

## Reissue of Documents

If you require an additional copy of an assessment document, you may apply for a Reissue. Please return this form from an authorised email address to: [tradeassess@vetassess.com.au](mailto:tradeassess@vetassess.com.au)

VETASSESS will confirm receipt of your application and provide you with instructions to pay the reissue fee (If applicable).

Applicant family name (Surname)

Applicant given name/s

Date of birth Day  / Month  / Year

Email

File number

Unique Student Identifier (USI)

I, (print name)

the above named applicant/the authorised agent for the above named applicant, hereby request a Reissue/Retrieval of the following (tick  selection):

- Qualification Certificate/Statement of Results/Statement of Attainment  AUD \$100
- Scanned copy of Qualification Certificate/Statement of Results/Statement of Attainment  AUD \$20
- Digital copy of Offshore Technical Skills Record (OTSR)  NO CHARGE
- Digital copy of Skills Assessment Result Letter  NO CHARGE

### Postage options

- Registered Post (Within Australia)  AUD \$5
- Express Post (Within Australia)  AUD \$11
- International Express Post  AUD \$50

### Please confirm your current postal address and contact information:

Daytime number

Mobile number

Email

Postal address (For correspondence)

### Applicant signature

**Note** — Your signature must match the signature as it appeared on your original application. Signature discrepancies may cause delays.

Applicant's signature

(On completion of this form, please print and sign by hand)

Date signed Day  / Month  / Year

