

Request for Replacement Certificate and/or Correction of Learner Details



Use for LASER and Trident Awards qualifications.

- **Centres:** Please complete this form in full and upload to the web portal.
- **Learners:** Please complete this form in full and email to trident@laser-awards.org.uk.

You must include a copy of photographic ID evidence showing correct details if incorrect details have been registered. If a certificate needs to be replaced, the original must also be sent to Laser Learning Awards, 6 Park Court, Pyrford Road, West Byfleet, KT14 6SD, before a replacement can be issued.

- **Lost or damaged certificate replacement** - please complete Part One and Part Two.
- **Incorrect Learner details** - please complete Part One and Part Three. (Photographic evidence of the correct details must be submitted, e.g. photocopy of passport or driving licence.)
- **Incorrect Learner details and certificate replacement** please complete Part One, Part Two and Part Three.

Fees - LASER/Trident Awards will apply a fee(s) for all replacement certificates and/or changes to learner details. Additional administration charges may be applicable to centres repeatedly providing incorrect learner details.

Part One *(complete in all cases)*

Centre Details				
Centre name:		Centre number:		
Qualification/course title:				
Course run ID:		Course run start date:		
Reason for Request <i>(Tick as applicable)</i>				
Incorrect details	<input type="checkbox"/>	Certificate damaged	<input type="checkbox"/>	Certificate lost
Other: <i>(give full details)</i>				
Declaration				
<ul style="list-style-type: none"> • I declare that all the information on this form is correct. • I agree to pay the fee for any changes to learner details, as per the LASER/Trident Awards tariff. • If certificate has been issued, I agree to pay the fee for a replacement as per the LASER/Trident Awards tariff. • I agree to return the original certificate unless this has been lost. • If certificate has been lost, I confirm that all reasonable efforts have been made to recover it. 				
Requested by: <i>(name)</i>				
I am: <i>(tick as applicable)</i>	A learner	<input type="checkbox"/>	Centre staff – state position	Position:
Signature:		Date:		
Email address:		Contact number:		

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Part Two – Lost or damaged certificate replacement *(ONLY complete if certificate has been issued but is lost or damaged)*

Learner Details <i>(Use block capitals)</i>		Office Use
Full name:		
Learner ID:		
Date of birth:		
Post code:		
Certificate number <i>(if known)</i> :		

Part Three – Incorrect learner details registered *(ONLY complete if incorrect details have been registered)*

Has certificate been issued?	
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Original Learner Details Submitted <i>(Use block capitals)</i>		To be changed?				Office Use
Learner first name(s):		Yes		No		
Learner middle name(s):		Yes		No		
Learner surname(s):		Yes		No		
Date of birth:		Yes		No		
Reason for error:						
Correct Learner Details <i>(Use block capitals. Leave blank if no change from above)</i>						
Learner first name(s):						
Learner middle name(s):						
Learner surname(s):						
Date of birth:						
Photographic ID evidence: <i>(photocopy/scan only)</i>	Passport		Driving licence		Other	

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Office Use Only	Approved?		Date:	
	Name:		Signature:	
	Comments:			
	Position:		Date issued:	
	Finance Dept			
	Incorrect Details:		Invoice No.:	
	Incorrect DOB:		Amount:	
	Lost Certificate:		Invoice Date:	
	Certificate Issued:		Date Paid:	