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

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| **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. |

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| **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 |

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| **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. |

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| **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:** |  |