

We appreciate your application is urgent, and for this reason all applications are processed in strict date order. Please allow a minimum of 2 weeks to process your application for an Electronic Letter of Confirmation and 4 weeks for the receipt of a hard copy of Certifying Statement of Results. Every effort will be made to process your application as quickly as possible.

Please see the application form below for further details. If you have any queries, please contact replacementcertificates@wjec.co.uk

Section 1 – Personal Details

Full Name *		Date of Birth (dd/mm/yyyy) *	
Name if different at time of examination/s *			
Current address (including postcode/ZIP) *			
Email address *		Telephone Number *	

Section 2 – Fees and service (WJEC qualifications from 1951 onwards)

Type of service	How to work out the fees
- Electronic Letter of Confirmation - Hard copy of Certifying Statement of Results A separate letter/ CSR will be issued for each examination series e.g. January, June or November etc. and for each qualification type.	Electronic Letter of Confirmation: £30 for the first electronic letter and £10 for each additional electronic letter, provided for subsequent examination series or additional qualification type, for example: GCSE June 1988 + GCE A level June 1990 = two letters £30 + £10 = £40 Hard copy of Certifying Statement of Results: £40 for the first hard copy of CSR and £20 for each additional CSR, provided for subsequent examination series or additional qualification type, for example: GCSE June 1988 + GCE A level June 1990 = two letters £40 + £20 = £60 PLEASE STATE IN THE BODY OF THE EMAIL IF YOU REQUIRE HARD COPY OF THE REPLACEMENT CERTIFICATE

Section 3 – Service required

Electronic Letter of Confirmation/ CSR sent directly to a third party (See Section 5)	☐	Electronic Letter of Confirmation/ CSR sent to your personal (email) address	☐
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Section 4 – Details of qualifications taken

In most cases, WJEC should be able to provide confirmation of qualifications taken from 1951 onwards. Please ensure that only **WJEC** qualifications are listed. For those taken with other Awarding Organisations you will need to apply directly to that organisation. Please contact the school or college where you sat the examinations for details.

NB: Even if you request specific subject/s and you took other subjects in the same examination series they will also appear on the same letter.

Please tick the box	Name and Address of the School/College where you sat the examination	Exam Series Month & Year (e.g. June 2009)	Qualifications: A, AS, O, CSE, GCSE, Key Skills/ Essential Skills Wales, CoE/Entry Level, Welsh Bacc. etc.	Subjects and grades (if known) Or <i>The most important subject/s and grades to you</i>
1 st Letter (£30) ☐				
2 nd Letter (£10) ☐				
3 rd Letter (£10) ☐				
4 th Letter (£10) ☐				

Section 5 – Third party email address

Name and email address of employer, educational institution or professional body to which Electronic Letter/s of Confirmation should be sent.

NB: Please check with the organisation requesting confirmation of qualifications that the Electronic Letter of Confirmation will be accepted via secure email, before you apply.

Email 1	
Name of third party or organisation	
Email address	

Email 2	
Name of third party or organisation	
Email address	

Email 3	
Name of third party or organisation	
Email address	

Section 6 – Identification

You must attach a **copy** of **one** of the following ID.

If your name has changed since you sat your examination/s, you must attach documents that show **both** your current name and your name at the time of the examination.

Please tick appropriate box.

Birth Certificate	☐	Driving Licence	☐	Passport	☐
Marriage Certificate	☐	Decree Absolute	☐	Deed Poll	☐

Section 7 – Payment

WJEC can only accept a payment that you make to us via a bank transfer or your online banking. Do NOT send or email any of your bank or debit/credit card details to us as we will not process payments that way.

1	Please email your form to replacementcertificates@wjec.co.uk with your ID as an attachment.
2	Once your application has been processed, we will contact you by email to inform you of the correct fee and provide you with your unique Payment Reference and the account details so that you can process your payment.
3	The person who is paying the fee must quote your unique Payment Reference (e.g.: RC0001SMITHR) in the reference field when making your bank payment so we can match your payment on our system.
4	Please submit your payment within 5 working days after you have received your payment information email. If your payment has not been made within this time your application may be cancelled and therefore you would need to apply again.
5	If you are paying from outside of the UK, you will need the IBAN and BIC numbers to make your payment. Please let us know if you are paying from outside the UK by ticking this box ☐ and state the country that you will be making the payment from:
6	Once payment has been received, we will email your Electronic Letter of Confirmation.

Section 8 – Declaration

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge.			
Signature of candidate N.B Typing your name will be taken as being as binding as your signature		Date:	

This form when completed should be emailed to: replacementcertificates@wjec.co.uk