

# Individual request form



**Please note that we cannot accept applications for a replacement admission certificate or extract from the roll from a third party.**

Once you have completed this form, email it to [certificates@sra.org.uk](mailto:certificates@sra.org.uk). Include the certificate you are requesting in the subject of your email, and make sure that you send it from the email address registered in your mySRA account to prevent delays with your application.

**You should save a copy of the form to your device before you start to fill it in**

This form is an editable PDF and must be completed on screen. If you prefer, you can print and complete the form by hand and scan it back in.

Which certificate(s) are you applying for?

Replacement admission certificate

Extract from the roll

## Section 1 - Applicant details

Title: SRA ID:

Name:

Phone:

Email Address:

## Section 2 - Third parties

Would you like us to send the certificate(s) to someone else?

Yes No

If yes, please confirm the email address(es) you would like us to send the certificate(s) to:

**Please note that we do not send physical copies of certificates, as we deem certificates downloaded from the mySRA portal to be originals.**