

Request For Reissuing Qualifications Form

This form is used to apply for a replacement award/certificate when the original has been lost or destroyed.

1. Officially complete this application by signing and dating page 2 of this form.
2. Attach any documentation that supports your application. Examples may be a Police Report, an Insurance Claim, notarized Statutory Declaration clearly describing the circumstances of the loss/destruction or the damaged original award/certificate.
3. Lodge this application with the Registrar, via post **Po Box 1108 ACCCO, Fortitude Valley 4006** or via email reception@accco.com.au, accompanied by the prescribed fee (\$50.00). Your replacement Award/Certificate will be mailed directly to the address shown on this form. Your replacement Certificate will contain the words: **“This is a replacement of original document.”**
4. Please allow 14 working days for processing.

Please complete sections A – E

A. STUDENT PERSONAL DETAILS:	
STUDENT ID:	
STUDENT NAME:	
DATE OF BIRTH: DD/MM/YYYY	
ADDRESS AT TIME OF STUDY:	
SUBURB:	POSTCODE:
CURRENT ADDRESS:	
SUBURB:	POSTCODE:
CURRENT PHONE:	CURRENT MOBILE:
CURRENT EMAIL:	

B. REISSUE OF QUALIFICATION (Cost \$50)	<input type="checkbox"/>
COURSE CODE and COURSE NAME:	
YEAR AWARDED	
C. REISSUE OF STATEMENT OF ATTAINMENT (Cost \$50)	<input type="checkbox"/>
COURSE CODE and COURSE NAME:	
YEAR AWARDED	

D. ORIGIN OF REQUEST (TICK ONE OPTION ONLY)	
From Australia (go to SECTION E) <input type="checkbox"/>	From Overseas (go to SECTION G) <input type="checkbox"/>

E. REASON FOR REQUEST:

i. Please detail circumstance of the loss/destruction of your Certificate/Qualification:

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F. PROOF OF IDENTITY DOCUMENTATION (FROM AUSTRALIA)
Supporting Documentation Attached: Please tick

<input type="checkbox"/> Current passport (Australian/Foreign)	<input type="checkbox"/> Driver licence/Learner's permit
<input type="checkbox"/> Australian citizenship certificate	<input type="checkbox"/> Birth certificate

G. PROOF OF IDENTITY DOCUMENTATION (FROM OVERSEAS)

If the student is non-resident in Australia, then they must provide the equivalent to a Statutory Declaration (as prescribed in their local legal environment) and must include a certified copy of their passport (including photograph) for verification purposes.

DOCUMENTS TO BE POSTED (TICK ONE OPTION ONLY)

<input type="checkbox"/> Self (to the Current Address)	<input type="checkbox"/> Send to an Alternative Address *	<input type="checkbox"/> Issue to a 3rd party
Alternative Address:		
Suburb:	Postcode:	

FEE PAYMENT METHOD

Amount: \$ _____

NB. If cheque enclosed is not your own - please write your name and student number on the reverse of the cheque. Payments may also be made over the phone.

<input type="checkbox"/> Cheque (payable to CPIT)	<input type="checkbox"/> Bank/Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Credit card no.	Card expiry date		
Cardholder's name	Cardholder's signature		

Signature of student: _____ Date: _____

Please forward application to:

By Post: ACCCO PO Box 1108 , Fortitude Valley 4006
By Email: reception@accco.com.au (signed PDF attachment only)

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in ACCCO's Personal Information . Privacy Collection Notice – available to be viewed on the ACCCO's web site at:

www.accco.com.au
FOR OFFICE USE ONLY:

Processed by: _____ Checked by: _____

Date: _____ Date: _____

I have sighted the evidence and can confirm the student is eligible to have their award re-issued.