

## IQ Certificate Replacement Form

Please complete all required fields and send this form back to IQ at [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk).  
All replacement certificates are subject to the certificate reprint charge. Please note that duplicate certificates will be printed on the most current certificate layout and may not be an exact copy of the original certificate. Where a lost certificate is being replaced, the issued certificate will be marked as a duplicate.

Type	<input type="checkbox"/> Lost Replacement Certificate <input type="checkbox"/> Damaged or Defaced Certificate <input type="checkbox"/> Misprinted / Updated details	
IQ Registration Number (if known)		
Name as appears on certificate		
Correct Name – please write in capitals		
Date of Birth* dd/mm/yy		
Full qualification / certificate title		
Centre number		
Centre Contact		
Problem with the certificate, if misprinted or details updated		
<b>Declaration</b> I declare that the information that I have supplied on this form are true and correct to the best of my knowledge. The legitimate and genuine copies of the identity documentation required as per the IQ guidelines are attached to support my claim. I have also attached the genuine defaced or misprinted certificates where applicable. I confirm that if I retrieve my original lost certificate, I will return the replacement immediately to IQ.		
Signature	Date:	
<b>IQ Admin Only</b> Admin:	Old certificate number:	Request: Approved / Rejected
Date Checked:	Route cause: Candidate / Centre / IQ	Refusal reason:
	Batch ID:	Reprint / Duplicate