

## APPLICATION FOR CERTIFICATE (PAPER & ELECTRONIC), CERTIFICATE AMENDMENT or VERIFICATION, TRANSCRIPT OF RESULTS, LETTER OF CONFIRMATION

**CIOL Qualifications (CIOLQ) will not issue duplicate or additional copies of certificates to any applicant holding an undamaged original certificate.**

A duplicate certificate, while having precisely the same standing as an original certificate which it replaces, is produced in the format currently in use and may not be identical to the original certificate received.

The loss or destruction of a certificate is a serious matter, and a duplicate will only be issued at the discretion of the CIOLQ. CIOLQ reserves the right not to issue a duplicate, nor to specify reasons for its decision.

Email this completed form to: [qualifications@ciol.org.uk](mailto:qualifications@ciol.org.uk)

Step 1. Please select which service you require

	Service Required (please ✓ as required)
Certificate – paper (per each certificate, if available)	
*Replacement certificate – electronic (per each certificate, if available)	
Certificate amendment	
Verification of certificate (per each certificate, if available) - electronic	
Transcript of results (electronic)	
Letter of confirmation to third party (electronic)	
Late charge request	

**Important information:** Candidates applying for a Replacement Certificate only are required to sign and date the declaration in Appendix 1.

Section 1. Candidate details and basis for application

Full Name (at time of the exam):	Candidate number:
Postal Address (if applying for a paper replacement certificate only):	Date of Birth:
Email address:	Telephone number:
Qualification title:	Date (Month/Year) of exam session:

Language:	Name of Exam Centre (town/city):
Basis for application - please provide all relevant information based on which the application is being made.	

Section 2. Candidate identification

2.1. Please provide two forms of identification in your new or correct name, one of which confirms your current address, and one of which is current photographic ID:

<p>Copy of passport (photo and passport number pages)</p> <p>Photocard driving licence</p> <p>Birth Certificate</p> <p>Copy of a recent bank statement or utility bill (no more than 3 months old containing your current name and address)</p>	<p>(please ✓ as required)</p>
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2.2. Please attach any of the evidence required below which links the name on your certificate to your new or correct name.

<p>Letter from the centre which references the old name or confirms it was spelt incorrectly</p> <p>Proof of your change of name, for example, a copy of your deed poll</p>	<p>(please ✓ as required)</p>
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2.3. Gender reassignment (if applicable)

Please provide proof of your change of name, for example, a copy of your deed poll, statutory declaration, legal affidavit or similar official documentation (showing both your previous and current names).

State what you are including below:

Section 3. Fees

Certificate replacements and confirmations	Fees (including postage, if relevant)	Service Required (please ✓ as required)
Certificate – paper (per each certificate, if available)	£50	
Replacement certificate – electronic (per each certificate, if available)	£30	
Certificate amendment	£50	
Verification of certificate (per each certificate, if available) - electronic	£50	
Transcript of results (electronic)	£50	
Letter of confirmation to third party (electronic)	£50	
Late charge request	£70	

Section 4. Payment method

<p>Preferred method of payment</p> <p>Please ✓</p>	<p>Bank transfer (BACS)</p> <p><b>Beneficiary Bank Details:</b></p> <p>Account Name: IoL Educational Trust                  Account Sort Code: 16-00-15                  Account Number: 23122157                  Swift Code (Bic): RBOSGB2L                  IbanNo: GB58RBOS 16001523122157</p>	<p>Debit/Credit card</p> <p>A member of the Client Services Team will email you a secure payment link</p>
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Section 5. Applicant’s signature & date

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Appendix 1 - Replacement Certificate applicants only***

**Declaration**

I confirm that the original certificate issued by either the IoL Educational Trust (IoLET) or CIOL Qualifications (CIOLQ) no longer exists and has been lost (or destroyed).

All appropriate measures have been taken to recover the original.

If at any point the original certificate is recovered, I will notify CIOL Qualifications (CIOLQ) immediately and return the certificate.

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_