

REPLACEMENT CERTIFICATE / CERTIFYING STATEMENT OF RESULTS APPLICATION FORM

The information that you provide in this form will be held for the purpose of processing your application.
Once your application has been processed and completed, the information will be destroyed.
All sections marked * must be completed in **black ink** and **block capitals**

A: CURRENT PERSONAL DETAILS *

Title (Mr, Mrs, Miss, Ms, etc)	
First Name(s)	
Surname	
Date of Birth (DD/MM/YYYY)	
Address	
Postcode	
Daytime telephone number	
Email address	

B: EXAMINATION DETAILS *

Please note that these details all relate to the final examinations and date(s)

Name at time of exam	
Name of school or centre	
School or centre address <i>(Include postcode)</i>	
Centre number <i>(if known)</i>	
Registration or Candidate number <i>(if known)</i>	
Qualification Type <i>(eg. CSE, ND, HNC, GCE O Level, A Level, GCSE, NVQ)</i>	Year / Month <i>(YYYY / MM)</i>

Please be aware that we do not ask you to list subjects and we will forward to you all records found for the year and month you have stated. £35.00 per qualification will be charged regardless of which subjects are found in the stated session.

C: PROOF OF IDENTITY *

Applications will be delayed unless a photocopy of one of the documents below accompanies the form. Please indicate which documentation has been forwarded with this form by ticking appropriate box. All copies must be clear, show name and date of birth.

Birth Certificate

Passport

Driving Licence

D: ALTERNATIVE ADDRESS

This section is only to be filled if you require results to be sent to a third party for reference purposes. In this case results will not be sent to the candidate. If you do not require this, please move to section E. Up to two third party addresses may be requested for the relevant fee.

1. Contact Name	
Contact Address (including postcode)	
2. Contact Name	
Contact Address (including postcode)	

E. FEES *

All fees are calculated as follows and include VAT:

- The fee will be taken immediately upon receipt of the application, irrespective of whether results are subsequently found or not
- Do not send in more than one application
- £35.00 per qualification (not per subject) for an initial search
- Postal orders and cheques will not be accepted
- The fee covers all searches, processing, postage and certification costs
- All postage to UK and international addresses is free and sent by standard post. If a DHL dispatch is required for international addresses, an additional £20.00 per address will be charged to the cost of this service and must be specified in the required box. Please read the frequently asked questions for further details. (DHL do not deliver to P.O. Box numbers)

No. of required qualifications x £35.00 = £

Eg. GCE + CSE + NVQ 3 x £35.00 = £ 105.00

Optional DHL courier fee (international addresses only) + £20.00 per address

If you require this service, please tick this box

If the above box is ticked, please include the courier fees to the total and indicate the total amount to be taken in the box below. If this is incorrectly calculated, it will delay the processing of the form as payment may not be taken until confirmation is provided.

£

If no results are found or the correct documentation is not forwarded to us with this application, an administration fee of £17.50 will be charged. Please note that if supporting documentation is then forwarded to Edexcel within 30 days of notification, the £17.50 administration fee will be removed from the total cost of the request.

F. SIGNATURE OF CANDIDATE *

I confirm that the above information, and any further information supplied, is true and accurate to the best of my knowledge.

Applicant's signature		Date	
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