

The University of Queensland Brisbane Qld 4072 Australia Telephone Graduations Section International 61 07 3365 9194 Email graduations@uq.edu.au Internet www.uq.edu.au/graduations/

# **Request for Replacement Award**

(Certificate/Testamur)

## **Instructions and Conditions**

- A Statutory Declaration (outlining the reasons for loss or destruction of the original certificate) MUST accompany this
  form. The Statutory Declaration is to be certified by a Justice of the Peace or Commissioner of Declarations. If
  applying overseas, Australian law defines a statutory declaration as a written statement declared to be true in the
  presence of an authorised witness.
- Payment must accompany application. A replacement certificate costs \$50 (see below for additional mailing costs)
- Payment can be made in person at a Student Centre on campus; or by mail with credit card, cheque or money order.
- For certificates to be collected by a third party, the applicant must provide written authorisation. Applicants and authorised third parties must provide photographic identification at the time of collection.
- Applications take a minimum of 10 working days to process. In July and December applications will take up to 15 working days.

Personal Details							
Title (Mr/Mrs/Ms/Miss/Dr):  Given Names:		Email:Phone:					
Award Request Details							
Please indicate the degree o Degree 1:		Degree 2: Honours/field of study:	octor of Philosophy etc)				
Please select collection method: Ordinary Mail Collect from Student Centre Domestic Express Post \$6  Registered Mail \$10 International Express Post \$20 EMS International Courier \$35							
Reason for Request							
Lost, stolen or destroyed  Damaged – original award certificate must be surrendered  Change of Name – Original documentary evidence or a copy certified as a true copy must be attached (ie Passport, Birth certificate, Deed Poll, Marriage certificate, Decree Nisi) and original award certificate must be surrendered.							
Signature							
	Date						
Payment Details							
Cash Cheque/Money order made payable to The University of Queensland Credit Card ♥							
Visa MasterCard	Card number						
Authorisation for use of credit card if cardholder is not person named	l la analassa assida anda a	ents to the University of C	 Queensland				
	Cardholder's signature		Date				

# Commonwealth of Australia STATUTORY DECLARATION

# Statutory Declarations Act 1959

Insert the name, address and occupation of person making the declaration	I, <sup>1</sup>		
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make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter declared to in numbered paragraphs

8 Full name, qualification and address of person before whom the declaration is made (in printed letters) 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		
5 1	Day Month and year	Declared at <sup>4</sup>	on <sup>5</sup>	of <sup>6</sup>
		Before me,		
7	Signature of person before whom the declaration is made (see over)	7		

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)

Railiff

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