

## Replacement Certificate Application

Centres and learners may claim replacement certificates at any time. Ascentis will strive to replace certificates wherever possible. Charges for replacement certificates are listed in the Ascentis Product Catalogue [www.ascentis.co.uk](http://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.

### Learner's Details

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

### Qualification Details

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

<b>Please state reason why a replacement certificate is required</b>
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Return this form to the below address with a cheque or postal order for the correct amount made payable to Ascentis.

If you would like to pay by BACS, then please contact Ascentis for the details.

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](mailto:operations@ascentis.co.uk)

Please provide as much information as possible to ensure that we can provide you with your replacement certificate as quickly as possible.

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.