

REQUEST FOR A REPLACEMENT QUALIFICATION/ CERTIFICATE/TESTAMUR											
Applicant Detail	ls										
Title (Mr, Mrs, Ms, Miss)											
Surname											
First Name/s											
Postal Address (your replacement certificate will be sent to this address)											
Full name at time of study (if different to above)											
Telephone Numbers		Home:		Work:							
		Mobile:		Fax:							
Date of Birth		/ /									
Gender		Male □ Female □									
Email address											
Qı	ualification/Ce	ertificate/Te	stamur you ar	e reque	sting t	o be r	eissue	d			
Qualification/Certificate/Testamur			Please Tick $\sqrt{}$	Date Completed			d	Cost			
OLRG Interim Certificate						\$40					
Food Safety Supervisor Certificate								\$65			
Statement of Attainment								\$40			
Testamur								\$40	\$40		
Please provide with your application a signed statutory declaration stating the reason why you are requesting a replacement qualification/certificate/testamur. (eg original has been lost, stolen, destroyed) and a copy of one of the following forms of identification.							nt				
Valid Passport		Current Drive	r's Licence	□ Au:	stralian	Birth Ce	rtificate				
Payment Method											
☐ Cheque	Card No.										
□ Visa	Card Holders N	's Name:									
☐ MasterCard	Card Holders S	ignature:				Expiry Date:					
Applicants Signature:				Date:							
			<b>KeySkills Trainin</b> 995 Five Dock NS								

# **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 □ M/C □ Cheque □	Amount Received: \$				
Certificate Verified by:	Date Certificate Posted:				