



REPLACEMENT CERTIFICATE REQUEST FORM

Conditions of Issue:

- Certificates may only be replaced if the original has been lost, destroyed or damaged; or in the case of a legal change of name.
- Proof of identity is required.
- Fee for a replacement certificate is \$25.
- For a change of name, if you completed your course in or after 2015 you must update your USI (Unique Student Identifier) record with your new name prior to requesting a replacement certificate. Go to www.usi.gov.au.

Submitting this request:

This request may be submitted: By email to: office@prace.vic.edu.au

By post to: PRACE Student Records, PO Box 510, Reservoir, VIC 3073

In person at: Merrilands Community Centre, 35 Sturdee Street, Reservoir 3073

STUDENT DETAILS

Given name(s)			
Family name			
Date of birth		Phone	
Email			
Residential address	Street address		
	Suburb/town		Postcode
Postal address (if different from above)	Street address		
	Suburb/town		Postcode

COURSE DETAILS

Name of qualification, accredited course or unit of competency	
Year completed	

DOCUMENT DELIVERY

I wish to collect my certificate from PRACE, Merrilands Community Centre, 35 Sturdee Street, Reservoir 3073
(Photo ID required for collection)

OR

Please post my certificate to the above postal address

DECLARATION

I certify that my original certificate has been lost / destroyed / damaged

OR

I request a replacement certificate in a different name to that on the original certificate
(*proof of legal name change required – see below*)

Signature

Date

Proof of name change – documentation required

Legal documentation proving your change of name (such as a certificate of marriage or divorce, birth certificate, or change of name certificate issued by the Registry of Births, Deaths and Marriages) must be sighted and a copy retained by PRACE, or a certified copy submitted with this form. For a list of persons authorised to certify documents, see: https://www.justice.vic.gov.au/certifiedcopies#List_authorised

Office use only

Date request received

Identity verification
(method / details)

Verified by
(name of staff member)

Name change
(if applicable)

Proof of name change attached

USI re-verified on VETtrak (if applicable)

Documents reprinted:

Testamur and record of results

Statement of attainment

Course/unit code and
title:

Certificate number:

Certificate posted

Date posted:

Certificate collected

Date collected:

Photo ID sighted on collection (type):

Sighted by (name):