

Replacement Certificate Application Form

Centres and learners may claim replacement certificates at any time. Ascentis will strive to replace certificates wherever possible, however must be within the past 20 years. 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.

Please note a replacement certificate application can take up to 4 weeks to process.

All fees are non-refundable and include search fee

Certificate Request	Cost	Please Tick <input type="checkbox"/>
Hard copy certificate (available within the last 20 years)	£50 per certificate	
e-Certificate only (available after 1 st April 2020)	£15 per certificate	
Hard copy certificate & e-Certificate	£60 for both	

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

For all replacement certificates we require 2 scanned colour copies of identification: 1 from column B and 1 from column C.

If you are applying for a change of name, we require 3 scanned colour copies of identification: 1 from column A, 1 from column B and 1 from column C.

All copies of evidence will be destroyed immediately once we have identified you

A Name Change	Please Tick <input checked="" type="checkbox"/>	B Identity	Please Tick <input checked="" type="checkbox"/>	C Address	Please Tick <input checked="" type="checkbox"/>
Marriage Certificate		Passport		Utility Bill (from the last 3months)	
Divorce Papers		Driving License		Current vehicle registration document	
Deed Poll		Birth Certificate		Bank statement (from last 3 months)	
				Rent book (from last 3 months)	

Please return this form and relevant proof of identification to the below address or by email to operations@ascentis.co.uk

Once we have received your application, we will inform you of the methods of payment.

Please note that payment needs to be cleared before we can issue a replacement certificate. 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 House
Lancaster Business Park
3 Mannin Way
Lancaster
LA1 3SW

Tel: 01524 845046

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 older than 20 years.

I.....confirm that the information I have provided on this application form is correct and I have enclosed the required proof of identification.

Signed	Date
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For office use only

Date replacement certificate application received

Please Tick

Replacement certificate form completed correctly

Payment received and cleared

Identification checked

Original certificate returned (if applicable)

Change of name evidence received (if applicable)

ID destroyed as per data policies

Date replacement certificate issued