

Invoice No:	Office Use Only
Student No:	
Receipt No.	
RTO Manager Approval	

## CREDENTIAL RE-ISSUE APPLICATION FORM

Please complete the attached form to request a re-issue of a Certificate or Statement of Attainment and return the completed form to [info@cccc.nsw.edu.au](mailto:info@cccc.nsw.edu.au). Please allow up to 30 working days to process

PERSONAL INFORMATION				
Title		First Name		Other Names
Surname				Gender
Postal Address				
Suburb				Postcode
Date of birth	____ / ____ / ____	Email		
Postal Address				
Phone	Mobile:	Home:	Work:	
USI: *See Below				
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other, please state _____ Town/City of birth: _____				
COURSE / QUALIFICATION DETAILS				
Code		Name		
Year Completed		Other details		
COST				
A re- issue fee of \$75.00 (inclusive of GST) is applicable for certificates issued after 2011				
A re- issue fee of \$100.00 (inclusive of GST) is applicable for certificates issued prior to 2011				
PAYMENT INFORMATION				
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard				
Name on Card: _____ Card No. ____/____/____/____ Expiry Date __/____ CVV _____				
SIGNATURE				

### \*Unique Student Identifier (USI)

From 1 January 2015, the College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. If you have not yet obtained a USI you can apply for it directly at through the USI Website. If you would like the College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information found on the USI Website.

I ..... authorise Central Coast Community College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed on the USI Website.

.....  
Signature
Date