**A black background with purple text

Description automatically generated**

**Provider Reissue Request**

|  |  |
| --- | --- |
| **Provider/Centre Name:** |  |
| **Requested by:** |  |
| **Role:** |  |
| **Purchase Order No. (if applicable):** |  |
| **Reason for Reprint:**  A – Incorrect Spelling\*  B – Lost/Mislaid  C – Never Received  D – Damaged\* | |

All reissues will be e-certificates. If you do require a paper copy please check the box

Where indicated\* original certificates **must** be returned with this form to: Open Awards, 17 De Havilland Drive, Estuary Commerce Park, Speke, LIVERPOOL, L24 8RN.

Please upload the completed form via the “Document and Forms” section of the Open Awards Secure Portal selecting “document type” “Replacement Certificate Request Form”.

**Individual Learner Certificate Request**

|  |  |
| --- | --- |
| **Learner ID:** |  |
| **Learner Forename:** |  |
| **Learner Surname:** |  |
| **Date of Birth:** |  |
| **Course ID:** |  |
| **Course Run ID:** |  |

**Certificate Batch Request**

|  |  |
| --- | --- |
| **Course ID:** |  |
| **Course Run ID:** |  |

|  |
| --- |
| Information provided on this form will only be used for the purpose of this request. Click here for a copy of our [Privacy Notice.](https://openawards.org.uk/centres/policies-and-procedures/)  Open Awards tries to meet the highest standards when collecting and using personal information. Customers are encouraged to email [customerservices@openawards.org.uk](mailto:customerservices@openawards.org.uk) if you believe any data to be incorrect, unfair, misleading or inappropriate. |