



**Annex 33**  
**Application for a Replacement  
Certificate (Form RC 1)**

## Contents

Contents .....	2
APPLICATION FOR A REPLACEMENT CERTIFICATE (FORM RC 1) .....	3
1. Introduction .....	3
2. Applicant & Qualification Details (To be completed for all applications) .....	5
4. Centre Application .....	6
5. Payment Details .....	6
6. Declaration .....	7

## APPLICATION FOR A REPLACEMENT CERTIFICATE (FORM RC 1)

### 1. Introduction

1.1 Only individuals who have successfully completed the appropriate assessment or named Centre Contacts on their behalf may apply for a replacement certificate. Replacement certificates will be marked as such and have the same standing as an original.

1.2 HABC will check through its records to verify the original qualification, the date and grade of the award. Due to the fact that the loss or destruction of a certificate is a serious matter, HABC can only issue a replacement certificate if we can establish that the applicant has obtained the relevant qualification.

1.3 Applications submitted by a candidate **must** be accompanied with one proof of identification. Copies of the following documents are acceptable forms of identification:

1.3.1 Signed Passport

1.3.2 Signed UK driving licence (paper or card)

1.3.3 HM Forces ID Card

1.3.4 EU photo identity card

1.3.4.1 Please note the above list is not exhaustive

1.4 Applications submitted by an Approved HABC Centre on behalf of a candidate **must** be signed by the Centre Contact confirming that candidate identity has been checked against Centre records.

1.5 The fee for a replacement certificate varies depending on the circumstances of the application.

1.5.1 Replacement certificates will be issued without charge if:

1.5.1.1 The application is made within three months of the date of examination; or

1.5.1.2 The individual requesting the replacement certificate provides the original certificate or pass list. This is limited to five certificates per Centre per year; and

1.5.2 Replacement certificates will always be issued without charge if an HABC error is identified.

- 1.5.3 Replacement certificates will be issued with a £10 charge if:
  - 1.5.3.1 The application is made after three months of the date of examination;
  - 1.5.3.2 The Centre has already received five or more replacement certificates free of charge in a one year rolling period; and
- 1.5.4 The application form (RC 1) must be completed in full with **all** requests for replacement certificates.
- 1.6 Please note that the £10 fee will not be returned in the event that HABC are unable to verify that an individual completed an assessment and is therefore unable to issue a certificate.
- 1.7 Replacement certificates will be issued with the name of the candidate as it was at the time the examination was taken.
- 1.8 Candidates are advised to obtain the assistance of the Centre through which they took the qualification should they personally want to complete Form RC 1.
- 1.9 HABC will monitor the issuing of replacement certificates through its auditing procedures and reserves the right to alter the arrangement without notice.
- 1.10 In order to request a replacement certificate, you need to complete the application form below and return to HABC at:

HABC Replacement Certificates  
Highfield House  
Sidings Court  
Lakeside  
Doncaster  
South Yorkshire  
DN4 5NL  
United Kingdom

**2. Applicant & Qualification Details (To be completed for all applications)**

2.1 Candidate name: .....

2.2 Date of birth: .....

2.3 Address: .....

.....

2.4 Postcode: .....

2.5 Tel: .....

2.6 E-mail address: .....

2.7 Name at time of the examination: .....

2.8 State the full title of the qualification: .....

.....

2.9 What was the date or approximate date of the examination: .....

2.10 Centre name: .....

2.11 Centre number: .....

2.12 Centre contact: .....

2.13 Centre telephone number: .....

2.14 Centre address: .....

.....

2.15 Please provide the reason for the application for a replacement certificate:

.....

.....

3. **Candidate Application (To be completed if the candidate is submitting the application)**

3.1 Please state the form of identification submitted with this application:

.....

(Failure to include a copy of identification with Form RC 1 may lead to a delay in processing your application)

4. **Centre Application (To be completed by the Centre Contact applying on behalf of the candidate)**

4.1 I confirm that the Centre has checked its records and are satisfied that the candidate requiring the replacement certificate is indeed the person who they claim to be.

4.2 The Centre also confirms that records indicate the candidate passed the HABC examination for which they are applying for a replacement certificate.

4.3 Please acknowledge agreement with points 4.1 and 4.2 by ticking (✓) the following box  (Failure to tick the box may lead to a delay in processing the application)

5. **Payment Details**

5.1 If you are required to pay for the replacement certificate, please select the means of payment from the list below and complete the details accordingly:

**Credit/Debit Card**

Card type (Visa/Master Card/American Express): .....

Card Number: \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ \_\_ \_\_

Valid From: \_\_ \_\_ | \_\_ \_\_ Expiry Date: \_\_ \_\_ | \_\_ \_\_

Issue number \_\_

Security Code (Last 3 digits on back of card): \_\_ \_\_ \_\_

Cardholder Name: .....

Cardholder Signature: .....

Address where the card is registered: .....

.....

Postcode: .....

**Invoice**

Please provide HABC Centre number: \_ \_ \_ \_ \_

Purchase order reference: .....

**Cheque**

Please find enclosed a cheque for the sum of 

£                      .
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(Cheques should be made payable to HABC)

**6. Declaration**

- 6.1 I confirm the information contained within this application form is to the best of my knowledge accurate and not intended to mislead.
- 6.2 I agree to submit damaged certificates to HABC with the completed application for a replacement certificate, Form RC 1. (Including those with incorrect spellings of learners names)
- 6.3 Likewise, I agree that any lost certificates subsequently found will be returned to HABC.
- 6.4 Please sign and date your application:

Signature: .....

Print Name: .....

Date: .....

Please return to:

HABC Replacement Certificates  
Highfield House  
Sidings Court  
Lakeside  
Doncaster  
South Yorkshire  
DN4 5NL  
United Kingdom