

REPLACEMENT CERTIFICATE CENTRE REQUEST FORM

To request a replacement certificate on the behalf of a learner, please provide the following information in the spaces below. Please allow at least ten working days for your request to be processed.

Please note the charge for a replacement certificate is £21.60. This will be invoiced to your centre in the usual way. If you have a purchase order number, please state it here: _____

BIIAB Centre Number: _____

BIIAB Centre Name: _____

Learners Full Name	
Date of Birth	
BIIAB Learn Number (If known)	
Qualification Title	

By signing this document I confirm that I have documentation on file authorising me to act on the learner's behalf in relation to qualification and replacement certificate information.

Signature*: _____

* If completing this form electronically, you understand that the use of an electronic signature is the legally binding equivalent to a handwritten signature. Whenever an electronic signature is used, it has the same validity and meaning as a handwritten signature. By checking this box, you understand that this constitutes a legal signature.

Please note if the information above has not been fully completed it could delay your request.

Once completed you can submit your request via our online form [here](#) or you can email this form to customersupport@bii.org

If you wish to send via post, please post to - BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire GU14 6XP

If you have any queries regarding this form please contact our Customer Support department on 01276 684449