

Application for Replacement Qualification Certificate

This form must be completed by learners who require a replacement qualification Certificate.

There is a charge of £30.00 inclusive of vat for the issue of each replacement certificate.

Complete the following details in full, attach a current passport quality photograph in the space below and send to the address detailed below.

Failure to provide any of the required information including photograph will result in the request being refused or delayed.

Title Mr, Mrs, Miss		Attach UK passport standard photograph here for verification purposes. Please print your name on the reverse of the photograph. Not applicable for RQF, EEDH or OFTEC certificates. Alternatively provide a copy of photographic ID evidence (e.g. passport, driving licence.)								
Surname										
Forenames										
Date of birth	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> </tr> </table>		D	D	M	M	Y	Y	Y	Y
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NI Number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">L</td> <td style="width: 12.5%; text-align: center;">L</td> <td style="width: 12.5%; text-align: center;">N</td> <td style="width: 12.5%; text-align: center;">N</td> <td style="width: 12.5%; text-align: center;">N</td> <td style="width: 12.5%; text-align: center;">N</td> <td style="width: 12.5%; text-align: center;">N</td> <td style="width: 12.5%; text-align: center;">L</td> </tr> </table>		L	L	N	N	N	N	N	L
L	L		N	N	N	N	N	L		
House name/no.										
Street address										
Town										
City										
County										
Post code	Telephone number									

Type of Certificate to be replaced	√	Reason for Replacement	√
ACS (Gas)	<input type="checkbox"/>	Stolen	<input type="checkbox"/>
OFTEC (Oil)	<input type="checkbox"/>	Lost	<input type="checkbox"/>
RQF	<input type="checkbox"/>	Defaced or Damaged	<input type="checkbox"/>
LCL	<input type="checkbox"/>	Destroyed	<input type="checkbox"/>
	<input type="checkbox"/>	Original Not Received	<input type="checkbox"/>
	<input type="checkbox"/>	Change of name (by Deed Poll). Please attach copy of deed poll. See note below.	<input type="checkbox"/>
Note. It is not possible for LCL to issue a replacement RQF certificate with a name different to that which was on the original certificate unless it is for witness protection or gender realignment purposes.			

Please indicate Method of Payment	Cheque (£30.00)	<input type="checkbox"/>	Credit/Debit Card (£30.00)	<input type="checkbox"/>
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If you would like a copy of your certificate to also be emailed to you after payment has been made, please provide an email address: _____

If your employer company is paying for your replacement certificate(s), please provide contact name and address details: _____

Note: If paying by cheque make payable to Logic Certification Limited and enclose with this form, the replacement certificate will be issued as soon as the cheque has cleared.

If paying by Credit/Debit Card, Logic Certification will contact you on the telephone number supplied above for your card details and authorisation on receipt of this form.

Post or email this Application Form to: The Administration Manager, Logic Certification Limited, Unit 2, 1 Rowdell Road, Northolt, Middlesex, UB5 5QR.

Learner Declaration: I confirm that the information supplied on this application form is correct and complete to the best of my knowledge. I realise that any false declaration may lead to my certificate being cancelled or withdrawn.		
Name	Signature	Date