



# CARIBBEAN EXAMINATIONS COUNCIL

## APPLICATION FOR REPLACEMENT CERTIFICATE OR DIPLOMA DECLARATION OF LOSS

This form must be completed in ink by the candidate and returned with enclosures to the **REGISTRAR, CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS, PRINCE ROAD, PINE PLANTATION ROAD, ST. MICHAEL, ST MICHAEL, BARBADOS**

The application will be processed only if all sections of this form are completed.  
The candidate must submit together with the completed form –

- (i) a photocopy of his/her birth certificate or passport;
- (ii) the damaged or defaced certificate, if applicable;
- (iii) the applicable processing and courier fees

### SECTION C

#### DECLARATION OF LOSS:

Enter full name: \_\_\_\_\_ I, \_\_\_\_\_

Explain nature of loss: \_\_\_\_\_ do solemnly and sincerely declare that

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Applicant's signature: \_\_\_\_\_

Your declaration must be witnessed and countersigned below by a Member of Parliament, Justice of the Peace, Minister of Religion, or a professionally qualified person, for example a doctor, lawyer, teacher, police officer, but not a relative, known to you personally. Alternatively, this may be witnessed by the CXC Local Registrar, a practising attorney, or magistrate who does not need to be personally known to you.

I, \_\_\_\_\_

Enter full name: \_\_\_\_\_

Delete if inapplicable \_\_\_\_\_ certify that the applicant has been known to me for more than two years

Enter in what capacity \_\_\_\_\_

and, declare that to the best of my knowledge and belief the facts stated on this form are correct.

Date: \_\_\_\_\_

Witness's signature: \_\_\_\_\_

Enter Profession: \_\_\_\_\_

Enter Business name and address: \_\_\_\_\_

Enter Daytime Telephone No(s): \_\_\_\_\_ Area Code: \_\_\_\_\_ No(s): \_\_\_\_\_

#### FOR OFFICIAL USE ONLY:

Date Received: \_\_\_\_\_

Payment received: Yes  No

Application Approved  Denied  Date: \_\_\_\_\_

REPLACEMENT CERTIFICATE ISSUED: \_\_\_\_\_ DATED \_\_\_\_\_

## **SECTION D**

### **APPLICABLE PAYMENTS**

#### **PROCESSING FEES:**

BDS\$210.00 (US\$105.00) for each certificate per sitting (year/month).

Certificates are normally processed in THREE WEEKS. Expedited processing is available for an additional fee as below:

- dispatch within ONE WEEK – an additional BDS\$35.00 (US\$17.50)
- dispatch within THREE WORKING DAYS – an additional BDS\$50.00 (US\$25.00)

*A non-refundable search fee of BDS\$10.00 (US\$5) is applicable for sittings between 1979-1997*

#### **DELIVERY FEES:**

All certificates are sent by COURIER at a cost of BDS\$80.00 (US\$40.00) for international recipients and BDS\$30 for recipients in Barbados. This fee must be included in your order.

#### **PAYMENT METHODS:**

- All orders placed online must be paid by credit card.
- Manual orders from persons outside of Barbados should be accompanied by BANK DRAFT/ INTERNATIONAL MONEY ORDER made out to “The Caribbean Examinations Council, The Garrison, St Michael BB 14038, Barbados”.
- Customers may also make wire transfer payments from Europe, North America and the Caribbean and may contact our offices at [transcript@cx.org](mailto:transcript@cx.org) for instructions.

#### **REFUND POLICY:**

**CXC** will grant refunds to customers in accordance with the below policy. Refunds will be made by bank draft and will take approximately six weeks to process.

| <b>Reason</b>  | <b>Refund</b>  |
|--|--|
| Cancellation of order by customer  | An administrative fee of US\$12.50 will be deducted<br><br>If order was already started no expedited processing fees will be refunded.<br><br>If order was completed no refund will be granted |
| There is no record of the candidate taking a <b>CXC</b> examination therefore order could not be processed | An administrative fee of US\$12.50 <b>plus</b> search fee of US\$5 will be deducted  |
| <b>CXC</b> does not meet the deadline paid by the customer for expedited processing                        | Automatic refund of the expedited processing charges <u>only</u> will be refunded  |
| Multiple orders made on same date due to system error  | Automatic full refund of additional orders   |