



# **Testamur Replacement Request Form**

SAVE FORM

PRINT FORM

RESET FORM

Please note: The 'save form' button is only active	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 for Bring forms and payment to the Information Office at ChOR/ Return completed form to Holmesglen by email: OR/ Return completed form to Holmesglen via regular more will forward payment options. Allow at least 5 working the second seco	nadstone campus. Bring verification of awards@holmesglen.edu.au nail: Awards and Ceremonies, Holmes	identity with yo	u, eg Ph	oto ID. We will process yo	ur replacement on the spot.	
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 testar	mur sent)					
Unit number/Street number/Street name:						
Suburb:			State	):	Postcode:	
Country:						
Qualification Details						
Full title of course (e.g. Certificate IV in Information Te	echnology (General):  Year completed:					
Testamur Replacement			_			
Please tick one of the options below:			-	ment preference and co ne options below:	st	
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 only - AUD \$50 Replacement Testamur may be collected from the Information Office, Chadstone campus. Bring verification of identity with you, eg Photo ID.				
Replacement Testamur with name change. Student must:  1. Return the original Testamur with this form, AND		Replacement and postage within Australia - AUD \$50				
Provide a certified copy of:     a Change of Name Certificate from the Registry of Births, Deaths and Marriages, OR		Replacement and postage overseas - International Registered Post. Not tracked. AUD \$90				
<ul><li>a Marriage Certificate, OR</li><li>a Current Passport</li></ul>		Replacement and FedEx Courier overseas - Item tracked. AUD \$125				
OFFICE USE ONLY - Administrative Officer/Student I	Records Authorisation					
Certified copy attached (tick appropriate box):			<b>Testamur attached</b> (tick appropriate box):			
Change of Name Certificate Marriage Certificate Current Passport Damaged Testan			estamur Original Te	stamur		
Name of Administrative Officer:						
Signature of Administrative Officer:						
Date (dd-mm-yyyy):	Date issued to student (dd-mm-	уууу):				

## Commonwealth of Australia STATUTORY DECLARATION

### Statutory Declarations Act 1959

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

I,<sup>1</sup>

make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter declared to in numbered paragraphs

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

4 Place 5 Day 6 Month and year Declared at 4

on  $^{\rm 5}$ 

of  $^{\rm 6}$ 

Before me,

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

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

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

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