*Use for LASER and Trident Awards qualifications.*

Requests for a replacement certificate can only be submitted directly by the learner. Requests for a correction of details can be submitted by a learner directly, or by a centre on a learner’s behalf.

**A copy of photographic ID evidence showing correct details must be submitted if incorrect details have been registered, and/or if you are requesting a replacement for a lost or damaged certificate.**

* **Centres:** Please complete this form in full and upload to the web portal.
* **Learners:** Please complete this form in full and email to trident@laser-awards.org.uk.

If a hard copy certificate needs to be replaced, the original must be returned to: Laser Learning Awards, Cobb House, 2-4 Oyster Lane, Byfleet, KT14 6DU, before a replacement can be issued.

**Fees** - LASER/Trident Awards will apply a fee(s) for all replacement certificates and/or changes to learner details.
Additional administration charges may be applicable to centres repeatedly providing incorrect learner details. [See our website for current fees](https://www.laser-awards.org.uk/about/fees-pricing/).

How to complete the form:

* **Lost or damaged certificate replacement** - complete **Parts One** and **Two**.
* **Incorrect learner details** - complete **Parts One** and **Three**.
* **Incorrect learner details and certificate replacement** – complete Parts **One**, **Two** and **Three**.

|  |
| --- |
| **Declaration** * I declare that all the information on this form is correct.
* I agree to pay the fee for any changes to learner details, as per the LASER/Trident Awards tariff.
* If certificate has been issued, I agree to pay the fee for a replacement as per the LASER/Trident Awards tariff.
* I agree to return the original certificate unless this has been lost.
* If certificate has been lost, I confirm that all reasonable efforts have been made to recover it.
 |
| Requested by: (name) Signature: |
| Email address: Contact number: |
| I am: (tick as applicable) A learner Centre staff  |

**Part One**  *(Complete in all cases)*

|  |
| --- |
| Training Centre Details |
| Centre name: |  | Centre number: |  |
| Course run ID: |  | Qualification/course title: |  |
|  |  |  |  |
| Reason for Request (Tick as applicable) |
| Incorrect details Certificate damaged Certificate lost |
| Other: *(give full details)* |

**Part Two – Lost or damaged certificate replacement** *(ONLY complete if certificate has been issued but is lost or damaged)*

|  |  |
| --- | --- |
| Learner Details *(Use block capitals)* |   |
| Full name: |  |
| Date of birth: |  | Post code: |  |
| Learner ID: |  | Certificate number *(if known)*: |  |

**Part Three – Incorrect learner details registered** *(ONLY complete if incorrect details have been registered* ***and*** *certificate issued, otherwise please email us at* trident@laser-awards.org.uk)

|  |  |
| --- | --- |
| Original Learner Details Submitted *(Use block capitals)* | Tick if to be changed |
| First name(s): |  |  |
| Middle name(s): |  |  |
| Surname(s): |  |  |
| Date of birth: |  |  |
| Reason for error: |  |
| Correct Learner Details *(Use block capitals. Leave blank if no change from above)* |
| First name(s): |  |
| Middle name(s): |  |
| Surname(s): |  |
| Date of birth: |  |