

In order for us to provide a replacement certificate you must complete all details on this form to enable us to locate the details.

Please write clearly and in **BLOCK CAPITALS** then return the form, along with the appropriate payment to:

For candidates who have taken exams in Italy: **National Representative's Office (Italy), Via Roma 8, 59100 Prato, Italy** (Fax: +39 0574 930688). For candidates who have taken exams anywhere except Italy: **Trinity College London, Blue Fin Building, 110 Southwark Street, London SE1 0TA, England**

You **must** include the correct fee (or proof of payment) with this form when you return it. You **must** complete all the details requested below. Failure to do so will delay the re-issue of the certificate(s). If you are not the appointed representative of a centre then you **must** include an address so that the certificate may be returned to you.

The cost of replacement certificates:

SUBJECT	REPLACEMENT *	AMENDMENT *	EXAM PERIOD
All Performing Arts Grade exams: Music, Rock & Pop, Drama, Dance	£20	£10	Within 6 months of the date of the exam
All Performing Arts Grade exams: Music, Rock & Pop, Drama, Dance	£20	£20	More than 6 months since the date of the exam (if the exam has been taken since 1997)
All Arts Award levels (except Discover): Explore, Bronze, Silver, Gold	£10	£10	N/A
Arts Award Discover Cost per certificate up to max. £55 for certificates from 1 order	£2.75	£2.75	N/A
Artsmark	£20	£10	For any currently valid Artsmark
All English Language exams (except TESOL): GESE, ISE, SEW, ESOL Skills for Life and ESOL for Work	£20	£10	Within 6 months of the date of the exam
All English Language exams (except TESOL): GESE, ISE, SEW, ESOL Skills for Life and ESOL for Work	£20	£20	More than 6 months since the date of the exam (if the exam has been taken since 1997)
CertTESOL	£25	£25	1997–Present
All Diploma exams: Music, Drama, DADA, Dance and TESOL	£45	£45	1997–Present
All subjects	£45**	£45**	Prior to 1997

* OR EQUIVALENT IN LOCAL CURRENCY

** THERE MAY BE AN ADDITIONAL CHARGE FOR THE VERIFICATION OF CANDIDATE DETAILS PRIOR TO 1997

REPLACEMENTS: are requested when the certificate is lost or damaged

AMENDMENTS: are requested when errors need to be corrected and the error appeared in the information sent to Trinity. This includes the spelling of names or inclusion/exclusion of teachers' and schools' names (where applicable), if not corrected or added on the candidate listing sent to the centre.

Centres only:

The charges for replacement certificates will be capped if you require several from the same exam order or batch. In this case, you will be charged full price for the first certificate plus £5 per certificate for the next nine. You will only be charged for 10 certificates even if there are more than 10 certificates required from the exam order or batch (please note, this doesn't apply to Arts Award Discover certificates).

Please tick appropriate box and provide details as applicable:

LANGUAGE

ESOL Skills for Life / ESOL for Work
ISE
GESE
SEW
TESOL

PERFORMING ARTS

DRAMA
DADA
MUSIC (including Rock & Pop, JAG and Yamaha)
DANCE (including Teaching, Safe Dance Practice)

ARTS PROGRAMMES

ARTS AWARD
ARTSMARK

Centre number	Candidate name (Organisation name for Artsmark requests)	Candidate ID / Candidate number (found on the report form or the bottom of certificates)	Exam type & grade (eg Violin Grade 4, GESE Grade 11, or TESOL diploma)	Session (Month/Year)	Comment

Return address:

Name: _____

Email: _____ Telephone no: _____

Address: _____ Postcode: _____

If there is a spelling mistake, eg in the candidate's name, you must inform us of both the correct and incorrect spelling in the 'Comment' box above. If you are querying a result issued, you must send the original report form along with this form (where applicable). Fax copies will not be accepted.