

Replacement Certificate Form

This form is for learner who wish to apply for a replacement certificate. Please supply all information requested, the ensure the prompt processing of your application.

Please ensure you enclose a photocopy of your identification for all requests for replacement certificates, please indicate:

Passport:

Driving License:

Birth Certificate:

Other:

Learner Details	
Name at time of achievement (and current name if different)	
Date of birth:	OCN NI Registration Number or ULN:
IMPORTANT: Certificates can only be re-issued in another name if: 1) The name change happened during the time of study (supporting documents required) 2) Your name is spelt incorrectly on your certificate	
First Name (s) if changed to appear in new certificate:	Surname—if changed—to appear on new certificate:
Telephone No:	Email Address e-Certificate to be sent to:
Please state reason for replacement:	Address paper copy Certificate to be posted to:
Qualification/Endorsed Course Details:	
Qualification/Endorsed Course Title:	Start date and year of study:
Centre the qualification/endorse course was completed at:	Signature: <i>(Please note that it may take up to 4 weeks to process your request)</i>
Charges for Replacement Certificates	
There is a charge of £25 per paper copy certificate - payments can be made via BACs (please contact the office for bank details), or post a cheque (made payable to Open College Network Northern Ireland) to OCN NI, Customer Services, Sirius House, 10 Heron Road, Belfast BT3 9LE	
IMPORTANT – Certificates can only be re-issued in another name if the name changed happened during the time of study, official documentation will be required to support this.	
OCNNI Use Only:	
Cheque Received and Passed to Finance:	Run ID:
Event Created:	Processed by: