

British Safety Council Replacement Certificate Policy



Replacement paper and electronic certificates

Replacement certificates may be requested by centres or by private candidates.

Replacement certificates must be requested using the Replacement Certificate Application Form.

We will make every effort to check a candidate's certification against the information provided and to issue a replacement certificate.

If you are in possession of the original certificate, you must return it to us before the replacement can be issued. We will not issue a replacement certificate where the centre or candidate still holds the original certificate.

Replacement certificates will be labelled as such.

All certificates remain the property of The British Safety Council and replacement copies will be issued entirely at our discretion.

If you are requesting a replacement certificate, you must provide proof of identity and date of birth. You must therefore provide a copy of one of the following with your application:

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

Replacement certificate applications will be reviewed within 21 working days of receipt and if accepted certificates will be issued in 5 working days from the decision.

The fee is £18.00 (£15.00 + VAT) per replacement certificate. Please note this fee is non-refundable irrespective of the application outcome.

No fee is charged for replacement certificates where we are responsible for a spelling error. However, a charge is made if the centre or candidate has supplied incorrect information to us. In either case, the centre or candidate must return the original incorrectly spelt certificate.

Replacement Certificate Application Forms (including proof of identity and fee, if applicable) should be sent to:

Qualifications Department
British Safety Council
70 Chancellors Road
London W6 9RS



Contact details for this policy

Compliance Manager
Qualifications Department
British Safety Council
70 Chancellors Road
London W6 9RS

Telephone: 020 8741 1231
E-mail: qualifications@britsafe.org
Website: www.britsafe.org

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