

Application for a Replacement Testamur

*The cost of having your replacement testamur issued is \$30.00 a copy.
A Replacement testamur cannot be issued without the relevant supporting documentation & Statutory Declaration form completed.*

1. Student Details

Student number	
Title	
First name	
Middle Name	
Surname	
Date of birth	
Email	
Postal Address	

2. Testamur Details

Full title of your award course	
Graduation Date	

3. Reason for Replacement

Please select the reason you need a replacement Testamur:

- Original Testamur has been lost or stolen
Please complete the Statutory Declaration on page 3 of this form
- Original Testamur has been damaged
Please return your original testamur with this form and complete the Statutory Declaration on page 3 of this form
- Change of Name
Please provide certified copies of proof of your change of name and return your original Testamur with this form, and complete the Statutory Declaration on page 3 of this form

As an authorised policy at all educational colleges and universities: official Testamurs and other qualifications cannot be issued more than once unless the graduate has provided the college with a Statutory Declaration.

Your Statutory Declaration must include the following information:

- Specific details about the reason for requiring a replacement Testamur eg. Lost, stolen, change of name
- Your full name and address
- Your award details, including the name of your award and conferment date
- If your Testamur has been lost or stolen you must agree that in the event your original Testamur is found/returned to you, that you will return it to the Navitas College of Public Safety within seven days
- Certification by one of the persons listed on page 4 of this form

For more information about how to complete a Statutory Declaration please visit the Australian Government website at:

<http://www.ag.gov.au/statdec>

4. Payment Details

The cost of having your Testamur replaced is \$30.00. Please select your payment method:

Total Cost	
Cheque	<input type="checkbox"/> (Please address this to Navitas College of Public Safety)
Bank cheque	<input type="checkbox"/> (Please address this to Navitas College of Public Safety)
EFTPOS	<input type="checkbox"/>
Credit card	<input type="checkbox"/> For credit card payments, please provide your details below:

For credit card payments, please provide your details below:

Type of Credit Card:

Visa Master Card

Card Holder name

Card Number:

Expiry Date: Amount: \$

5. Check List

- I have completed the Statutory Declaration form on page 3 of this form
- I have attached my original Testamur to this form
or
- I have not attached my Testamur to this form because it has been lost or stolen
- I have paid the \$30.00 fee, or have included my credit card details on page of this form and give permission for the Navitas College of Public Safety to process my payment of \$30.00

I declare that the information I have provided on this application is true and correct.
I am aware that the Navitas College of Public Safety Student Handbook is available online at www.acap.edu.au. By signing this form I acknowledge that I have read and understood the policies, procedures and terms set out in the Navitas College of Public Safety Student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook, as amended from time to time.

<input checked="" type="checkbox"/>	Date:
<hr/>	<hr/>
(Sign here)	

Please scan and email to admin@ncps.edu.au or return this application at your relevant campus.

Melbourne
Level 10, 123 Lonsdale Street
Melbourne VIC 3000

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ on ⁵ of ⁶

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
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

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 the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(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 National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

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:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

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:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution