

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.