



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
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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_authorized

Privacy Notice

The information in this form is being collected by Prace to process your application for a replacement certificate. Prace values the privacy of all individuals and only collects and manages personal information consistently with privacy laws. If you don't provide your information it may mean that we cannot process your application. For more information about how Prace protects your privacy, including how to access and correct your personal information, see our Privacy Statement at prace.vic.edu.au/prace-privacy-statement/.

Office use only

Date request received		
Identity verification (method / details)		
Verified by (name of staff member)		
Name change (if applicable)	<input type="checkbox"/> Proof of name change attached	<input type="checkbox"/> USI re-verified on VETtrak (if applicable)
Documents reprinted:	<input type="checkbox"/> Testamur and record of results	<input type="checkbox"/> Statement of attainment
Course/unit code and title:		
Certificate number:		
<input type="checkbox"/> Certificate posted	Date posted:	
<input type="checkbox"/> Certificate collected	Date collected:	
		Photo ID sighted on collection (type):
		Sighted by (name):