

Request for replacement handwritten certificate

Please complete this form in Block Capitals and send it **with your original laser printed certificate** and a **cheque for £95.00** to:

The Examinations Office
University of Hertfordshire
College Lane
Hatfield, Hertfordshire
AL10 9AB

As your certificate is a valuable document we suggest that you should send it to us by Recorded / Special Delivery post.

Name: _____

Address: _____

Details from your certificate

Award Title: _____

Classification (if relevant): _____

Date of Award: _____

I enclose my **original laser printed certificate** (please keep a photocopy) and request that this be replaced with a hand written original.
I enclose a **cheque for £95.00** made payable to the "University of Hertfordshire" I understand that I will only receive a replacement parchment and that the price does not include the frame.

Signed: _____

Date: _____

For Examinations Office Use

Date certificate and payment received:

Date certificate sent to calligrapher:

Date new certificate received from calligrapher:

Date new certificate posted to award recipient above:

To: _____

I acknowledge receipt of your original laser printed Award Certificate and fee for £95

Your replacement handwritten certificate will be posted to you by Special Delivery post at the above address as soon as it is ready. Please note that the calligrapher has advised that the new certificate may take several weeks to write, depending on the work-load at the time the request is received.

Signed: _____

Date: _____

Assistant Registrar (Examinations & Conferments)