

## Replacement Certificate Request Form

You may only use one form per certificate request. This form may be photocopied

### Reason for Replacement Certificate:

Certificate details are incorrect	
Certificate lost	

OFFICE USE ONLY		
Invoice Number: RC/	Date Request Received:	
Cheque received with form: YES / NO	BACS: YES / NO	
ID Received: YES / NO	Approved: YES / NO	Assessor:
Old Certificate Ref Number :		
New Certificate Ref Number:		
Date new Certificate posted:		
Signature:	Date:	
Authorised by:	Date:	

### Details of Candidate and Centre: *(Please complete these details as fully as possible)*

Name of Candidate as appears on 1 <sup>st</sup> certificate			
Name Amendment (if applicable)			
Other Amendment (if applicable)			
Date of Birth			
Examination Reference Number		ESB Candidate Number	
Name/Address of Centre where assessment took place			
Month/Year of Assessment		Syllabus/Level of Assessment	

### Details of where the Replacement Certificate is to be sent:

Contact Name		Email	
Centre Name and Address			
Postcode			

### Guidance Notes:

1. If the Centre or Candidate has possession of the original certificate it must be returned to ESB at the address below before a replacement can be processed.
2. Where a candidate was 18 and over on the date of the assessment **all** requests must be supported by photo ID (e.g. copy of passport, UK Driving Licence, etc.)
3. All sections of this form must be completed as fully as possible – where possible, return to ESB by email
4. In some instances it may help your application if you can provide a copy of the report form
5. You may only use one form per certificate request.
6. The replacement certificate costs £30.00 – please make payment by BACS where possible, but if paying by cheque or postal order please make it payable to “English Speaking Board”. Please forward payment with this application where possible, however centres may request an invoice – **IMPORTANT** the certificate will not be released until payment is received.
7. Please allow a minimum of 2 weeks for the processing of the application once payment has been cleared

### Disclaimer:

The English Speaking Board reserves the right not to issue a replacement certificate. The English Speaking Board will make every effort to check the candidate identity and certification against the information given, and to provide a replacement certificate or statement of attainment. The organisation can take no responsibility for fraudulent claims.