

Record Search

Name of Candidate: _____
 Date of Birth: ____/____/____ Tel No. _____
 Address: _____

 Post code: _____
 Email: _____

Completed form to be returned to the following address:

Replacement Certificates
 Qualifications Department
 Royal Society for Public Health
 John Snow House
 59 Mansell Street
 London, E1 8AN

Or email the completed form to:
replacementcertificates@rsph.org.uk

Centre Name: _____
 Title of qualification: _____
 Date of examination: ____/____/____ Date of issue of original certificate: ____/____/____

Please provide as much information as you possibly can. The RSPH will not be able to provide a report unless it is able to verify the original award by reference to its records. If a search is unsuccessful, you will receive notification by email. **The fee will not be refundable even if it has not been possible to issue a report.**

RSPH requires proof of identity from the candidate before carrying out a record search. Two different forms of identification are required. Acceptable identification documents are copies of driving license, passport, birth certificate or a recent utility bill or bank statement. One form of ID must be photographic.

In addition, candidates who have changed their name since taking the qualification must provide proof of their name change, for example, a copy of the marriage certificate, or a copy of deed poll document.

We would advise you to password protect documents that are emailed to RSPH that contain personal data, please remember to let RSPH know the password by a secure means other than within the email that contains the attachment. Alternatively, a hard copy can be sent by a form of Recorded Mail.

Please state the two types of documentation you have enclosed.

- i) _____
- ii) _____

Record Search fee (non-refundable)

£20

Payment can be made by credit/debit card

Before submitting your form, please call us on 020 7265 7300 to provide your credit card details so that we may take payment. Please enter your payment reference below. Your booking cannot be processed until payment is made.

RSPH Payment Reference: _____ Date Payment Made: _____

Please note we cannot accept credit card information via email or post due to PCI compliance security standards.

Permission to release results to a third party

I _____ can confirm that I have given permission to _____ to enquire and obtain any records held by the RSPH related to me.

Signed _____ Date ____ / ____ / ____

Privacy Notice

The Royal Society for Public Health (RSPH) will use your information to process your application for a Record search. Our reasons for processing your information is to fulfil our legitimate interests as an Awarding Body.

Managing your details includes administering the record search and maintaining our own accounts and records.

The information you provide here will be recorded and held indefinitely on our electronic system.

We will not share your personal information with any other organisation without your prior consent, unless we are required to do so by law.

For further information on how your information is used, how we maintain the security of your information, and your rights to access the information we hold on you, please see our privacy policy at <https://www.rsph.org.uk/privacy-policy>

RSPH USE ONLY

Proof of ID received: YES NO

Certificate Issued and Proof of ID Destroyed: Date: _____ Administrator Signature: _____