

General Information

You should always endeavour to update Metro Academy upon any changes to your personal details; i.e. Surname, Address etc.

All requests to change your personal details **must** be accompanied with appropriate supporting documentation; e.g. Drivers Licence, Marriage Certificate or Change of Name Certificate.

Pages 3 to 4 provide further information relating to what constitutes appropriate supporting documentation and what it means to certify a document.

What you need to do

- | | |
|---------------|--|
| Step 1 | Read the General Information and complete the relevant sections of this form. |
| Step 2 | Once completed, submit the form with supporting documentation to metroacademy@metrotrains.com.au for processing. Your details will be updated within five (5) business dates of your request being received. |

Notes

- ❖ If supporting documentation is not provided, your request will **not** be processed.

Section 1 – Personal Details (currently held with Metro Academy)

| | | | |
|-------------------------------------|--|---------------|--|
| First Name | | Surname | |
| Middle Name/s | | Date of Birth | |
| Address | | | |
| Suburb | | Postcode | |
| Email | | | |
| Phone | | Mobile | |
| Unique Student Identifier (USI) No. | | | |
| Rail Industry Worker (RIW) No. | | | |

Section 2 – Updated Personal Details

| | | | |
|--------------------------|--|------------------------------|--|
| New First Name | | New Surname | |
| New Middle Name/s | | Correct Date of Birth | |
| New Address | | | |

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| | | | |
|-----------------------|-------------------------------|---------------------------------|--------------------------------|
| New Suburb | | New Postcode | |
| New Email | | | |
| New Phone | | New Mobile | |
| Correct Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Other |

Section 3 – Declaration & Signature

| | |
|---|------|
| Declaration | |
| I declare that the information provided in this form are true and accurate. | |
| Signature | Date |

Metro Academy Office Use Only

| | | | |
|--|---|--|--|
| Date Form Received | | Received By | |
| Request Granted | <input type="checkbox"/> Drivers licence <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Marriage | <input type="checkbox"/> Deed Poll <input type="checkbox"/> Change of Name Certificate <input type="checkbox"/> Divorce Decree | |
| Provided to RTO for Processing in SMS | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Processed | |
| Processed By | | Signature | |
| Provided to Business Support for Processing in LMS | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Processed | |
| Processed By | | Signature | |

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

Important information for learners who want to change their personal details

Documentation accepted for change of personal details

The following documents will be accepted as evidence of a change of personal details:

- Birth certificate (*Commemorative certificates are not acceptable*)
- Marriage certificate (*Commemorative certificates are not acceptable*)
- Deed Poll
- Change of Name Certificate
- Divorce decree
- A current passport
- A current driver licence

Certifying documents

* What does certified mean and who can certify a copy of a document?

A **certified** copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

It is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under [Statutory Declarations Regulations 1993– Schedule 2](#). This schedule provides a wide range of authorised occupations and office holders who may certify a document, so finding a suitable person should not normally present a significant difficulty.

You, or a family member, cannot certify your documents, even if you or they belong to one of the categories listed above.

Occupations which can certify documents

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

Other persons who can certify documents

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations

- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade and Investment Commission who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this section
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
 - a) an officer; or
 - b) a non commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of:
 - a) the Parliament of the Commonwealth; or
 - b) the Parliament of a State; or
 - c) a Territory legislature; or
 - d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - a) the Commonwealth or a Commonwealth authority; or
 - b) a State or Territory or a State or Territory authority; or
 - c) a local government authority;
 - i) with 5 or more years of continuous service who is not specified in another item in this section
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - a) the Commonwealth or a Commonwealth authority; or
 - b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy