Asset Training Australia

Certificate Replacement Request

Please use a **BLACK** or **BLUE** pen.
All fields are compulsory.

1. This request can be processed:

In Person - Suite 3, Westfield Shopping Centre, North Lakes Drive, North Lakes QLD 4509
By Post - PO Box 350 North Lakes QLD 4509
By Fax - 07 3482 2760
By Email - admin@asset.edu.au

2. Payment

If Payment is required you will be contacted by ATA Administration to arrange this.

3. Allow up to 21 days for this request to be processed.

4. Certificates will be posted unless prior arrangements have been made to collect.

For Further Information Contact 1300 731 602

SECTION A - CUSTOMER INFORMATION

First Name

Surname

Date of Birth . .

Address Line 1

Address Line 2

Suburb State P/C

Phone (M) Phone (H)

Email

SECTION B - COURSE INFORMATION

Course Name(s)

Course Date . .

SECTION C - REASON FOR REPLACEMENT

☐ **Lost / Damaged** ($25.00 Replacement Fee)

☐ **Other** (Fee to be advised)

☐ **Incorrect Details on Certificate** (No Cost)

Comments

SECTION D - AUTHORISATION

Student Signature

Date . .

SECTION E - OFFICE USE ONLY

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Re - issue Date

Certificate Number

Office Signature

Date . .

Version 2.0