

### 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:

Full name <i>(name provided when enrolled)</i>	
Certificate number(s)	
Replacement Certificate Delivery Address	
Telephone number	
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 2<sup>nd</sup> 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

#### Sending your application:

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.