REQUEST FOR RE-ISSUANCE OF DOCUMENTATION

Instructions:

This form is to be used by current and past learner to request the re-issuance of a Qualification, Statement of Attainment or Record of Results they have been issued in the past by Formula Student.

Privacy

Privacy Master Builders is committed to protecting and securing information collected through this application process. All handling of data will occur in accordance with the Privacy Act 1988. Therefore, all requests for student records must be signed by the student and we require a copy of one of the following identification documents:

☐ Driver's licence; or

☐ Australian Passport; or

☐ Australian Birth Certificate;

or If you don't have any of the above, we will accept the following:

☐ Naturalisation Certificate (Australian Citizenship); and a ☐ Current Green Medicare Card

Re-issuance fee

A fee applies for the re-issuance of documentation. Please refer to the information about requesting the re-issuance of documentation at www.formulastudent.com.au for the applicable fees.

Completion, payment & lodgement

Fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is necessary to verify your identify and your entitlement to be re-issued the requested documentation.

When complete, print this form and submit it:

By email to: info@formulastudent.com.au

In person to: "M" Block, 1030 Cavendish Road, Mount Gravatt East QLD 4122

We will review the form and contact you if further details are required.

Certification documentation will be issued within 10 calendar days of a complete request being submitted provided:

- payment has been received, and
- entitlement to the documentation has been confirmed - the learner (or past learner) requesting the documentation is the learner (or past learner) to whom the documentation was originally issued.

If you have questions about this form or you require assistance to complete it, please contact us on: 0412 343 254.

Personal details

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss	Gender	☐ Male ☐ Female
Surname		Given name/s	

Residential address (this is not to be a PO Box)

Address					
City/Town		State		Postcode	

Mailing/postal address (if different from residential address)

Address					
City/Town		State		Postcode	

Contact details

Home phone		Mobile	
Email			

Type of document requested

☐   Re-issuance of a Qualification

☐   Re-issuance of a Statement of Attainment

☐   Re-issuance of a Record of Results

Course/qualification to which the document(s) relate	☐ MEM20413 Certificate II in Engineering Pathways ☐ Other: _____
Formula Student student number (if known)	
Approximate date of original issue (if known)	

Declaration

☐   I declare that the information provided by me is, to the best of my knowledge, true and correct.

Student signature	
Student name		Date	

Office use only

Date form received	Date		Initials	
☐ Form checked for completeness	Date		Initials	
☐ Payment received	Date		Initials	
Identification sighted: ☐ Driver's licence ☐ Original or ☐ Certified copy or ☐ Australian Passport ☐ Original or ☐ Certified copy or ☐ Australian Birth Certificate ☐ Original or ☐ Certified copy or ☐ Naturalisation Certificate (Australian Citizenship) ☐ Original or ☐ Certified copy **and** ☐ Current Green Medicare Card ☐ Original or ☐ Certified copy	Date		Initials	
☐ Data entered into learner record system	Date		Initials	
☐ Entitlement confirmed - the learner (or past learner) requesting the documentation is the learner (or past learner) to whom the documentation was originally issued.	Date		Initials	