AWARD REPLACEMENT FORM

In the event of loss of your Qualification, Statement of Attainment or Wallet sized card please contact Australian Training Management Services.

Application Process:

- Upon receipt of this completed signed form and payment, your replacement award will be processed.
- In order to have a replacement issued you will need two forms of Identification preferably photographic in the form of a driver's licence, passport or proof of age.
- Replacement of Wallet Card or White Card $30.00 (AUD)
- Re-issue of Qualification or Statement of Attainment $30.00 (AUD)
- For awards to be collected by a third party, the applicant must provide written authority from the student in the form of a direct email to info@australiantraining.com.au or written letter signed by the student to be verified by ATM staff.

1. PERSONAL DETAILS			
First Name:			
Surname:			
Date of Birth:		USI Number:	

2. AWARDS REQUESTED AND REASONING AS TO WHY YOU NEED A REPLACEMENT

3. HOW WOULD YOU LIKE TO RECEIVE THE REPLACEMENT? (PLEASE TICK)				
Pick up in person at ATM facility		**Via Post**		**(Complete Postal Details Below)**
POSTAL ADDRESS DETAILS				
Unit Number/Street Number				
Street Address				
Suburb		Postcode		

4. IDENTIFICATION (copies to be emailed through)			
Primary Identification: *Photographic (Supply 1)*			
Drivers Licence Number:		Expiry Date	
Passport Number:		Expiry Date	
Proof of age card Number:		Expiry Date	
Secondary Identification: (*Supply 1*)			
Other e.g. Medicare card, bank card			

5. Declaration	I declare the above information and supporting evidence to be true and accurate.		
Signed by Student		**Date**	

Please send through all evidence to info@australiantraining.com.au **Please note all requests will be processed and issued within 10 working days, once all evidence and payment has been supplied to ATM.**