

Application for Re-Issue of Qualification

About this form

Adult Education and Vocational Training (AEVTI) is committed to protecting information collected through this process and the handling of data in accordance with relevant legislations. All information we collect from you will be kept secure and confidential.

All requests for student records must be signed by the student. AEVTI is unable to process requests for student records made by person(s) other than the student, unless written permission from the student has been granted, and evidence of this permission is provided to AEVTI.

Processing your application may take up to 30 working days.

This form includes four sections:

- Personal information
- Qualification, Units of Competency studied
- Declaration
- Identity verification

Submitting this form

Before submitting this form:

- Ensure that you have filled out the 'Personal information' section
- Completed the 'Qualification' section
- Sign and date the declaration
- Attach 100 points of identification (certified copies)

You can submit this form by post with the required attachments to:

**Student Record Officer
Education and Vocational Training
CSI Corporate Head Office**

**PO BOX 1036
Windsor NSW 2756**

1. Personal Information

**Master Index Number
(MIN Number)**

**Unique Student Identifier
(USI)**

Family Name

First Name

Previous family name

Previous First name

Date of Birth

Address

Postcode

State

Contact number

2. Qualification Details

**Qualification, or Units of Competency,
studied including codes (if known)**

Years Completed

Correctional Centre Attended

3. Declaration

I declare the information provided by me is, to the best of my knowledge, true and correct.

Signature

Print Name

Date

4. Identity verification

You must provide **100 points** of identification from the options listed below. Copy of documents must be **certified copies**ⁱ. If the original is a multiple page document, each page must be certified.

If a document is not in English it must be accompanied by an official translation by either the Community Relations Commission for a Multicultural NSW or the Commonwealth Department of Immigration and Citizenship.

Document type and point value	Document details
Primary documents 70 points	Document Birth certificate Birth card issued by the New South Wales Registry of Births, Deaths and Marriages Citizenship certificate Current passport Expired passport which has not been cancelled and was current within the preceding two years Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
Secondary documents 40 points	Document - Must have a photograph and a name Driver licence issued by an Australian State or Territory Roads and Maritime Services (formerly RTA) photo card Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence) Identification card issued to a public employee Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit An identification card issued to a student at a tertiary education institution
35 points	Document - Must have name and address on A document held by a cash dealer giving security over your property A mortgage or other instrument of security held by a financial body Council rates notice Document from your current employer or previous employer within the last two years Land Titles Office record Document from the Credit Reference Association of Australia
25 points	Document - Must have name and signature on Marriage certificate (for maiden name only) Credit card Foreign driver licence Medicare card (signature not required on Medicare card) EFTPOS card
25 points	Document - Must have name and address on Records of a public utility - phone, water, gas or electricity bill Records of a financial institution Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny A record held under a law other than a law relating to land titles Lease/rent agreement Rent receipt from a licensed real estate agent
25 points	Document - Must have name and date of birth on Record of a primary, secondary or tertiary education institution attended by you within the last 10 years Record of professional or trade association of which you are a member

ⁱ **Certifying documents requires an individual to certify the documents are a true and accurate copy of the original. Only persons of a certain standing may certify documents in Australia. Currently the following people are able to legally certify documents:**

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:
- | | | |
|----------------------|----------------------|--------------------|
| Chiropractor | Dentist | Legal practitioner |
| Medical practitioner | Nurse | Optometrist |
| Patent attorney | Pharmacist | Physiotherapist |
| Psychologist | Trade marks attorney | Veterinary surgeon |
- (2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 - Bailiff
 - Bank officer with 5 or more continuous years of service
 - Building society officer with 5 or more years of continuous service
 - Chief executive officer of a Commonwealth court
 - Clerk of a court
 - Commissioner for Affidavits
 - Commissioner for Declarations
 - Credit union officer with 5 or more years of continuous service
 - Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
 - Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
 - Fellow of the National Tax Accountants' Association
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
 - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
 - Notary public
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
 - Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
 - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 - Police officer
 - Registrar, or Deputy Registrar, of a court
 - Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
 - Sheriff or Sheriff's officer
 - Teacher employed on a full-time basis at a school or tertiary education institution