

## Replacement Certificate Application

Complete the form in BLOCK CAPITALS. This form should only be completed by registered Cambridge International centres and Cambridge Associates to apply for replacement certificates on behalf of candidates. **Original certificates must be returned to us with this form before a replacement can be issued.** Centres are invoiced directly for any applicable fees which will include 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 providing the centre can return the original and include a photocopy of the candidate's valid ID.

Minor amendments to candidate or centre details can be requested if the information printed on the candidate's certificate is incorrect. Where a change to a candidate's details has been requested, centres must also submit a photocopy of the candidate's valid ID **from the time of the examination**. Requests to add or remove extra names will be rejected 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. Centres must submit the original certificate with the Enquiry about Results (EAR) outcome letter, or grade change letter.

General information about replacement certificates and deadlines for submitting applications can be found in the [Cambridge Handbook](#). Please see page 2 for information about our fees, candidate ID and how to return the form.

### Centre information

Please provide information and contact details for the individual and centre to receive the replacement certificate.

(Where a centre is attached to an Associate, the Associate centre number and contact details should be provided)

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"/>	Examination series (e.g. June 2019)	<input type="text"/>
Candidate name	<input type="text"/>		

**Select a reason for the application** (please tick):

Grade/results change       Amendment to candidate details\*       Amendment to centre details\*

\*If you have requested changes to the candidate or centre details, please provide a clear description of the required 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 centre has entered the candidate's details incorrectly, the following charges will apply:

Fees	Price
Replacement certificate cost per candidate (applicable for changes to candidate/centre details only)	£50.67
Despatch by UK or international courier (compulsory)	£45.82
Replacement certificate cost and despatch by UK or international courier (grade change only)	Free

## Returning the form

If a candidate requires only a grade change, the original certificate must be returned with this form and a copy of the grade change or Enquiry about Results (EAR) outcome letter.

If a candidate requires a change in personal details, the original certificate must be returned with this form and a photocopy of the candidate's ID **valid at the time of the examination**. The ID submitted 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 Assessment International Education, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.

Before sending your application, please use the checklist below to ensure you have submitted the required information:

- |  |  |
|--|--|
| <input type="checkbox"/> Centre/contact information            | <input type="checkbox"/> Original certificate(s) enclosed                |
| <input type="checkbox"/> Candidate and examination information | <input type="checkbox"/> Candidate ID (if applicable)                    |
| <input type="checkbox"/> Reason and description of the change  | <input type="checkbox"/> Grade change/EAR outcome letter (if applicable) |

### 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 provided is accurate to my knowledge and the centre agrees to be invoiced for all applicable fees related to this application

<b>Officer name and centre</b>	<input type="text"/>	<b>Centre number</b>	<input type="text"/>
<b>Signed</b>	<input type="text"/>	<b>Date</b> (DD/MM/YYYY)	<input type="text"/>