

--	--	--	--

Please send a:

- | | |
|---|-------------------------|
| <input type="checkbox"/> Replacement Certificate / Letter of Confirmation with notification of unit achievement | Complete ALL Sections |
| <input type="checkbox"/> Notification of unit achievement only (transcript) (excluding GNVQ 2000 onwards & VCE) | Complete Sections A & B |
| <input type="checkbox"/> Certifying Statement of Results (GNVQ 2000 onwards/VCE) | Complete Sections A & B |
| <input type="checkbox"/> Verification of original documentation (attach photocopy) | Complete Sections A & B |

Section A - Personal Details

Mr/Mrs/Miss/Ms

Current First Name:	Current Address:
Current Surname:	
Full name at time of award (if different):	
Date of Birth:	
Daytime phone no:	
Email address:	Postcode:

Name and address where Certifying Statement of Results / Transcript or Verification is to be sent if different from above:	
Please include any contact names and reference numbers that you may have been given	

Section B - Examination Details

Year of Registration and Year of Award / Completion:		
Name of Centre at time of Certification:		
Town / County:		
Registration Number (if known):		
Type (BTEC, NVQ, GNVQ, KEY SKILLS):		
Level (e.g. National, Higher National, Intermediate, Advanced):		
Course Name:		
Programme Number (if known):		
Full Award achieved (Y/N):		
Original received (Y/N):		

Applicant's Signature: _____ Date: _____

Section C - Declaration (to be completed by Applicants unless returning damaged/defaced certificates)

Declaration of loss/non receipt

Enter full name:	I
Explain nature of loss	Do solemnly and sincerely declare that:

I undertake that if I retrieve the original document, I will return the replacement immediately to Edexcel.

Applicant's Signature: _____ Date: _____

Countersignature by either:

Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (e.g. Doctor, Lawyer, Teacher), Bank or Police Officer known to you personally for one year but must not be a relative. Alternatively this may be witnessed by a Magistrate, Commissioner for Oaths or Practising Solicitor who does not need to be personally known to you, and the line indicated * below can be deleted.

Enter full name:	I
	* Certify that the applicant has been known to me for one year as
Enter in what capacity:	
	And to the best of my knowledge and belief the facts stated on this form are correct.
Witness Signature:	Date:
Profession:	
Business Name & Address:	
Telephone No:	

Office Use Only:

--

Application for a Replacement Certificate/Letter of Confirmation/Certifying Statement of Results

Please read the following carefully and ensure that the form is completed correctly before submitting it to us.

- The candidate must complete all applicable sections of the form and sign and date it.
- Applications will **not** be processed without proof of identity. Please provide ONE of the following with your completed application form. Please DO NOT send originals.
 - (a) a photocopy of your birth certificate (and marriage certificate if applicable)
 - (b) a photocopy of the pages of your passport showing name and date of birth.
 - (c) a photocopy of your driving licence
- The correct fee of £30 must accompany your application form. Payment is accepted by:
 - (a) Credit/Debit card
 - (b) Cheque made payable to Edexcel
 - (c) UK Postal Orders made payable to Edexcel

- The following will be sent as a **Replacement Certificate**

BTEC Qualifications issued January 1984 or later (excluding General Certificates & Diplomas)
National Vocational Qualifications (NVQ)
General National Vocational Qualifications (GNVQ) prior to 2000
Key Skills/Adult Basic Skills

A certificate is a valuable document and should be carefully preserved. In no circumstances will we issue copies or duplicates to any applicant holding an original certificate. The loss or destruction of a certificate is a serious matter and a duplicate will only be issued at our discretion and where loss is affirmed in Section C. Damaged certificates will only be replaced if the original damaged certificate is returned.

Duplicates, whilst of precisely the same standing as the originals they replace, are produced in the layout currently used and may not be facsimiles of the original.

- The following will be sent as a **Letter of Confirmation**

ONC, OND, HNC, HND in Business Studies/Public Administration, BEC or TEC Certificate or Diploma issued prior to January 1984 and all BEC/BTEC General Certificates and Diplomas.

Applicants whose certificate or diploma was issued prior to January 1984 or who completed a BEC/BTEC General Certificate or Diploma irrespective of date can only be issued with a Letter of Confirmation, as original certification is no longer available.

- The following will be sent as a **Certifying Statement of Results**

General National Vocational Qualification (GNVQ) 2000 onwards
Vocational Certificate of Education (VCE)

A Certifying Statement of Results is an official copy of the final examination results held by Edexcel.

Applicants who completed a GNVQ (2000 onwards) or VCE will be issued with a Certifying Statement of Results as original certification is no longer available.

- Please send the application form, fee and identification to the following address:

Payment - Past Records, Edexcel, One90 High Holborn, London, WC1V 7BH Tel : 020 7190 4883 Fax : 020 7190 5736 (a faxed copy will be accepted ONLY if paying by credit/debit card) Email: cardpayment@edexcel.org.uk
--

PLEASE NOTE THAT ANY INCOMPLETE OR INCORRECT SUBMISSIONS WILL DELAY YOUR APPLICATION.

PLEASE NOTE THAT THERE IS A SEPARATE APPLICATION FORM FOR GCE, GCSE AND CSE EXAMINATIONS.

PLEASE DO NOT INCLUDE GCE, GCSE AND CSE QUALIFICATIONS ON THIS FORM.

PLEASE NOTE THAT EDEXCEL CANNOT FAX CERTIFICATES.

* It is Edexcel's Policy not to alter a student's name on the permanent record of results. A certifying Statement may be used in conjunction with a change of name deed.