



## Guidance notes for completion of Replacement Certificate Application Form

If you are in possession of the original certificate, it must be returned to the BSC before the replacement can be issued.

The BSC will make every effort to check candidates' identities and certification against the information given, and to provide a replacement certificate. The BSC reserves the right not to issue a replacement certificate. The BSC will return the replacement certificate fee if this is the case.

The BSC will issue a replacement certificate, but will not issue a duplicate certificate where the candidate still holds the original certificate. Replacement certificates will be labelled as such.

Applications will not be processed without proof of identity. You must provide a photocopy of one of the following with your application:

- birth or marriage certificate
- passport or national identity document
- driving licence

Replacement certificate applications will be processed with within five working days of receipt.

No fee is charged for certificates damaged or lost in transit to candidates. To qualify, such claims must be made by candidates within 8 weeks of the award date.

No fee is charged for replacement certificates where the BSC is responsible for a spelling error. However, a charge is made if candidates have supplied incorrect information to the BSC. In either case, candidates must return original incorrectly spelt certificates.

In all other cases **a fee of £15 per replacement certificate is charged.**

Applications for replacement certificates (including proof of identity and fee, if applicable) should be sent to:

BSC Examinations  
70 Chancellors Road  
London W6 9RS