

NPTC Certificate of Competence Replacement Application Search Request Form

Please complete the following form to apply for a replacement certificate and/or ID card. Once completed please return the form with payment details to information@cityandguilds.com or post to **City & Guilds, Building 500, Abbey Park, Stareton, Warwickshire, CV8 2LY.**

It may take two weeks from the receipt of your application to the delivery of a new certificate or ID card. This is not a guarantee and turnaround times increase during busy periods.

Please note that the fees stated are to search our candidate records; in the event that a search is unsuccessful and a candidate record cannot be located no refund will be given.

If requesting an ID card please send your photo as a **jpeg** image attached to your email or a passport sized photo with the posted form and include a copy of proof of identity e.g. copy of passport or photo driving licence. **We are unable to process requests without proof of ID, please do not send originals.**

Personal Details

Mandatory fields marked with *

Title Please circle	Mr	Mrs	Miss	Ms	Other
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*First Name	
*Surname	
Previous Surname (if applicable)	
*Date of Birth (dd/mm/yyyy)	

Current Address	
*Address – Line 1	
Address – Line 2	
*Town	
*County	
*Postcode	
Email address	
*Telephone Number	

Previous Address (at time of the award)	
*Address – Line 1	
Address – Line 2	
*Town	
*County	
*Postcode	

Qualification Details

Please submit as much information as possible to help with the search. If you wish to apply for more than two qualification schemes please complete an additional 'Qualification Details' page.

If you require written confirmation only, all qualifications recorded will be listed but a certificate will not be issued. Written confirmation will be sent by email if an email address is provided.

Scheme One	
Candidate Number	
*Qualification Title e.g. Safe Use of Pesticides	
*Qualification Number(s) e.g. PA1 & PA6	
Certificate Number	
Qualification Assessment Date	

Please tick as required

Replacement Certificate

(ID card Inc. if photo held)

ID card only

Written confirmation

(no certificate or ID included)

Scheme Two	
Candidate Number	
*Qualification Title e.g. Safe Use of Chainsaw	
*Qualification Number(s) e.g. CS30	
Certificate Number	
Qualification Assessment Date	

Replacement Certificate

(ID card Inc. if photo held)

ID card only

Written confirmation

(no certificate or ID included)

Payment Details

The stated fees are to search our candidate records; there will be no refund in the event that a search is unsuccessful.

Certificate replacement prices below are quoted for **one** qualification scheme only. E.g. a 'chainsaw' qualification including a number of certificates, with one ID card displaying all units achieved.

If requesting an ID card please include a copy of proof of identity e.g. copy of passport or photo driving licence. We are unable to process requests without proof of ID, please do not send originals.

Price per scheme	Product	Quantity	SubTotal
£44	Replacement Certificate (includes ID card if we hold a photo)		£
£10	ID card only		£
£44	Written confirmation of all qualifications held with NPTC (does not include replacement certificate)		£
		Total	£

Please complete you credit/debit card details below.



I wish to pay by Visa / Mastercard / Electron / Maestro / Solo (Please circle as appropriate)

I authorise you to debit my account with the amount of £

My card number is

Issue Number (If Applicable) Valid From Date Expiry Date

CSC Security Code The last 3 digits located on the reverse of the card

Full name (as on card)	
Card holders Address	
Postcode	
Telephone number	
Signature	