

Request for Replacement Testamur Form

Personal Details	
Family Name:	
Given Name/s:	
Address:	
Phone:	
Names of course/s or unit/s or competency requiring replacement	
Code	Title

Rationale	
Please explain in detail the reason that you require a replacement copy of your Statement of Attainment / Certificate	
Copy required	Hard copy (post) / electronic version (email)

Procedure

1. Student completes and submits Request for Replacement Testamur Form.
2. RTO Administrator reviews documentation provided (form signed by Justice of the Peace, rationale) within 15 business days.
3. RTO Administrator emails invoice in amount of \$27.50 to student.
4. Student provides payment.
5. Replacement of Statement of Attainment / Certificate is provided to student by email within 5 business days OR by post within 10 business days.