

REPLACEMENT CERTIFICATE FOR ALL NFOPP QUALIFICATIONS

Please read the information below before completing this form

You **must** use this form to obtain replacement certificates for all NFOPP qualifications.

- NFOPP issues all original certificates and replacement certificates via recorded delivery.
- The application form **must** be completed and signed by the candidate.
- The information you provide **must** be as accurate as possible.
- Use black ink and BLOCK CAPITALS.
- Certificates are issued in the legal name of the candidate at the time the award was made. Replacements **will not** be provided to accommodate a subsequent change of name (including a change by Deed Poll).
- Please allow 28 days for an application to be processed. We are **unable** to prioritise any application.
- Please note NFOPP **cannot** fax or email certificates.
- Whilst we endeavour to locate your results, we are unable to guarantee success.

If you require confirmation or authentication of achievements on behalf of third parties (eg Employers, Membership organizations) email into quals@nfopp.co.uk stating your full name, date of birth, address where you lived when you achieved the qualification and the name for the relevant qualification and we can confirm this via email free of charge.

Please return the completed form with payment to:

The Qualifications Department, NFOPP, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG

1. General Details

Title (Mr, Mrs, Miss, Ms, etc)

Full Name

Date of Birth (DD/MM/YY)

Address

Postcode

Telephone Number

We may need to ring you during office hours

Email

2. Examination Details

Qualification Name

Candidate Name at time
of examination

Candidate number if known

Month/Year (eg May 2007)



National Federation of Property Professionals
Awarding Body

3. Proof of Identity

You **must** include a photocopy of one of the following (please do not send original documents with your application as we cannot guarantee their safe return).

Birth Certificate

Driving Licence

Passport

If your name has changed since you sat your examinations, you **must also** include a photocopy of one of the following:

Marriage Certificate

Decree Absolute

Deed Poll

4. Fees

A fee is charged to cover the search, administration costs and postage. Certificates will be sent by First Class recorded delivery to UK addresses only. Only one replacement copy of each certificate is permitted. We are unable to offer a refund if your results are not located.

Certificate replacement for Technical Award x £55each = £

Certificate replacement for Diplomas x £65 each =£

Total =£

5. Payment

Please indicate (X) your method of payment. Payment is only accepted in £ Pounds Sterling (we are unable to accept American Express).

Visa Mastercard Maestro

If a receipt is required, please X this box

If paying by credit or debit card please complete the following:

Name of card holder

Card Number

Expiry date

Issue number if shown

Security number

(last 3 digits on reverse of card)

Signature of card holder

If you are unable to pay by credit card or debit card, you may pay by cheque, these should be made payable to NFOPP. Cheques must be drawn upon a bank in the UK. We are unable to accept cash payments.



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6. Declaration

This must be completed by applicants. Please explain how the certificate(s) was lost:

If I retrieve the original certificate(s), I will return the replacement immediately to NFOPP.

I can confirm that the above information is true and accurate to the best of my knowledge.

Signature of applicant

Date

7. Checklist

Applications will not be processed until we have received all of the relevant information. Please ensure that you have:

Completed all sections of the form

Included the correct payment details

Enclosed a photocopy of the relevant ID

Signed the form

Please return the completed form with payment

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Warwick, CV34 6LG Warwick, CV34 6LG**