

**To: Learner Services Unit,
Higher Education & Training Awards Council (HETAC)
26-27 Denzille Lane
Dublin 2**



I wish to request the issue of a duplicate parchment in respect of my NCEA /HETAC award. In addition to the application form, I enclose the statutory declaration form and payment.

My details are as follows: -

NAME: Mr/Mrs/Miss _____

CORRESPONDENCE ADDRESS: _____

(Please note the Parchment
will be sent to this address)

DATE OF BIRTH: _____

PROVIDER/COLLEGE: _____

PROGRAMME: _____

DATE OF CONFERRING: _____

SIGNATURE: _____ Date: _____

TELEPHONE NO: (MOBILE) _____ (HOME) _____

Please note that the word DUPLICATE will appear on the new parchment
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For official use:
Ref _____

payment details:
Money Order

Cheque
Transfer