

## Replacement Certificate Application

Centre Account Number: \_\_\_\_\_

Centre Name: \_\_\_\_\_

Centre Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code:         Contact Number: \_\_\_\_\_

Reason for application: (Please refer to guidance notes) \_\_\_\_\_

Please complete the following information for each learner

Learner Name (As it appeared on the certificate)	Learner Name (As it should appear on the certificate, if different)	Date of Assessment (DD/MM/YY)	Learner Number (If known)

If you do not have the original certificate to return, please complete the following  
(Please note that certificates that have spelling errors or have been damaged must be returned with this form)

The certificate was lost  Administration error  The certificate has been damaged

Other  (Please explain) \_\_\_\_\_

I hereby undertake that, should a replacement certificate be issued and my original certificate is subsequently found, I will return the replacement to Future and do solemnly and sincerely declare that (explain the circumstances of the loss)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cheque enclosed for £ \_\_\_\_\_ made payable to **Future (Awards and Qualifications) Ltd**

Please invoice customer order No: \_\_\_\_\_  
(Centres can only be invoices if an official order number is supplied in the space provided)

Signature: _____	Print Name: _____	Date: _____
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**OFFICE USE ONLY**

Date Received:    -    -

Date Despatched:    -    -

Authorised by: \_\_\_\_\_

Cert Enc Yes/No

Invoice No:

### **Guidance for applicants**

The Certificate which Future (Awards and Qualifications) issues as proof of the conferment of an award is unique and valuable document which should be carefully preserved by its recipient. The certificate is the property of the awarding organisation. Under no circumstances will Future issue additional copies or duplicates to any applicant holding an original certificate.

The loss or destruction of a certificate is a serious matter and a replacement will only be issued at the discretion of Future. Future will consider each applicant and may decide either to issue a letter confirming the original award or replacement certificate. Replacements have precisely the same standing as the original. Future reserves the right to not issue a replacement or to specify reasons for its decision.

Applications for the issue of a replacement certificate must be directed to the Centre Support Department of Future. It is essential that you supply the name of the Future Assessment Centre or Centre Number.

All centres must provide

1. The application form with all relevant sections completed
2. A cheque or purchase order for the replacement certificate fee (outlined in the current Price List. The administration fee covers the production of a certificate or a letter of confirmation.

Together with either:

3. The damaged, misspelt or defaced certificate

Or

4. A completed declaration setting out the circumstances in which the certificate was lost or destroyed and undertaking that, should a replacement be issued, it will be returned to Future if the original is subsequently found.

**We will be unable to process your application if this information is not provided**