

Replacement unit certificate/qualification parchment request form - Form UCP1 (For candidate use only)



Use **one form per qualification** - all sections of the form must be completed unless otherwise stated.

NB: Please use the details contained in your NEBOSH Unit Result Notification letter and/or Unit Certificate or Parchment to assist in completing this form.

Please enclose a copy of your Unit Result Notification letter to assist us with matching your details to ensure you receive the correct certificate.

PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND BLACK INK

1. Accredited course provider details

Name of accredited course provider where studied Course provider accreditation number

2. Candidate details (as they appeared on the appropriate Unit Result Notification letter)

NEBOSH student number

Given or first name(s)

Family name or surname

Date of birth

Gender (please tick)
Male Female

a. Candidate address as registered with NEBOSH

House/flat number Building name/number

Street

Town/city

District (where applicable)

County/State

Country

Postal /zip code

Daytime telephone number

Email address (optional)

b. Address where replacement certification is to be sent (if different to a. overleaf)

House/flat number	Building name/number
<input type="text"/>	<input type="text"/>
Street	
<input type="text"/>	
Town/city	District (where applicable)
<input type="text"/>	<input type="text"/>
County/State	Country
<input type="text"/>	<input type="text"/>
Postal /zip code	
<input type="text"/>	
Daytime telephone number	Email address (optional)
<input type="text"/>	<input type="text"/>

3. Replacement unit certificate/qualification parchment required – see NEBOSH Unit Result Notification letter and/or unit certificate or parchment

Title of NEBOSH qualification (eg, National General Certificate in Occupational Health and Safety)

(Please tick appropriate box)

Unit certificate(s) – if selected proceed to **Section 4**

Qualification parchment – if selected proceed to **Section 5**

4. Unit certificate details

Please specify the unit name and code of unit certificate(s) required (listed on the unit certificate or Unit Result Notification letter). The result declaration date is stated on the certificate (if available).

Unit name (eg, Management of health and safety)	Unit code (eg, NGC1)	Result declaration date(s)					
		D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Checklist

- Have you included your new address details if they have changed since you received your results?
- Have you included a copy of the relevant Unit Result Notification letter(s)?
- Have you enclosed the original (not copies), damaged or incorrect certificates?
- Have you included evidence to support your name correction or name change?

Application notes

1. All sections of this form must be completed in full (unless otherwise noted within the form).
2. You may only use one form per NEBOSH qualification. This form may be photocopied if more applications are needed.
3. Completed forms and supporting documentation should be sent to Replacement Certificates, NEBOSH, Dominus Way, Meridian Business Park, Leicester, LE19 1QW.
4. Where damaged or incorrect certificates are returned to NEBOSH for replacement it is recommended that candidates and accredited course providers return them via a trackable delivery service. **NB:** NEBOSH will not accept any liability for original certificates returned to NEBOSH by accredited course providers or candidates that are lost in transit.
5. Please allow **20 working days** for the processing of the application from the receipt and verification of candidate identification and /or full payment
6. The current fee for this service is **£15 per replacement unit certificate or qualification parchment**
7. **There is also a charge to cover track-able delivery (for security reasons), postage and packing per order (not per certificate): £15 for Special Delivery in the UK and £40 for courier delivery overseas.**
8. **Therefore replacing three unit certificates and a parchment for delivery to the UK would cost a total of £75 or £100 for delivery overseas.**

How to make payment

On receipt of your request payment can be made using one of the following options:

By credit or debit card by calling our Customer Service Department on + 44 (0)116 263 4700 Monday to Friday 9 am to 5pm (GMT).

By cheque made payable to NEBOSH. Only cheques issued in Great British Pounds (GBP) and payable through a UK bank will be accepted.

I enclose a cheque made payable to 'NEBOSH'

By Bank Transfer – for the NEBOSH Bank details please contact the Customer Service Team on info@nebosh.org.uk. When making payments via bank transfer please use your candidate number as reference.

For security reasons, NEBOSH will not accept payment details by email. Any such information received will be deleted immediately and will not be processed.