

The Parramatta College INC.

Student Request for Replacement Document

Please fill out this form if you want to request a replacement Certificate or Statement of Attainment for an accredited course you completed with this College.

Note: You must provide us with your drivers licence and Medicare card before we can proceed our checking.

Your Name :

Date of Birth

The name of the accredited course you attended.....

.....

The dates you attended (be as accurate as possible).....

The reason you need a replacement document.

.....

.....

.....

Your signature

Today's Date

ID Check

	Number & jurisdiction
Drivers licence	
Medicare Card	
Passport	

Office use

ID check OK?	
Document located?	
Document replaced, scanned, recorded, issued?	

Staff signature

Today's Date