

# Application for a Replacement Certificate

A replacement certificate is charged at £36.00 per qualification, please complete all sections of this form. A certificate number is required to re-issue a certificate, if you do not have this number please complete an application for a candidate record search which can be downloaded from the [learner support](#) section on our website.

If you have already completed an application for a candidate record search, please enter your reference ID here:

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Full Name (*name provided when enrolled*)

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Certificate number(s)

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Replacement Certificate Delivery Address

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Telephone Number

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Email Address

Please confirm the number of replacement certificate(s) required and complete the relevant section(s) below:

Replacement Certificate x 1 (£36.00)

Replacement Certificate x 2 (£72.00)

If you require more than two replacement qualification certificates please enter the value (£) here:

Please select an option below for delivery (Overseas only) of your document(s)

UPS Tracked Courier (+£25.00)

International Standard (Free)

All UK based applications are sent via Royal Mail 2nd Class (Free)

## Candidate Declaration

I confirm that the above details are correct and understand that it will not be possible to amend or cancel this application once it is placed

Completed application forms and additional documentation (if required) can be sent by email to [customer.experience@eal.org.uk](mailto:customer.experience@eal.org.uk) or by post to:

**Replacement Certificate – Customer Experience Team**  
EAL Unit 2 – The Orient Centre, Greycaine Road  
Watford, Hertfordshire, WD24 7GP

Once your form has been submitted we will contact you to arrange payment. We aim to process all applications within 14-working days therefore we would advise you to complete your application at least 4 weeks before you require your replacement certificates.