

REPLACEMENT CERTIFICATE & STATEMENT OF ACHIEVEMENT REQUEST FORM

Please read the information below before completing this form

If the original certificate has been misplaced, stolen, or lost, this form is to request a Replacement Certificate. The individual/recognised centre **must** ensure that all possible measures have been taken to locate the original certificate before applying for a replacement.

If the name of the individual has legally changed since the time of certification, then this form can be used to request a Replacement Certificate in the new name. Please ensure that a scanned colour copies of the below documentation is added to your application:

- Copies of your original certificate(s)
- One of either an in-date Passport or an in-date Driving Licence
- Deed Poll
- Birth Certificate
- Marriage Certificate and or Divorce Papers
- And an official letter such as a bank statement, pay slip, doctors' letter etc."

This form can also be used to request a Statement of Achievement. This is a document on headed paper, which formally confirms an achievement of a qualification.

Qualifications achieved prior to 01st January 2012 are not eligible for replacement certificates due to regulatory changes, however we can provide a Statement of Achievement.

Propertymark Qualifications issue all certificates via Royal Mail Recorded Signed For™ Delivery to UK addresses only. We cannot email copies of certificates. Statements of Achievement are issued electronically via email.

Please note that:

- The form must be completed and signed by the candidate.
- The information provided must be as accurate as possible.
- Please allow 20 working days for an application to be processed. We are unable to prioritise or fast track any forms we receive.
- Replacement certificates will not be released until we have received confirmation of payment.
- Only one replacement copy of each certificate is permitted.
- Whilst we endeavor to locate all candidate results, we are unable to guarantee success. We are unable to offer a refund if your information is not located.

| Candidate Information – At time of undertaking the qualification | | | |
|--|--|---------------|--|
| Title | | Date of Birth | |
| Forename | | Surname | |

| Complete this section if you are requesting a replacement certificate due to change of name | | | | | |
|---|--|----------|--|---------|--|
| Title | | Forename | | Surname | |

| Current Postal Address | |
|------------------------|--|
| Address Line 1 | |
| Address Line 2 | |
| Town/City | |
| Postcode | |

| Qualification Information | | | |
|--|--|--------------------------------------|--|
| Qualification Title | | | |
| Qualification Level (Level 2/5, 3/6 or 4) | | Candidate Number (e.g., Q0176723) | |
| Month/Year of achievement | | | |

Proof of Identity

a) To confirm your identity, you must include a copy of one of the following:

Birth Certificate

Driving License

Passport

b) If your name has changed since undertaking the qualification, or you are requesting a change of name, you must also include a copy of one of the following:

Marriage Certificate

Decree Absolute

Deed Poll

Please explain why you are requesting a replacement certificate or statement of achievement:

Fee

A fee is charged to cover the search, administration, printing, and postage costs incurred with dispatching these documents. Please see the current fees list under Policies and Prices on our website.

(tick as appropriate)

Replacement Certificate

Statement of Achievement

Declaration

I confirm that the information provided in this application is true and accurate to the best of my knowledge:

Signature:

Date:

Payment Information

When your form is being processed, we will invoice you for the payment of your replacement certificate and/or statement of achievement.

Payment is accepted in Pounds Sterling (£) and by BACS only.

We are not permitted to take cash payment or payment by debit/credit card.

| Checklist | |
|---|-------------------|
| Applications will not be processed until we have received all the relevant information. Please ensure that you have: | TICK √ |
| Completed all sections of the form | |
| Agreed to payment by BACS only | |
| Enclosed/attached a copy of the relevant identification and any other relevant documentation | |
| 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**

qualifications@propertymark.co.uk