

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	MSF30822 Certificate III in Flooring Technology
Collection Method	☐ Express Post ☐ Pick up ☐ Email
Identity Verification	FCIA Training Academy requires evidence of your identity prior to issuing any replacement certificate (or Statement of Attainment). You MUST provide original PHOTO ID if collecting in person (i.e., license etc). If you request the replacement certificate (or Statement of Attainment) to be mailed to you, you MUST attached a CERTIFIED copy of your photo ID (see attached) to this application form. Certificates (or Statement of Attainment) will not be reissued without the appropriate PHOTO ID .

Part C – Payment Details

An admin fee of \$55.00 (inc. GST) applies for issuing a replacement certificate (or Statement of Attainment) in hard copy. Payment in FULL is required before any replacement certificate (or Statement of Attainment) is issued. Please provide receipt number. For copies of certificates (or Statement of Attainments) sent via email, no payment is needed.

EFTPOS Details

Bank	Bendigo Bank	Account Name	FCIA Training Academy Ltd	BSB	633000	Account Number	197080005
Receipt Number							

Part D - Student Declaration

I, _____ declare that I am the student for which the replacement certificate (or Statement of Attainment) 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)

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Certificate (or Statement of Attainment) Reissued	☐ Yes ☐ No - (if no list reason)				
Name		Signature		Date	

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

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