CAMBRIDGE OCR

Replacement certificate application

Please complete this form in BLOCK CAPITALS. Only registered Cambridge OCR centres can apply for replacement certificates on behalf of candidates.

You must return original certificates to us with this form before we can send you a replacement. We will invoice you directly for any applicable fees, including compulsory courier despatch. We can only replace certificates within six months of the date they were issued to centres. After the deadline, or where a candidate has lost their original certificate, the candidate must apply for a certifying statement instead. At our discretion, we may replace a damaged certificate if the centre can return the original and include a photocopy of the candidate's valid ID. The centre should tell us immediately and explain how the damage occurred.

You can ask for small changes to candidate or centre details if the information printed on the candidate's certificate is incorrect. If you ask for a change to a candidate's details, you must also submit a photocopy of the candidate's valid ID from the time of the exam. We will reject requests to add or remove extra names and we will not amend a candidate's name to reflect any changes that took effect after the exam.

If you are applying for a replacement certificate due to a candidate's grade change, the six-month deadline does not apply, and the replacement fee is not applicable. However, you must submit the original certificate with the review of results outcome letter, or grade change letter.

See page 2 of this form for information about our fees, acceptable candidate ID and how to return the necessary documents.

Centre information

To receive a replacement certificate, provide information and contact details for the centre and a staff member.

Centre number		**Centre name**	
Contact name			
Contact email			

Candidate and examination information

Candidate number		**Exam series** (e.g. June 2025)	
Candidate name			

Reason for application

Grade/results change ☑ Change to candidate details ☐ Change to centre details ☐

Required replacement

Replacement Certificate ☐

If you have requested changes to the **candidate** or **centre** details, please provide a clear description of the change below:

Fees

We do not charge a replacement certificate fee where only a candidate's grades have changed or a missing certificate has been reported within 1 month of results release. For all other changes, including where the candidate's details have been entered incorrectly, the following charges will apply:

Request	Fee
Replacement certificate cost per candidate (applicable for change to candidate / centre details only)	£64.00
Despatch by UK or international courier	**Free**
Replacement certificate cost and despatch by UK or international courier (grade change only)	**Free**

Cancelling your order

You may cancel your order within 14 days of submitting payment for your application. If you have begun your processing order, your payment is nonrefundable. If applicable, we may refund the delivery cost.

Returning this form

If a candidate requires only a grade change, you must send us the original certificate and a copy of the grade change or enquiry about results outcome letter with this form.

For all other changes, you must send ID valid at the time of the exam with the completed form and original certificate. The ID should be translated into English if necessary and must show the candidate's name, date of birth and the document's validity dates.

Postal address: OCR Replacement Certificates, Results Services, Cambridge International Education, Shaftesbury Road, Cambridge, CB2 8EA, United Kingdom.

Before sending your application, please use the checklist below to make sure you have supplied or enclosed the information we need:

- Centre contact information ☐
- Candidate and examination information ☐
- Reason and description of the change ☐
- Original certificate(s) ☐
- Copy of candidate ID (for name changes) ☐
- Grade change / review of results outcome letter (for grade changes) ☐

Acceptable ID documents

- ✓ The photo page of the candidate's passport
- ✓ A photo driving licence
- ✓ A photo national ID card
- ✓ Full birth certificate

Centre declaration

I declare the information I have provided is accurate to my knowledge and the centre agrees to be invoiced for all relevant fees related to this application.

Head of Centre name		**Centre number**	
Centre name		**Date (DD/MM/YY)**	
Signed			

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