

Guidance notes for completion of the replacement certificate application form

ABE will make every effort to check candidates' identities against the information given, and to provide a replacement certificate. ABE reserves the right not to issue a replacement certificate. ABE will refund the replacement certificate fee if this is the case. Any fee would be refunded as a credit to the candidate's ABE account.

Replacement certificates will be labelled as such.

Award certificates are sent separately to successful candidates three months after the assessment results are published. Candidates should allow three months from the release of results to receive their award certificate. ABE will not issue a replacement until these three months have expired.

The cost and when the charge will apply

There is a £60 fee applicable per replacement certificate.

1. No fee will be charged for certificates damaged in transit. To qualify, candidates must inform ABE within six months of the release of results. Candidates who do not receive their award certificate and who fail to inform ABE of non-receipt within six months will have to request a replacement certificate and pay the replacement fee of £60.
2. No fee is charged for certificates where ABE is responsible for a spelling error. However, a charge of £60 would be made for a replacement certificate if the candidate has failed to advise ABE that their registered name is spelled incorrectly, after the six month period has elapsed. In this case, candidates must return the original incorrectly spelled certificate/s, or a replacement certificate will not be issued.
3. A replacement certificate will not be issued if you have changed your name.

What identification is required?

Applications will NOT be processed without proof of identity. You must provide a photocopy of one of the following with your application:

- birth or marriage certificate
- passport or national ID card
- driving licence

The process

You should allow three full weeks, from the date of receipt of your application form, for ABE to issue your replacement certificate. Please wait until then before you contact us.

We cannot guarantee that we will be able to issue you with a certificate.

Completing your application form and making payment

Your chances of a speedy and positive outcome are much improved if you provide all of the requested information correctly. You must complete all sections of the form, and write in **BLOCK CAPITALS**.

All payments must be in Pound Sterling (£). Cheques/Drafts/Postal Orders should be made payable to ABE. You must also state your full name and membership number on the back of all Cheques/Drafts/Postal Orders. You can pay by credit or debit card by entering your details on the payment section of the application form.

Do not forget to provide your security code (the last three digits on the back of your card) if paying by card.

Where do I send my application?

Send your completed application form, proof of identity and payment by post to: Operations Department, ABE, New Malden Business Centre, 46/50 Coombe Road, New Malden, Surrey, KT3 4QF, UK. Alternatively, you can email your form, proof of identity and payment by credit/debit card.

Before completing this form you should read the separate guidance notes for completion of the replacement certificate application form. If you have any queries please contact the ABE Operations Department on: admissions@abeuk.com
Use one form per award. This form consists of two pages and may be photocopied. Please complete in CAPITAL LETTERS.

Student Details

ABE Membership number: _____ Date of Birth: _____ Mr/Mrs/Ms/Miss/Other (circle)

First Name: _____

Surname: _____

Address: _____

Country: _____

Post Code (UK Only): _____

Telephone: _____

Email: _____

Replacement Qualification Certificate Requested

Full title of qualification _____

Level and year of award (if known) _____

Reason for request (select one)

Lost and/or damaged in transit

Lost or stolen

Not received

Items enclosed (select)

Proof of identity enclosed:

Passport or national ID card

Driving Licence

Birth or marriage certificate

Original certificate enclosed?

Yes

No

Declaration

- I confirm that by completing and submitting this form, I:
- give consent to the processing of this data;
 - have read and understand the ABE's guidance document on replacement certificates;
 - have supplied information which to the best of my knowledge is correct

Signature: _____

Date: _____



Fee: £60 per certificate

Payment

Payment must be made by £ sterling cheque/draft drawn on a UK bank (made payable to ABE) by postal order or by credit/debit card. (Tick method of payment below)

I have enclosed cheque/draft no.

I have enclosed postal order(s)

Deduct from my credit/debit card details below:

Deduct from my ABE credit balance

Credit/Debit Card Payment Form - Complete clearly in BLOCK CAPITALS

I authorise you to debit my account with the amount of £

I wish to pay by Visa / Visa Electron / MasterCard / Diners / JCB

My card number is

(delete as applicable)

Expires End

M M / Y Y

Security Code (last three digits on signature strip on back of card)

IMPORTANT NOTICE YOU MUST GIVE THE SECURITY CODE FOR PAYMENT TO BE ACCEPTED

Cardholder name

Telephone no.

Cardholder address

Postcode

Cardholder signature

Date

ABE Global LTD is a private company limited by guarantee and registered in England and Wales with company number 01096719. The registered office is at New Malden Business Centre, 46/50 Coombe Road, New Malden, England, KT3 4QF.

FOR OFFICE USE ONLY

Date form received:		Proof of identity:	
Replacement certificate no:		Issued on:	
Date of dispatch:		By:	