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| ***Application with supporting documentation to be emailed to*** ***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 PassportDriver’s licenseProof of Age | Current PassportDriver’s licenseProof of Age | Current PassportDriver’s licenseProof of Age |
| **Change of Name Evidence - One of the following:** |
| Certificate of MarriageDecree NisiDeed Poll Gender Reassignment Medical Certificate | Certificate of MarriageDecree NisiDeed PollGender Reassignment Medical Certificate | Certificate of MarriageDecree NisiDeed PollGender 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:** |  |  |  |