

Replacement Certificate Application

Part A – Applicant Details					
Student First Name		Surname			
Date of Birth		Mobile			
Email					
Address					
Suburb & Postcode					
Part B – Certificate Details					
Qualification Name					
Collection Method	Express Post	Pick up – FCIA Training Academy – Milton Pde Malvern Vic			
Identity Verification	Photo ID (pick up)	Certified copy of Photo ID			
	FCIA Training Academy requires evidence of your identity prior to issuing any replacement certificate. You MUST provide original PHOTO ID if collecting in person (ie license etc). If you request the replacement certificate to be mailed to you, you MUST attach a CERTIFIED copy of your photo ID (see attached) to this application form. Certificates will not be reissued without the appropriate PHOTO ID .				
Part C – Payment Details					
Payment in FULL is required before any replacement certificate is issued. Please provide receipt number.					
EFTPOS Details					
Bank	ANZ	Account Name	FCIA Training Academy		
BSB		Account Number			
Receipt Number					
Part D - Student Declaration					
I, declare that I am the student for which the replacement certificate is being requested. To the best of my knowledge, all the information provided by me is true and correct.					
Office Use Only – FCIA Training Academy					
Original Photo ID sighted (pick up – attached)		Certified copy of Photo ID Sighted – attached			
Certificate Reissued		Yes No - (if no list reason)			
Name		Signature		Date	

Copies of applicant's ID to be destroyed once administration purpose is finalised

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Certifying Documents

How do I certify a document?

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "*I certify that this is a true copy of the original document*", sign each statement and provide their designation, for example "Pharmacist".

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a postal manager
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- a minister of religion

Source: NSW Police Force 2020