

British Safety Council Replacement Certificate Policy



Replacement 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. However, we reserve the right not to issue a replacement certificate and will return the replacement certificate fee if this is the case.

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.

If you are a private candidate, 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 processed within five working days of receipt.

The fee is £18.00 (£15.00 + VAT) per replacement certificate.

No fee is charged for certificates damaged or lost in transit to centres or candidates.

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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