

Reissue Request Form (F16)

For a reissue of a Statement of Attainment

PLEASE READ CAREFULLY BEFORE COMPLETING AND SUBMITTING THIS DOCUMENT

Purpose of this form

This form should be used by a student when requesting a reissue of a Statement of Attainment that has been issued by InstaCert.

Instructions

Please ensure you have read the form entirely before completing. Requests will not be actioned unless this form is completed as required. If this form is incomplete when submitted to us, it will not be returned to you. When submitting, please ensure you provide us with the original copy.

- Please use black or blue pen
- Print clearly in block letters

If you require assistance in completing this form, please contact us at support@instacert.com.au.

Lodgement

Once you have completed this form, please return via email at support@instacert.com.au or by mail to:

INSTACERT
GPO BOX 436
BRISBANE, QUEENSLAND
AUSTRALIA, 4001

Your Privacy

Your personal information is protected by law. InstaCert collects and stores the personal information of our students and customers for the purpose of delivering vocational education and training.

Any data collected by InstaCert complies with the Privacy Act 1988 (Commonwealth).

SOA REISSUE REQUEST

Please note. A standard fee of for the reissue of Statement of Attainment(s) may apply. For more information about InstaCert's fees and charges please refer to our website for more information.

1. PERSONAL INFORMATION

FIRST NAME

LAST NAME

DATE OF BIRTH / /

USI NUMBER

PHONE NUMBER

EMAIL ADDRESS

2. COURSE INFORMATION

COURSE NAME

DATE ENROLLED / /

3. STUDENT DECLARATION

I hereby certify that the information provided in this submission is true and correct and I authorise InstaCert to obtain verification of information included as part of this submission and to reproduce any such information for administrative purposes. I also understand that an applicant who provides an inaccurate, incomplete, fraudulent or misleading submission may have their submission cancelled and/or returned.

DATE / /

SIGNATURE