

REPLACEMENT CERTIFICATE REQUEST FORM



QUALIFICATION DETAILS

Qualification Title

Please give us the date of the exam:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Examination Number

APPROVED PROGRAMME PROVIDER DETAILS

Name of APP where studied

APP Number (if known)

APP Contact

CANDIDATE DETAILS

Candidate Number

--	--	--	--	--	--	--	--

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Candidate Name (as they appeared on the certificate at time of issue)

First Name

Surname

REASON FOR REPLACEMENT CERTIFICATE

1 st copy damaged in transit (return original)	
1 st copy damaged by candidate (return original)	
1 st copy not received (lost in post)	
1 st copy lost	
Incorrect name on certificate to be amended (please complete the below section and return original certificate)	

Correct Name (to be written on new certificate)

First Name

Surname

POSTAGE DETAILS

Please note that certificates will be sent out by First Class mail in the UK or by Airmail overseas. If you wish your certificate to be sent by Next Day for UK or by Courier for Non UK please note that the additional delivery charge will be added to your order (please tick box).

(Please can you make sure that you supply us with a contact name, email address, telephone number and address in the box below before you submit your form)

--

PAYMENT DETAILS

Post 1990 Replacement fee £20.00

Pre 1990 Replacement fee £53.00

Payment to be made by APP / Candidate (delete as appropriate. See note 1)

Please charge my credit/debit card (Visa/MasterCard/Delta) with this amount. If you prefer to make payment over the phone, please call +44 (0)20 7089 Please note that we do **not** accept AMEX.

Card No.																			
Security Code																			
Valid From																			
Expiry date																			
Cardholders Name (as printed on the card)																			
Billing Address (if different from above)																			

Application notes:

1. The candidate must agree with the APP who is responsible for the cost of the replacement certificate. Unless the APP agrees to pay and counter signs this form, payment will be collected from the candidate.
2. If the APP or candidate is in possession of the original certificate then it must be returned before a duplicate can be sent.
3. Any 'lost' certificates subsequently found must be returned to WSET Awards.
4. All sections of this form must be completed.
5. Candidate details must appear as they were when the examination was sat.
6. Please allow a maximum of 4 weeks for the processing of your application.
7. Where there has been a change in the qualification specification/ title/ level since the candidate was awarded the certificate, WSET Awards may provide a confirmation letter giving a statement of attainment.
8. Please return this form to exams@wset.co.uk or post to The Exams Administrator, WSET Awards, 39-45 Bermondsey Street, London SE1 3XF

Declaration by Candidate / APP:

I confirm that the information provided on this form is complete, correct and that this is a genuine request for a replacement certificate for a WSET qualification that I have already passed, and that I agree to make the required payment.

Signature

--

Date

--