

CERTIFICATE or MEDAL or LETTER of ATTESTATION REQUISITION FORM

- a. COMPLETE IN BLOCK CAPITALS ONLY
- b. Post this form and fee to: LAMDA Examinations, 155 Talgarth Road, London, W14 9DA, United Kingdom
- c. For an individual learner certificate and or medal complete sections 1,2,4,5.
- d. For a group certificate complete sections 1,3,4,5.
- e. For replacement certificates for a current syllabus subject you must return the **ORIGINAL CERTIFICATE**. If the original certificate is lost or not returned the replacement certificate will have the word '**DUPLICATE**' printed on it.
- f. Please make cheques payable to LAMDA Ltd. or complete a credit/debit payment instruction (a fee of £1.00 is added to all credit/debit card transactions)
- g. There is **NO CHARGE** for replacement certificates or medals if the error lies with LAMDA Examinations and you have completed this requisition form and returned it with the original certificate or medal within 10 days of receiving your results. **In all other cases charges apply**

1. Correspondence Contact Details

Name:				Title: Miss / Mrs / Ms / Mr / Dr / Rev
	Learner / Teacher / Parent / Guardian (please circle)			
Address:				
Postcode:		Tel No:		
e-mail:				

2. Learner Details

Unique Learner Number (if known)	LAMDA Pin No: (if known)	Date of Birth (dd/mm/yy)	Given Name	Family Name

3. Group Details

Group Name	
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4. Examination Details

Subject	Grade	Type (please circle)	Date of Examination (dd/mm/yy)	Exam taken at? a)if Private Centre give centre code b)if Public Centre give name of centre
		Solo / duologue / combined / group		

5. Item Requested

	Price from applicable fee sheet	Totals
<input type="checkbox"/> Duplicate Certificate (Current Syllabus)		
<input type="checkbox"/> Letter of Attestation (Expired Syllabus)		
<input type="checkbox"/> Medal		
	Total Payment Due	