
Archive Services

Tel: 08445430033

Fax: +44 (0) 2072943416

www.cityandguilds.com/replacement

Dear Sir/Madam

Photocopying from City & Guilds archives – subject regulations, syllabuses (scheme pamphlets) and question papers

Thank you for your recent enquiry, please find an application form attached.

Before completing the form, please note the following:

Please use **block** capitals on the application form;

You need to make a **separate application** for **each candidate**;

You need to make a **separate application** for **each award**.

There is a fee, currently £34.00 per publication copied. A publication comprises the subject regulations and syllabuses for a subject for a particular year or the set of questions papers leading to the award of certificate. A cheque will only be accepted if your cheque guarantee card details are on the reverse of the cheque. Payment should be made to City & Guilds at the time of the application. Payment may also be made by credit or debit card, by completing the form printed on the reverse of the application.

The nearest we can provide to a transcript is a certified copy of the subject regulations and syllabus for a particular certificate.

Please allow a minimum of three weeks for the processing of the application. Please send completed application forms to: Archive Services, City & Guilds, 1 Giltspur Street, London EC1A 9DD, or fax the application form to **+44 (0) 207 294 3416** or email to ASapplications@cityandguilds.com.

You may contact Customer Relations for any queries relating to your application.

Customer Relations telephone (UK): 08445430033

Customer Relations telephone (International): +44(0) 2072942885

Yours faithfully

Archive Services

Application for photocopies of documents from City & Guilds archives



Use one form per award. This form may be photocopied

PLEASE COMPLETE IN CAPITAL LETTERS

Details of qualification

Qualification title

Qualification part / level /
grade

Year and month of
examination

Documents requested (please tick)

Syllabus (ie: regulations, scheme pamphlets)

Question Papers

Contact details

Name

Address

Post code

Daytime telephone

Mobile telephone

e-mail

Please enclose a cheque / postal order made payable to **City & Guilds** for £34.00

If you wish to pay by credit card, then please complete the form overleaf.

Return completed application form along with payment to:

Archive Services, City & Guilds, 1 Giltspur Street, London EC1A 9DD.

Application for photocopies of documents from City & Guilds archives



Payment details for credit or debit card

Cardholder's details

First Name _____

Last Name _____

Telephone number _____

Card type (please tick)

MasterCard Visa Delta Switch/Maestro

Card number

Valid from

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Expiry date

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Issue number (if applicable)

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Amount authorised

£

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