

REPLACEMENT CERTIFICATE REQUEST FORM

PROPERTYMARK QUALIFICATIONS FORMERLY KNOWN AS NFOPP AWARDING BODY

Please read the information below before completing this form

This form is to request a replacement certificate if your original certificate has been misplaced, stolen or lost. Please do not request a copy if you still have your original certificate. The 'replacement' certificate will be issued clearly stating it is a replacement for the original issued.

You must use this form to obtain replacement certificates for all qualifications:

- Propertymark Qualifications issue all original certificates and replacement certificates via Royal Mail Recorded Signed For™ Delivery to UK addresses only.
- The form must be completed and signed by the candidate.
- The information provided must be as thorough and as accurate as possible.
- Please use blue/black ink and BLOCK CAPITALS to complete the form.
- Certificates are issued in the legal name of the candidate at the time the certificate was generated. Replacements cannot and will not be provided to accommodate a subsequent change of name.
- Please allow 28 days for an application to be processed. We are unable to prioritise or fast track any forms we receive.
- We cannot fax or email copies of certificates.
- Whilst we endeavour to locate all candidate results, we are unable to guarantee success. We are unable to offer a refund if your information is not located.

If you require confirmation of your achievement, please email us (qualifications@propertymark.co.uk) stating the following identifying information:

- **Full name**
- **Date of birth**
- **Postal address of where you lived at the time you undertook and achieved the qualification**
- **Full name of the qualification you undertook**

We can then confirm if the qualification was achieved via email, free of charge.

Alternatively, you can email us to request a replacement copy of your formal results fully passed letter with your preferred postal address and we will post this letter, free of charge.

You can use either of the above confirmations (email/passed letter) as evidence to apply for Membership organisations or provide to employers, for example.

Candidate Information			
Title (Mr., Mrs., Miss etc)		Date of Birth (DD/MM/YY)	
Forename		Surname	
Address Line 1			
Address Line 2			
Town			
County			
Postcode			
Telephone		Mobile	
Email			

Qualification Information			
Qualification Name			
Qualification Level (Level 2/5, 3/6 or 4)		Candidate Number (if known)	
Candidate Name at the time of examination			
Address at the time of examination			
Month/Year of achievement			

Proof of Identity

Please do not send original documents with your form as we cannot guarantee their safe return

- a) So we may confirm your identity you must include a photocopy of one of the following:
(tick all enclosed)

Birth Certificate

Driving License

Passport

- b) If your name has changed since the qualification you must also include a photocopy of one of the following:
(tick all enclosed)

Marriage Certificate

Decree Absolute

Deed Poll

Statement

This must be completed by all applicants. Please explain how the original certificate(s) was lost:

Fee

A **£60** fee is charged to cover the search, administration, printing of a duplicate endorsed certificate and postage costs incurred.

Only one replacement copy of each certificate is permitted.

(tick as appropriate)

Full Certificate replacement for Level 2/5 Award

Full Certificate replacement for Level 3/6 Technical Award

Full Certificate replacement for Level 4 Certificate

Full Certificate replacement for Level 5 Diploma

Full Certificate replacement for Energy Qualifications

Declaration

I confirm that the information I have provided is true and accurate to the best of my knowledge and that I am the above named candidate. I understand that this form can only be used to purchase a 'replacement' certificate because the original has been misplaced, stolen or damaged and I will have to return the 'replacement' should the original be found. The 'replacement' will clearly state **REPLACEMENT** across the bottom of the certificate next to the certificate number and no change of details can be made when issuing a replacement certificate. I agree to these terms and cannot return the 'replacement' certificate upon receipt. I understand that candidates found to have knowingly provided and misinterpretations or any false misleading information will have the appropriate action taken against them.

Signature

Date

Payment Information
<p>When your form is being processed, we will invoice you for the payment of your replacement certificate. Once payment has been received, we will then be able to issue you with your replacement certificate.</p> <p>Payment is accepted in Pounds Sterling (£) and by BACS only. We are not permitted to take cash payment or payment by debit/credit card.</p>

Checklist	
Applications will not be processed until we have received all of the relevant information. Please ensure that you have:	TICK
completed all sections of the form	✓
agreed to payment by BACS only	
enclosed /attached a photocopy of the relevant identification	
signed the declaration	

Please return the completed form by post or email to:

Propertymark Qualifications
Arbon House
6 Tournament Court
Edgehill Drive
Warwick
Warwickshire
CV34 6LG
GB

qualifications@propertymark.co.uk