Request for a duplicate document

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: request for a duplicate of a lost, stolen or damaged document

Dear Sir or Madam,

I am writing to ask you to issue a duplicate of the document described below, which I can no longer present in its original condition. I am happy to supply any further proof you may need.

Document concerned

- ☐ Identity document
- ☐ Licence or permit
- ☐ Diploma or certificate of attainment
- ☐ Official record or certificate
- ☐ Other document

Exact title of the document

Document number

Date and place of issue

Authority or body that issued it

Circumstances

- ☐ Lost
- ☐ Stolen
- ☐ Damaged or illegible
- ☐ Other cause

Date noticed

Place (or last place it was seen)

What happened, in a few lines

Report of loss or theft

- ☐ A report was made
- ☐ No report was made

Receipt number or reference

Reported to

Please let me know which documents to provide, any fees and how long issue will take, and how to collect the duplicate. Check the rules that apply in your country with the issuing body.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- ☐ Registered letter with proof of delivery (or equivalent)
- ☐ Delivered by hand against a signed receipt
- ☐ Other method