



**TTII**

**Trinidad & Tobago  
Insurance Institute**

# **Parchment Replacement Policy**

## Policy

The TTII Parchment Replacement Policy governs the replacement of graduate diploma or certificates and specifies the procedures for requesting a replacement parchment. Graduates may request, with payment of the required fee, a replacement diploma or certificate. A diploma or certificate will be “reissued” (noting the date of reissue) when the original document has been lost, damaged, destroyed or there is a name change. The word “reissued” will be affixed to all diplomas or certificates requested in this manner. In addition, diplomas or certificates will bear the signatures of the current Director of Education and President-Council of Trustees.

## Procedures for requesting a replacement parchment

The following guidelines are required:

- The completion of an online form on our website under online services; send an email to [mail@ttii.org.tt](mailto:mail@ttii.org.tt) to request one, or visit us in person.
- Pay the relevant administrative fee at the time of application.
- In the case of a lost, stolen parchment, a police report, or an affidavit must be submitted with the request.
- A copy of the graduate’s national identification card, driver’s permit, or passport must accompany the application.
- In addition, as part of the application for the replacement of a lost parchment, the graduate must include a statement that obligates them to return the replacement parchment if the original parchment is found.
- In the case of damage/name change, an identification card with a marriage certificate, or an electoral deed poll must be submitted with the request.
- Return your original credential upon receiving the replacement credential (damage/name change only).
- While an application for a replacement parchment may be submitted by an individual other than the diploma or certificate recipient, without prior written and legally authorized notification, the replacement parchment will only be presented to the graduate.
- The replacement of diploma and certificate parchments will normally be ready for delivery approximately 15-21 days following the approval of the request for a replacement parchment.
- All individuals receiving certificates whether as the owner, or someone receiving on behalf of the owner, must sign acknowledging receipt of the document.

Approved by   
Edweena Newallo-Dottin  
President-Council of Trustees

Date 30/10/2018