

Replacement certificate and attestation letter policy

Introduction

Chartered Institute of Procurement & Supply (CIPS) is a recognised and regulated Awarding Body. The Awarding Body is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

Overview

CIPS offers a replacement certificate service to its members where the original issued certificate:

- has not been received (CIPS must be informed of the non-receipt within 12 weeks of it being despatched) or;
- where the certificate has been misplaced or damaged.

A replacement certificate is an exact duplicate of your original certificate with the word 'Replacement' reflected upon it.

The time limit for CIPS to issue a replacement certificate is 10 years and therefore, anything past this time frame CIPS will issue a 'statement of achievement' letter which will detail a member's specific achievements within the CIPS qualifications. **Alternatively, a member may be able to print a downloadable version of their qualifications plan within their MyCIPS account.**

Attestation letter

Upon request, CIPS can provide a letter of attestation service. This service provides confirmation of an individual's completed CIPS qualification and membership level achievement.

Fee

- **£35.00** is the fee for a replacement certificate (standard delivery), an additional charge will be incurred for couriered delivery.
- **£10.00** is the fee for a statement of achievement letter.
- **£10.00** is the fee for an attestation letter.

Please note that payment in full to be received by CIPS before the request is processed.

CIPS will require card payment details as detailed below.

Membership name: (As currently held on membership record)	
Membership number:	
Qualification title:	
Estimated year of achievement / certification	
Service required: (Delete as appropriate)	<ul style="list-style-type: none"> • Replacement qualification certificate • Achievement letter - (applicable if the 10-year timeframe has lapsed) • Attestation letter

Card payment details			
Name of cardholder:			
Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Amex <input type="checkbox"/>	Maestro <input type="checkbox"/>
Card number:			
Issue number:	Start date:	Expiry date:	
Payment fee:		£ GBP	

Please submit this information to the CIPS Helpdesk; exams@cips.org

Please ensure that your address details are up to date within your MyCIPS account.

If you wish to order a replacement certificate due to a change of name, please refer to the CIPS Policies and Procedures web page for the CIPS Change of Name policy; <https://www.cips.org/learn/student-zone/policies-and-procedures/>