



ITC First Aid Ltd

**05
Replacement of Certificate Request
Form**

April 2008



Replacement Certificate Request Form

Guidance

ITC certificates are unique and valuable documents. Certificates are proof that you attended and passed a course of instruction and will be required by you from time to time to provide this evidence of achievement. Please note:

- Certificates are the property of the awarding body and should be carefully preserved by the recipient at all times.
- ITC will not issue duplicate certificates to any applicant if they are holding an original certificate and credit card sized certificate.
- ITC replacements will have the same status as original certificates.
- The loss or destruction of a certificate is a serious matter and replacements will only be issued at the discretion of ITC.
- ITC will consider each application and may decide to issue a letter confirming the original award or a replacement certificate.
- ITC reserves the right not to issue a replacement or to specify the reasons for its decisions.

Applications for the issue of replacement certificates should be made to the:

Awards Manager,
ITC First Aid Ltd,
The Fish Quay,
Victoria Dock,
Hartlepool,
TS24 0JH.

Tel: 0845 370 7610
Fax: 0845 370 7620

Email: mail@itcfirstaid.org.uk

Application

If you decide to apply for replacement a certificate ITC requires the following

- Completion of form O5 Replacement of Certificate Request Form
- A cheque/postal order made payable to ITC First Aid Ltd for £5 + vat = £5.86
- Either the damaged or defaced original certificate
- Or a declaration stating the circumstances in which the certificate or card were lost or destroyed and an undertaking that should the original be found that it will be returned to ITC

We will be unable to process your application if this declaration is not provided

Replacement Certificate Request

One form to be completed for each applicant

Please print clearly as difficult to read applications may be returned to the applicant

Name of qualification _____

Centre/Provider name _____

Dates & venue of course _____

Candidate name _____

Candidate address _____

_____ Postcode _____

Declaration

(stating the circumstances in which the certificate was lost or damaged)

I undertake to return the original certificate to the Awards Manager at ITC should the original be found.

I enclose a cheque for £5.86 made payable to ITC First Aid Ltd

Signature _____ Date _____