

Request for Duplicate Certificate (Centres)

Please supply a duplicate certificate for the candidate indicated below and invoice the centre as per the current CACHE Fees List.

Centres requesting duplicate certificate(s) must ensure all boxes are completed.

Please note CACHE Terms and Conditions before placing your order.

1 Candidate

Candidate's Full Name (at time certificate was achieved) _____

Candidate's date of birth: _____ PIN/Cert No: _____

Name of Centre: _____

Qualification Title: _____

Please indicate Certificate type: Full Qualification Certificate Unit Certificate

(If unit please indicate Unit Code) _____

Year qualification achieved: _____

Candidate to sign below:

Candidate Name (please print clearly): _____

Candidate Signature: _____ Date: _____

2 Item required

Please tick item required:

Duplicate certificate – Please see current fees list on CACHE Web Site (www.cache.org.uk)
Price includes postage and packing

Transcript – Available for DNN and CCE pre 2000 and cannot be issued for qualifications before 1994. Separate transcripts not available for ADCE – course modules now listed on the reverse of the qualification certificate.
Price includes postage and packing

Candidates who registered for DNN or CCE between September 1992 and 2000 and who did not complete the course, may apply for an Interim Transcript showing completed units and grades, if on record at CACHE. An A4 stamped addressed envelope should accompany the completed request form.

Note: If ordering a duplicate certificate and transcript for DNN and CCE pre 2000 at the same time only a single charge will apply.

3 Centre

Site Name: _____

Site Code: _____ Purchase Order Number: _____

Requested by (Please print clearly): _____

Signature: _____ Date: _____

Telephone: _____ Fax: _____

Email address: _____

Reason for request of duplicate certificate(s) _____

4 Delivery

**TO ENSURE SPEEDY DELIVERY
OF YOUR ORDER PLEASE FILL
IN YOUR NAME AND ADDRESS
IN THE BOX OPPOSITE**

Please allow 15 working days for despatch from the date that we receive your order.

PLEASE NOTE THE FOLLOWING TERMS AND CONDITION BEFORE PLACING YOUR ORDER.

In the event of CACHE being unable to trace details supplied the above administration charge for your order is non-refundable so please ensure that all details are correct when completing this form.

Please order well in advance CACHE reserves up to 15 working days to complete an order once it is received in this office although you will generally receive your order earlier.

Your order must be made on the CACHE Request for Duplicate Certificate (Centre) form, you may attach your official purchase order to it but the CACHE form must be completed and these CACHE terms and conditions apply.

Please ensure that you order carefully – CACHE does not operate a sale or return policy. If, after prior negotiation with CACHE an agreement is reached to return ordered goods CACHE reserves the right to invoice for any service costs incurred.

You should inspect the certificate as soon as is reasonably practicable after delivery and must contact CACHE within 5 working days of delivery of the goods if you have any complaint or query with your order.

Every effort is made to ensure the accuracy of prices and terms and conditions quoted, however, CACHE reserves the right to effect changes without prior notice. Prices, terms and condition excluding P&P charges in operation at time of receipt of order will be applied.

CACHE use only
