



## Request for Replacement Testamur and Record of Results or Statement of Attainment Form

**Note :-** Use this form if your testamur has been lost, destroyed or damaged. Charges for certificate of replacement for a Testamur and record of results or Statement of Attainment are shown on this form. You should receive your Certificate of Replacement for a **Testamur and Record of Results or Statement of Attainment within 30 days** of lodging your application. If you require official documentation sooner, contact ACE at [info@ace.vic.edu.au](mailto:info@ace.vic.edu.au) or at 03 9830 1414. Your certificate of replacement can only be issued in the name that appeared on the original certificate.

<b>Learner / Student ID Number:</b>	
<b>Learner / Student Name:</b>	
<b>Mobile No:</b>	
<b>Email Address:</b>	
<b>Mailing Address: (for Certification)</b>	_____
	_____
	<b>City/Suburb</b> _____ <b>State</b> _____
	<b>Postcode</b> _____ <b>Country</b> _____
<b>Course Name:</b>	<input type="checkbox"/> SIT30813 Certificate III in Commercial Cookery
	<input type="checkbox"/> SIT40413 Certificate IV in Commercial Cookery
	<input type="checkbox"/> SIT50313 Diploma of Hospitality
	<input type="checkbox"/> BSB40215 Certificate IV in Business
	<input type="checkbox"/> BSB50215 Diploma of Business
	<input type="checkbox"/> BSB60215 Advanced Diploma of Business
	<input type="checkbox"/> AUR30612 Certificate III in Light Vehicle Mechanical Technology
<b>Course Dates:</b>	___ / ___ / ____ to ___ / ___ / ____
<b>Certification Document Requested:</b>	<input type="checkbox"/> Testamur and record of results <input type="checkbox"/> Statement of Attainment
<b>Reason for Certification Document Replacement</b> (Indicate the reason for requesting a certificate of replacement for a Testamur or Statement of Attainment (and check notes on right for additional requirements))	
<input type="checkbox"/> <b>Testamur and record of results</b>	<input type="checkbox"/> My testamur has been lost or destroyed
	<input type="checkbox"/> My testamur has been damaged and is enclosed with my application
<input type="checkbox"/> <b>Statement of Attainment</b>	<input type="checkbox"/> My Statement of attainment has been lost or destroyed
	<input type="checkbox"/> My Statement of attainment has been damaged and is enclosed with my application
<b>Learner / Student Signature:</b>	
<b>Date:</b>	



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<b>Certification Document Replacement - Charges</b>
Administrative charge for a Certification Document - <input type="checkbox"/> Testamur and record of results - \$100 <input type="checkbox"/> Statement of Attainment - \$50
Delivery charge for delivery to local address by registered mail - \$ 25
Delivery charge for delivery to overseas address by Express Courier International Documents - \$ 75
Delivery charge for collection - Nil

<b>Payment Amount:</b>			
<input type="checkbox"/> Testamur and record of results to local address by registered mail - \$125			
<input type="checkbox"/> Testamur and record of results to overseas address by Express Courier International Documents - \$175			
<input type="checkbox"/> Statement of Attainment to local address by registered mail - \$75			
<input type="checkbox"/> Statement of Attainment to overseas address by Express Courier International Documents - \$125			
<b>Payment Method: Please Tick one of the following :-</b>			
<input type="checkbox"/> <b>Bank Transfer</b>			
Bank Name	BSB Number	Account Number	Swift code
<b>ANZ</b>	<b>013-381</b>	<b>902103949</b>	<b>ANZ BAU3M</b>
<input type="checkbox"/> <b>Credit Card (Please note credit card payments will incur a 2% surcharge)</b>			
<input type="checkbox"/> <b>Master Card</b>		<input type="checkbox"/> <b>Visa</b>	
<b>Credit Card Payment Details</b>			
Credit Card Number			
Credit Card Expiry			
Card Holder's Name			
Cardholder's Signature			

### Re- Issuance & Recordkeeping

<b>Payment Amount:</b>		<b>Date Received:</b>	_ _ / _ _ / _ _ _ _
<b>USI Verified on SMS:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Type of Certification:</b>	<input type="checkbox"/> Testamur and record of results <input type="checkbox"/> Statement of		
<b>Replacement Issue Date:</b>			
<b>Records Manager Name:</b>			
<b>Records Manager Signature :</b>			