

Application for Replacement of a Confirmation of Completion Certificate

Please fill out this application form supplying as much information as possible as this will assist us in our search for your records. **A replacement certificate can only be supplied if VETASSESS issued the original certificate.**

Step 1: Attach the original Trade Certificate to this application form if available.

Step 2: It is essential that proof of identification is also included (eg. photocopy of drivers licence).

Step 3: A non-refundable fee is payable when you lodge this application form. A cheque or money order for \$60.75 made payable to "VETASSESS" should be attached to this form and returned to:

VETASSESS
Confirmation of Completion Certificate Service
GPO Box 2752
MELBOURNE VIC 3001 Fax: 03 9655 4899

Personal and contact details

Given name(s):	Surname:
Address:	Contact phone number:
	Date of birth:

Certificate details

What trade was your certificate issued in?	Certificate registration number:	Date certificate was issued:
Name that appeared on the old certificate:		
Address that the old certificate was sent to:		
Reason for requesting a replacement certificate:		

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Training details

If training was undertaken to gain the qualification, please provide the name of the training organisation where the training was complete?	Year the training was completed:
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Payment information

ABN 44 434 746 781

Payment Details <i>(please tick)</i>		
<input type="checkbox"/> Bank cheque/Money Order	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Card Details <i>(please complete)</i>		
Card No:	Card Validation Code:	
Cardholder Name:	Expiry Date:	Amount \$
Signature:		

Refund and cancellation policy

No refund will be given if the request to cancel the issuing of the replacement Confirmation of Completion Certificate is received after the Certificate has been issued. Extenuating circumstances will be considered on a case by case basis and must be supported with accompanying documents. A \$10 administration processing fee will be charged.

I declare that the particulars set out above and in any supporting documents are true and correct.

Signature: _____ **Date:** _____