



## Replacement Certificate Form (RC) 2009-10

There is a £25.00 fee payable to OCNLR in advance for providing a replacement certificate. Please complete all information marked \* and ensure that this form and the original certificate is returned to OCNLR, 15 Angel Gate, City Road, London, EC1V 2SF.

If the request for a replacement certificate is due to an error in the learner's name or result, the request must come from the OCNLR admin contact at the centre where the course of study was undertaken. If the learner has lost the certificate the request can come from OCNLR admin contact or directly from the learner.

**Learners** – please make sure you attach a copy of your ID i.e. driving licence/birth certificate/passport/NHS card Identity card/valid EU photo ID card. **Important – new certificates cannot be reissued in another name i.e. if someone changes his/her name. This would be covered by any legal document the individual has confirming the name change. If the current name is different from that used at the time of certification then ID to support both names will be required.**

| * Learner details  |   | * Course and centre details |       |
|--|---|-----------------------------|-------|
| Surname  |   | Course title                |       |
| First name   |   | Course start date           |       |
| Date of birth  |   | Centre contact              |       |
| Address  |   | Name and address of centre  |       |
| Telephone (daytime):   |   | Centre telephone number     |       |
| Email address  |   | Centre email address        |       |
| OCNLR registration number (if known)                                 |   | Tutor name                  |       |
| Address for certificate postage (if different)                       |   |                             |       |
| * Certificate and reason for replacement details - please tick (✓)   |   |                             |       |
| Type(s) of certificate   | Access to HE  | <input type="checkbox"/>    |       |
|  | NOCN Qualification  | <input type="checkbox"/>    |       |
|  | OCNLR Credit  | <input type="checkbox"/>    |       |
| Reason for request of replacement                                    | Certificate lost or damaged   | <input type="checkbox"/>    |       |
|  | Spelling error  | <input type="checkbox"/>    |       |
|  | Incorrect results   | <input type="checkbox"/>    |       |
|  | Other (please specify)  | <input type="checkbox"/>    | ..... |
| * Payment details - please tick (✓) your preferred method of payment |   |                             |       |
| BACS payment <input type="checkbox"/>                                | BACS to: account number <b>03243400</b> ; sort code: <b>60-04-24 Nat West Bank</b> ; your reference details (name of learner/provider)..... |                             |       |
| Invoice (providers only) <input type="checkbox"/>                    | Please provide OCNLR Centre number: .....   |                             |       |
|  | Purchase order reference: .....   |                             |       |
| Cheque or postal order <input type="checkbox"/>                      | Please find enclosed a cheque or postal order for the sum of<br><b>(Cheque or postal order should be made payable to OCNLR)</b>             |                             |       |
| Signature  |   |                             |       |
| Signature: ..... Print Name ..... Date.....                          |   |                             |       |
| For OCNLR use only   |   |                             |       |
| £25 received   | Initials  | Cheque/ BACs/ PO            | Date  |
| Passed to Finance  | Initials  |                             | Date  |
| Certificate issued   | Initials  |                             | Date  |
| Certificate posted   | Initials  |                             | Date  |
| Entered on OPUS  | Initials  |                             | Date  |
| Run ID   |   |                             |       |