

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:		Last Name:	
Student Number:	AAA	Class Group:	
ARN:			
Postal Address:			
Suburb / State:		Postcode:	
Email:		Phone:	
Identification:	<input type="checkbox"/> Passport <input type="checkbox"/> Drivers License <input type="checkbox"/> 18+ Card <input type="checkbox"/> Other:		
Change of Name:	<input type="checkbox"/> Marriage Certificate <input type="checkbox"/> 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:		

CERTIFICATION DETAILS		
<input type="checkbox"/>	I need a replacement certificate (the original has been lost / stolen / damaged) - <i>see costs below</i>	
<input type="checkbox"/>	I have completed my study with Aviation Australia and not yet had my certificates issued – <i>no cost</i>	
<input type="checkbox"/>	I have completed additional exams since my last certificate was issued and I need an updated one – <i>no cost</i>	
Type	Cost (AUD) (if applicable)	
<input type="checkbox"/>	\$50.00	
Delivery	Cost (AUD)	
<input type="checkbox"/>	FREE	
<input type="checkbox"/>	\$50.00	
<input type="checkbox"/>	\$100.00	
TOTAL		\$

PAYMENT OPTIONS		<i>(Payment must be received prior to your request being processed)</i>	
<input type="checkbox"/> Phone	Phone to make payment (+61 7 3860 0900)		
<input type="checkbox"/> Credit Card I authorise payment from the listed Credit Card	Amount (in AUD):	\$	
	Name on Card:		
	Card Number:		
	Expiry Date:		
	CVC / Verification Number:		
	Signature of Cardholder:		
<input type="checkbox"/> 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):	\$	
	Reference:		

OFFICE USE ONLY			
ID certified:	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> 18+ Card <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Other:		
Payment received:	<input type="checkbox"/> Yes		
Certificate issued:	<input type="checkbox"/> Yes		
Posted:	Date:	Tracking:	
Comments:			
Staff Name:			
Staff Signature:			