**Replacement Certificate or Card Form**

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| **Learner Name**  |  |
| **Learner ID (if known)** |  |
| **Date of Birth** |  |
| **Home Address including Postcode** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Course / Qual Code (if known)** |  | **Course / \*\*Qualification Title** |  |
| **Course Date** |  |
| **Certificate Request**  | **Yes/No** | **\*Skills ID Card Request**  | **Yes/No** |
| **\*where applicable. Cards only show courses undertaken within 6 years of completion\*\*Please send a copy of ID if the required replacement is a Qualification** |
| **Please enclose/indicate payment option with this form to enable a certificate or \*Skills ID card to be issued;**❑ **£46.80 (£39.00 + VAT) for both a Certificate and \*Skills ID Card**❑ **£34.20 (£28.50 + VAT) a Certificate or \*Skills ID CardI wish to pay by;**❑ **🕿 phone - Credit card or debit card payment**❑ **🖂 post - Send cheque made payable to Lantra quoting learner name on the back** |
| **Signature** |  | **Date** |  |
| GDPR: Lantra will hold the above data for legitimate business reasons to ensure we can provide the relevant certificate and card. Lantra will hold data electronically for an indefinite period and in hard copy for a minimum of six years. Lantra will not use your data for marketing or profiling purposes. Should you have any questions about your data or wish to exercise your rights as a data subject please contact our Data Protection Officer is Sandie Absalom. Your rights and our privacy policy are set out in more detail on the Lantra website [www.Lantra.co.uk](http://www.Lantra.co.uk)  |
| **Send completed forms to Lantra, Lantra House, Stoneleigh Park, Nr Coventry, Warwickshire, CV8 2LGemail: awards@lantra.co.uk Internal use only - Order ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |