

Application for Replacement Certificate



To lodge an application for a replacement certificate please read the following carefully, complete the form below and forward with payment to REIV Training.

For assistance in completing this form, please contact us on 9205 6666 or at training@reiv.com.au

1. Please ensure all reasonable steps have been undertaken to locate the original certificate.
2. Complete the details required on this form and forward to REIV Training with payment/payment details and
 - a.) Scan and email to training@reiv.com.au
 - b.) Post to REIV, PO Box 443, Camberwell Vic 3124 or
 - c.) Fax back to 9205 6690

3. Please select required service and fee:

- ☐ Replacement of Statement of Attainment (Agent's Rep Course) \$30
- ☐ Replacement Certificate (Licence) \$60
- ☐ Replacement of both \$75
- ☐ Retrieval of results from archives* \$125 (*7 years post completion or withdrawal from study)

4. The REIV will assess each application; if successful a new certificate will be forwarded to the address provided below. Please allow up to 14 business days for a replacement and 21 days in cases where a reissue stipulates a retrieval of results from off-site archives.

5. The certificate and/or statement of attainment will be issued with the wording "Replacement: Originally issued on 'date'".

Current Full Name: _____

Name on Statement: _____
(if different from above)

Date of Birth (dd/mm/yyyy): _____

Address (for delivery) _____

(suburb/town) (state) (postcode)

Mobile: _____

Course/Qual Completed: _____

Date course
attended and/or
original date of issue: _____

REPLACEMENTS(S) WILL BE PROCESSED ONLY IF PAYMENT IS ATTACHED

☐ Cheque/Money Order ☐ Credit Card (Please Circle:)) *Visa* *MasterCard* *AMEX*

Card Number: _____ Expiry MM/YY _____

Cardholder Name: _____

Cardholder Signature: _____