

REPLACEMENT CERTIFICATE LEARNER REQUEST FORM

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

Full Name (at the time of examination)	
Date of Birth	
Full Address and Postcode (where certificate is to be sent)	
Daytime Contact Number	
Email Address	
Qualification Title	
Exam Date	
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.

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

PAYMENT DETAILS

£21.60 (inclusive of VAT)

BIIAB accept the following methods of payment: - Cheque/Postal Order (made payable to 'BIIAB')
- Credit/Debit Card (Visa/Mastercard/Maestro)
Please note we are unable to accept American Express

To protect Cardholder Data if you require BIIAB to contact you directly for payment at the point of processing please do not complete the below details. Please note however should you leave the details blank it is important a suitable daytime telephone number is provided, otherwise this can delay your request.

If your payment card is not valid and we are unable to take payment, your request will not be processed.

Card Number

<input type="text"/>									
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Start Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Issue Number

<input type="text"/>	<input type="text"/>
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Security Code (last three digits on the reverse of your card)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name as it appears on the card:

If a third party is paying for the replacement, please fill in the below details:

Cardholder's Contact Number

Billing Address:

Once completed, if you are paying for the replacement certificate by credit/debit card, you can submit your request via our online form [here](#) or you can email this form to customersupport@bii.org

If you are paying for the replacement certificate by cheque or postal order, then you must post your request to:
BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire GU14 6XP