

**SCOTTISH QUALIFICATIONS AUTHORITY  
CONTRACTS OPERATIONS**



**REPLACEMENT CERTIFICATE FORM**

Complete in **BLOCK CAPITALS**.

**SECTION 1 - Personal Details**

Forename(s)

Surname

Date of Birth  
Day

Month

Year

Candidate Number

Address

Telephone Number

Email Address

**SECTION 2 - Examination Information (i.e. course number)**

**SECTION 3 - Payment information**

**Replacement Certificate Fee:** £45.00 +  
**Courier fees:** Europe/ USA: £35; Rest of the world: £55

**Credit card payments** - Please contact the MCA team on 0345 213 5976 to arrange payment by credit or debit card. (Please note that we only accept Visa, Mastercard, Visa Debit and Maestro).

**Bank transfers**- Bank transfers should be made to the SQA bank account:  
The Royal Bank of Scotland, 63 High Street, DALKEITH, Edinburgh Scotland

**Sort Code:** 83-17-26    **Account Number:** 00259387  
00259387

**IBAN No:** GB06 RBOS 831726

**BIC Code:** (required when payment is coming from overseas)

**RBOS GB2L**

**Please return completed forms via email to [mca@sqa.org.uk](mailto:mca@sqa.org.uk) or alternatively post to SQA CONTRACT OPERATIONS - MCA TEAM, 4<sup>TH</sup> FLOOR, THE OPTIMA BUILDING, 58 ROBERTSON STREET, GLASGOW, G2 8DQ.**

Signature

Date