## 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)

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

House/flat number	Building name/number
Street	
Town/city	District (where applicable)
County/State	Country
Postal /zip code	
Daytime telephone number	Email address (optional)

**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	l	Jnit code	Result declaration date(s)							
(eg, Management of health and safety)	(	(eg, NGC1)	D	D	М	Μ	Υ	Y		
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### 5. Qualification parchment details

Please specify the name of the qualification parchment required (eg, National General Certificate in Occupational Health and Safety) - listed on the Unit Result Notification letter

		Res	ult d	eclai	ratio	n da	ate(s)
Qualification title		D	D	Μ	Μ	Υ	Y
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## 6. Reason for requesting replacement unit certificate or parchment (please tick one as appropriate)

	Original must be returned?	Evidence required?	Tick
Damaged by candidate	YES	No	
Damaged by course provider	YES	No	
Damaged in post from NEBOSH	YES	No	
Lost by candidate	No	No	
Not received by candidate	No	No	
Legal name change	YES	YES	
Error identified - spelling/printing/duplicate candidate	YES	YES	
Other reason (please specify below)			
Other reason (please specify below)			

**Please refer to** NEBOSH "Policy for replacement certificate requests from candidates and accredited course providers", Section 6 for which reasons incur a fee.

### 7. Name changes

The format for names printed on NEBOSH certificates and parchments is:

GIVEN or FIRST NAME(s)

**FAMILY NAME or SURNAME** 

# Using this format please clearly PRINT in BLOCK CAPITALS the name that should appear on the replacement certificate(s).

### 8. Declaration

NEBOSH will process your data in accordance with the principles of the General Data Protection Regulation.

### I confirm that by completing and submitting this form:

- Please sign below to confirm your acceptance for NEBOSH to process the data., for more information on how we process your personal data please <u>click here</u> or visit <u>www.nebosh.org.uk</u> to read our privacy statement.
- I have read the NEBOSH "policy for replacement certificates requests from candidates and accredited course providers" document and understand it;
- I have supplied information which is accurate to the best of my knowledge.

### Candidate signature

Date

### 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.