



## Request for Re-Issuing Certification Form

### A. Please complete the following:

Name of Student (at the time of studying):

Qualification or Unit Completed:

Year Completed:

Best contact phone (preferably mobile number):

### B. How will LITA Training ensure that you receive your re-issued Certification? (please tick)

- I will arrange to pick it up from the LITA Training facility when I am advised that it is ready
- OR** Please send it to the following address:
- OR** I authorise \_\_\_\_\_ (print name) to pick up the certification on my behalf.

**Please note: Under no circumstances will LITA Training email a copy of the certification to you or any third party.**

**C. Please provide a copy of identification which includes your photo, such as a current driver's/vehicle licence or passport (attach to this Form).**

**D. Please organise payment to LITA Training by calling 08) 87351474**

*Please note: There is a cost of \$42 with re-issuing of each certification which must be paid in advance.*

**Re-issuing of certification may take up to 5 business days due to archiving of student records. LITA Training will advise you via phone or SMS when your replacement certification is ready.**

#### **OFFICE USE ONLY:**

**Date Received:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Evidence of ID attached:** Yes  No