

## Personal Details

Identification required: When requesting a transcript or certificate reprint, you must present a legitimate form of personal identification (e.g. Driver's licence, passport) showing your name, photo and signature. If emailing or mailing your request, then a copy of this must be supplied with your request, otherwise your request cannot be processed.

Family Name:		Given Name:	
Date of Birth:		Daytime Phone Number:	
Previous Employer Name:		Current Employer Name:	
Address:			
Email Address:		Course Title:	

## Payment Details

Reprint of original certificate / statement of attainment: QTY  \$55.00 per copy (GST inc.)  
 Retrieval of information from archives: QTY  \$50.00 plus \$40 per hour or part thereof (GST inc.)

Payment via Credit Card only using (please tick):	<input type="checkbox"/> Visa	<input type="checkbox"/> Master	<input type="checkbox"/> American Express
Card Number:			
Name on Credit Card:			
Expiry:	CCV:	Signature:	

## Delivery Instructions

Post to: (if different above)

Name:			
Address:		Postcode:	

## Privacy Statement

Spectra Training Australia collects, uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be provided upon request.

Signature:		Date:	
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## Our Contact Details

Level 7, 628 Bourke Street Melbourne 3000

ABN: 82 443 695 367

Website: [www.spectra.edu.au](http://www.spectra.edu.au)

Phone Number: 03 9292 8000

Email: [info@spectra.edu.au](mailto:info@spectra.edu.au)

### OFFICE USE ONLY

Date:
Account Coding:
Completed by:
Payment Date:
Issue Date:
ID Confirmation: