



# Chartered Institute of Housing Awarding Organisation

## Replacement Certificate Request

### Authentication

The CIH Awarding Organisation will only issue a replacement certificate if the claim can be authenticated against the records held on the CIH database.

The replacement certificate will be issued with a new unique number and be clearly marked as a replacement document. The learner record will be updated to confirm the date of the replacement certificate and the new certificate number.

The application must normally be made through the centre that offered the course leading to the award, using the attached form.

### Procedure

**The learner** must complete Part A of the application form and provide:-

- ❖ Their CIH student number
- ❖ Their ULN
- ❖ Their full name as held on the CIH data base
- ❖ A statement that explains the circumstances leading to the loss or damage of the original certificate.
- ❖ If the request is to replace a damaged certificate, the original certificate must be returned with the application form.

**The centre** must complete Part B of the application form and provide:-

- ❖ The title of the course
- ❖ The date the course was successfully completed
- ❖ The grade obtained
- ❖ A statement giving any known information about the loss or damage to the certificate
- ❖ The contact name and position of the person at the centre who has authenticated these details

**It is important that these details are correct as they will be used to cross- reference and authenticate the claim against the details held on the CIH database.**



# CIH Awarding Body Replacement Certificate Request

Both parts of the application form must be completed

## Part A: To be completed by the learner

CIH student number.....

ULN.....

Forename(s).....

Surname.....

The title of the Certificate .....

The date of the award.....

CIH Certificate number (if known).....

### Statement

Please give a brief but complete statement about the circumstances leading loss or damage of the original certificate

I confirm that the information I have given is true and accurate.

**Signature** ..... **Date** .....

## Part B: To be completed by the Centre

The name of the Centre .....

The title of the course .....

The name of the learner .....

Learner ULN .....

The date the course was completed .....

The grade awarded.....

CIH Certificate number (if known).....

### Statement

Please give here any information you have regarding the circumstances leading to the loss or damage of the certificate

I confirm that the information given has been checked against the Centre records and is accurate.

Signed .....Date.....

Print Name .....

Role / job title .....