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Description automatically generated**

**Learner Reissue Request**

Please contact Open Awards on 0151 494 2072 **before** completing this form so we can check that you are registered with Open Awards.

|  |  |
| --- | --- |
| **Learner Number (if known):** |  |
| **First Name(s):** |  |
| **Surname:** |  |
| **Date Of Birth:** |  |
| **Telephone Number:** |  |
| **Qualification/Course Title:** |  |
| **Course Run ID (if known):** |  |
| **Place of Study/Name of Centre:** |  |

**Proof of Identity**

**Please do NOT send original documents.** We only require **one** copy of any of the documents listed below. If you are requesting an amendment to your personal details (i.e. change of name or date of birth) you **must** send a copy of one of the documents marked \*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please indicate proof of identity appended to this form:** | | | | | |
| \*Birth Certificate |  | \*Deed Poll Certificate |  | Passport |  |
| \*Naturalisation Certificate |  | NHS Card |  | Identity Card |  |
| \*Statutory declaration of name change |  | Valid EU Photo ID card |  | Driving Licence |  |

**Payment Method**

**Please tick your preferred method of payment:** (please see our [website](https://openawards.org.uk/centres/pricing-information/) for charges).

|  |  |
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|  | **Debit Card Payment** |
|  | **Credit Card Payment** |
| To make a card payment please provide your email address below. We will email you a secure link to submit your card details.  **Your email address:** **@**  Alternatively you can call 0151 494 2072 to pay. | |
|  | **Internet Banking:** You will need an Internet Banking facility to use this payment method.  Internetbanking payments to Open Awards:  Sort Code: 01-01-97  Account Number: 21078025  Please quote your name in the ‘Reference Box’. |

**Replacement Certificate**

|  |  |
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|  | I wish to apply for a replacement certificate- Please note all certificates will be issued in e-certificate form unless otherwise requested. |
| **Reason for Replacement** | |
| **Your email address** (to which certificate is to be emailed**:      @**  I wish for a paper copy of my certificate:  Please provide a postal address for your certificate | |
| Depending on payment method (see front page) please email the form and scanned copy of your ID to [customerservices@openawards.org.uk](mailto:customerservices@openawards.org.uk)  **NB:** If you are requesting an amendment to your certificate you **must** return the original certificate with the form, payment and a copy of **one** of the following: birth certificate, naturalisation certificate, statutory declaration of name change or deed poll certificate to:  **Open Awards**  17 De Havilland Drive  Estuary Commerce Park  Speke, Liverpool  L24 8RN  Tel: 0151 494 2072. | |

**Learner Achievement Report**

|  |  |
| --- | --- |
|  | I wish to apply for a Learner Achievement Report |
| The report is a PDF document and will be emailed to you, please provide your email address below:       @    Depending on payment method (see front page) please email the form and scanned copy of your ID to [customerservices@openawards.org.uk](mailto:customerservices@openawards.org.uk) | |