**

**Certificate Replacement
and Amendment Form**

Please note that this form applies only to Trinity qualifications taken from 2012 onwards. If your request is about an exam taken prior to 2012 please contact the Post 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

**This form is for orders from individual candidates only**. If you are a Registered Exam Centre, please contact your local Trinity contact to request your replacement certificate(s). Please note that if you are sending payment in another currency, you should **ensure that the correct GBP amount arrives**.

**HOW TO APPLY**

**For exams taken in Italy** (including a request for local rates in Euros and bank details) please email info@trinitycollege.it

**For exams taken in Spain or Portugal** (including a request for local rates in Euros and bank details) please email resultsandcertificates@trinitycollege.eu

**For 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** please complete all details on this form and ensure all information is clear (use BLOCK CAPITALS) before returning the form to replacementcertificates@trinitycollege.com

You **must** include proof of payment with this form when you return it.
**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).

**Replacement or Amendment Fees**

|  |  |
| --- | --- |
| **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**All Diploma exams**Music including CME; Drama; PPAD; Dance and TESOL | £25 |
| **Arts Award Discover**There is a maximum charge of £70 for each certificate order. | £4.75 |
| **Arts Award Explore** | £16.30 |
| **Awards and Certificates in Musical Development Entry 1** | £17 |
| **Awards and Certificates in Musical Development Entry 2** | £22 |

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| **\* Centres only**If you require one or more replacement certificates from the same exam order, 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 select the 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 | [ ]  | ACMD | [ ]  |
| GESE | [ ]  | MUSIC (including Rock & Pop, CME) | [ ]  |  |  |
|  |  | PPAD | [ ]  |  |  |
| TESOL | [ ]  |  |  |  |  |

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

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

**Delivery address**

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| --- | --- | --- |
| **Name:** | **Email:**  | **Contact Number:**  |
| **Address (include postcode):** |