for the Built Environment

Replacement certificates will not be released until payment is cleared.

**Please note:**

* We cannot fax or email certificates to learners or assessment centres
* This application form must be completed and signed by the learner/representative of the centre. Please note that, for data protection reasons, **we cannot accept digital signatures**.
* Proof of identification may be required when applying for a replacement certificate. ABBE will notify the learner/centre of this requirement, if applicable, on receipt of the completed application form.
* We issue all certificates to the centre where the qualification was taken.
* Replacement certificates are issued in the legal name of the learner at the time the award of the qualification was made
* Replacement certificates will not be provided to accommodate a subsequent change of name (including a change by Deed Poll, Marriage)
* If your name has changed as a result of gender re-assignment we can issue a replacement certificate showing your new name

**Checklist**

Applications will not be processed until we have received all of the following information:

* Completion of all relevant sections of this replacement certificate application form
* Full payment details
* Signature on the form
* Proof of ID, if requested by ABBE

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| **ASSESSMENT CENTRE:**  (where learner was registered for the qualification) |  |
| **FULL NAME OF LEARNER:** (the name registered on Parnassus at the time of taking the qualification) |  |
| **LEARNER REGISTRATION NUMBER:** |  |
| **LEARNER DATE OF BIRTH:** |  |
| **LEARNER’S CURRENT ADDRESS:** (including postcode) |  |
| **QUALIFICATION TITLE AND LEVEL:** |  |
| **QUALIFICATION ACHIEVEMENT DATE:** |  |

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| **REQUEST FOR THE REPLACEMENT OF A LOST CERTIFICATE** |

1. Full details of how the original certificate was lost:

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| 2. Action the learner/centre has taken to investigate the loss and retrieve the certificate:  *(Please include as much detail as possible and note that ABBE will only be able to issue a replacement if all possible action has been taken to retrieve the original)* |

3.I confirm that all appropriate measures have been taken to locate the original certificate.

**Signature: Date:**

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| **REQUEST FOR REPLACEMENT CERTIFICATE WHERE THERE ARE ERRORS ON THE ORIGINAL** |

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| 4. Only complete this box if a learner’s name was incorrectly spelt on centre registration, for example, ‘Smith’ instead of ‘Smyth’.  Please print the correct name that should be on the replacement certificate below: |

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| 5.I confirm that the information provided in this application is true and accurate to the best of my knowledge:  **Signature: Date:** |