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:
   a. Certificates are the property of the Awarding Organisation/Body and should be carefully preserved by the recipient at all times.
   b. ITC will not issue duplicate certificates to any applicant if they are holding an original certificate or credit card sized certificate.
   c. ITC replacements will have the same status as original certificates.
   d. The loss or destruction of a certificate is a serious matter and replacements will only be issued at the discretion of ITC.
   e. ITC will consider each application and may decide to issue a letter confirming the original award or a replacement certificate.
   f. 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:
   a. 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).
   b. 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.
   c. 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) [ ]

Signature __________________________________________ Date______________

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