

# Application for Replacement Certificate and SOA

## PART A – APPLICANT DETAILS

<b>Personal Details</b>	First name	_____		
	Last name	_____		
	Student ID (if known)	_____	Date of birth	_____
	Phone (home)	_____	Mobile phone	_____
	Email	_____		
	<b>Mailing address</b>			
	No. & Street	_____		
	Suburb	Postcode	State	

## PART B – CERTIFICATE DETAILS

<b>Certificate Details</b>	<b>Certificate Type</b>	<input type="checkbox"/> Qualification	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Record of Results
	Qualification Name	_____ _____		
<b>Method of Collection</b>	<input type="checkbox"/> In person at Ai Group Training Services Office <input type="checkbox"/> Via postal mail to listed mailing address above <input type="checkbox"/> Via email to listed email address above			

**Identity Verification**  
 Ai Group Training Services requires evidence of your identify prior to the issuance of any replacement qualification, record of results or statement of attainment. You **MUST** provide original **PHOTO ID** if collecting in person. If you request the replacement certificate to be mailed to yourself, you must attach a certified copy of your photo ID to this application. Certificates will not be reissued without the appropriate **PHOTO ID**.

## PART C – STUDENT DECLARATION

<b>Student Declaration</b>	I declare that I am the student for which the replacement certificate is being requested for and that the information provided by me is, to the best of my knowledge, true and correct.		
	Signature:	_____	
	Print Name:	_____	Date: _____

## PART D – PAYMENT DETAILS

**Payment in full is required before replacement qualification is sent and once payment is made please provide receipt number below.**

**EFTPOS Details**  
**Bank:** Westpac    **Account Name:** Ai Group Training Services Pty Ltd    **BSB:** 033-093    **Account Number:** 100473

**Receipt Number:** \_\_\_\_\_

## Ai Group Training Services Use only

**Applicant Photo ID Sighted and a certified copy (refer to page 2) is attached – evidence type:		Certificate Re-issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed:	_____	Print Name:	_____
		Date:	_____
<b>Comments:</b> If a soft copy of testamur is to be emailed to student there will be no fee payable. (Certified Photo ID will still be required)			

\*\* Copies of applicants ID to be destroyed once administration purpose is finalised

## Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice