

Request form- Reissue of Qualification/Certificate

Use of Form Checklist

Is your certificate/qualification is damaged or lost.	<input type="checkbox"/>
All requests must be signed by the person named on the certificate. MIC is unable to process requests made by someone other than the person named on the certificate.	<input type="checkbox"/>
You must attach supporting documentation to this form for your request to be processed	<input type="checkbox"/>
Photo identification such as a driver licence or passport.	<input type="checkbox"/>

Personal details

Unique Student Identifier			MINT Student ID		
First name			Last name		
Date of birth	Day		Month		Year
Residential address	Street address				
	Suburb/town			Postcode	
Postal address (if different from above)	Street address				
	Suburb/town			Postcode	
Home phone			Work phone		
Mobile			Email		

Training details

Name of qualification, accredited course or units of competency					
Course Completion	Day		Month		Year

Payment

Bank details OR	Name		Account		BSB	
Credit/Debit Card	Number		CVV		Expiry Date	

Declaration

I declare that, to the best of my knowledge, the information on this form is correct and complete and I authorise MIC to proceed with the payment.

Signature		Date	
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Submitting this request Terms & Conditions

Email your completed form to: contact@minttraining.edu.au

MIC aims to process these requests within seven working days. However, at busy times the request may take up to 10-15 working days.

Payment of \$100 (plus postage if applicable) will be charged at submission of this form.

Contacting MIC

If you require further guidance, please contact MIC at contact@minttraining.edu.au