

# Certificate Amendment and Replacement Form

## Important information:

- Use this form to request certificates for exams taken after 1993 in the UK only. If you are requesting a replacement certificate for an exam taken in 1993 or earlier, you will need to fill out a Past Results Search Form. ([gb.abrsm.org/en/exam-booking/exam-dates-and-fees](http://gb.abrsm.org/en/exam-booking/exam-dates-and-fees))
- Please note that certificates from the current exam session will not be reissued until 28 days after the original despatch date to allow for undelivered or wrongly delivered results to be returned.
- ABRSM's policy is to release results only to the Applicant for a period of 8 weeks from their original despatch. ([gb.abrsm.org/en/our-exams/information-and-regulations](http://gb.abrsm.org/en/our-exams/information-and-regulations))

## 1 Certificate amendment request

- Certificate amendments are requested if there are errors on existing certificates. To request a certificate amendment, please return all incorrect certificates along with this form and hand-write the amendment(s) on the original certificate(s). Please leave section 2 blank and go straight to section 3.

## 2 Certificate replacement request

Name of candidate at time of exam \_\_\_\_\_

Type of exam  
*Please tick*

Practical       Theory

Instrument \_\_\_\_\_

Grade \_\_\_\_\_

Date of exam     mmyy \_\_\_\_\_

*If not known, please enter the **session** and **year** above, e.g. Summer / 1984*

Applicant name \_\_\_\_\_

Applicant no.  
*(If known)* \_\_\_\_\_

- If you need to request certificates for additional candidates, please use the space provided in the additional information section (5).

## 3 Delivery information

Title \_\_\_\_\_

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Applicant no.  
*(If known)* \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

## 4 Payment

- Prices for certificate amendment and replacement requests for exams taken after 1993 can be found on our website at [gb.abrsm.org/en/exam-booking/exam-dates-and-fees](http://gb.abrsm.org/en/exam-booking/exam-dates-and-fees)
- Certificate amendment and replacement requests for exams taken within the last three months will be issued without charge.

I enclose a cheque or postal order made payable to ABRSM for £ \_\_\_\_\_

*Please note that we are unable to accept credit card payments for this service.*

## 5 Additional information

**Please send the completed form(s), together with your payment (if applicable) to:**

ABRSM  
4 London Wall Place  
London EC2Y 5AU  
United Kingdom

**Please mark the envelope:**

CERTIFICATE AMENDMENT AND REPLACEMENT REQUEST

**How we use your information**  
ABRSM and ABRSM Publishing will use the personal information that you administer certificate amendment and in accordance with applicable data protection laws and our Privacy Policy - Please visit [www.abrsm.org/privacypolicy](http://www.abrsm.org/privacypolicy).

Additional information \_\_\_\_\_  
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## Contact us

For up to date information on ABRSM, please visit us at [www.abrsm.org](http://www.abrsm.org)

## Office use only

Date received \_\_\_\_\_

Amount paid \_\_\_\_\_

Date Sent \_\_\_\_\_

Sent by \_\_\_\_\_