



## How to apply for a Replacement Certificate

Before you begin, we advise making your application on a Desktop PC or laptop, not a handheld device such as a mobile phone or tablet.


Please do not use any special characters or symbols.

Verification requests are currently processed under our **Standard Replacement Certificate service**.

1. To apply, visit [Pearson Certificate services](#) and ensure you read our commonly asked questions on the [Application information](#) and [Replacement documents](#) pages.

2. The next step is to [Choose a certificate service](#)

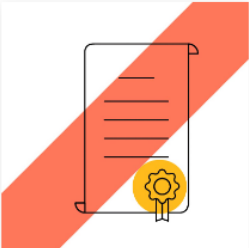
Showing 1 - 3 of 3 items:



### Standard Certificate Service

Our certificate service is helpful for replacing an original certificate, amending a name on original certificate, or sharing official document(s) with a third party.


[View options](#)



### Priority Certificate Service

- Faster processing than our normal certificates service (20 working days)
- Available for GCSE, GCE, IAL, and International GCSE qualifications awarded after 1996

[View options](#)



### Customised Letter

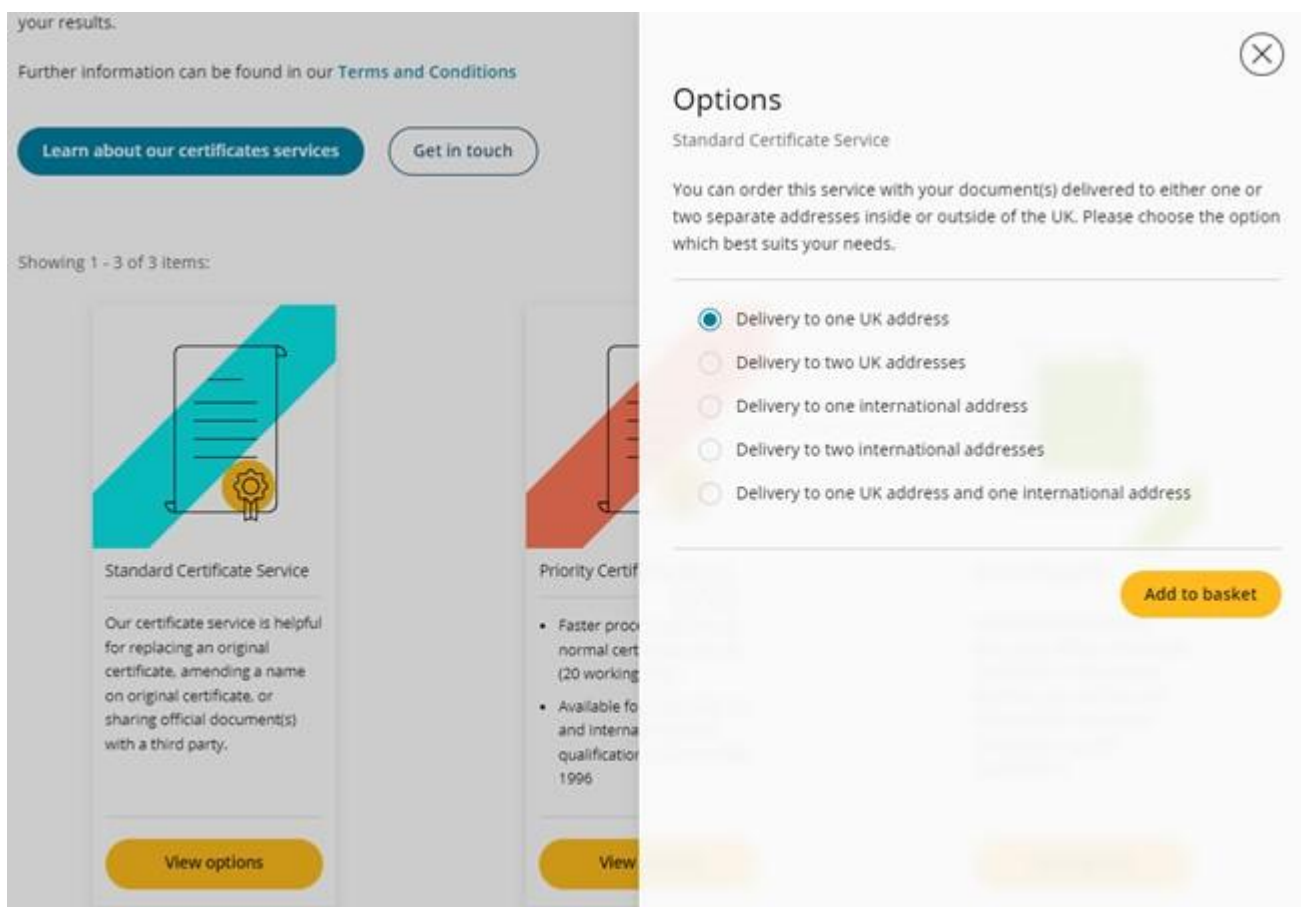
A personalised statement about your BTEC or NVQ/GNVQ qualification to describe its level and size, and how your achievements compare to other past or current qualifications.

[View options](#)



3. A new tab on your browser will open where you can select the appropriate service type and delivery options for you.

*\*For **WES** applications, we have an agreement with WES to send all results digitally therefore, will refund any courier fees paid.*



4. Once you have added your chosen service to the basket, select:

Add Details and Pay

5. If you are a new customer, you will be asked to create a new account.

*\*Please ensure you provide accurate details to prevent delays with processing your order.*

6. Once your account, billing and delivery details have been updated, you will then be asked to provide details of your requested qualification on our **Certificates Application: Qualification Details** page.

*\*We can only process 1 type of qualification per application, if you require more than 1 qualification, please submit new application(s) after completing the current request.*

## Certificates Application: Qualification Details

Please complete this form to begin your Replacement Certificate application.

Select your qualification:

Edexcel GCSEs

We understand that it may not be possible to remember the exact details of your qualifications but it is important to provide information as accurately as you can; providing the wrong information on this form may delay the processing of your application.

Date of examination

01/06/2023

Course title / subject

Maths, English and Science

What service do you need?

- ☒ Replacement of original certificate
- ☐ Amendment to name on original certificate
- ☐ Share official document(s) with third party

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## Certificates Application: Centre Information

On the next page, please provide as much information about the centre/institution where the qualification was completed with in this section.

*\*This is not where you live or previously lived.*

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## 7. Certificates Application: Candidate Details

On the next page, please confirm if you are the learner or someone else applying on behalf of the learner.

We also require confirmation on if the learner's last name has changed since the time of completing the qualification and, the learner's date of birth.

If you are applying on behalf of the learner, please complete the additional fields required as we may need to contact the learner directly.

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## 8. **Certificates Application: ID & Documents**

On the next page, please submit the identification documents required. We will require at least one form of ID in English, that evidences the learner's full name, date of birth and the dates of validity of the document (if applicable).

If you are applying on behalf of the learner, do note that we will require **two different** forms of identification for the learner, and a completed and signed [consent form](#) from them.

We do not require the ID of the third-party applying on behalf of the learner.

Acceptable identification documents can be found on the [Application information](#) page.

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9. Ensure you read and accept our Terms & Conditions which also contains useful information relating to cancellations and refunds.

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10. Ensure you review the payment and delivery details before clicking

[BUY NOW](#)

11. You will then be directed to the payment page where we only accept Credit or Debit card.

Once completed, click

[Authorise](#)

12. Once your payment is successful, you will receive an automated confirmation email.

*If not received, please check your junk folder.*

You will receive an automated email when the status of your request changes.

If we have any queries about your order, you will receive an automated email advising that your application is on hold, and we will email you from [replacementcertificates@pearson.com](mailto:replacementcertificates@pearson.com)