

**Certificate (Re-)Order Request Form**

Please note that for all certificate (re-)orders there is a £12.00 admin fee which is applicable for both digital certificates and paper certificates.

Please fill in the below so that we can correctly identify your details in our exam database:

Candidate Details

Full Name (including any middle names)	
Date of Birth	
Phone	
Candidate ID	
Session ID	
Date of exam	

Payments can be made in one of the following methods:

- 1) By calling the APMG UK Customer Interaction Team on +44 (0) 1494 452450, Option 2 or 3 (**we are open Monday to Friday 08:30 am – 17:30pm UK Time**) to make a telephone payment over the phone using a credit or debit card. If you prefer APMG to call you back, you will need to fill in this form and email it to [servicedesk@apmgroup.co.uk](mailto:servicedesk@apmgroup.co.uk). Please provide a valid telephone number that we can use to contact you.
  
- 2) By making a BACS transfer for the payment. To go ahead with this payment method a transfer of £12.00 will need to be made to the APMG bank account (details are below). You will need to email us at [servicedesk@apmgroup.co.uk](mailto:servicedesk@apmgroup.co.uk) with the attached form and also the payment reference associated with the bank transfer so that we can check that the funds have been received. Once received the order for the certificate will be placed.

**Bank details**

**Bank:** Lloyds TSB

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Address: 27-31 White Hart Street  
High Wycombe  
Bucks HP11 2HL

Account Name: The APM Group Limited

Sort Code: 30-94-28

Account No: 00736779

BIC: LOYDGB21010

IBAN: GB63 LOYD 3094 2800 7367 79

Once you have filled in this form please email it to [servicedesk@apmgroup.co.uk](mailto:servicedesk@apmgroup.co.uk) and also indicate the method in which you are looking to pay for the certificate.