

# FO – 21 Request for Replacement Certificate Form



## Certificate Replacement Fee: \$27.50 including GST

Complete this form and submit via email to: [info@mytradestart.com.au](mailto:info@mytradestart.com.au), or fax to 02 9687 3069, or mail to PO Box 1456 Parramatta BC NSW 2124.

A Replacement Certificate will only be issued to the individual named on the Certificate and must be collected in person by the Certificate Holder. Please ensure you bring proof of identity.

Certificates can be collected on Thursdays of each week by appointment only. An appointment can be made by contacting 02 9891 6900. Please refer to the My Trade Start Student Handbook for additional details on replacement certificates.

Student Details			
Student Name:			
Date of Birth:		Contact Phone Number:	
Current Address:			

Replacement Certificate Details			
Qualification Name:			
<b>Please tick the appropriate box.</b>			
Full Certificate:	<input type="checkbox"/>	Statement of Attainment:	<input type="checkbox"/>

Reason for Replacement Certificate		
<b>Please tick the appropriate box, and provide details in the space below.</b>		
Lost or Destroyed:	<input type="checkbox"/>	Details:
Incorrect Details:	<input type="checkbox"/>	

Credit Card Payment					
Card No:		Expiry:		CVV:	

*Please Note: My Trade Start will do its utmost to protect all personal information. Please refer to the My Trade Start Privacy Policy. Alternatively, you may call My Trade Start and give these details over the phone: (02) 9891 6900.*

**Student Statement:** I declare the information I have provided on this form is true and correct.

Student Signature:		Date:	
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OFFICE USE ONLY			
Action		Signature	Date
RTO Administrator	Student details verified		
RTO Administrator	ID Sighted – copy attached		
Accounts	Payment processed		
Student	Certificate received		
Accounts	Copy filed in RTO Records		