



## Apprenticeship Completion Certificate Request Form

To request an apprenticeship Completion Certificate please complete this form and return by email to - [skillcard@tica.uk.com](mailto:skillcard@tica.uk.com), or by post to SkillCard Team, TICA House, 34 Allington Way, Darlington, DL1 4QB.

There is a £25 fee for this service.

Full Name:

Date of Birth:

Date started & completed apprenticeship:

Company you worked for at time of apprenticeship:

Company address (if known):

Home address at time of commencement of apprenticeship:

Current address:

Email address:

Contact telephone number:

Signature:

Date:

Upon receipt of this completed form we will check our database. Upon confirmation of the successful completion of a TICA apprenticeship we will then contact you by telephone to arrange payment, you will then be sent your Completion Certificate. We will endeavour to provide you with your Completion Certificate in 14 days from receipt of this form.

If we do not have a record of your apprenticeship completion we will let you know.