

# **Replacement Certificate Fees 2018/19**

## General qualifications and Cambridge Nationals

Centres have one month to report missing certificates in order to obtain a free replacement. After this date, there will be a charge. Replacement certificates will only be issued for six months from the date of issue (except where a grade has changed as a consequence of a review of results, in which case replacements will be issued free of charge up to a year from the date of issue). After this date, centres must apply instead for certifying statements of results.

### Replacement certificates

The following fees apply from 1 August 2018 to 31 July 2019.

Service	Fee where charged (£)
Replacement certificate	45.70 per series

November series	Fee?
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	Fee charged
Replacements for lost/damaged certificates - up to 31 March	No fee
Replacements for lost/damaged certificates - from 1 April to 31 August	Fee charged

January series	Fee?
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	Fee charged
Replacements for lost/damaged certificates - up to 30 June	No fee
Replacements for lost/damaged certificates - from 1 July to 30 November	Fee charged

June series	Fee?
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	Fee charged
Replacements for lost/damaged certificates - up to 30 November	No fee
Replacements for lost/damaged certificates - from 1 December to 30 April	Fee charged

After six months, a certifying statement of results will be issued (see below).

### Certifying statements of results

The following fees apply from 1 August 2018 to 31 July 2019.

Service	Fee (£)
Certifying statement of results for the first examination and subsequent series	45.70 per series
3rd Party Verification - for third parties applying for confirmation of grades	45.70 per series
Additional copies of a certifying statement	15.50 each
Despatch by courier (compulsory for all overseas addresses)	30.95 per address

If you submit an application and we are unable to find any results for you, or if you do not require the subject(s) and results we find, we will refund 50% of the fee charged.

# Cambridge Technicals, Functional Skills, Vocational qualifications

## Replacement certificates

Replacement certificates for vocational qualifications can be claimed free of charge within the first three months from the date of certification.

The following fees apply from 1 August 2018 to 31 July 2019.

Service	Fee (£)
First replacement certificate	45.70
For each additional qualification replacement certificate requested within initial application	15.50
Third party verification	45.70
Despatch by courier (compulsory for all overseas addresses)	30.95

If you submit an application and we are unable to find any results for you, or if you do not require the subject(s) and results we find, we will refund 50% of the fee charged.

# Changes



## Version

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1.00	Original document with effect from August 2018
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