

**APPLICATION FOR REPLACEMENT CERTIFICATE/LETTER OF SUCCESS/STATEMENT OF PERFORMANCE**

This form must be completed by the candidate (in ink) and returned with enclosures to the address at the bottom of the form. Requests will only be considered if all appropriate parts of this form are completed, an incomplete form will delay your application.

**REPLACEMENT CERTIFICATE**

Home GCE issued from Summer 1988/GCSE issued from Summer 1994

Certificates, which were issued as proof that an award was conferred, are valuable documents that should be carefully preserved. In no circumstances will Edexcel issue a replacement to any applicant holding an original certificate. The loss or destruction of a certificate is a serious matter, and a replacement will only be issued at Edexcel's discretion, and where loss is affirmed in Section C. Edexcel reserves the right to refuse a replacement without stating any reason for our decision.

**LETTER OF SUCCESS**

Home GCE issued prior to Summer 1988/GCSE issued prior to Summer 1994. All CSE\* and International GCE.

Candidates may only be issued with a Letter of Success for each of the above examination types as original certification is no longer available.

\*Edexcel administers the CSE records of the London Regional Examining Board (formerly Metropolitan and Middlesex Regional Examinations Boards) and the East Anglian Examinations Board only.

An applicant for Replacement Certificates/Letters of Success must provide the search fee specified below and either:

- a) A clear photocopy of his/her birth certificate or passport together with Section C completed; or
- b) The damaged or defaced certificate.

**STATEMENT OF PERFORMANCE**

A Statement of Performance is an official document listing the candidate's GCE/GCSE examination successes with Edexcel (London Examinations) and amalgamated boards. It may be sent to bona fide Educational Institutions, Professional bodies and prospective employers but will not be sent to the candidate, the candidate's parents or anyone on the candidate's behalf

An applicant for Statements must provide the search fee specified below and:

- a) a clear photocopy of his/her birth certificate or passport and
- b) a list of addresses to whom the statement should be sent (including names/titles/reference numbers if known).

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Please send me a:

Replacement Certificate / Letter of Success Complete All Sections

Statement of Performance Complete Sections A & B

**Search Fee:** subject to change without prior notification (pounds sterling only)

£26 for all examination sessions taken within one type ie GCE or GCSE or CSE

£26 (up to maximum of 5 addresses)

Please enclose cheque(s) or postal order(s), made payable to EDEXCEL FOUNDATION (monies returned if examinations not at this board).

**Section A** - Name and Address details to be completed by all applicants

| (Mr/Mrs/Miss/Ms/Other)                    | Current Address |
|---|-----------------|
| Current first name(s)                     |                 |
| Current surname (capitals)                |                 |
| Full name at time of award (if different) |                 |
|   |                 |
| Date of Birth                             |                 |
| Daytime phone no.                         | Post code       |

For Office use only

|                         |        |
|-------------------------|--------|
| Cheque to Accounts      | Letter |
| Comments and issue date |        |

**Section B - Examination details to be completed by all applicants**

|  |  |  |  |
|--|--|--|--|
| Month/Year of examination session            |  |  |  |
| Name of Centre at time of examination        |  |  |  |
| Address of Centre incl. Town/County          |  |  |  |
| Centre Number (if known)                     |  |  |  |
| Candidate number (if known)                  |  |  |  |
| Exam (GCE 'O' or 'A' or 'AS' level/GCSE/CSE) |  |  |  |
| Subject(s) taken & grade                     |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Please ensure you have enclosed a cheque for the fee and a photocopy of your birth certificate or passport (do not include originals).**

**Section C - Declaration (to be completed by all applicants unless returning damaged/defaced certificates or applying for a Statement of performance).**

**Declaration of loss/non-receipt**

enter full name | \_\_\_\_\_

explain nature of loss | do solemnly and sincerely declare that

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I undertake that if I retrieve the original document, I will return the replacement immediately to Edexcel Foundation.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Countersignature by either:**

Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (e.g. Doctor, Lawyer, Teacher), Local Councillor, Bank or Police Officer known to you **personally** for two years but should not be a relative. Alternatively this may be witnessed by a Magistrate, Commissioner for Oaths or practising solicitor who does not need to be personally known to you, and the line indicated below can be deleted.

enter full name | \_\_\_\_\_  
\*certify that the applicant has been known to me for more than two years as

enter in what capacity | \_\_\_\_\_  
and that to the best of my knowledge and belief the facts stated on this form are correct

Witness's signature | \_\_\_\_\_ Date \_\_\_\_\_

enter profession | \_\_\_\_\_

enter business name and address | \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

enter telephone number | \_\_\_\_\_