This form must be fully completed and submitted with identification documentation to Aviation Australia for processing. Please allow up to 30 days for processing.

|  |
| --- |
| **STUDENT DETAILS** |
| **First Name:** | Click to enter text. | **Last Name:** | Click to enter text. |
| **Student Number:** | AAA Click to enter text. | **Class Group:** | Click to enter text. |
| **ARN:** | Click to enter text. |
| **Postal Address:** | Click to enter text. |
| **Suburb / State:** | Click to enter text. | **Postcode:** | Click to enter text. |
| **Email:** | Click to enter text. | **Phone:** | Click to enter text. |
| **Identification:** | [ ]  Passport [ ]  Drivers License [ ]  18+ Card [ ]  Other:  |
| **Change of Name:** | [ ]  Marriage Certificate [ ]  Other:  |
| I understand that Aviation Australia will not issue any certification where I have fees outstanding (including payment related to this request). I understand that I am required to provide certified photographic identification with my request for processing. This may include evidence of name change/s. I declare that the information provided above is true and correct. |
| **Signature:** | **Date:** Click to enter date. |

|  |
| --- |
| **CERTIFICATION DETAILS** |
|[ ]  I need a replacement certificate (the original has been lost / stolen / damaged) - *see costs below* |
|[ ]  I have completed my study with Aviation Australia and not yet had my certificates issued – *no cost* |
|[ ]  I have completed additional exams since my last certificate was issue and I need an updated one – *no cost* |
| **Type** | **Cost (AUD)**(if applicable) |
|[ ]  Certificate of Completion / Attendance | $50.00 |
|[ ]  Testamur / Statement of Attainment / Record of Results (Certificate II / III / IV / Diploma) | $50.00 |
|[ ]  Certificate of Recognition / Examination Record (CASA / EASA / GCAA) | $50.00 |
|[ ]  Other (please list):  | $50.00 |
| **Delivery** | **Cost (AUD)** |
|[ ]  Email | FREE |
|[ ]  International Standard Post – with tracking *(outside of Australia)* | $50.00 |
|[ ]  International Express/Courier Post – with tracking *(outside of Australia)* | $100.00 |
| **TOTAL** | **$** Total |

|  |
| --- |
| **PAYMENT OPTIONS** *(Payment must be received prior to your request being processed)* |
| [ ]  **Phone** | Phone to make payment (+61 7 3860 0900) |
| [ ]  **Credit Card**I authorise payment from the listed Credit Card | Amount (in AUD): | $Click to enter text. |
| Name on Card: | Click to enter text. |
| Card Number: | Click to enter text. |
| Expiry Date: | Click to enter text. |
| CVC / Verification Number: | Click to enter text. |
| Signature of Cardholder: |  |
| [ ]  **Direct Deposit**I have deposited payment into Aviation Australia’s bank account | Account Name: | Aviation Australia |
| Bank: | Commonwealth Bank |
| BSB: | 064-013 |
| Account Number: | 10008347 |
| Amount (in AUD): | $Click to enter text. |
| Reference: | Click to enter text. |

|  |
| --- |
| **OFFICE USE ONLY** |
| **ID certified:** | [ ]  Passport [ ]  Driver’s License [ ]  18+ Card [ ]  Marriage Certificate |
| [ ]  Other:  |
| **Payment received:** | [ ]  Yes |
| **Certificate issued:** | [ ]  Yes |
| **Posted:** | Date: Click to enter date. Tracking: Click to enter text. |
| **Comments:** | Click to enter text. |
| **Staff Name:** | Click to enter text. |
| **Staff Signature:** |  |