

Replacement Certificate Form

Students may claim replacement certificates within a time frame of 10 years since completion.

Replacement certificates will reflect the legal name of the student at the time the qualification was awarded. If you have changed your name since the original certificate was awarded, we are unable to amend any name changes after the date the qualification was awarded.

Community Governance Replacement certificates and their associated costs are made directly through the awarding university's website.

Please complete the details below as accurately as possible to enable us to produce the certificate for you. Please note a replacement certificate application can take up to 28 working days to process.

All replacement certificate fees are non-refundable and include a search fee

Certificate	Cost	Please Tick
CiLCA award by Ascentis e-Certificate only (2015 onwards)	£15 per certificate	<input type="checkbox"/>
CiLCA awarded by AptEd Hard copy certificate (within the last 10 years – if available)	£50 per certificate	<input type="checkbox"/>
CiLCA Section 7 The General Power of Competence England – those that hold CiLCA pre 2012 Wales – those that hold CiLCA pre May 2022	£15 per certificate	<input type="checkbox"/>

Student Details	
Name:	
Previous name: (if different at time of achievement)	
Date of Birth:	
Candidate number: (if not know please put your SLCC website account number)	
Email Address:	

Qualification Details	
Qualification Name:	
Date Achieved:	

Please state reason why replacement certificate is required

PAYMENT METHOD

I confirm that I have made payment by cheque for the amount stated above	<input type="checkbox"/>
have paid via BACS for the amount stated above	<input type="checkbox"/>

Reference: **candidate number or SLCC account number & RepCert**

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20314459

Please make cheques payable to: The Society of Local Council Clerks

Post to:
SLCC
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton, TA1 1QN

Please return this form by email to Qualifications@slcc.co.uk

Please note:

In a number of cases it might not prove possible to replace a certificate. The SLCC cannot replace certificates older than 10 years. We must receive your application and payment has been cleared before we can issue request your replacement certificate. The replacement certificate application can take up to 28 working days to process.

The Qualifications Administrator will notify you when your replacement certificate will be sent to you.

If you still have your original certificate this **must be** returned with this application.

Declaration

I confirm that the information I have provided on this application form is correct.

Signed	Date
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