

Application for Reissue of Certificate or Statement of Attainment (SoA)

(Provide postal address for dispatch of hardcopy only, all certificates are dispatched electronically via email)

First Name: _____ Last Name: _____

Address: _____

Town: _____ Post Code: _____

Phone: _____ Email: _____

Course/Certificate Completed: _____

Year of Issue/Completion: _____

Fees: DGT will charge \$30 inclusive of GST, for each copy supplied for the replacement of lost or destroyed Certificates or Statements of Attainment as requested. You may be asked to supply proof of identification prior to the issuing of the replacement documents.

I, _____, agree to the payment of \$30.00 for each replacement Certificate or Statement of Attainment.

Student Signature: _____ Date: _____

NOTE: CERTIFICATES OR STATEMENTS OF ATTAINMENT WILL NOT BE REISSUED UNTIL PAYMENT HAS BEEN RECEIVED

OFFICE USE ONLY: Administration Check	
Date Payment Received	
Date Payment invoiced and receipted	
Invoice No	
Date of reissue	
Recorded on Continuous Improvement Register/Reissue Tab	Yes
Copy of Certificate/Statement emailed to Student	Yes No
Date Original Certificate/Statement posted to Student	
Date Certificate/Statement scanned to Student file on T Drive	