

## Personal Details

Identification Required: When requesting a transcript or certificate reprint, you must present a legitimate form of personal identification (e.g. Driver's licence, passport) showing your name, photo and signature. If emailing or mailing your request, then a copy of this must be supplied with your request, otherwise your request cannot be processed.

Family Name:		Given Name:	
Date of Birth:		Daytime Phone Number:	
Previous Employer Name:		Current Employer Name:	
Address:			
Email Address:		Course Title:	

## Payment Details

Reprint of original certificate / statement of attainment: QTY  \$55.00 per copy (GST Inc.)  
 Retrieval of information from archives: QTY  \$50.00 plus \$40 per hour or part thereof (GST Inc.)

Payment via Credit Card only using (please tick):	<input type="checkbox"/> Visa	<input type="checkbox"/> Master	<input type="checkbox"/> American Express
Card Number:			
Name on Credit Card:			
Expiry:        /        /	CCV:	Signature:	

## Delivery Instructions

Post to: (if different above)

Name:			
Address:		Post Code:	

## Privacy Statement

Print Training Australia collects, uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be provided upon request.

Signature:		Date:	/  /
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## Our Contact Details

Unit 17, 1st Floor 169 Unley Road, Unley SA 5061

ABN: 20 101 225 021

**Website:** [www.printtrain.edu.au](http://www.printtrain.edu.au)  
**Phone Number:** 08 8172 0022  
**Email:** [admin@printtrain.edu.au](mailto:admin@printtrain.edu.au)

### OFFICE USE ONLY

Date:
Account Coding:
Completed by:
Payment Date:
Issue Date:
ID Confirmation: