



## Certificate & Certified Letter Order Form

Please note: If your name has changed since you sat your exam and you would like your certificate to state your new name, **please provide a copy of this change e.g. marriage certificate**. Otherwise, your certificate will be issued under your name at the time of the exam.

Please confirm which item you require			
Replacement Qualification Certificate (supplied within 28 days of order)	£50	<input type="checkbox"/>	
Priority Service Replacement Qualification Certificate (supplied within 7 days of order*)	£75	<input type="checkbox"/>	
Certified letter (supplied within 28 days of order)	£25	<input type="checkbox"/>	
Priority Service Certified Letter (supplied within 7 days of order*)	£50	<input type="checkbox"/>	
Current personal details			
Title	First Name	Surname	
Address	Postcode:		
Date of birth		NEBDN No	
Telephone No		Email	
Personal details at time of the examination (if different to above)			
Name in full			
Address	Postcode:		
Examination details (In order for us to trace your qualification award, please be as accurate as you can. All fields are mandatory)			
Qualification gained			
Examination date			
Payment Details (please confirm how you are paying the fee)			
I have enclosed a cheque / Postal Order with this application form			<input type="checkbox"/>
I will contact you to pay by debit/credit card once NEBDN have received the form (please ring 01772 429917)			<input type="checkbox"/>

\*In order for you to apply for the priority service, the details entered must be accurate  
Post to NEBDN, First Floor, Quayside Court, Chain Caul Way, Preston, PR2 2ZP  
or scan and email to [assessmentandawards@nebdn.org](mailto:assessmentandawards@nebdn.org)