Certa Access

R6 Replacement Certificate

Certa Access will issue Replacement Certificates or Verification Letters under the Skills and Education Group from the 1st September 2018.

Before any certification can take place, you must complete this form and send it together with your remittance and proof of identity to:

Certa Access, Certa House, Lower Warrengate, Wakefield, WF1 1SA.

Alternatively sign, scan and email to :**accesstohe@certa.org.uk**.

The following fees will apply:

**Replacement Certificate charge £25**

**Letter of Verification charge £50 (inclusive of search fee)**.

Please make cheques payable to **Open College Network Yorkshire & Humber Region** or monies can be transferred directly into one of the following accounts:

**UK PAYMENTS:** Account Name: **Open College Network Yorkshire & Humber Region**: Sort Code: 54 21 07: Account Number: 21207682 or

**INTERNATIONAL PAYMENTS:**

BIC: NWBKGB2L/IBAN: GB19 NWBK 54210721207682

Please use the word R6 and your surname as the Payment Reference for bank transfers.

A refund minus an administration charge will be given where awards cannot be verified.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forename(s):** |  |
| **Full Name under which original certificate was issued if different from above:** |
|  | **Date of Birth:** |  |
| **Photographic Evidence Supplied:** *(copy photo ID driving licence or copy passport)* | **Y/N?** |  |
| **Address:** |  |
| **Tel.:** |  | **Email:** |  |
| **Centre Name and Address:** | **Centre UKPRN***(If known)* |
|  |  |
| **Diploma Title** |  |
| **Run Id (if known):** |  | **Year Diploma taken (if not known please give an approximation):** |  |
| **Reason for Request:** |  |
| **Payment Type:** | Cheque (enclosed) |  | Bank Transfer Completed |  |
| **Purchase Order number (if paid by Centre):** |  |
| **Signature:** |  |