

Re-Issuing of Certificates and Statements:

Records of Qualifications and Statements of Attainment are kept on record for a period of at least thirty (30) years. Learners can request copies of certificates or statements of attainment at any time by:

- Completing this form
- Payment of \$35 with this form
- Provide proof of identification as listed below

Only original copies of identification will be accepted. Acceptable forms of identification include:

Passport, Driver's licence, Working with Children Check

If suitable photo identification cannot be provided personally then a statutory declaration will need to be completed. This can be obtained from the office or downloaded from:

<http://www.ag.gov.au/publications/pages/statutorydeclarations.aspx>

Learner Name: _____ **Date:** _____

Copy requested: _____

Office use only

| Identification Provided (attach a copy to this form) | Number | Copy attached |
|--|--------|---------------|
| Passport | | |
| Driver's licence | | |
| Working with Children Check | | |
| Statutory declaration | | |

Name of Staff that sighted identification: _____

Signature of staff that sighted identification _____ Date _____

| Details included on VETtrak | Tick |
|---|------|
| Payment made | |
| Identification listed | |
| Number of identification | |
| Email Information Management Officer details of learner name and type of reissuance requested | |
| Learner has requested post or pick up of printed certificate | |

Completed forms and copies of evidence to be scanned and filed in <G:\CERTIFICATES\Evidence of reissued certificates VET> and saved with learner name.