Replacement Certificate Request Form

Please use this form to request for a replacement certificate for a certificate that has previously been issued by iTEC.

**Cost: £35.00 search fee per replacement certificate or £60 per confirmation letter required.**

We may not be able to reissue a certificate if it was originally issued prior to 2003. In these cases, we will send a letter confirming all full awards completed as shown on our records. All replacement certificates will be annotated “Duplicate” as agreed with the regulatory authorities. We cannot enter into any correspondence regarding awards which do not appear on our records.

*Please note: Only if the reason for replacement is acceptable (e.g. lost, stolen, destroyed etc.) will a replacement certificate be issued. Once the search has been completed, this fee is non-refundable.*

# Your details

|  |  |
| --- | --- |
| **Full Name** |  |
| **Previous Name (if applicable)** |  |
| **iTEC Student ID Number (if known)** |  |
| **Date of Birth** |  |
| **Telephone** |  |
| **Email Address** |  |
| **Address for documents to be sent to** |  |

# Service requested

Please indicate (🗸) if you would like to receive a confirmation letter or a replacement certificate(s)

|  |  |
| --- | --- |
|  | Confirmation letter (£60) |
|  | Replacement certificate(s) (£35 search fee per certificate) |

# Details of qualification(s)

|  |  |  |
| --- | --- | --- |
| **Full title of qualification achieved** | **Name of College studied at** | **Year Qualification achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Payment

Paying by card

Payments can be taken by credit or debit card over the telephone by our customer Support team via +44 (0) 23 8068 4500. If planning to pay by card, please email this form to results@itecworld.co.uk.

Paying by cheque/bankers draft

If you wish to pay by cheque/bankers draft (Cheques/Bankers drafts are payable to iTEC), please post this form together with a cheque/bankers draft to:

ITEC

Aspire House

Annealing Close

Eastleigh

SO50 9PX

England