



Certificate & Certified Letter Order Form

Please note: If your name has changed since you sat your exam and you would like your certificate to state your new name, **please provide a copy of this change e.g. marriage certificate**. Otherwise, your certificate will be issued under your name at the time of the exam.

| Please confirm which item you require | | | |
|---|------------|--------------------------|--------------------------|
| Replacement Qualification Certificate (supplied within 28 days of order) | £50 | <input type="checkbox"/> | |
| Priority Service Replacement Qualification Certificate (supplied within 7 days of order*) | £75 | <input type="checkbox"/> | |
| Certified letter (supplied within 28 days of order) | £25 | <input type="checkbox"/> | |
| Priority Service Certified Letter (supplied within 7 days of order*) | £50 | <input type="checkbox"/> | |
| Current personal details | | | |
| Title | First Name | Surname | |
| Address | Postcode: | | |
| Date of birth | | NEBDN No | |
| Telephone No | | Email | |
| Personal details at time of the examination (if different to above) | | | |
| Name in full | | | |
| Address | Postcode: | | |
| Examination details (In order for us to trace your qualification award, please be as accurate as you can. All fields are mandatory) | | | |
| Qualification gained | | | |
| Examination date | | | |
| Payment Details (please confirm how you are paying the fee) | | | |
| I have enclosed a cheque / Postal Order with this application form | | | <input type="checkbox"/> |
| I will contact you to pay by debit/credit card once NEBDN have received the form (please ring 01772 429917) | | | <input type="checkbox"/> |

This form is used for ordering certificates. This means that NEBDN will process the details you have provided to ensure that you receive your certificate. Please refer to our Privacy Notice at www.nebdn.org for further information.

*In order for you to apply for the priority service, the details entered must be accurate
Post to NEBDN, First Floor, Quayside Court, Chain Caul Way, Preston, PR2 2ZP
or scan and email to assessmentandawards@nebdn.org