**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.

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| **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 \*

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| **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:** **@** |
| [ ]  | **Internet Banking:** You will need an Internet Banking facility to use this payment method. Internetbanking payments to Open Awards:Sort Code: 01-01-97Account Number: 21078025Please 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**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 DriveEstuary Commerce ParkSpeke, LiverpoolL24 8RNTel: 0151 494 2072. |

**Learner Achievement Report**

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| **[ ]**  | 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 |