|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Replacement Certificate Application form | | | | | | | | | | | | | | | | |
| This form must be completed by candidates who require a replacement certificate. There is a fee for issuing each replacement certificate. | | | | | | | | | | | | | | | | |
| Full Name of the Candidate |  | | | | | | | | | | | | | | | |
| Date of Birth |  | | | | | | | | | | | | | Please affix a recent photograph of UK passport standard with your name clearly printed on the reverse | | |
| NI Number |  |  | |  | |  |  | |  |  |  | |  |
| Address |  | | | | | | | | | | | | |
| Contact Number |  | | | | | | | | | | | | |
| Email |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Reason for request | | | Original stolen or lost  Original damaged, destroyed or defaced  Original not received  Change of details (proof required)  Others (please describe) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Type of Replacement Certificate Required** | | | | | | | | | | | | | | | | |
| ACS (Gas) | | |  | | Others  (please write the qualification name) | | | | | | |  | | | |  |
| Please tick the relevant boxes: | | | | | | | | | | | | | | | | |
| Replacement Certificate (£60.00) | | | | | | | | | | | | | | | |  |
| UK Passport Standard photograph or Photographic UK ID evidence attached | | | | | | | | | | | | | | | |  |
| Method of Payment: Bank Transfer (Please see bank details below) | | | | | | | | | | | | | | | |  |
| **If paying by Bank Transfer, please use the following information: Ref: RC-**Candidate full name  **Account Name: Adskills Certification Ltd Sort Code: 23-05-80 Account Number: 25920236** | | | | | | | | | | | | | | | | |
| Adskills Certification Ltd shall hold your personal data provided on this form in accordance with the General data protection regulations GDPR for certification purpose for a minimum of six years and will not pass your data to third party without consent. Our data protection policy is available at [www.adskills.org.uk](http://www.adskills.org.uk).  I am giving my consent by signing this form below. | | | | | | | | | | | | | | | | |
| **Applicant Agreement and Declaration**   1. I confirm that the information supplied by me on this application form is correct, accurate and complete. 2. I understand that false or misleading information may lead to my application being refused or my replacement certificate being withdrawn. 3. I agree to abide by the requirements of the **AdSkills Certification Ltd Scheme Rules.** 4. I agree to abide the terms of conditions and use of the original certificate awarded. 5. This replacement certificate remains the property of Adskills Certification Ltd and must be surrendered on demand. 6. I agree to inform Adskills Certification Ltd without delay, if any matter that can affect the capability of the certificate holder to continue to fulfil the certification requirements. | | | | | | | | | | | | | | | | |
| **Applicant Name** | | | | | | | | **Signature** | | | | | | | **Date** | |
|  | | | | | | | |  | | | | | | |  | |

Please email this completed application form to [**info@adskills.org.uk**](mailto:info@adskills.org.uk)

or post to

Adskills Certification Ltd, Unit 15 Heston Industrial Mall, Church Road, Hounslow, Middlesex, TW5 0LD