

IB REPLACEMENT DOCUMENTATION



International Baccalaureate
Baccalauréat International
Bachillerato Internacional

Please complete and return with credit card details or cheque to the address below. Please allow **approximately 28 days** for delivery (delivery time may be delayed in the months of June & July).

Personal Details

Full Name: _____

Year of examination: May/November (delete as applicable)

Candidate number:
(if known)

Or

Candidate Personal No.:
(if known)

Date of Birth (dd/mm/yy): //

School Attended: _____

Your Address: _____

Telephone Number: _____

Fax Number: _____

e-mail address: _____

Proof of Identity

We require proof of identity in order to process replacement results documentation. Please provide us with a copy of either a valid passport or birth certificate. These documents can be sent via e-mail (see below contact details).

Fees

Replacement Diploma or Certificate:

£49 GBP*

Postage and Packing (tick desired method):

UK only:

No fee

Outside UK: standard airmail

No fee

Outside UK: DHL courier delivery

£15 GBP*

IB Assessment Centre, Peterson House, Malthouse Avenue, Cardiff Gate, Cardiff, CF23 8GL, United Kingdom
replacementdocs@ibo.org



Payment by Credit Card

Visa/Mastercard (delete as applicable)

Card holder's name: _____

Card holder's statement
address: _____

Card number:

Card valid from (mm/yy): /

Card expiry date (mm/yy): /

Please send the CSV number in an email separately for security reasons. Please note that payment details will be destroyed immediately once a payment has been successfully processed.

Payment by Cheque

Cheques should be made payable to "The International Baccalaureate Organization"

GB pounds sterling: £49 GBP (+£15 if DHL courier delivery outside UK only) by cheque from a GBP account drawn on a bank in the UK.

**US dollars: 82 USD by cheque from a USD account (+21 USD if DHL courier delivery), drawn on any bank.*

Swiss Francs: 98 CHF (+ 36CHF if DHL courier delivery) by cheque from a CHF account, drawn on a bank in Switzerland.

I confirm that I am over the age of majority in the country of which I am a citizen.

I hereby request an IB diploma/Certificate to replace the original which has been irretrievably lost or destroyed.

Signature _____

Date