

General Information

This form may be used to request a reprint of the original or electronic copy of the following certification documentation (certificates):

- Certificate and Record of Results
- Statement of Attainment
- Certificate of Completion.

Reprinted original certificates will be sent to the learner only, via post, or the learner can collect in person at Metro Academy, 42-50 Bakehouse Road Kensington Victoria 3031.

Electronic copies of certificates issued for training completed prior to November 2019 are copies only and may not satisfy external verification requirements.

All requests **must** be accompanied by photo identification; e.g. Drivers Licence or Passport.

What you need to do

- | | |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Read the General Information and complete the relevant sections of this form. |
| Step 2 | Once all sections have been completed, submit the form with supporting photo identification to certificates@metrotrains.com.au for processing.



Metro Academy will provide electronic copies of certificates within five (5) business dates of your payment being received. |

Notes

- ❖ If photo identification is not provided, your request will **not** be processed.
- ❖ Electronic copies will only be provided via email to the third party nominated on this form. You **must** nominate an individual, simply nominating an organisation will **not** be accepted.
- ❖ Payment details must be completed as cash payments will not be accepted.

Section 1 – Learner Details

Name		Date of Birth	
Address			
Suburb		Postcode	
Email			
Phone		Mobile	
Unique Student Identifier (USI) No.			
Rail Industry Worker (RIW) No.			

	CERTIFICATE REPRINT / COPY REQUEST	
L4-LED-FOR-034	Version: 2	Effective from: 9 th June 2020

Section 2 – Request Details

Course	
Course Date	

Course	
Course Date	

Course	
Course Date	



Course	
Course Date	

Course	
Course Date	

Please select the option(s) below.		
<input type="checkbox"/> Reprint of original certificate (\$100) per course	<input type="checkbox"/> Electronic copy of certificate (\$20) per course	<input type="checkbox"/> Metro Academy to upload certificate directly to RIW (\$25) per certificate

Section 3 – Nominated Third Party Details

Name			
Address			
Suburb		Postcode	
Email			
Phone		Mobile	
Organisation <i>(if applicable)</i>			

	CERTIFICATE REPRINT / COPY REQUEST	
L4-LED-FOR-034	Version: 2	Effective from: 9 th June 2020

Section 4 – Declaration & Signature

Declaration	
I declare that the information provided in this form are true and accurate.	
I hereby authorise Metro Academy to release electronic copy of the requested certificate(s) to the third party nominated on this form.	
Signature	Date

Section 5 – Payment Details

Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Amount	\$
Card No.		-	-	-
Expiry Date	Month		Year	
Cardholder Name				
Cardholder Signature				

A scanned copy of the completed form and supporting documentation is to be added to learner's file when complete.

Metro Academy Office Use Only

Date Request Received		Received By	
Sent to Accounts Department (AD) for Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent to AD	
Payment Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received	
Certificate(s) Issued/Uploaded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Issued/Uploaded	