

Testamur Replacement Request Form

SAVE FORM

PRINT FORM

RESET FORM

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

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