

APPLICATION TO RE-ISSUE A CERTIFICATE OR STATEMENT OF ATTAINMENT

This form is to be completed to request the re-issue of a Certificate or Statement of Attainment. The following requirements must be met when making this request:

- **Current photographic identification is required for any reissue**, displaying the student's current name. Acceptable identification are a current driver licence, an Australian government issued proof of age card, or current Passport.
- **For damaged or incorrect information:** Return of the original Award/Statement of Attainment;
- **For Change of Name:** Return of original Award/Statement of Attainment, Change of Personal Details Form, and documentary evidence of the change of name:
 - Evidence of an update to the student's Unique Student Identifier profile; or
 - Current photographic identification, displaying the student's current name or
 - Change of name documentation from the Registry of Births, Deaths and Marriages.
- **Printed replacements will incur a fee of \$30.00.**

STUDENT DETAILS

Name		Date of Birth	
Contact Number			
Email Address			
Postal Address			
Suburb		Post Code	
Qualification/ Course			
Year completed		Location	

How would you like to receive your document?

By Email - An electronic record will be sent to your nominated email address above

By Post - A copy will be posted to your nominated postal address after re-print fees have been paid

Reason for Reissue	Lost / stolen	Damaged	Incorrect Information
	Change of name	Other (specify):	

APPLICANT DECLARATION

By signing this application, I certify that I have given true and accurate information.

Signature

Date

Return this fully completed form, with any required evidence, to info@seedskills.edu.au.

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