



APPLICATION FOR REPLACEMENT CERTIFICATE/STATEMENT OF ATTAINMENT

Registered Training Organisation (RTO – 31420)

Please ensure that you complete all relevant fields on the form below, failure to complete all of the required fields may delay processing of your request. Please allow 2 working days to process your request.

PERSONAL DETAILS						
Title (Please tick):	Mr	Miss	Mrs	Ms	Date of Application:	
Legal Family Name:						
Legal First Name:						
Date of Birth:		USI Number:				
Current Address:						
Suburb:		Postcode:				
Mobile Number:		Email Address:				
Applicant Signature:						

IDENTIFIER DETAILS		
Proof of Identity Details (<i>Only 1 proof of ID needs to be attached to verify – Please tick your selection</i>):		
Birth Certificate	Passport	Drivers License

CERTIFICATE/STATEMENT OF ATTAINMENT (SOA) DETAILS			
Name of the Certificate/SOA:		Year Achieved:	
Reason for Application:			
Requested Collection Method:	Via Mail	In Person	Via Email

Completed form must then be submitted to vet@northlakescollege.eq.edu.au or the RTO Manager (HOD – Senior Schooling).

INTERNAL USE ONLY	
Actioned By:	Date:
Notes:	