

REPRINT APPLICATION

What can I have reprinted?

Any Certificates, Record of Results or Statement of Attainments can be reprinted for you.

What information do I need to provide?

To request a reprint, you need to complete this form and provide some identification for verification. This could include your Driver's licence or Work with Children Check.

Is there a fee?

Yes, there is a fee of **\$20 (no GST)** that applies for each document set reprinted. I.e. Certificate and Record of Results or Statement of Attainment. This can be transferred into the bank account details listed below or paid in cash to our office.

Can someone request a reprint on my behalf?

No. To apply for a reprinted document the form must have the declaration signed by the applicant, and a copy of the identity verification evidence supplied. You may however authorise for the certificate to be sent to a third party.

Student Name*			
Mobile		Email	
Date of Birth*		USI (if known)	
Qualification Code & Name*			
Start Date		Completion Date	

*Indicates field must be completed

The reprinted document is being provided to:	<input type="checkbox"/> Myself	<input type="checkbox"/> Business	<input type="checkbox"/> Other
Contact Name:			
Postal Address:			

I declare that the information provided on this application and supporting identity document are true and correct. I authorise the above address / person to receive the reprinted documents.			
Applicant Signature		Date	

RTO Approval (Internal use only)				
RTO Notes				
Student ID		Original Doc Num.		
Reprint Date		Staff Member		Signature