



Replacement certificate application form

(For use by candidates) Please complete in black ink and block capitals

Application guidance

The certificate which the Chartered Institute of Environmental Health issues as proof of the conferment of an award is a unique and valuable document which should be carefully preserved by its recipient. The certificate is the property of the awarding body. Under no circumstances will the CIEH issue additional copies or duplicates to any applicant holding an original certificate.

The loss or destruction of a certificate is a serious matter and a replacement will only be issued at the discretion of the CIEH. The CIEH will consider each application and may decide either to issue a letter confirming the original award or a replacement certificate. Replacements have precisely the same standing as the original. The CIEH reserves the right not to issue a replacement or to specify reasons for its decision.

Effective learning is a continuous process. The CIEH strongly recommends that refresher training is undertaken at least every 3 years.

Applications for the issue of a replacement certificate must be directed to the Finance Department of the CIEH. It is essential that you supply the name of the CIEH registered centre or their centre number.

Please note that replacements for certificates dated prior to March 1992 will receive a letter of confirmation as a replacement and not a certificate.

Applicants seeking a replacement for an CIEH certificate bearing a company logo should contact the company to arrange the issue of a replacement certificate.

Candidates details

Full Name
Address:
Postcode:
Daytime telephone no:
Date of Birth:
Centre Account no:
Centre name:
Venue:
Date of Examination:
Certificate no.:
Reason for application:

Please return completed forms to:
Customer Services
Chartered Institute of
Environmental Health
Chadwick Court
15 Hatfields London
SE1 8DJ

Tel: 020 7827 5800 (Option 1)
Fax: 020 7803 0643
Email: customerservices@cieh.org
Web: www.cieh.org

All applicants must provide:

1. The application form with all relevant sections completed.
2. A cheque/postal order for £29.96 (inc VAT) for each replacement sought made payable to: Chartered Institute of Environmental Health or an official order number should you wish to be invoiced. The administrative fee covers the production of a certificate or a letter of confirmation.
3. If unemployed or have a student status, the charge is £17.63 (inc VAT). Proof must be provided with the application.

Together with **either**

(i) the damaged or defaced certificate

or

(ii) a completed Declaration setting out the circumstances in which the certificate was lost or destroyed and an undertaking that, should a replacement be issued, it will be returned to the CIEH if the original is subsequently found.

and

(iii) if the request is for a replacement of an older style certificate (prior to March 1992) a copy of the results sheet from the centre must be attached.

We will be unable to process your application if this is not provided.

Title of Qualification:

(Please tick box)

Food Safety:

- Level 1 Awards in Food Safety
- Foundation Certificate in Food Hygiene
- Food Hygiene Options
- Foundation Certificate in Food Hygiene (Update)
- Level 2 Awards in Food Safety
- Intermediate Certificate in Food Safety
- Intermediate Certificate in Food Safety (Refresher)
- Level 3 Award in Implementing Food Safety Management Procedures
- Level 3 Awards in Supervising Food Safety
- Advanced Certificate in Food Safety
- HACCP in Practice
- Level 4 Awards in Managing Food Safety

Environmental Protection:

- Environmental Awareness
- Environmental Management

Nutrition:

- Level 2 Award in Healthier Foods & Special Diets

Training Skills

- Professional Trainers certificate

Health & Safety:

- Foundation Certificate in Health & Safety in the Workplace
- Level 2 Award in Health & Safety in the Workplace
- Principles of Manual Handling
- Principles of COSHH
- Stress Awareness
- Risk Assessment Principles & Practice Certificate
- Risk Assessment Principles & Practice Certificate (Swimming Pools)
- Intermediate Certificate in Supervising Health & Safety
- Advanced Certificate in Health & Safety

Health Care:

- Level 2 Award in Hygiene in Health & Social Care
- Level 2 Award in Health & Safety in Health & Social Care

Conflict Resolution:

- Level 2 Award in Conflict Resolution & Personal Safety

Environmental Protection:

- Environmental Awareness certificate
- Environmental Management certificate

Name as it appeared on the original certificate	Correct Spelling (If applicable)
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This declaration should be completed if the original certificate has been lost and should be signed and sealed/stamped by a Magistrate /Commissioner for Oaths/Practising Solicitor.

You can ignore this section if you can provide proof of identity such as a copy a driving licence, passport, etc.

I (Full Name) _____ in the County of _____
hereby undertake that, should a replacement certificate be issued and my original certificate is subsequently found, I will return the replacement to the CIEH. I make the declaration conscientiously believing the same to be true by virtue of the provisions of the "Statutory Declaration Act, 1835"

Signature: _____ Declared at _____

on the day of _____ Before me _____
Magistrate/Commissioner for Oaths/Practising Solicitor.

(Delete as appropriate and affix or impress Official Seal or stamp)

Applications that have not been officially signed will be returned unprocessed to the applicant.

N.B. Certificates that have spelling errors or have been damaged must be returned with this form.

Please indicate the number of replacement certificates required (current price £29.95 incl. VAT per candidate)

Cheque enclosed for £ _____ made payable to **Chartered Institute of Environmental Health.**

Please invoice customer order number: _____ (N.B. Centres can only be invoiced if an official order number is supplied in the space provided above).
Please do not send your official order separately.

Signature:	Printed name:	Date:
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CIEH use only:

Finance date received:	Cheque/postal order no:	Authorised by:	Date:
Operations date received:	Certificate enclosed: yes/no	Despatch date:	