

**Replacement Certificate Request Form**

Please complete and return to ***csteam@activeiq.co.uk***

# Electronic Replacement certificates will cost £15 + VAT per certificate. Active IQ cannot issue certificates until payment has cleared.

We cannot enter in to any correspondence regarding awards, which do not appear on our records.

Please note our records date back to **2009** therefore we cannot issue replacements prior to this time.

Please also note that only if the reason for the replacement is acceptable to Active IQ will a replacement certificate be issued (e.g. lost, stolen or destroyed). We also reserve the right to contact the Training Provider that you achieved your qualification with.

|  |  |
| --- | --- |
| **Full name as it appears on your certificate:** |  |
| **Correct spelling of name (if it applies):** |  |
| **Address for Invoicing:** |  |
| **Email Address e-certificate(s) should be sent to:** |  |
| **Date of Birth:** |  |
| **Qualification Title:** |  |
| **Date Qualification was completed:** |  |
| **Name of training provider where the**  **Qualification was completed:** |  |
| **Reason for requesting a replacement certificate:** |  |
| **Supporting Documents attached for name changes (if this applies):** |  |

Please allow Active IQ to complete all relevant checks and our Accounts team will then contact you on the number provided above to take payment.

Signed ............................................................................................................................Date...............................

# For Official use by Active IQ only:

Class ID’(s): Accounts Ref: Charge:

Active IQ Staff member: Date Printed: Date Re-printed: Email to centre: Email from centre: Copyright © 2019 Active IQ Ltd.