



## 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.
- 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: [HistoricalRecords@ocr.org.uk](mailto:HistoricalRecords@ocr.org.uk)

A036/1109

Your current name goes here.

### Contact details

Title (Mr, Mrs, Miss, Ms, etc.)	Mrs
Full name	Andrea Jane Specimen
Date of birth (DD/MM/YYYY)	31 12 1990
Address 1	8 Progress House
Address 2	Lower Gresham
Town/City	Anytown
County	Townshire
Postcode	XB4 9XJ
Tel	01234 567890
Email	a.specimen@hotmail.com

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	Andrea Person
Name and address of school/college (CPC home correspondence course, name of organisation)	Anytown College, Coldharbour Lane Anytown XV4 9VX
Centre/candidate no (if known)	12345/9876
Month/year (e.g. June 2000)	April 2010
Qualification type (e.g. CLAiT, NVQ, Key Skills)	CLAiT International
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	<input type="checkbox"/>	International Haulage	<input type="checkbox"/>
National Passenger	<input type="checkbox"/>	International Passenger	<input type="checkbox"/>

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Please give a postcode if possible.

The Centre number is available from your school/college.

## Fees

A fee is charged to cover the search, administration costs and postage.

We are unable to offer a refund if your results are not located.

Certificates will be sent by First Class mail to UK addresses and by Airmail to overseas addresses unless courier delivery is requested.

Only one replacement copy of each certificate is permitted.

### Vocational/former RSA only

Within six months of the date of relevant exam or verification  X £00.00 = £

Search for the first result  1 X £36.00 = £36.00

Search for each additional result per person  X £15.00 = £

Despatch overseas by courier to each address  X £24.00 = £

**Total fee = £36.00**

### CPC only

Search for each result  X £36.00 = £

**Total fee = £**

## Payment

We accept payment by credit/debit card, cheque or Postal Order (made payable to OCR).

Please do not send cash, as we are unable to process payment by this method.

Please indicate (✓) your method of payment. Payment is only accepted in £ Pounds Sterling (we are unable to accept American Express).

MasterCard  Maestro  Visa  Visa Electron  Cheque/Postal Order

If paying by card, please complete the following:

Name of card holder (as shown on card) Mrs A J Specimen

Card number                     (Maestro cards only)

Expiry date (MM/YY)

Issue number (if shown)

Security number    (last 3 digits on reverse of your card)

Card holder's signature Mrs A J Specimen

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Use this information to help you calculate the correct fee.

Please write details clearly in the boxes provided.

## 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  Driving Licence  Passport   
Marriage Certificate  Decree Absolute  Deed Poll

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](http://www.ocr.org.uk/help/privacy/) at [www.ocr.org.uk/help/privacy/](http://www.ocr.org.uk/help/privacy/).

## Additional information

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

Please use this space to add any additional information which may help us find your results.

## Declaration

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 Mrs A J Specimen Date 1/12/2011

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.

## 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
- Included the correct payment details
- Enclosed a photocopy of the relevant ID
- Signed the form

**PLEASE ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION**

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The form needs to be signed by the person who sat the exams.