

# Reissuing of Certificates and Statements of Attainment Request Form

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## Student Details

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student ID (if known): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

## Course Details

Qualification/Course Name: \_\_\_\_\_

Unit(s) Completed (if requesting Statement of Attainment):

\_\_\_\_\_

Year Completed: \_\_\_\_\_

## Type of Reissue Requested

Certificate (Qualification)

Statement of Attainment

Both

## Reason for Reissue

Lost

Damaged

Name Change

Other: \_\_\_\_\_

## Name Change Details (if applicable)

Previous Name: \_\_\_\_\_

New Name: \_\_\_\_\_

Attach certified supporting documents (e.g. passport, marriage certificate)

## Delivery Method

Email (PDF copy)

Post (Hard copy)

Postal Address (if different): \_\_\_\_\_

## Payment Details

Reissue Fee: \$\_\_\_\_\_

Payment Method:  Credit Card  Bank Transfer  Other: \_\_\_\_\_

(Office Use: Receipt No. \_\_\_\_\_)

## Declaration

I declare that the information provided is true and correct. I understand that fees may apply and processing times may vary.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Office Use Only

Request Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Processed By: \_\_\_\_\_

Date Issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Method Sent: \_\_\_\_\_