

## Application for Re-Issue of Certificate Form

### Information and Instructions

**Fee** - where a re-issue of an accredited Qualification Certificate or Statement of Attainment is requested by a participant, a minimum charge of **\$55.00** will apply per Certificate. Please note Certificate(s) will not be issued until full payment of the re-issuing charge has been received. There is no charge for replacement of incorrect spelling on certificates (with proof of old certificate).

**This Form** - please complete one request form for each certificate you are requesting a replacement for. Please note, you must have completed the course with the College for your certificate to be replaced. Please complete the following:

First Name(s)	
Last Name	
Current address	
Best contact number	
Email address	
Replacement Reason (e.g. lost or destroyed)	
Name of course or unit(s) completed	
Date of completion (approx.)	

**Proof of identity:** please provide photo identification (a copy if posting) with this application or otherwise present identification for sighting at reception when collecting your certificate. You must also include a certified copy of evidence of name change if applicable.

**I confirm the above details are true and correct. Please tick one of the following:**

- ☐ Please post my re-issued Certificate to me (copy of photo ID attached), or  
☐ I will collect my re-issued certificate at the Tuggerah Office.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Your Payment Details: Amount \$** \_\_\_\_\_

☐ I will pay by Credit Card as per below, **OR** ☐ I Will Pay At Office on Collection (Cash / Cheque or Card)

Card Number:           CVC:

Exp:   /   Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

☐ Visa **OR** ☐ MasterCard (Visa or MasterCard Only Accepted)

### OFFICE USE: STUDENT RECORDS USE ONLY

**Certificate Required:** \_\_\_ Qualification or \_\_\_ Statement of Attainment  
**Payment for Re-Issue Made?** \_\_\_ YES \_\_\_ NO **Tax Invoice Required?** \_\_\_ YES \_\_\_ NO  
**Have All Fees Been Paid?** \_\_\_ YES (*forward Certificate to student*) \_\_\_ NO (*place Certificate on file*)  
**Date of Certificate Re-Issue:** \_\_\_\_/\_\_\_\_/20\_\_\_\_  
**Forwarding Option Used:** \_\_\_ Mailed to Student \_\_\_ Collected by Student  
**Completed By: Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_ This record kept in student's file.