

ITC First

**05
Replacement of Certificate Request
Form [1]**

March 2017

Replacement Certificate Request Form

1. Guidance

- 1.1 ITC First certificates are unique and valuable documents. Certificates are proof that you attended and passed a course of instruction and will be required by you from time to time to provide this evidence of achievement. Please note:
- Certificates are the property of the Awarding Organisation/Body and should be carefully preserved by the recipient at all times.
 - ITC will not issue duplicate certificates to any applicant if they are holding an original certificate or credit card sized certificate.
 - ITC replacements will have the same status as original certificates.
 - The loss or destruction of a certificate is a serious matter and replacements will only be issued at the discretion of ITC.
 - ITC will consider each application and may decide to issue a letter confirming the original award or a replacement certificate.
 - ITC reserves the right not to issue a replacement or to specify the reasons for its decisions.
- 1.2 Applications for the issue of replacement certificates should be made to:

Awards Manager

ITC First
Victoria Buildings
Victoria Street
Northgate
Hartlepool
TS24 0LB

Tel: 0345 370 7610
Email: mail@itcfirst.org.uk

2. Application

- 2.1 If you decide to apply for a replacement certificate ITC requires the following:
- Completion of form 05 Replacement of Certificate Request Form in full, including the candidate's signature (not a digital version) and name at the time the qualification was achieved (if this has changed due to marriage, etc).
 - A cheque/postal order made payable to ITC First for £12 (£10 + 20% Vat);
Or you can request an invoice and pay by BACS transfer.
 - Either the damaged or defaced original certificate to be returned to ITC;
Or a declaration stating the circumstances in which the certificate or card were lost or destroyed and an undertaking that should the original be found, it will be returned to ITC.
- 2.2 We will be unable to process your application if the declaration is not provided and we are unable to verify your ID.
- 2.3 ITC will not accept requests for replacement certificates from Centre Managers on behalf of candidates.



Replacement Certificate Request

One form to be completed for each applicant

Please print clearly as unclear/illegible applications may be returned to the applicant. Please complete all requested details below:

Candidate Name _____ DOB _____

Candidate Address _____

_____ Post Code _____

Email _____

Title of Qualification _____

Dates & Venue of course _____

Training Centre who delivered the qualification _____

Your address at time of undertaking the qualification (if different from above):

_____ Post Code _____

Declaration

(stating the circumstances in which the certificate was lost or damaged)

I undertake to return the original certificate to the Awards Manager at ITC should it be found.

Payment by: - Cheque/postal order for £12 made payable to ITC First
 - BACs transfer (please email me an invoice)

[] Tick as

[] appropriate

Signature _____ Date _____

This signature must be the candidate's own signature (not a digital version).