

## REQUEST FOR REPLACEMENT OF REDBANK PLAINS STATE HIGH SCHOOL ISSUED CERTIFICATE OR STATEMENT OF ATTAINMENT

If you have lost or misplaced your Certificate or Statement of Attainment (SOA), you should contact the School so that a copy only can be issued. Original certificates are not able to be re-issued. A replacement fee of \$10.00 per certificate will apply for those not currently enrolled.

All requests for a copy of qualification or statement of attainment must be in writing to The Principal, Redbank Plains State High School, PO Box 378, Goodna Qld 4300 (email is acceptable – [the.principal@redbplaishs.eq.edu.au](mailto:the.principal@redbplaishs.eq.edu.au)).

A replacement will identify that it is a re-issued version and will be issued within 30 working days of receipt of the written request form attached.

### Explanatory Notes

#### How to obtain a copy of your results:

**If still enrolled:** Please complete the form and submit to the RTO Manager / VET HOD with your School I.D. as identification.

**If no longer enrolled:** You must complete the form and post it to Redbank Plains SHS together with the fee and one form of identification (see list below) that is **certified as a true copy of the original** by a Justice of the Peace or Commissioner for Declarations.

A change of name requires additional information as proof of your identity, e.g. a marriage certificate or name change certificate.

Payment will need to accompany the application – credit card (Visa or MasterCard), cheque or money order. These requirements must be met or there will be a delay in processing the application.

For over-the-counter applications, please bring one form of identification from the list below and payment of \$10.00 for each certificate.

### Acceptable forms of identification (must be a current certified copy)

- Valid passport
- Birth certificate or extract of a birth certificate
- Adult Proof of Age Card
- Driver licence or Learner licence

### Cost of Application

The cost of each certified copy is \$10.00. We will not process your application until we receive full payment. Cheques and money orders are to be made payable to Redbank Plains State High School. Do not send cash through the mail – accepted at the counter only.

### Postage

There are additional charges for non-standard postage and overseas postage (subject to change by Australia Post):

Domestic Express Post	\$7.00
International standard (airmail)	\$7.50
International Express Post	\$23.75

### Important information

As your results are your personal affair, the School must take steps to be satisfied with the identity of the applicant. Your results will not be made available to a person acting on your behalf. Results will not be given orally.

Certificates will be available for collecting or posting within thirty working days following receipt of your correctly completed application. If you choose to collect your certificate, we will ask you to produce your receipt and sign the application form to record that you have collected the certificate.

