



OFFICE USE ONLY: Processed Date _____ Initial _____

Indentures Request Form for Thermal Insulation Engineers

To request a copy of your Apprenticeship Papers (Indentures), please complete this form and return to training@tica-acad.co.uk or by post to TICA House, 34 Allington Way, Yarm Road Business Park, 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: (for paper copies to be sent to)

Email address:

Contact telephone number:

Signature:

Date:

Upon receipt of this completed form we will check our files; you will be notified whether we hold a copy. If we do hold a copy we will then contact you by telephone to arrange payment, you will be sent a paper copy and/or electronic copy as you require. We will endeavour to provide you with your Indentures in 14 days from receipt of this form.

If we do not have a copy of your Indentures we will let you know. We will require a letter (on company letterhead paper) confirming completion of your apprenticeship from the company you served your time with. If the company is no longer in existence please let us know. If you have your original technical qualification certificates please also send copies to us along with this form (by email or post). If you do not have your original technical qualification certificates we recommend that you contact either the *City and Guilds Archive Service on 0844 543 0033 (English qualifications)* or *SQA General Enquiries on 0345 279 1000 (Scottish qualifications)* – they be able to provide you with a copy of your qualification certificates. Once you have provided us with sight of these documents we will determine whether the evidence is acceptable to produce a new copy of your indentures.