

CERTIFICATE RE-ISSUE FORM

Students are responsible for the safe storage of their Certificates and Statements of Attainment. Electronic re-issues are free; a \$50 fee applies to hard-copy (posted) re-issues, as set out in the Q2.D1 Schedule of Administrative Fees.

Contact Details

First Name

Last Name

Address

Suburb

Post Code

Gender

Female / Male / Gender Diverse / Prefer not to say

D.O.B ____/____/____

Phone

Email

USI

(Unique

Student

Identifier)

Qualification/Statement of Attainment to Be Reissued

Qualification Code

Qualification Title

Approximate Date

Course Completed

Photo Identification (Certified copies of one of the following)

Drivers Licence No

Expiry Date

Photo Id No

Expiry Date

Passport No

Expiry Date

Document Title: CR.D2-Certificate Re-Issue Form

Version: 2026.1.2 | **Last Updated:** SEPT26

Accountable Role: Administration / SSO / COO

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Outcome Standards (2025): ✓ 2.1, 4.1, 4.3

Compliance Requirements (2025): ✓ s9, s10, s11, s12, s20

CERTIFICATE RE-ISSUE FORM



Certificate Reissue Fees

Hard copy (posted) –
Certificate or Statement of
Attainment

\$50.00

Date Paid _____

Electronic copy –
Certificate or Statement of
Attainment

No cost

Date Paid _____

Payment

Payment can be made via bank transfer into the following bank account:

Account Name:	Bendigo Bank
Account Number	204521165
BSB	633 000

Signature: _____

Date: ____/____/____

FOR RTO USE ONLY

Certified photo ID sighted
and identity verified

☐ Yes

Staff initials _____

USI verified with the
Student Identifiers
Registrar

☐ Yes

Staff initials _____

Original issue confirmed in
the AQF Certification
Register

☐ Yes

Staff initials _____

Reissue fee received
(receipt no. in notes)

☐ Yes

Staff initials _____

Reissued document issued
and recorded in Reissued
Certification Log (date)

☐ Yes

Staff initials _____

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s20

CERTIFICATE RE-ISSUE FORM

I certify that I completed the qualification outlined above with this organisation and that the details I have provided on this application form for a Certificate Reissue are true and correct.

Your personal information is collected to verify your identity and process this request, and is managed in accordance with the Privacy Act 1988 (Cth) and Momentum College's Privacy Policy. Reissued documents will match the details held in our AQF Certification Register.

Signature

Date: __/__/__

Document Control History

Version	Date	Description	Reviewer
2025.1.1	25 June 2025	Released under 2025 Standards – branded and contextualised	COO
2026.1.2	26 September 2026	Annual review (SRTO 2025) – minor: USI field added (s12); RTO-use verification checklist added (ID, USI, certification register, fee, reissue log – s10, s11); privacy statement added; fees aligned to the Schedule of Administrative Fees (electronic re-issue free, hard copy \$50); footer corrected (title/version/RTO ID); logo added to continuation page; version table added	COO (reviewed) / CEO (approved)

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