

Replacement Certificate Application

Centres and learners may claim replacement certificates at any time. Ascentis will strive to replace certificates wherever possible. Charges and information regarding replacement certificates can be found on the Ascentis website and are listed in the Ascentis Product Catalogue www.ascentis.co.uk

Please complete the details below as accurately as possible to enable us to produce the certificate as swiftly as we can for you.

Certificate request: **Please Tick**

Hard copy certificate

e-Certificate

Learner's Details

Name	
Previous Name if different at time of achievement	
Date of Birth	
Address	
Post Code	
Email Address	Phone Number

Qualification Details

Qualification Title
Qualification Level
Name of College/Centre where qualification taken
Date Achieved

Please state reason why a replacement certificate is required
--

Please return this form to the below address with a cheque or postal order for the correct amount made payable to Ascentis or if you prefer to pay by BACS, the details are as follows:

Account name: Ascentis

Account number: 10161043

Sort code: 16 22 34

If this is a request from a centre and you would like to be invoiced, please supply a Purchase Order Number _____

Note If you still have the original certificate this **must be** returned with this application.

Address

Ascentis
Office 4
Lancaster Business Park
8 Mannin Way
Caton Road
Lancaster
LA1 3SW

Tel: 01524 845046

Email: operations@ascentis.co.uk

Please provide as much information as possible to ensure that we can provide you with your replacement certificate without delay.
This facility is offered as a customer service and in a very small number of cases it might not prove possible to replace a certificate.
Ascentis cannot replace certificates issued before 1996.

For office use only

Date replacement certificate application received

Please Tick

Replacement certificate form completed correctly

Payment received and cleared

Original certificate returned (if applicable)

Change of name evidence received (if applicable)

Date replacement certificate issued