

## APPLICATION FOR LETTER OF CONFIRMATION & DUPLICATE / REPLACEMENT CERTIFICATE

The CIOL Qualifications (CIOLQ) will not issue additional copies or duplicates to any applicant holding an undamaged original certificate. Duplicates, while having precisely the same standing as the originals which they replace, are produced in the format currently in use and may not be identical to the original.

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)

### Session 1. Candidate details

Full Name (at time of exam):	Candidate number:
Postal Address (where transcript/certificate is to be sent):	Date of Birth:
Email address:	Telephone number:
Exam:	Date of exam (Month/Year):
Language:	Name of Exam Centre (town/city):
Please provide full details and reasons for the changes that you are requesting.	

### Session 2. General amendments

2.1. Please provide two forms of identification in your new or correct name, one of which confirms your current address. At least one must be photographic ID.

	(please ✓ as required)
Copy of passport (photo and passport number pages)	<input type="checkbox"/>
Photocard driving license	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
Copy of a recent bank statement or utility bill (no more than 3 months old containing your current name and address)	<input type="checkbox"/>

2.2. Please attach any of the evidence required below which links the name on your certificate to your new or correct name.

	(please ✓ as required)
Letter from the centre which references the old name or confirms it was spelt incorrectly	<input type="checkbox"/>
Proof of your change of name, for example, a copy of your deed poll	<input type="checkbox"/>

### Session 3. Gender reassignment

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:

### Session 4. Cost

Certificate replacements and confirmations	Cost (including postage if relevant)	Service Required (please ✓ as required)
Certificate – paper (per each certificate, if available)	£47	<input type="checkbox"/>
Replacement certificate – electronic (per each certificate, if available)	£27	<input type="checkbox"/>
Certificate amendment	£50	<input type="checkbox"/>
Verification of certificate (per each certificate, if available)	£45	<input type="checkbox"/>

Transcript of results	£50	<input type="checkbox"/>
Letter of confirmation to third party	£50	<input type="checkbox"/>
Late charge request	£60	<input type="checkbox"/>

Session 5. Payment method

Preferred method of payment Please tick	BACS <input type="checkbox"/>	Debit/Credit card <input type="checkbox"/>
	<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>	

Session 6. Declaration

I confirm that the original certificate has been lost (or destroyed) and that all appropriate measures have been taken to recover the original. I attach the fee for my request.

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