

Explanatory notes

How to obtain a copy of your results

You must complete the form overleaf and email or post it to Key Skills Training, together with the payment and one form of identification (see list below) that is **certified as a true copy of the original** by a Justice of the Peace.

A change of name may require additional information as proof of your identity, e.g. marriage certificate or change of name certificate.

Acceptable forms of identification (must be a current copy)

- Valid Passport
- Australian Birth Certificate
- Driver's Licence or Learner's Licence

How to submit your application

Please scan and email your completed request to admin@keyskillstraining.com or return via post to: **KeySkills Training PO BOX 995 Five Dock NSW 2046**

Important Information

To protect your privacy KeySkills Training will take steps to confirm the identity of the applicant before releasing results. Your results will not be made available to a person acting on your behalf and results will not be given orally.

Food Safety Supervisor Certificates will be posted out within 5 working days following the receipt of your correctly completed application and payment.

All other Certificates will be posted out within 10 working days following the receipt of your correctly completed application and payment.

Office Use Only	
Date Payment Received:	Received by:
Payment type: Visa <input type="checkbox"/> M/C <input type="checkbox"/> Cheque <input type="checkbox"/>	Amount Received: \$
Certificate Verified by:	Date Certificate Posted: