

CHANGE PERSONAL DETAILS FORM



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Related Document

Metro Academy Operations Manual - A4931

General Information

To ensure that training correspondence or certification is able to be sent to you, it is essential that you 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 of this form 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 all sections have been completed, submit the form with supporting documentation to metroacademy@metrotrains.com.au for processing.

Your details will be updated within five (5) business days of your request being received.

NOTE: If supporting documentation is not provided, your request will not be processed.

Section 1 – Personal Details (currently held by the Metro Academy)

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

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Section 2 – Updated Personal Details

| | | | |
|--------------------------|---------------------------------|-------------------------------|--------------------------------|
| New First Name | | New Surname | |
| New Middle Name/s | | Correct Date of Birth | |
| New Address | | | |
| New Suburb | | New Postcode | |
| New Email | | | |
| New Phone | | New Mobile | |
| Correct Gender | <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Other |

Section 3 – Declaration and Signature

| | |
|---|-------------|
| Declaration | |
| I declare that all claims made in this document and any evidence attached are true and correct. | |
| 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 2018– 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

- | | |
|---|---|
| <ul style="list-style-type: none"> • Architect • Chiropractor • Dentist • Financial adviser or financial planner • Legal practitioner • Medical practitioner • Midwife • Migration agent registered under Division 3 of Part 3 of the Migration Act 1958 • Nurse | <ul style="list-style-type: none"> • Occupational therapist • Optometrist • Patent attorney • Pharmacist • Physiotherapist • Psychologist • Trade marks attorney • Veterinary surgeon |
|---|---|

Other persons who can certify documents

- | | |
|---|---|
| <ul style="list-style-type: none"> • Accountant as defined in the Regulations • Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public • APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part in the Regulations • 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 | <ul style="list-style-type: none"> • Master of a court • Member of the Australasian Institute of Mining and Metallurgy • Member of the Governance Institute of Australia Ltd • Member of the Australian Defence Force who is: <ol style="list-style-type: none"> 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 |
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| <ul style="list-style-type: none">• 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 a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part of the Regulations• Employee of the Australian Trade and Investment Commission who is:<ul style="list-style-type: none">a) in a country or place outside Australia; andb) authorised under paragraph 3 (d) of the Consular Fees Act 1955; andc) exercising the employee's function at that place• Employee of the Commonwealth who is:<ul style="list-style-type: none">a) in a country or place outside Australia; andb) authorised under paragraph 3 (c) of the Consular Fees Act 1955; andc) exercising the employee's function at that place• Engineer who is:<ul style="list-style-type: none">(a) a member of Engineers Australia, other than at the grade of student; or(b) a Registered Professional Engineer of Professionals Australia; or(c) registered as an engineer under a law of the Commonwealth, a State or Territory; or(d) registered on the National Engineering Register by Engineers Australia• 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• Justice of the Peace• Magistrate• Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961 | <ul style="list-style-type: none">• Member of:<ul style="list-style-type: none">a) the Parliament of the Commonwealth; orb) the Parliament of a State; orc) a Territory legislature; ord) a local government authority• Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961• Notary public, including a notary public (however described) exercising functions at a place outside:<ul style="list-style-type: none">(a) the Commonwealth; and(b) the external Territories of the Commonwealth• 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:<ul style="list-style-type: none">a) a State or Territory or a State or Territory authority; orb) a local government authority;<ul style="list-style-type: none">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:<ul style="list-style-type: none">a) the Commonwealth or a Commonwealth authority; orb) a State or Territory or a State or Territory authority• SES employee of the Commonwealth• Sheriff• Sheriff's officer• Teacher employed on a full time basis at a school or tertiary education institution |
|---|--|