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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Application with supporting documentation to be emailed to*** [***parchments@tafesa.edu.au***](mailto:parchments@tafesa.edu.au) | | | | | | | | | | | | | | | | | |
| **Of Please Tick Relevant Box** | | | | | | | | | | | | | | | | | |
| ***Note: Qualifications pre-1996 will only be issued a Letter of Extract*** | | | | | | | | | | | | | | | | | **Admin Fee** |
| **Replacement** |  | Parchment replaced (Lost – stolen – destroyed) | | | | | | | | | | | | | | | $50 |
| **Re-Issue** |  | Parchment reissued (change of name) | | | | | | | | | | | | | | | $50 |
| **Extract** |  | Extract of Qualification details (Letter with list of units completed-Pre-1996) | | | | | | | | | | | | | | | No Admin Fee |
| **Note: Replacement and Reissue only used for qualifications which are nationally accredited** – A separate application form and fee of $50 is required for each parchment. Payment is to be made within 7 Days of Billing. Where an archive search is required a non-refundable archive fee of $65 may be charged if applicable. | | | | | | | | | | | | | | | | | |
| **Student to complete** | | | | | | | | | | | | | | | | | |
| **TAFE SA ID #** | | |  | | | | | | | **Date of Birth:** | | | | | | **/  /** | |
| **Family Name** | | |  | | | | | | | | | | | | | | |
| **First Given Name:** | | |  | | | | | | | | | | | | | | |
| **Other Given Name:** | | |  | | | | | | | | | | | | | | |
| **Previous Name:** | | |  | | | | | | | | | | | | | | |
| **Postal Address:** | | |  | | | | | | | | | | | | | | |
| **Email Address:** | | |  | | | | | | | | | | | | | | |
| **Home Phone:** | | |  | | | | **Mobile:** |  | | | | | | | | | |
| **Qualification Title:** | | |  | | | | | | | | | | | | | | |
| **Campus :** | | |  | | | | | | | **Year Studied:** | | | | |  | | |
| **Documents to be Provided and attached to application-** | | | | | | | | | | | | | | | | | |
| Documentation **MUST** be presented to establish the applicant’s identity as both the person named on the original parchment and the person to be named on requested documentation. **\*Certified copies of the original must be supplied, signed and stamped by a Justice of the Peace (JP), notary public or solicitor.** | | | | | | | | | | | | | | | | | |
| **REPLACEMENT (Lost/Stolen/Destroyed)** | | | | | | **REISSUE (Change of Student name)** | | | | | | **LETTER OF EXTRACT (Pre 1996)** | | | | | |
| **One of the following:** | | | | | | | | | | | | | | | | | |
| Original Parchment (or part of) | | | | | | Original Parchment | | | | | | Not required | | | | | |
| Statutory Declaration signed and stamped by Justice of the Peace/Notary public or solicitor. **This must state what has happened to the original document** | | | | | | Statutory Declaration signed and stamped by Justice of the Peace/Notary public or solicitor. **This must state what has happened to the original document** | | | | | |  | | | | | |
| Part of Original Parchment | | | | | |  | | | | | |  | | | | | |
| **Photographic Evidence of Proof of Identity and Address - One of the following:** | | | | | | | | | | | | | | | | | |
| Current Passport  Driver’s license  Proof of Age | | | | | | Current Passport  Driver’s license  Proof of Age | | | | | | Current Passport  Driver’s license  Proof of Age | | | | | |
| **Change of Name Evidence - One of the following:** | | | | | | | | | | | | | | | | | |
| Certificate of Marriage  Decree Nisi  Deed Poll  Gender Reassignment Medical Certificate | | | | | | Certificate of Marriage  Decree Nisi  Deed Poll  Gender Reassignment Medical Certificate | | | | | | Certificate of Marriage  Decree Nisi  Deed Poll  Gender Reassignment Medical Certificate | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Issuance Officer Use Only** | | | | | | | | | | | | | | | | | |
| **Qualification Title** | | | | |  | | | | | | | | | | | | |
| **National Code** | | | | |  | | | | **TAFE SA Code** | | | |  | | | | |
| **Identity Records Attached** | | | | | Yes  No | | | | **Apprentice** | | | | Yes  No | | | | |
| **Fees are Paid in M046** | | | | | Yes  No | | | | **Year of Completion** | | | |  | | | | |
| **All SIS information Updated** | | | | | Yes  No | | | | **Academic T Printed** | | | |  | | | | |
| **SIS Parchment Number** | | | | |  | | | | **New Doc Number** | | | |  | | | | |
| **SMS Parchment Number** | | | | |  | | | | **Date Completion** | | | |  | | | | |
| **Replacement/Reissue Parchment Number** | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Dispatch Details:** | | | | *🖃 Place registered post label here* | | | | | | |  | | | Date:   /  / | | | |
| **Issuance Officer:** | | | |  | | | | | | |  | | |  | | | |