

Testamur Replacement Request Form

! Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.

For hard copy replacement only. Complete this form and return with supporting documentation as outlined below:

Bring forms and payment to the Information Office at Chadstone campus. Bring verification of identity with you, eg Photo ID. We will process your replacement on the spot.

OR/ Return completed form to Holmesglen by email: awards@holmesglen.edu.au

OR/ Return completed form to Holmesglen via regular mail: Awards and Ceremonies, Holmesglen, PO Box 42 HOLMESGLEN VIC 3148

We will forward payment options. Allow at least 5 working days for processing.

Student Details

First name(s):

Last name:

Holmesglen Student ID Number:

Date of birth (dd-mm-yyyy):

Mobile telephone:

Telephone number:

Email address:

Mailing address (where you would like replacement testamur sent)

Unit number/Street number/Street name:

Suburb:

State:

Postcode:

Country:

Qualification Details

Full title of course (e.g. Certificate IV in Information Technology (General):

Course code (if known):

Year completed:

Testamur Replacement

Please tick one of the options below:

Lost or damaged Testamur. Student must:

1. Provide a **Statutory Declaration** outlining the circumstances of the loss or damage
2. AND if damaged, **return the damaged Testamur.** (If overseas, not required)

Replacement Testamur with name change. Student must:

1. **Return the original Testamur** with this form, AND
2. Provide a certified copy of:
 - a Change of Name Certificate from the Registry of Births, Deaths and Marriages, OR
 - a Marriage Certificate, OR
 - a Current Passport

Testamur replacement preference and cost

Please tick one of the options below:

Replacement only - AUD \$60

Replacement Testamur may be collected from the Information Office, Chadstone campus. Bring verification of identity with you, eg Photo ID.

Replacement and postage within Australia - AUD \$60

Replacement and postage overseas - International Registered Post. Not tracked. AUD \$90

Replacement and FedEx Courier overseas - Item tracked. AUD \$125

OFFICE USE ONLY - Administrative Officer/Student Records Authorisation

Certified copy attached (tick appropriate box):

Change of Name Certificate Marriage Certificate Current Passport

Testamur attached (tick appropriate box):

Damaged Testamur Original Testamur

Name of Administrative Officer:

Signature of Administrative Officer:

Date (dd-mm-yyyy):

Date issued to student (dd-mm-yyyy):

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ on ⁵ of ⁶

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution