



Replacement of Transcripts & Certificates

Students who need Replacement Results and/or Replacement OTHM Certificates need to complete the following details (in Block Letters). Please send the form and appropriate payment to OTHM Head Office.

1. Name: _____

2. Address: _____

3. Email Address: _____ Date of Birth: _____

4. Telephone: _____ Mobile: _____

5. **OTHM Student Number:** _____
(Form will be returned if not completed)

6. Name of your OTHM Study Centre: _____

7. Address of Study Centre: _____

8. Examination Sitting Date: _____

9. Tick appropriate Box: Replacement Transcript Replacement Certificate

10. Please provide a brief statement for the reason for request (if lost or stolen, please provide evidence)

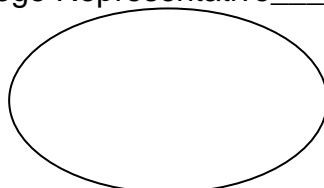
11. Proof of Identity provided:
Passport / National Identity Document
College Student ID / Other ID Card
OTHM Membership / Exam Entry Letter

12. Signature of Student _____ Date: __ / __ / __

13. Name of College Representative _____

14. Signature of College Representative _____ Date: __ / __ / __

15. College Stamp



Guidance notes for the completion of Replacement Transcripts and Certificates

- If you are requesting a replacement transcript / certificate due to change of name or centre and you are still in the possession of the original transcript / certificate, please note that this should be returned to OTHM before a replacement can be issued.
- OTHM will not issue a duplicate transcript / certificate and all replacement transcripts / certificates will be labelled as such.
- All applications for replacement transcripts / certificates must be accompanied with the correct fee, proof of identity, original (if applicable) and signature.
- OTHM aim to process replacement transcripts / certificates within 10 working days.
- **Fees:**

Region 1 (UK)	Region 2 & 3
Replacement Transcript £75	Replacement Transcript £50
Replacement Certificate £100	Replacement Certificate £75

- All cheques, bank drafts or postal orders are payable to OTHM. Please note that fees are non-refundable.
- No fee will be charged for replacement transcripts / certificates where clerical errors occur. Original transcripts / certificates will have to be returned to OTHM before the replacement can be processed.

Please send all completed forms, proof of identity and applicable fee by post to:

The OTHM Registrar
OTHM
SBC House
Restmor Way
Wallington, Surrey
SM6 7AH
UK
Tel: +44 (0) 20 8773 7677
www.othm.org.uk