

Replacement Certificate Application Form for Vocational & Former RSA Qualifications and Certificate of Professional Competence

Important: Please read the information below before completing this form

- OCR can only provide confirmation of results taken with our board or RSA examinations. If you are unsure which examination board your exams were taken through, contact all possible examining boards as well to ensure you find all the results you require.
- Please allow 28 days for an application to be processed. We are unable to prioritise any application.
- Certificates are issued in the legal name of the candidate at the time the award was made. Replacements will not be provided to accommodate a subsequent change of name (including a change by Deed Poll).
- Please note that we cannot fax or email certificates.
- The application form must be completed and signed by the candidate. Please note that we cannot accept digital signatures.
- OCR issues all certificates and result slips to the centre where the examination was taken. Please check with your centre if you have not received your certificate.
- Whilst we endeavour to locate your results, we are unable to guarantee success.

Further information can be found in our [FAQs](#) document:

You may use this form to obtain replacement certificates for OCR vocational qualifications including GNVQ completed prior to June 2001 and former RSA examinations.

If you are looking for confirmation of results for OCR general qualifications (including GCE A Level, GSCE, CSE, O Level and Asset Languages), please use the application form found [here](#).

**Please return the completed form to: Data Capture (VQ Historical Records),
OCR, 1 Hills Road, Cambridge, CB1 2EU, Fax: 01223 552661, Tel: 0300 456 2486,
Email: VQHistoricalRecords@ocr.org.uk**

Contact details

Title (Mr, Mrs, Miss, Ms, etc.)

Full name

Date of birth (DD/MM/YYYY)

Address 1

Address 2

Town/City

County

Postcode

Tel

Email

We may need to contact you during office hours.

Examination details

Please complete all of the boxes below, as any missing information will delay the processing of your application.

Name at time of examination

Name and address of school/college (if CPC home correspondence course, name of organisation)

Centre/candidate no (if known)

Month/year (e.g. June 2000)

Qualification type

(e.g. CLAiT, NVQ, Key Skills)

Please specify the subjects you require.

CPC only

Please indicate the examination(s) for which you require a replacement certificate, by ticking the appropriate box

National Haulage

International Haulage

National Passenger

International Passenger

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A036/1109

Proof of identity

You must include a photocopy of relevant ID. If your name has changed since you sat your exams you must include with your application photocopies of documents that show **both** your current name and your name at the time of examination. Acceptable forms of ID are:

Birth Certificate	<input type="checkbox"/>	Driving Licence	<input type="checkbox"/>	Passport	<input type="checkbox"/>
Marriage Certificate	<input type="checkbox"/>	Decree Absolute	<input type="checkbox"/>	Deed Poll	<input type="checkbox"/>

Please do not send original documents as OCR cannot be held responsible for any loss or damage.

To see how OCR complies with the Data Protection Act 1998, please see our Privacy Statement at www.ocr.org.uk/help/privacy/.

Additional information

Please provide below any further information that may assist us in locating your results.

Declaration

Please ensure you sign this form before sending it to us, as unsigned forms we receive will be returned.

If I retrieve the original document, I will return the replacement immediately to OCR.

I confirm that the above information I have provided in this application is true and accurate to the best of my knowledge.

Signature of applicant Date

Please note:

- We require the applicant's signature to comply with the Data Protection Act 1998.
- We cannot accept the signature of a parent, guardian, or third party.
- For data protection reasons we cannot accept a digital signature.

Checklist

Applications will not be processed until we have received all the relevant information.

Please ensure that you have:

Completed all relevant sections of this form	<input type="checkbox"/>
Included the correct payment details	<input type="checkbox"/>
Enclosed a photocopy of the relevant ID	<input type="checkbox"/>
Signed the form	<input type="checkbox"/>

PLEASE ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION

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