



VT16 - Replacement Certificate Request Form

Please complete in capital letters and return with appropriate payment to

VTCT, Aspire House, Annealing Close, Eastleigh, Hampshire SO50 9PX.

Please note that if payment is made by private cheque, VTCT will allow 10 days for clearance before processing. Payments made by postal order will be processed on the day of receipt.

Colleges can apply on behalf of students, under their usual payment terms.

Cheques and postal orders should be made payable to **VTCT**.

Do not send cash

Cost - £35.00 search fee per replacement certificate or £10.00 per letter required. International postage may be extra, usually £3.00, depending on postage type and World zone in line with Royal Mail's fees.

VTCT may not be able to reissue a certificate if it was originally issued prior to 2003. In these cases, VTCT 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 to VTCT (e.g. lost, stolen, destroyed etc) will a replacement certificate be issued. Once the search has been completed, this fee is non-refundable.

Candidate details (please complete all boxes)

Full name	
Previous name (if applicable)	
Address	
	Postcode
Telephone number	Date of birth
e-mail address	
VTCT registration number	
Unique Learner Number (ULN)	
Full title of qualification (s)	
Training centre where taken	
Date(s) completed	
Reason for replacement	
Fee enclosed	Purchase order no.*

Signed

Date

*If applicable

Date of Issue: August 2015