

REPLACEMENT CERTIFICATE REQUEST FORM 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 Royal Mail Recorded Signed For™ Delivery.
- The application form **must** be completed and signed by the candidate.
- The information provided **must** be as thorough and accurate as possible.
- Please use black ink and **BLOCK CAPITALS** to complete the form.
- Certificates are issued in the legal name of the candidate at the time the award was made. As such replacements **cannot and will not** be provided to accommodate a subsequent change of name (including a change of name by Deed Poll).
- Please allow 28 days for an application to be processed. We are unable to prioritise or fast track any applications we receive.
- Please note NFoPP **cannot** fax or email copies of certificates.
- Whilst we endeavour to locate all candidate results, we are unable to guarantee success. We are unable to offer a refund if your information is not located.

If you require confirmation or authentication of an achievement on behalf of a third party (e.g. employers, membership organisations etc) you can email into quals@nfopp.co.uk stating your full name, date of birth, address where you lived at the time when you achieved the qualification and the full name of the relevant qualification and we can confirm this via email free of charge.

Candidate Information			
Title (Mr., Mrs., Miss etc)		Date of Birth (DD/MM/YY)	
Forename		Surname	

Candidate Information			
Address Line 1			
Address Line 2			
Town			
County			
Postcode			
Telephone		Mobile	
Email			

Qualification Information			
Qualification Name			
Qualification Level <i>(if known)</i>		Candidate Number <i>(if known)</i>	
Candidate Name at time of examination			
Address at time of examination			
Month/Year of achievement		Employer at time of examination <i>(if known)</i>	

Proof of Identity <i>(please do not send original documents with your application as we cannot guarantee their safe return)</i>
--

a So we may confirm your identity you **must** include a photocopy of one of the following *(tick all enclosed)*:

- Birth Certificate
- Driving License
- Passport

b If your name has changed since qualification you **must also** include a photocopy of one of the following:

- Marriage Certificate
- Decree Absolute
- Deed Poll

Statement

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

Fee

A fee is charged to cover the search, administration and postage costs incurred. Certificates are dispatched via Royal Mail Recorded Signed For™ Delivery to UK addresses only. Only one replacement copy of each certificate is permitted. We are unable to offer a refund if your information is not located.

certificate replacement for Level 3 Technical Award	£55	<input type="checkbox"/>
certificate replacement for Level 4 Certificate	£65	<input type="checkbox"/>
certificate replacement for Level 5 Diploma	£65	<input type="checkbox"/>
certificate replacement for Energy Qualifications	£55	<input type="checkbox"/>

Declaration

I confirm that the information I have given here is true and accurate to the best of my knowledge and that I am the above named candidate. I understand that if I retrieve the original certificate(s), I will have to return any replacement I have been issued to NFoPP Awarding Body immediately. I understand that candidates found to have knowingly provided any misrepresentations or any false or misleading information will have appropriate action taken against them.

Signature

Date

Payment Information			
Payment is only accepted in Pounds Sterling (£) <i>(note we are unable to accept American Express)</i> Please indicate (✓) your method of payment:			
<i>Credit / Debit Card</i>		I authorise payment to be taken from my card in the amount of	£
<i>Cheque</i>		Please indicate if a receipt is required	YES / NO
Cardholders name			
Cardholders address			
Card type <i>(Visa, Maestro etc)</i>			
Card number			
Valid from date <i>(MM/YY)</i>		Expiry date <i>(MM/YY)</i>	
CCV/CSV <i>(last 3 digits on reverse of card)</i>		Issue number <i>(if applicable)</i>	
Signature of cardholder			Date
If you are unable to pay by credit card or debit card you may pay by cheque. Cheques should be made payable to NFOPP. Cheques must be drawn on a UK bank. We are unable to accept cash payments.			

Checklist	
Applications will not be processed until we have received all of the relevant information. Please ensure that you have:	TICK ✓
completed all sections of the form	
included the correct payment details	
enclosed a photocopy of the relevant ID	
signed the declaration	

Please return the completed form along with payment to:
 Qualifications, NFOPP Awarding Body,
 Arbon House, 6 Tournament Court,
 Edgehill Drive, Warwick,
 Warwickshire, CV34 6LG