Dear Staffordshire University Alumni,

Thank you for your enquiry regarding a replacement graduation certificate.

As part of your request, you need to share with us a countersigned and scanned/ photographed copy of the declaration on page three.

As you would need when applying for a new passport, the declaration must be counter-signed and stamped or dated by someone working in/ retired from a recognised profession, or a person of good standing in the community.

A list of accepted counter-signatory professions and positions is below.

If you have any queries or require any further information, please do not hesitate to contact us at [Awards@staffs.ac.uk](mailto:Awards@staffs.ac.uk)

Yours faithfully,

Assessment and Awards Team

|  |  |
| --- | --- |
| • Accountant  • Airline pilot  • Articled clerk of a limited company  • Assurance agent of recognised company  • Bank/building society official • Barrister  • Chairman/director of limited company  • Chiropodist • Commissioner of oaths • Councillor, e.g. local or county  • Civil servant (permanent)  • Dentist  • Director/manager/personnel officer of a VAT-registered company  • Engineer - with professional qualifications  • Financial services intermediary, e.g. a stockbroker or insurance broker  • Fire service official  • Funeral director  • Insurance agent (full time) of a recognised company  • Journalist  • Justice of the Peace  • Legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs • Licensee of public house  • Local government officer  Manager/personnel officer of a limited company  • Member, associate or fellow of a professional body | • Member of Parliament  • Merchant Navy officer  • Minister of a recognised religion - including Christian Science  • Nurse - RGN or RMN  • Officer of the armed services  • Optician  • Paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals  • Person with honours, e.g. an OBE or MBE  • Pharmacist  • Photographer - professional  • Police officer  • Post Office official  • President/secretary of a recognised organisation  • Salvation Army officer  • Social worker  • Solicitor  • Surveyor  • Teacher, lecturer  • Trade union officer  • Travel agent - qualified  • Valuer or auctioneer - fellows and associate members of the incorporated society  • Warrant Officers and Chief Petty Officers |

Assessment and Awards Team

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**Recognised professions & positions within communities able to countersign your replacement certificate application**

|  |  |
| --- | --- |
| • Accountant  • Airline pilot  • Articled clerk of a limited company  • Assurance agent of recognised company  • Bank/building society official • Barrister  • Chairman/director of limited company  • Chiropodist • Commissioner of oaths • Councillor, e.g. local or county  • Civil servant (permanent)  • Dentist  • Director/manager/personnel officer of a VAT-registered company  • Engineer - with professional qualifications  • Financial services intermediary, e.g. a stockbroker or insurance broker  • Fire service official  • Funeral director  • Insurance agent (full time) of a recognised company  • Journalist  • Justice of the Peace  • Legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs • Licensee of public house  • Local government officer  Manager/personnel officer of a limited company  • Member, associate or fellow of a professional body | • Member of Parliament  • Merchant Navy officer  • Minister of a recognised religion - including Christian Science  • Nurse - RGN or RMN  • Officer of the armed services  • Optician  • Paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals  • Person with honours, e.g. an OBE or MBE  • Pharmacist  • Photographer - professional  • Police officer  • Post Office official  • President/secretary of a recognised organisation  • Salvation Army officer  • Social worker  • Solicitor  • Surveyor  • Teacher, lecturer  • Trade union officer  • Travel agent - qualified  • Valuer or auctioneer - fellows and associate members of the incorporated society  • Warrant Officers and Chief Petty Officers |

|  |  |
| --- | --- |
| **Declaration to be completed by the alumni requesting a certificate, in the presence of the counter-signatory** | |
| Full name |  |
| Date of birth |  |
| Title of course and year of award |  |
| Address |  |
| Telephone number |  |
| I declare that | *Please provide here the reason for requesting a replacement certificate, please note that an additional certificate will usually only be produced if your original copy has been lost or destroyed:* |
| I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the ‘Statutory Declaration Act, 1835’. I also hereby undertake that a duplicate certificate be issued to me and I will return the duplicate to the University if my original certificate is subsequently retrieved. | |
| Signature of alumni |  |
| On the | *Date* |
| Before me | *Counter signatory’s name* |
| Counter signatory’s signature |  |
| Please affix or impress Official Seal or Stamp (if appropriate): |  |

For University use only: Processed by:

Duplicate Certificate issued: Fee Received: