



## 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 Asset 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)																
Email																

**SECTION B - COURSE INFORMATION**

Course Name(s)															
Course Date															

**SECTION C - REASON FOR REPLACEMENT**

<input type="checkbox"/>	Lost / Damaged or Change of Name Reprinted Copy Fee \$45. Emailed Copy Fee \$25 for over 12 months old, \$45 for over 24 months old.	<input type="checkbox"/>	Other (Fee to be advised)	<input type="checkbox"/>	Incorrect Details on Certificate (No Cost)
Comments					

**SECTION D - AUTHORISATION**

Student Signature	Date

**SECTION E - OFFICE USE ONLY**

Re-issue Date	Certificate Number
Office Signature	Date