



Request for Replacement or Copy of Certificate or Statement of Attainment

Please fill out this form if you want to request a replacement or copy of a Certificate or Statement of Attainment for an accredited course you completed with this College.

Note: You must provide your photo ID before we can proceed.

Your Full Name (that you provided during the course):

Date of Birth (dd/mm/yyyy):

Name of the accredited course you attended:

Dates you attended (be as accurate as possible):

The reason you need a replacement or copy of the Certificate or Statement of Attainment

Document request - Please choose one option:

- Copy of scanned original (Black and white) - \$0 no fee
- New Replacement document - \$50 each Certificate or Statement of Attainment

Note: You will be issued an invoice which you must pay for before your replacement document is created.

ID Check - Please choose one option:

- I have attached a copy of my Photo ID (signed by a JP)
- I will come into the office to show my Photo ID

Note: We will not issue replacements or copies unless your ID has been checked by one of the methods above.

Date (dd/mm/yy):

Your Signature:

OFFICE USE ONLY:

- ID check ok? Document located? Document Copied and sent?
- Payment made (if applicable)? Document Replaced, scanned, recorded, issued?

Date (dd/mm/yy):

Staff Signature: