

# CARIBBEAN EXAMINATIONS COUNCIL

## APPLICATION FOR REPLACEMENT CERTIFICATE OR DIPLOMA

This form must be completed in ink by the candidate and returned with enclosures to the REGISTRAR, CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS, THE GARRISON, ST MICHAEL, BARBADOS.

The application will be processed only if all sections of this form are completed.

The candidate must submit together with the completed form –

- (i) a photocopy of his/her birth certificate or passport;
- (ii) the damaged or defaced certificate, if applicable;
- (iii) the applicable processing and courier fees (see Section D for applicable payments).

### SECTION A

NAME AND ADDRESS DETAILS TO BE COMPLETED BY CANDIDATE

MR/ MRS/ MISS/ MS/ OTHER ( )

FULL NAME AT TIME OF EXAMINATION:

SURNAME                      FIRST NAME                      MIDDLE NAME

CURRENT SURNAME (if different)

DATE OF BIRTH

ADDRESS:

EMAIL ADDRESS:

DAYTIME TELEPHONE NO(S):

AREA CODE:

NO(S).

### SECTION B

EXAMINATION DETAILS TO BE COMPLETED BY CANDIDATE

MONTH/YEAR OF EXAMINATION:

NAME OF SCHOOL/CENTRE & CENTRE NO. IF KNOWN:

COUNTRY WHERE EXAM TAKEN:

INDICATE WHICH LEVEL OF EXAMINATION TAKEN:  
(PLEASE SELECT ONE)

CSEC  CAPE

CCSLC

SUBJECT(S)/UNIT(S) TAKEN AND GRADE AWARDED:

SUBJECT(S)	UNIT/PROF.	GRADE

SUBJECT(S)	UNIT/PROF.	GRADE

**SECTION C**

**DECLARATION OF LOSS:**

Enter full name: I, \_\_\_\_\_  
 Explain nature of loss: do solemnly and sincerely declare that \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Your declaration must be witnessed and countersigned below by a Member of Parliament, Justice of the Peace, Minister of Religion, or a professionally qualified person, for example a doctor, lawyer, teacher, police officer, but not a relative, known to you personally. Alternatively, this may be witnessed by the CXC Local Registrar, a practising attorney, or magistrate who does not need to be personally known to you.

Enter full name: I, \_\_\_\_\_  
 Delete if inapplicable: certify that the applicant has been known to me for more than two years \_\_\_\_\_  
 Enter in what capacity: \_\_\_\_\_  
 \_\_\_\_\_  
 and, declare that to the best of my knowledge and belief the facts stated on this form are correct.

Witness's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enter Profession: \_\_\_\_\_

Enter Business name and address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Enter Daytime Telephone No(s): \_\_\_\_\_ Area Code: \_\_\_\_\_ No(s): \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Date Received: \_\_\_\_\_

Payment received: Yes  No

Application Approved  Denied  Date: \_\_\_\_\_

REPLACEMENT CERTIFICATE ISSUED: \_\_\_\_\_ DATED \_\_\_\_\_

## SECTION D

### APPLICABLE PAYMENTS

#### **PROCESSING FEES:**

BDS\$210.00 (US\$105.00) for each certificate per sitting (year/month).

Certificates are normally processed in THREE WEEKS. Expedited processing is available for an additional fee as below:

- dispatch within ONE WEEK – an additional BDS\$35.00 (US\$17.50)
- dispatch within THREE WORKING DAYS – an additional BDS\$50.00 (US\$25.00)

*A non-refundable search fee of BDS\$10.00 (US\$5) is applicable for sittings between 1979-1997*

#### **DELIVERY FEES:**

All certificates are sent by COURIER at a cost of BDS\$80.00 (US\$40.00) for international recipients and BDS\$30 for recipients in Barbados. This fee must be included in your order.

#### **PAYMENT METHODS:**

- All orders placed online must be paid by credit card.
- Manual orders from persons outside of Barbados should be accompanied by BANK DRAFT/ INTERNATIONAL MONEY ORDER made out to "The Caribbean Examinations Council, The Garrison, St Michael BB 14038, Barbados".
- Customers may also make wire transfer payments from Europe, North America and the Caribbean and may contact our offices at [transcripts@cxc.org](mailto:transcripts@cxc.org) for instructions.

#### **REFUND POLICY:**

CXC will grant refunds to customers in accordance with the below policy. Refunds will be made by bank draft and will take approximately six weeks to process.

<b>Reason</b>	<b>Refund</b>
Cancellation of order by customer	An administrative fee of US\$12.50 will be deducted  If order was already started no expedited processing fees will be refunded.  If order was completed no refund will be granted
There is no record of the candidate taking a CXC examination therefore order could not be processed	An administrative fee of US\$12.50 plus search fee of US\$5 will be deducted
CXC does not meet the deadline paid by the customer for expedited processing	Automatic refund of the expedited processing charges <u>only</u> will be refunded
Multiple orders made on same date due to system error	Automatic full refund of additional orders

CXC@

Revised: 30 May 2014