

Please complete and return with credit card details or cheque to the address below.

Please allow **approximately 28 days** for delivery (delivery time may be delayed in the months of June and July)

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## Personal Details

Full Name:

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Year of examination:

May/November (delete as applicable)

Candidate number:

(if known)

Or

Candidate Personal No.:

(if known)

Date of Birth (dd/mm/yy):

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School Attended:

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Your Address:

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Telephone Number:

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Fax Number:

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e-mail address:

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## Proof of Identity

We require proof of identity in order to process replacement results documentation. Please provide us with a copy of either a valid passport or birth certificate. These documents can be sent via e-mail or faxed (see below contact details).

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## Fees

Replacement Diploma or Certificate:

£40  
GBP\*

Postage and Packing (*tick desired method*):

UK only:

No fee

Outside UK: standard airmail

No fee

Outside UK: DHL courier delivery

£15 GBP\*

## Payment by Credit Card

Visa/Mastercard (delete as applicable)

Card holder's name: \_\_\_\_\_

Card holder's statement  
address: \_\_\_\_\_  
\_\_\_\_\_

Card number:           □□□□ □□□□ □□□□ □□□□

Card valid from (mm/yy):   □□/□□

Card expiry date (mm/yy):   □□/□□

*Please note that payment details will be destroyed immediately once a payment has been successfully processed*

## Payment by Cheque

Cheques should be made payable to "The International Baccalaureate Organization"

*GB pounds sterling:* £40 GBP (+£15 if DHL courier delivery outside UK only) by cheque from a GBP account drawn on a bank in the UK.

*\*US dollars:* 70 USD by cheque from a USD account (+21 USD if DHL courier delivery), drawn on any bank.

*Swiss Francs:* 90 CHF (+ 36CHF if DHL courier delivery) by cheque from a CHF account, drawn on a bank in Switzerland.

**I confirm that I am over the age of majority in the country of which I am a citizen.**

**I hereby request an IB diploma/Certificate to replace the original which has been irretrievably lost or destroyed.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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