Certa Access

Replacement Certificate

There may be occasions when you are required to present your Access to HE certificate to a Higher Education Institution, or a potential employer for verification of achievement. If you have lost or misplaced your certificate, you can apply to Certa for a replacement.

Before any replacement certification can take place, you must complete this form and send it together with your remittance and proof of identity to: accesstohe@certaaccess.co.uk.

The following fees will apply:

* Student Replacement Certificate request - £25
* Centre Replacement Certificate request - £25 (please note that if this is as a result of the centre misplacing the original, this may impact on your centre risk rating)
* Letter of Verification - £50 (inclusive of search fee; an additional fee will also be charged for International postage)
* Letter of Verification and Replacement Certificate - £75

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 **ACCESS** and your **SURNAME** as the Payment Reference for bank transfers. A refund minus an administration charge may be given where awards cannot be verified.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forename(s):** |  |
| **Full Name under which original certificate was issued if different from above:** |
| **Surname:** |  | **Forename(s):** |  |
| **Date of Birth:** |  | **Photographic Evidence Supplied:** *(photo ID, driving licence or passport)(if no, return to sender)* | **Y** | **N** | **Evidence** |
| **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 being paid by Centre):** |  |
| **Signature:** |  |

**INTERNAL USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID Type provided and checked:** |  | By: |  |
| **Payment confirmed by finance:** |  | Date: |  |
| **Approved by AVA Manager:** |  | Date: |  |
| **Processed by:** |  | Date: |  |
| **ID Shredded by:** |  | Date: |  |