**

**Certificate Replacement  
and Amendment Form**

Please note that this form applies only to Trinity qualifications taken from 2009 onwards. If your request is about an exam taken prior to this please contact the **Enquiries About Results** team separately at: archiverequests@trinitycollege.com

Trinity College London will use this information to administer, 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

In order for us to provide a replacement certificate you must complete all details on this form. Please write clearly and in **BLOCK CAPITALS** before returning the form to the relevant address below:

**For candidates who have taken exams in Italy:** For more details email us at [info@trinitycollege.it](mailto:info@trinitycollege.it).

**For candidates who have taken exams in Spain or Portugal:** Email us at [certificates@trinitycollege.eu](mailto:certificates@trinitycollege.eu) for local rates in Euros and bank details.

**For candidates who have taken SELT exams:** please contact our SELT team at [selt@trinitycollege.co.uk](mailto: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:** Operations Support, Trinity College London, AMP House, 10th Floor, Dingwall Road, Croydon, CR0 2LX, England

You **must** include the correct fee (or proof of payment) with this form when you return it. Please note that we cannot accept cash as a form of payment.

You **must** complete all the details requested below. Failure to do so will delay the re-issue of the certificate(s). If you are not the appointed representative of a centre then you **must** include an address so that the certificate may be returned to you.

**The cost of replacement certificates**

|  |  |
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| **Subject** | **Replacement or amendment fee\*** |
| **All Performing Arts or English Language Grade exams**  Music, Rock & Pop, Drama, GESE, ISE, SEW, ESOL Skills for Life | £25 |
| **Arts Award Discover**  There is a maximum charge of £55 for each certificate order. | £4.00 |
| **Arts Award Explore** | £13.75 |
| **Arts Award Bronze** | £24.50 |
| **Arts Award Silver & Gold** | £25  \* Currency is given in GBP. Equivalent fees in local currencies are available on request. |
| **All Diploma exams**  Music including CME; Drama; PPAD; Dance and TESOL | £25 |

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| **Centres only**  If you require one or more replacement certificates from the same exam order or batch, 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 tick 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 |  |  |  |
| GESE |  | MUSIC (including Rock & Pop and CME) |  |  |  |
| SEW |  | PPAD |  |  |  |
| TESOL |  |  |  |  |  |

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

Return address

|  |  |
| --- | --- |
| **Name** | |
| **Email** | **Telephone** |
| **Address (including postcode)** | |

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