VT16 - Replacement Certificate Request Form

Please complete in capital letters and return with appropriate payment to

VTCT, Aspire House, Annealing Close, Eastleigh, Hampshire SO50 9PX.

Please note that if payment is made by private cheque, VTCT will allow 10 days for clearance before processing. Payments made by postal order will be processed on the day of receipt.

Colleges can apply on behalf of students, under their usual payment terms.

Cheques and postal orders should be made payable to **VTCT.**

Do not send cash

Cost - £35.00 search fee per replacement certificate or Ã60 per confirmation letter required. International postage may be extra, usually £3.00, depending on postage type and World zone in line with Royal Mail's fees.

VTCT may not be able to reissue a certi.cate if it was originally issued prior to 2003. In these cases, VTCT will send a letter con.rming all full awards completed as shown on our records. All replacement certi.cates will be an-notated "Duplicate" as agreed with the regulatory authorities. We cannot enter into any correspondence regarding awards which do not appear on our records.

Please note: Only if the reason for replacement is acceptable to VTCT (e.g. lost, stolen, destroyed etc) will a replacement certificate be issued. Once the search has been completed, this fee is non-refundable.

Candidate details (please complete all boxes)

Full name			
Previous name (*if applicable*)			
Address			
		Postcode	
Telephone number		**Date of birth**	
e-mail address			
VTCT registration number			
Unique Learner Number (ULN)			
Full title of qualification (s)			
Training centre where taken			
Date(s) completed			
Reason for replacement			
Fee enclosed		**Purchase order no.***	

*If applicable

Signed **Date**

Date of Issue: August 2015