

Application for a replacement Certificate

1. Introduction

Before completing this request form please ensure that you have undertaken a thorough search in order to locate the original certificate. Upon the issue of a replacement certificate the original will be invalidated and if found must be returned to VetSkill.

Please note that there is a fee payable for a replacement certificate. Our fees and invoicing policy can be found at www.vetskill.com

2. Contact Information

Please provide your current contact details

Title:	
First name:	
Surname:	
Address:	
Telephone:	
Email:	

3. Qualification Details

Please provide the details of the qualification you are requesting a replacement certificate for

Qualification Title:	
Qualification Level:	
Qualification No: (if known)	
What was the name of the College or Training Centre where you registered to undertake the qualification?	
What was the College's or Centre's address?	
When did you complete the qualification? MM/YYYY	

4. Certificate Details

Please complete the details below that would have appeared on your certificate. This will be your full name as shown on a driving licence, passport or photo ID presented to the college/centre at the time of enrolment.

Title:	
First name(s):	
Surname:	
Address:	
Date of birth: DD/MM/YYYY	
Learner No: (if known)	
If you have a copy of the certificate please attach a copy with this form	

5. Supporting Evidence

Please explain what actions you have taken to locate the original certificate

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6. Declaration

VetSkill will undertake a search of its records in order to locate the details of the original certificate and produce a replacement, and will process this data in accordance with the Data Protection Act.

I confirm that by completing and submitting this form to VetSkill for a Replacement Certificate, I give my consent to the processing of this data and that I have taken all reasonable steps to locate the original certificate before requesting a replacement. I understand that upon the issue of a replacement certificate the original certificate will be invalidated and if found it will be returned to VetSkill.

I enclose a check made payable to Vet Skill Ltd for the full fee for the replacement certificate.

The information I have supplied is accurate and to the best of my knowledge and understanding is correct.

Print name:	
Signature:	
Date:	