

Construction Industry Training Centre Inc.

Student Request for Copies of Certification to be Made Available to a Third Party

The CITC must send all nationally accredited training certificates to the student's address, not to their employer, booking agent or other third party. This is to comply with the Australian Skills Quality Authority's regulations stating that the student must receive their certification regardless of who paid for or arranged the training. If a student wants the CITC to provide their employer, booking agent or other third party with a copy of the certificate they must complete this form and deliver it to CITC.

This can be done by:

- Emailing the completed and signed document to info@citc.com.au
- Faxing the completed and signed document to (08) 8301 4501
- Mailing the completed and signed document to:

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

I, _____ Date of Birth: ____/____/____

request that the CITC provide a third party with a copy of my certificate(s) for:

(Course name(s))

completed on _____ (Date(s)).

Organisation _____

Contact Person _____

Please choose one of the following to be sent:

A black and white pdf (Please provide the email address) _____

Or

A black and white copy (Please provide the postal address or fax number) _____

Signed by: (Student)

____/____/____
(Date)

Office Use Only

Received on:	Approved by:	Copy sent on:
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