

## Replacement certificate application

Please complete this form in BLOCK CAPITALS. This form must only be completed by registered Cambridge International Schools and Cambridge Associates to apply for replacement certificates on behalf of candidates.

You must return original certificates to us with this form before we can send you a replacement. We will invoice you directly for any applicable fees, including compulsory courier despatch. We can only replace certificates within 18 months of the date they were issued to centres. After the deadline, or where a candidate has lost their original certificate, the candidate must apply for a certifying statement instead. At our discretion, we may replace a damaged certificate if the centre can return the original and include a photocopy of the candidate's valid ID. The centre should tell us immediately and explain how the damage occurred.

You can ask for small changes to candidate or centre details if the information printed on the candidate's certificate is incorrect. If you ask for a change to a candidate's details, you must also submit a photocopy of the candidate's valid ID from the time of the exam. We will reject requests to add or remove extra names and we will not amend a candidate's name to reflect any changes that took effect after the exam.

If you are applying for a replacement certificate due to a candidate's grade change, the 18-month deadline does not apply, and the replacement fee is not applicable. However, you must submit the original certificate with the enquiry about results outcome letter, or grade change letter.

General information about replacement certificates and deadlines for submitting applications can be found in the Cambridge Handbook. See page 2 of this form for information about our fees, acceptable candidate ID and how to return the necessary documents.

### Centre information

To receive a replacement certificate, provide information and contact details for the centre and a staff member. Where a centre is attached to a Cambridge Associate, you should provide the Associate Centre number and contact details.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Contact name	<input type="text"/>		
Contact email	<input type="text"/>		

### Candidate and examination information

Candidate number	<input type="text"/>	Exam series (e.g. June 2024)	<input type="text"/>
Candidate name	<input type="text"/>		

### Reason for application

Grade/results change       Change to candidate details       Change to centre details

### Required replacement

Replacement Certificate       Replacement Statement of Results

If you have requested changes to the **candidate** or **centre** details, please provide a clear description of the change below:

## Fees

We do not charge a replacement certificate fee where only a candidate's grades have changed. For all other changes, including where the candidate's details have been entered incorrectly, the following charges will apply:

Request	Fee
Replacement certificate cost per candidate (applicable for change to candidate / centre details only)	£61.65
Despatch by UK or international courier (compulsory)	£55.80
Replacement certificate cost and despatch by UK or international courier (grade change only)	Free

## Cancelling your order

You may cancel your order within 14 days of submitting payment for your application. If you have begun your processing order, your payment is nonrefundable. If applicable, we may refund the delivery cost.

## Returning this form

If a candidate requires only a grade change, you must send us the original certificate and a copy of the grade change or enquiry about results outcome letter with this form.

For all other changes, you must send ID valid at the time of the exam with the completed form and original certificate. The ID should be translated into English if necessary and must show the candidate's name, date of birth and the document's validity dates.

**Postal address:** Replacement Certificates, Results Services, Cambridge International Education, Cambridge University Press & Assessment, Shaftesbury Road, Cambridge, CB2 8EA, United Kingdom.

Before sending your application, please use the checklist below to make sure you have supplied or enclosed the information we need:

Centre contact information

Original certificate(s)

Candidate and examination information

Copy of candidate ID (for name changes)

Reason and description of the change

Grade change / enquiries about results outcome letter (for grade changes)

### Acceptable ID documents

- ✓ The photo page of the candidate's passport
- ✓ A photo driving licence
- ✓ A photo national ID card
- ✓ Full birth certificate

## Centre declaration

I declare the information I have provided is accurate to my knowledge and the centre agrees to be invoiced for all relevant fees related to this application.

Head of  
Centre name

Centre  
number

Centre name

Date  
(DD/MM/YY)

Signed

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