

REQUEST FOR REISSUE OF SEALED CERTIFICATES/PARCHMENT



Send to: ASK ME, Private Bag 94006, Manukau 2241 or email StudentRecordRequests@manukau.ac.nz

Use this form if:

- A certificate/parchment is lost, destroyed/damaged or
- Certificate/Parchment details are incorrect

First Name			
Last Name			
Student ID		Date of Birth (dd/mm/yyyy)	
Phone		Email address	
Postal Address			
			Postcode
Name of qualification			
Year Awarded		Certificate Number and Issue date (if known)	

Please tick relevant box

<input type="radio"/> Certificate/Parchment Lost	<input type="radio"/> Certificate/Parchment destroyed or damaged	<input type="radio"/> Incorrect/Amended details
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Please return your damaged/incorrect certificate/parchment to the Academic Registry.

How would you like to receive your Certificate/Parchment?		
<input type="radio"/> In person – ASK ME Otara	<input type="radio"/> Post – to the address supplied above	<input type="radio"/> Courier - see charges below

N.B. For security reasons Certificates/Parchments will be couriered to you 'signature required' at your cost. The exception to this is all L1 – L4 qualifications (including National and NZ Certificates) within Auckland only.

	Cost	Please tick <input type="checkbox"/>
Replacement Certificate or Diploma	\$25.00 per Certificate/Diploma	
Replacement Degree Parchment and Level 7 qualification	\$40.00 per parchment	
Postal Charges		Please tick <input type="checkbox"/>
Standard Post within NZ	No charge	

Courier Charges		Please tick ✓
Within New Zealand	\$10.00	
Australia	\$30.00	
USA	\$65.00	
All other countries	\$55.00	
Total amount (NZD)		

How would you like to pay?	
<input type="radio"/> Internet Banking	<input type="radio"/> In person at any Westpac bank

Timeframe: Most requests will be managed within approximately 10 working days, however in some instances it may take longer.

Please supply evidence for name change of details (e.g. passport, birth certificate or marriage certificate).

N.B. Your **FULL LEGAL** name will be recorded on your certificate.

I declare that the information I have provided on this form is true and accurate to the best of my knowledge. All other copies of my certificate will be destroyed if damaged or found.

Signed:	Date: (dd/mm/yyyy)
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