

Issuance of a Replacement Qualification Testamur Form

It is recommended to read and understand the "Certification Issuance Policy" available in the Student Handbook or on the institute's web site, before filling this form.

If the client did not receive the Original Certificates for the first time, please fill the "Course Completion Form".

Alternatively contact the Institute administration by sending an email to info@atinstitute.com.au for further details.

Reason for Request		
<input type="checkbox"/> Stolen	<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged
<input type="checkbox"/> Other, please specify:		

Trainee Details	
Full Name:	
Client ID:	Date of Birth:

Current House Address Details	
Full Address:	
Suburb:	
State:	Post Code:
Country:	

Contact Details	
Contact Number:	
Email:	

Course Details	
Course Name:	
Completion Date:	

Identification Details

If the client lives in Australia he/she must produce evidence equivalent to "100 point check" to substantiate their identity.

At least one type of photo identification must be presented.

If the evidence is submitted as copies, then they must be certified as originals as for a Statutory Declaration.

Please complete the below table.

Category A - You must provide at least ONE Category A document

Document Type	Points	Tick
1. Current passport (Australian/Foreign)	70	<input type="checkbox"/>
2. Driver licence/Learner's permit/Boat licence	40	<input type="checkbox"/>
3. Current tertiary student identification card (with photo)	40	<input type="checkbox"/>
4. WWC Check card/Key pass/Proof of age card	40	<input type="checkbox"/>

Category B

Document Type	Points	Tick
1. Australian citizenship certificate	70	<input type="checkbox"/>
2. Birth certificate (not extract)]	70	<input type="checkbox"/>
3. Centrelink card (with reference number)	40	<input type="checkbox"/>
4. Australian travel documents or current Australian Visa	70	<input type="checkbox"/>

Category C

Document Type	Points	Tick
1. Medicare card	25	<input type="checkbox"/>
2. Credit card or account card	25	<input type="checkbox"/>
3. Bank statement (with residential address)	25	<input type="checkbox"/>
4. Property rates notice/utilities notice	25	<input type="checkbox"/>
5. Property lease agreement	25	<input type="checkbox"/>
6. Taxation assessment notice	25	<input type="checkbox"/>

Total Points (Category A + Category B + Category C), must be more than 100 points.

Documents to be posted (select one option only)

Post to the current house address as detailed in this form

Send to an alternative address



Head office:
 163-165 Main road west
 St. Albans - Vic: 3021
 F: 03 93569724 P: 1300724939
 Email: info@atinstitute.com.au
 Web: www.atinstitute.com.au

Sydney office:
 Shop P3, Auburn central
 shopping centre
 Auburn, NSW 2144
 P: 02 96491449

Alternative Address:

Payment Details

- \$100.00 must be pre-paid for all Certificate and Diploma courses.
 \$20.00 must be pre-paid for all short courses like First Aid, Asthma etc.

Payment can be paid by cash or EFT to our bank account details:

Bank Name: Westpac

Account Name: Advanced Training Institute Pty Ltd

BSB number: 033 501

Account Number: 163 466

Client Signature:

Date:

Office use only

Form Received By:

Signature:

Date:

Is the request approved: Yes No

List reasons, if request is not approved:

Is the outcome communicated to the Client: Yes No

If request is approved, issue the Duplicate Testamur or Statement of Attainment.

VETtrak updated: Yes No

Processed by:

Signature:

Date: