

Replacement Certificate or Medal or Letter of Attestation Requisition Form

LE019OU V02



Important: LAMDA will process requests within 10 working days of receipt of the completed requisition form and fees (where applicable). For current syllabi LAMDA will issue a replacement/ duplicate certificate. For expired syllabi, LAMDA will issue a Letter of Attestation.

1. Learner Details

Learner Given Name					Learner Surname																						
LAMDA PIN		ULN (if known)					Gender			Ethnicity <small>(see reverse)</small>		Date of Birth															
Group Name (if applicable)																											

2. Examination Details

Exam Centre / Centre Code					Exam Date (dd/mm/yy)						
Exam Subject					Grade		Format		Solo / Duo / Combined		

3. Item Requested

Item	Tick	Notes
Replacement Certificate	<input type="checkbox"/>	Return original certificate within 10 days of receiving your results If the original certificate is lost / not received, please apply for a duplicate certificate
Duplicate Certificate <small>"duplicate" printed on certificate</small>	<input type="checkbox"/>	LAMDA will only issue one original certificate. A duplicate certificate will be issued if the original certificate is not returned.
Replacement Medal	<input type="checkbox"/>	Return original medal within 10 days of receiving your results
Letter of Attestation	<input type="checkbox"/>	This is for expired syllabi only. This document holds the same value as a certificate and verifies the award issued by LAMDA.
Reason for Request <small>(please circle reason)</small>	Item Damaged / Lost / Not Received / Name Spelling Correction	
	Incorrect Name Spelling	
	Correct Name Spelling	

4. Fees

Fee due to LAMDA Ltd	Payment Method		
£ _____	<input type="checkbox"/> BACs. Reference used _____ <small>(Learner Name / Item Requested eg. Smith / Duplicate Certificate)</small> <input type="checkbox"/> Credit/ Debit Card (LAMDA will ring you within 5 days of receiving the form) <input type="checkbox"/> Cheque Attached (payable to LAMDA Ltd.)		
<p>Note: There is no charge for a replacement certificate or medal if the error lies with LAMDA Examinations and you return the certificate/medal alongside this completed form, within 10 days of receiving your results. In all other cases charges apply. Please see our current fees list which is available on our website www.lamda.ac.uk</p>			

5. Correspondence Contact Details

Miss / Mrs / Ms / Mr / Dr / Other	Full Name				Teacher ID (if known)	
Relationship to Learner(s) in 2.	Learner	Teacher	Parent / Guardian	Administrator		
Address						
Telephone number					Post Code	
					e-mail	

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LAMDA

Instructions for Completing this form:

- Learner Details** – please provide accurate and complete details for every Learner. Data will be shared with other Learner Organisations such as UCAS.

Note: Learner names must be the correct legal name spelling. This is the spelling that will appear on the certificate.

Ethnicity Codes	
1. Unknown	10. Indian
2. White, UK heritage	11. Pakistani
3. White, European	12. Bangladeshi
4. White, other (known)	13. Chinese
6. White, type not known	14. Mixed Race
7. Black, Caribbean heritage	15. Other (known)
8. Black, African heritage	16. Parent/pupil preferred not to say
9. Black, other	17 Ethnic group information not sought

- Examination Details** – where possible, please complete all fields in this section. Details needed to complete this form can be found at the top of the Learner Examination Report and within the Certificate. If you need any guidance, please contact us on 0208 834 0530 or exams@lamda.ac.uk
- Items requested** - LAMDA will issue a **Replacement Certificate (new original certificate), Duplicate Certificate** or **Letter of Attestation** for the following reasons:

Certificate Type	Damaged	Lost / not received	Name Spelling Correction
New Original Certificate (Replacement) The original certificate must be returned to LAMDA, otherwise a duplicate certificate will be issued	✓	✗	✓
Duplicate Certificate Certificate will state the word “duplicate” on it	✓	✓	✓
Letter of Attestation* This will be issued instead of a certificate for all awards achieved for non-current syllabi	✓	✓	✓

**Please note that a Letter of Attestation holds the same value as a certificate and can be used as evidence of an award gained through LAMDA.*

- Fees** – LAMDA charges a set fee for each item requested. Our Fees List is available on our website www.lamda.ac.uk

Note: LAMDA will reimburse customers for the cost of a replacement certificate where the error is not the customer's or where this application is made within 10 working days of receiving the results.

- Correspondence** - LAMDA will contact the named correspondence contact on the entry form for all matters relating to the entry. LAMDA will issue this individual with a Learner Examination Report (LER) for each Learner entered. Please check that every Learner's name, subject, grade and format is correct. If there are any anomalies, please contact us on exams@lamda.ac.uk