

Construction Industry Training Centre Inc.

Student Request for a Replacement Parchment

If a student wants the CITC to replace their CITC issued certification they must complete this form, deliver it to CITC and pay \$20 per course replacement as requested below.

This can be done by:

- Emailing the completed and signed document and evidence to info@citc.com.au
- In person by presenting your completed and signed document and evidence to 491-499 South Road, Regency Park (off Camira Street)
- Mailing the completed and signed document and evidence to:

**Certification
CITC
PO Box 2571
REGENCY PARK SA 5942**

I, _____ request that CITC provide replacement parchment for:

Course(s)

Parchment Only Card Only Parchment and Card (Please tick one box only)

Date of Birth: _____
(Mandatory)

Telephone Number: _____
(Mandatory)

Email Address: _____
(Optional)

The following fields must all be completed

Address

Attention to: _____

Number/Street of PO Box Number: _____

Suburb or Town and Postcode: _____

If this is a third party's address, **please tick this box** to approve CITC sending this directly to them

I have attached/presented a colour copy of my photographic ID: Yes No

For a replacement White Card/Yellow Card/Gold Card ONLY

CITC already has a copy of my photograph on file: Yes No

I have attached a colour passport sized photo (no caps/hats or sunglasses on your face or head. Can be emailed in JPEG format.) Yes No

I will get my photograph taken at CITC: Yes No

I have attached payment of \$20 per replacement **or** made a payment over the phone on ___/___/___ **or** I will pay in person.

Signed by: (Student Name)

_____/_____/_____
(Date)

Office Use Only

Received on:	Approved by:	Replacement reprinted/sent on:
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