

Replacement Certificate Fees 2023/24

General qualifications and Cambridge Nationals

Centres have one month to report missing certificates in order to obtain a free replacement. After this date, there will be a charge. Replacement certificates will only be issued for six months from the date of issue (except where a grade has changed as a consequence of a review of results, in which case replacements will be issued free of charge up to a year from the date of issue). After this date, centres must apply instead for certifying statements of results.

Replacement certificates

The following fees apply from 1 August 2023 to 31 July 2024.

Service	Fee where charged (£)
Replacement certificate	57.00 per series

November series	Fee?
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	Fee charged
Replacements for lost/damaged certificates - up to 30 April	No fee
Replacements for lost/damaged certificates - from 1 May to 31 August	Fee charged

January series	Fee?
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	Fee charged
Replacements for lost/damaged certificates - up to 30 June	No fee
Replacements for lost/damaged certificates - from 1 July to 30 November	Fee charged

June series	Fee?
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	Fee charged
Replacements for lost/damaged certificates - up to 30 November	No fee
Replacements for lost/damaged certificates - from 1 December to 30 April	Fee charged

After six months, a certifying statement of results will be issued (see below).

Certifying statements of results

The following fees apply from 1 August 2023 to 31 July 2024.

Service	Fee (£)
Certifying statement of results for the first examination and subsequent series	57.00 per series
3rd Party Verification - for third parties applying for confirmation of grades	57.00 per series
Additional copies of a certifying statement	20.00 each
Fast Track service charge	20.00
Tracked delivery (for UK addresses only – compulsory for Fast Track service)	7.40
Despatch by courier (compulsory for all overseas addresses)	32.00 per address

If you submit an application and we are unable to find any results for you, or if you do not require the subject(s) and results we find, we will refund 50% of the fee charged.

Cambridge Technicals, Functional Skills, Vocational qualifications

Replacement certificates

Replacement certificates for vocational qualifications can be claimed free of charge within the first three months from the date of certification.

The following fees apply from 1 August 2023 to 31 July 2024.

Service	Fee (£)
First replacement certificate	57.00
For each additional qualification replacement certificate requested within initial application	20.00
Third party verification	57.00
Despatch by courier (compulsory for all overseas addresses)	32.00
Fast Track service charge (once Free of Charge window expired)	20.00
Tracked delivery (for UK addresses only – compulsory for Fast Track service)	7.40

If you submit an application and we are unable to find any results for you, or if you do not require the subject(s) and results we find, we will refund 50% of the fee charged.

Changes



Version

1.00	Original document with effect from August 2023
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