Application for Replacement Certificate Form (CR8)

**Please note this form is in two parts – 1st section for candidate requests only, 2nd section for centre requests only.**

**Candidate Application**[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Current full name[[2]](#footnote-2):** |  |
| **Date of birth:** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Name on original certificate (If different from above):** |  |
| **CPCAB Candidate number (if known):** |  |
| **Name and address of the centre where you studied:** |  |
| **Date of course completion (if known):** |  |
| **Title and level of qualification/s for which certificate is being requested:** |  |

|  |  |  |
| --- | --- | --- |
| **Reason** | **Please tick** | **Actions** |
| Damaged |  | **You are required to return the damaged certificate(s) and explain below how the certificate was damaged before a replacement can be issued.** |
| Spelling Error |  | **You are required to return the original certificate(s) to CPCAB before a replacement can be issued.** |
| Lost |  | **Please explain below how the certificate(s) was lost.** |
| Other |  | **Please state below.** |
| Please provide relevant explanation as requested above: | | |

**Proof of identity for replacement certificate – Candidate requests only.**

You must provide a copy of one of the following: (please do not send original documents as CPCAB cannot be held responsible for loss/damage of original documents).

**Birth certificate**  **Driving Licence** **Passport**

If your name has changed since the issue of your original certificate, then please **also** provide a copy of one of the following[[3]](#footnote-3):

**Marriage certificate** **Decree absolute**  **Enrolled Deed Poll**

Please ensure that all the associated documents are submitted at the same time as this form, as unfortunately applications received without the relevant documents cannot be processed. If you are unsure of what documentation to provide then please email [exams@cpcab.co.uk](mailto:exams@cpcab.co.uk) for advice.

**Statement of fees:**

**Please see** [**CPCAB Fees**](https://www.cpcab.co.uk/public_docs/fees-document-current-academic-year) **for details of the current cost of a replacement certificate.**

You can make payment to CPCAB via a bank transfer by using the details below, or send a postal order made payable to CPCAB LTD. Please use your full name in the reference box when making bacs payments. Please note that if your payment has not been received from 21 days of making the request then your application will be cancelled.

**Bank Details: Sort Code: 30-98-28 Account Number: 00404825**

**Declaration**

I declare that the information on this form is correct to the best of my knowledge:

Signature: ……………………………………………………………… Print Name: ………………….……………………………………

Email Address: …………………………………………………………………. Date: ……………...........................................

Replacement certificates will be sent within 21 working days of receipt of payment. Certificates will be sent by Royal Mail Tracked 48 and we can provide the tracking reference number if required.

Please email your form and documentation to [exams@cpcab.co.uk](mailto:exams@cpcab.co.uk) and if applicable please return your damaged or incorrect certificate to: CPCAB, P.O. Box 1768, Glastonbury, Somerset BA6 8YP

**Centre Application**

|  |  |
| --- | --- |
| **Name of Centre** |  |
| **Candidate full name[[4]](#footnote-4):** |  |
| **Date of birth:** |  |
| **Name on original certificate (If different from above):** |  |
| **CPCAB Candidate number** |  |
| **Date of course completion** |  |
| **Title and level of qualification/s for which certificate is being requested:** |  |

|  |  |  |
| --- | --- | --- |
| **Reason** | **Please tick** | **Actions** |
| Damaged |  | **You are required to return the damaged certificate(s) and explain below how the certificate was damaged before a replacement can be issued.** |
| Spelling Error |  | **You are required to return the original certificate(s) to CPCAB before a replacement can be issued.** |
| Lost |  | **Please explain below how the certificate(s) was lost.** |
| Other |  | **Please state below.** |
| Please provide relevant explanation as requested above: | | |

**Statement of fees:**

Please see [CPCAB Fees](https://www.cpcab.co.uk/public_docs/fees-document-current-academic-year) for details of the current cost of a replacement certificate.

Please note that an invoice will be issued to your finance department in the normal way and your request will be processed once payment has been received.

Replacement certificates will be sent within 21 working days of receipt of payment. Certificates will be sent by Royal Mail Tracked 48 and we can provide the tracking reference number if required.

1. Your data will be held in accordance with CPCAB’s [Data Protection Policy](https://www.cpcab.co.uk/public_docs/data-protection-policy) [↑](#footnote-ref-1)
2. Please note that replacement certificates will only be issued in the name of the original certificate issued and will be marked as ‘replacement’. The only exception is when a candidate is requesting a name change under the Gender Recognition Act 2004 [↑](#footnote-ref-2)
3. Candidates requesting a replacement certificate under the Gender Recognition Act 2004 (GRA) should provide alternative proof of identification as appropriate. [↑](#footnote-ref-3)
4. Please note that replacement certificates will only be issued in the name of the original certificate issued and will be marked as ‘replacement’. The only exception is when a candidate is requesting a name change under the Gender Recognition Act 2004 [↑](#footnote-ref-4)