



Related Document

Metro Academy Operations Manual - A4931

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 days of your payment receipt.

NOTE:

- 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 **cannot** 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)			
Rail Industry Worker (RIW) #			

CERTIFICATE REPRINT-COPY REQUEST FORM



Document Number: A4038

Version: 3.0

Published: 13/01/2023

Section 2 – Request Details

Course	
Course Date	

Course	
Course Date	

Course	
Course Date	

Course	
Course Date	

If request is for a reprint of a full qualification:

Qualification Name & Code	
Completion Date	

Please select one or more options 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
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Section 3 – Nominated Third Party Details

Name			
Address			
Suburb		Postcode	
Email			
Phone		Mobile	
Organisation (if applicable)			

