**

**Certificate Replacement
and Amendment Form**

Please note that this form applies only to Trinity qualifications taken from 2009 onwards. If your request is about an exam taken prior to this please contact the **Enquiries About Results** team separately at: archiverequests@trinitycollege.com

Trinity College London will use this information to administer and receive payment or proof of payment for the issue of a replacement or amended certificate(s). We may share this data with a third-party supplier to manage the issue and dispatch of certificates. For more information explaining how we use your personal information please see www.trinitycollege.com/data-protection

In order for us to provide a replacement certificate you must complete all details on this form. Please write clearly and in **BLOCK CAPITALS** before returning the form to the relevant address below:

**For candidates who have taken exams in Italy:** For more details email us at info@trinitycollege.it.

**For candidates who have taken exams in Spain or Portugal:** Email us at certificates@trinitycollege.eu for local rates in Euros and bank details.

**For candidates who have taken SELT exams:** please contact our SELT team at selt@trinitycollege.co.uk ­or by calling 0333 358 3183 if you need to arrange a replacement certificate. Please note that amendments cannot be made to SELT certificates.

**For all other Trinity exams:** email us at replacementcertificates@trinitycollege.com or by post to Operations Support, Trinity College London, AMP House, 10th Floor, Dingwall Road, Croydon, CR0 2LX, UK

You **must** include the correct fee (or proof of payment) with this form when you return it. Please note that we cannot accept cash as a form of payment. **Bank transfer details**: Account name: Trinity College London, Account number: 01212316. Sort Code: 30-00-09.

SWIFT/BIC CODE: LOYD GB 21013. IBAN Number: GB14 LOYD 3000 0901 212316.

You **must** complete all the details requested below. Failure to do so will delay the re-issue of the certificate(s).

This is for orders from individual candidates only; Registered Exam Centres should contact their Trinity contact with details of their request.

Please note that if you are sending payment in another currency, **ensure that the correct GBP amount arrives**.

**The cost of replacement certificates**

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| **Subject** | **Replacement or amendment fee\*** |
| **All Performing Arts or English Language Grade exams**Music, Rock & Pop, Drama, GESE, ISE, ESOL Skills for Life, Arts Award Bronze, Silver & Gold, Awards and Certificates in Musical Development Entry 3 and Levels 1,2 & 3 | £25 |
| **Arts Award Discover**There is a maximum charge of £70 for each certificate order. | £4.70 |
| **Arts Award Explore** | £16 |
| **Awards and Certificates in Musical Development Entry 1** | £17 |
| **Awards and Certificates in Musical Development Entry 2** | £22 |
| **All Diploma exams**Music including CME; Drama; PPAD; Dance and TESOL | £25 |

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| **Centres only**If you require one or more replacement certificates from the same exam order or batch, the cost is as follows:* 1 certificate - standard replacement fee
* 2-10 additional certificates - £5 each
* 11 certificates or more – the cost remains capped at 10 certificates
* Please note that Arts Award Discover certificates have a different tariff
 |

Please tick appropriate box and provide details as applicable:

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| --- | --- | --- | --- | --- | --- |
| **LANGUAGE** |  | **PERFORMING ARTS** |  | **ARTS** |  |
| ESOL Skills for Life | [ ]  | DANCE (including Teaching, Safe Dance Practice) | [ ]  | ARTS AWARD  | [ ]  |
| ISE | [ ]  | DRAMA | [ ]  |  |  |
| GESE | [ ]  | MUSIC (including Rock & Pop, CME) | [ ]  |  |  |
|  |  | PPAD | [ ]  |  |  |
| TESOL | [ ]  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Centre number** | **Candidate name** | **Candidate number** | **Exam type and grade** | **Session****(month/year)** | **Comment** |
|  |  |  |  |  |  |

Return address

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| --- |
| **Name** |
| **Email** | **Telephone** |
| **Address (including postcode)** |

­If there is a spelling mistake, eg in the candidate’s name, you must inform us of both the correct and incorrect spelling in the ‘Comment’ box above.