



Certificate in Local Council Administration (CiLCA) Replacement Certificate Form

CANDIDATE INFORMATION

Name: _____
Email Address: _____
Candidate or SLCC membership number: _____

DECLARATION

I can confirm that I have passed CiLCA Yes No

Date passed CiLCA: _____ / _____ / _____

Date passed Section 7 GPC (standalone): _____ / _____ / _____

Reason requesting replacement certificate

Please write the reason why you are requesting a replacement certificate in the space below

<u>Replacement certificate for</u>	<u>Cost</u>	
CiLCA 2011 - 2014	£15	<input type="checkbox"/>
CiLCA Section 7 The General Power of Competence	£15 applies to England only	<input type="checkbox"/>
CiLCA 2015 onwards	£50	<input type="checkbox"/>

If you have changed your name since the original certificate was awarded, please note that we are unable to issue a replacement certificate in a different name

Total Paid: _____

PAYMENT METHOD

I confirm that I have enclosed a cheque for the amount stated above

have paid via BACS for the amount stated above

Reference is **your candidate/membership number & CiLCA Cert** for both cheques and BACS payment

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20314459
Please make cheques payable to: SLCC

Signed: _____

Date: _____

Please email completed forms to cilca@slcc.co.uk

Once confirmation that payment has been received we will request your replacement certificate.
This can take between 5 – 10 working days from receipt of payment to process.
The Qualifications Administrator will notify you when your replacement certificate will be sent to you.