

# Duplicate Certificate/Statement of Results

## Application Form



### *Personal Details*

<b>Surname:</b> (At time of exam)		<b>Title:</b>	Mr/Mrs/Miss other
<b>First Names:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Contact No:</b>			
<b>Date of Birth:</b>			
<b>Employer:</b>			

### *Qualification Details*

<b>Title of Qualification:</b>	
<b>Approx Date of Exam:</b>	

*Please note that we are unable to issue duplicate certificates but can issue a statement of results for examinations taken before 1 January 2003.*

Applications must also be accompanied by a copy of photo ID such as a passport or driving licence.

Please send your completed application form, copy of ID and £25 fee (cheques payable to BOHS) to:  
Melanie Chapman, BOHS, 5/6 Melbourne Business Court, Millennium Way, Pride Park, Derby,  
DE24 8LZ.

We aim to issue the certificate within 2 weeks of receiving both the application form and fee.