

Application for Re-Issue of Certificate or Statement of Attainment

Instructions

Use this form to request a re-issue of your qualification certificate or Statement of Attainment. Ensure that all sections are completed accurately and submit the form along with a copy of your valid photo ID and payment. Certificates will only be reissued where original records confirm eligibility.

Personal Details

Full Name (at time of study):	
Date of Birth (DD/MM/YYYY):	
Email Address:	
Phone Number:	
Current Address:	

Qualification/Unit Details

Course Code and Name:	
Approximate Year of Completion:	
USI (if known):	
Type of Document Requested:	<input type="checkbox"/> Qualification Certificate <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Transcript

Re-Issue Fee and Payment

A non-refundable fee of \$50.00 per document reissue applies, as per the BLI Course Fees Structure. This fee covers the administration and processing of reissuing certification. See the full BLI Fee Schedule for other applicable service fees.

Required Attachments

- ☐ A clear copy of government-issued photo identification (e.g., driver's licence, passport)
- ☐ Payment confirmation or reference number
- ☐ (Optional) Completed Statutory Declaration if no ID is available

Student Declaration

I declare that the information provided in this application is true and correct. I authorise Blended Learning International to verify my identity and reissue my certification based on original records.

Signature: _____ Date: _____

Privacy Notice

Blended Learning International collects personal information solely for the purpose of confirming eligibility and processing this request. Information is handled in accordance with the Privacy Act 1988 (Cth) and BLI's Privacy Policy.

Office Use Only

Date Received:	
Received By:	
Photo ID Verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Records Confirmed in SMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved for Reissue:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Re-Issue:	
Processed By:	
Comments:	