

Request form- Reissue of Qualification/Certificate

Personal details

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

Training details

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

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 the Form to: contact@minttraining.edu.au

MIC aims to process these requests within ten working days. However, at busy times the request may take up to 15-20 working days.

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

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"/>
Payment has been made to Mint Training	<input type="checkbox"/>

