

CERTIFICATE / CARD RE-ISSUE REQUEST FORM



INSTRUCTIONS TO USE THIS FORM

To request a re-issue of an AIWT Certificate, Statement of Attainment or White Card please complete this form and ensure you provide accurate information including the appropriate reason for the re-print application.

Processing Time: Please allow up to 14 days to process a certificate re-print request

Change of Name: If you are requesting to change your legal name you will need to supply appropriate evidence/ID reflecting your previous name and current name.

Re-Issue Fee: \$50 per qualification application, payable on application. \$30 per White Card re-issue.

Verification of ID: The applicant must verify their ID through a 100-point ID check

Section A – Student Details	
AIWT Student ID Number	
Family Name:	Given Name:
Phone contact:	Email:
Address:	Suburb: Postcode:
Application to Re-issue of Certificate, Statement of Attainment or White Card	
Qualification Code & Name	
Year or Date of Completion	
White Card Re-issue	
Trainer/ Assessors Name	
Student Type	<input type="checkbox"/> International (Student Visa) <input type="checkbox"/> International (Non-Student Visa Holder) <input type="checkbox"/> Domestic Full Fee Paying <input type="checkbox"/> Domestic Government Funded
What is the reason for this application:	<input type="checkbox"/> Certificate got lost or stolen <input type="checkbox"/> Change of legal name <input type="checkbox"/> Certificate got damaged <input type="checkbox"/> Other – please explain
Student Declaration	
<input type="checkbox"/> I declare that the information provided by me is true and correct. <input type="checkbox"/> I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application. <input type="checkbox"/> If I am under 18 years of age, my legal guardian must sign this form.	
Student Signature: _____	Date: _____

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Legal Guardian Signature: _____ Date: _____

Verification of ID

The applicant must demonstrate 100 points and at least one document from category A.

AIWT Staff: Please copy the original ID check and attach.

Category	Type of document	Value	Points
Category A 70 points	<input type="checkbox"/> Birth certificate or extract	70	___
	<input type="checkbox"/> Australian citizenship certificate		
	<input type="checkbox"/> Passport		
	<input type="checkbox"/> Australian driver's licence or permit		
	<input type="checkbox"/> Proof of age card		
Category B 30 points.	<input type="checkbox"/> Department of Veterans' Affairs (DVA) card	30	___
	<input type="checkbox"/> Centrelink pensioner / health care card		
	<input type="checkbox"/> Government employee identification card		
	<input type="checkbox"/> Secondary or Tertiary student identification card		
	<input type="checkbox"/> Seniors / Medicare / private health card		
Category C 15 points	<input type="checkbox"/> Council rates / property insurance papers	15	___
	<input type="checkbox"/> Professional or trade association card		
	<input type="checkbox"/> International driver's licence		
	<input type="checkbox"/> Bank or credit card		
	<input type="checkbox"/> Utilities bill (telephone, gas, electricity or water)		
	<input type="checkbox"/> Tax notice / superannuation statements		
	<input type="checkbox"/> Motor vehicle registration / insurance papers		
	<input type="checkbox"/> Rental property lease agreement		
	TOTAL	___	

OFFICE USE ONLY

Assessment of Application

Application form has been completed and submitted	Date:	Officer	Date
Application Fee Paid	Yes/ No		
ID Check has been completed and 100 points achieved	Yes/ No		
Student has been identified and prior qualifications confirmed	Yes/ No		
Qualification re-issued	Yes/ No		
Application and evidence uploaded in Power Pro	Yes/ No		
WHITE CARD ONLY			
Old White Card voided on WorkSafe	Yes/ No		
New White Card registered	Yes/ No		