

**Application for a Replacement Certificate**

Your Name .....

Your Name when the course was taken (if different from above) .....

Your Address .....

.....

Phone No ..... Date of Birth .....

Email Address .....

Where did you take the course? .....

When did you take the course? .....

What was the title of the course? .....

**Replacement Certificate Fees**

Please tick the option you'd like:

	Current fee	Please tick
If you took your course before 1999-2000 <sup>1</sup>	£75	<input type="checkbox"/>
If you took your course during or after 1999-2000	£25	<input type="checkbox"/>
If you only need a Certificate Number for the Door Supervisor's Vocational Certificate	£10	<input type="checkbox"/>

Please send a cheque or postal order payable to NCFE along with a photocopy of either your Birth Certificate or Passport or Driving Licence.

Please don't send us the original documents in case they're damaged or lost.

The admin fee is non refundable even if we haven't been able to find record of your achievement.

Please contact us if you're not sure how to complete any part of this form or which fee applies to you. Our email address is [info@ncfe.org.uk](mailto:info@ncfe.org.uk) or you can call us on 0191 239 8000.

Please return your completed form to NCFE, Citygate, St James' Boulevard, Newcastle upon Tyne, NE1 4JE.

<b>NCFE Use Only</b>	<b>CSA:</b>	<b>Request Number:</b>
Cheque Received <input type="checkbox"/>	ID <input type="checkbox"/>	Correct Info <input type="checkbox"/>
Positive Result <input type="checkbox"/>	Negative Result <input type="checkbox"/>	Date Issued <input type="text"/>

<sup>1</sup> We only hold records from 1971 so we won't be able to provide a replacement certificate if you achieved your qualification before this date.