

**Duplicate Certificate Application**

Guidance for applicants

1.The certificate, which the University issues as proof of the conferment of an award, is a unique and valuable document which should be carefully preserved by its recipient. The University will not issue additional copies or duplicates to any applicant already holding an original certificate.

2. If a certificate is lost or destroyed a duplicate can be issued which will have precisely the same standing as the original certificate which it replaces. It will be produced in the format currently in use by the University and may not be an exact copy of the original.

3. Application for the issue of a duplicate certificate should be made to the **Exams & Awards Office, University of Hertfordshire, College Lane, Hatfield, Herts, AL10 9AB** or emailed to exams@herts.ac.uk

The applicant mustprovide the University with the following:

1. either the damaged or defaced certificate **or** a declaration setting out the circumstances in which the certificate was lost or destroyed, **Section C**, and an undertaking that, should the original subsequently be found, the duplicate will be returned to the University, **Section B**.

ii) this form after completing **Section A** below

iii) payment for £35.00. Enter Card details in **Section D** or send a cheque, made payable to **University of Hertfordshire**. Cheques should be drawn against a United Kingdom bank account or by sterling draft. Cheques on foreign bank accounts cannot be accepted because of excessive charges imposed by the UK banks on such cheques. Certificates can only be sent once the cheque has been cleared or card details as requested on this form, for urgent dispatch of the requested certificate.

iv) All signatures must be scanned in before returning the form by email to exams@herts.ac.uk if you are unable to scan your signature, the form must be returned in the post. We cannot accept a typed name in place of a signature.

**Section A** (*to be completed by applicant in BLOCK CAPITALS)*

Full Name (at the time of award)

Date of Birth……………………………………………………………………………………………………….

Type of Award (i.e Bachelor, Diploma)

Subject (if any, i.e Computer Science)

Year of Award

Student Number(if known)……………………………………………………………………………………….

**Section B** (To be completed by applicant if original certificate has been lost)

I hereby undertake that should my original certificate be found, I will return the duplicate to the University of Hertfordshire.

Signature…………………………………………….Date

**Section C** (Declaration to be completed by applicant if original certificate has been lost, explaining reasons for and circumstances of loss)

I, (full name)

of (address & Post Code)

in the County of do solemnly and sincerely declare that

Signature…………………………………………….Date

**Section D**

Mailing Address ( in BLOCK CAPITALS)

Contact Telephone Number

E-Mail Address

I enclose a cheque/postal order for £35.00 for my duplicate certificate.Cheques should be made payable to **University of Hertfordshire**. Please write your cheque card number and address on the back.

I wish to pay by Debit/Credit card (not American Express, Electron or Diners Club Card)

Debit/Credit Card Number

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 Start Date:

Expiry Date:

Issue Number (Debit card ) : Amount:

I authorise the University of Hertfordshire to debit my card for the amount shown above

Signed Date