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# APPLICATION FOR THE ISSUE OF A REPLACEMENT CERTIFICATE

**Guidance for Applicants:**

1. The certificate issued by Leeds Beckett University is proof of the conferment of an award and is a unique and valuable document. Replacement certificates have the same standing as the original, are produced in the format currently in use and may not be an exact copy of the original.
2. Replacement certificates can only be issued if your original certificate has been lost, stolen or damaged, and at the discretion of the University, which reserves the right to refuse an application. The original certificate will be invalid when a replacement is issued.
3. The University can only issue documents in the name in which you were awarded.
4. This form can only be used for undergraduate and postgraduate awards made from October 1992 onwards, or for HNC/HND awards made from 1994 onwards. For earlier awards please see further guidance at <https://leedsbeckett.ac.uk/studenthub/replacement-certificates/>
5. Applicants requesting a replacement certificate **MUST** provide:
6. **EITHER** the damaged certificate **OR** a Declaration –seeoverleaf **-** setting out the circumstances in which the certificate was lost, stolen or destroyed, with an undertaking that should a duplicate be issued, the original certificate will be returned to the University if it is subsequently found.
7. This application form fully completed and signed. Please ensure that your signature is handwritten; we are unable to accept electronic signatures at present.
8. A copy of photo ID. Valid forms include a photocopied or scanned copy of e.g. driving licence, passport, or another official photo ID including signature. Please do not send original documents. If your name has changed since you were awarded, please also attach proof of name change, i.e. a copy of a marriage certificate, deed poll.
9. **Payment of £60 can be made via the online shop at** <https://onlinestore.leedsbeckett.ac.uk/product-catalogue/university-services/customer-payments/replacement-award-certificate>

# APPLICATION FOR THE ISSUE OF A REPLACEMENT CERTIFICATE

**To be completed by ALL applicants in BLOCK CAPITALS**

**Full Name of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_

**Student ID if Known:**\_\_\_\_\_\_\_\_\_\_\_\_\_  \_ \_\_\_\_     **Year of Award:**\_\_ \_\_\_\_ \_\_\_\_

**Award and Title of** Course:

**Contact Telephone No**: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I (CURRENT FULL NAME**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FULL NAME** at time of award (if different to above)

confirm that (please state reason for requesting a replacement certificate here):

**Receipt number from online store**:

**Applicant’s Signature, by hand**:

**Date**:

**Please post to this address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please forward your receipt email from the online store with this form attached, along with a scanned copy of photo ID, e.g. passport or driver’s licence to [registrationandawards@leedsbeckett.ac.uk](mailto:registrationandawards@leedsbeckett.ac.uk)