

Replacement Certificate Request Form

This form is to be completed by MiTraining graduates requesting a replacement of an original Qualification Testamur, Record of Results, or Statement of Attainment.

Please return the completed form, together with certified proof of identity and proof of payment, to support@mitraining.edu.au. Fees must be paid in full prior to re-issue of certificates.

|  |  |
| --- | --- |
| Full Name |  |
| Mailing Address |  |
| Phone |  | USI |   |
| Email |  |

# Details of Certificate to be Reissued

|  |  |
| --- | --- |
| Name of qualification, course or unit/s of competency |  |
| Full name on original certificate |  |
| Completion Date |  / / |  |
| Type of Certificate | [ ]  Qualification Testamur [ ]  Record of Results [ ]  Statement of Attainment |
| Reason for Reissue | [ ]  Loss/Damaged [ ]  Change of Name |

# Fees and Payment

$33.00 Statement of Attainment $50.00 Qualification Testamur/Record of Results

Bank Details: Westpac Acc Name: MiTraining Ltd BSB: 034-001 Acc Number: 503852

# Proof of Identity

Please attach a certified copy of a valid Passport, Drivers Licence or Birth Certificate to your application.

If your family name has changed since your certificate was issued, please supply additional supporting certified documentation e.g. a marriage certificate or name change certificate.

Copies must be certified by a Justice of the Peace or a Commissioner for Declarations.

# Declaration

I declare that the information on this form is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |