



Believe you can

If it is under three months since the date your certificate was issued:

Please contact your Programme Director and they will request the replacement on your behalf.

If it is more than three months since the date your certificate was issued:

Please submit a request for a replacement certificate through the [replacement certificates online application and payment form](#). You will be charged £44 to replace your certificate.

It will take four weeks from the submission of your application to the delivery of a new certificate. This is not a guarantee and turnaround times increase during busy periods. Please note that paper and email applications will no longer be accepted for certificate replacement requests from learners.

Please read the important details below

It costs £44 to carry out a search for a replacement of a City & Guilds certificate and £30 for a search for a replacement of a Single Subject certificate.

We cannot guarantee that we will be able to issue you with a replacement certificate. If a search for your records proves unsuccessful, we will issue you with an email confirming the outcome of our search.

Each payment is for one certificate search only and is non-refundable, even where a search is unsuccessful. Unfortunately, there are some periods that our records do not cover and in such instances the fee will be returned.

Your chances of a speedy and positive outcome are improved if we get all the right information up front. Please provide as much additional information in your application as possible to help the search succeed. It is strongly recommended that you include the following information:

1. Date qualification was achieved
2. Qualification title
3. Centre name and centre number (new and old)
4. Candidate full name
5. Candidate date of birth
6. Candidate enrolment number (if you are unsure of your enrolment number it is strongly recommended that you contact the centre at which you achieved your qualification)

Failure to provide this information may result in delays in processing your request or failure to locate your certificate.